

## **STEWARDSHIP EDUCATION COMMITTEE**

### **MISSION:**

The Stewardship Education Committee is responsible for planning educational and promotional events to instruct our Sunday School and Church members in Biblical principles of stewardship.

### **DUTIES:**

1. To keep the principles of New Testament stewardship of time, talent, and material possessions before the congregation in an effort to develop a greater understanding and commitment to Christian stewardship.
2. To develop and recommend to the Church Council an annual overall plan for stewardship education.
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4. To inform Sunday School and church members about the ministries of the church, the use of funds to support these ministries, and the opportunities to expand these ministries or begin new ones.
5. To develop or secure and distribute materials and information regarding the Southern Baptist Cooperative Program, Virginia Baptist Program, and Richmond Baptist Association Program in an effort to educate and enlist the support and involvement of the members of our Sunday School and church.
6. To work closely with the educational organizations of the church assisting them in stewardship education and promotion, e.g., to provide education workshops on budget management for Christian families.
7. To assist the Stewardship Committee with planning and development of promotional materials and/or events for the annual Unified Budget Campaign and special promotions for Capital funds.

### **MEMBERSHIP:**

The Stewardship Education Committee shall have at least six members including a chairman. The chairman will be responsible for coordinating the committee's activities with that of the Church Council, the Stewardship Committee and other committees of the church as needed.

[Nov. 1990; revised 6-17-92]

STEWARDSHIP COMMITTEE (continued)

DUTIES OF THE WILLS AND ENDOWMENTS SUBCOMMITTEE

1. Develop and recommend to the Stewardship Committee an annual plan for enlisting members of the congregation to make Christian wills which include gifts to the Bon Air Baptist Church and/or Virginia Baptist or Southern Baptist agencies.
2. Provide information and advice regarding wills which involve gifts to the church or denomination.
3. Work closely with Virginia Baptist Foundation leadership to secure information, materials and mutual cooperation.
4. Promote "Make Your Will Month" each year.
5. Submit annually, reports to the Stewardship Committee and the Church, and at such other times as requested.

[Nov. 1990]

ANNUAL STEWARDSHIP CAMPAIGN

The Stewardship Committee and the Pastor are authorized to appoint a general chairman for the Annual Stewardship campaign in the fall and to authorize the Stewardship Committee Chairman, the Pastor and the General Chairman to appoint other necessary committees and employ necessary methods for raising funds. [4-13-66]

CASH GIFTS TO PERSONNEL OF CHURCH

The practice of presenting cash gifts out of the church treasury to be paid personnel of the church is discontinued. [10-12-60]

CHECKING ACCOUNT MINIMUM BALANCE

A minimum balance shall be kept in the checking account in the amount of \$500. All monies in excess of this amount to be transferred to the savings account for use in paying off balance due on mortgage [2-26-58]

STEWARDSHIP COMMITTEE (continued)

CONTRIBUTIONS OF SECURITIES

The following constitutes the policy of Bon Air Baptist Church regarding contributions of stocks, bonds and other securities made to the church:

1. Anyone who intends to donate securities to the church should take the securities directly to a broker for registration in the name of Bon Air Baptist Church.
2. The donor should advise the church office of his or her intention to donate the securities, so that the church may monitor the transaction.
3. If the donor does not deal with a particular broker on a regular basis, the church recommends the use of its current brokerage service.
4. The church will provide the donor with a statement that identifies the user of the securities, states the date of the contribution, and if stock, states the number of shares contributed. It is the responsibility of the donor to maintain any other records that may be necessary for tax purposes. The church will indicate the current market value on the date of the gift on the statement.
5. The amount of the securities contribution will not be shown on the quarterly statement provided to church members, as the quarterly statement records only cash contributions made to the church.
6. The Stewardship Committee shall make the determination of when to dispose of any securities contributed to the church, except that the Endowment Committee shall make such determination as to any securities contributed to the church's Endowment Fund. When the church disposes of such securities, the church shall be responsible for commissions and all other costs associated with the disposition of the securities.
7. When the church disposes of the securities, the Treasurer of the church is authorized to sell and transfer such securities and is authorized to execute in the name of the church, and on behalf of the church, all instruments and documents necessary to effectuate such sale and transfer.
8. The foregoing Statement of Policy shall be effective upon its adoption by the church at a regular monthly Business Meeting by majority vote. Upon its adoption, the foregoing Statement of Policy shall supersede any pre-existing policy regarding the contribution of securities to Bon Air Baptist Church.

[5-16-90]

STEWARDSHIP COMMITTEE (continued)

DEPOSIT OF BUILDING FUND MONIES

Building Fund monies, along with Capital Funds, shall be placed in one account so they may accrue interest. [June 1989]

DESIGNATED FUNDS

1. Every member of the Bon Air Baptist Church is encouraged to support fully the Unified Budget Program.
2. The annual financial report made by the Treasurer shall carry a full listing and purpose of all designated gifts and balance if any from gifts of each account.
3. Except for designated gifts to non Unified Budget special funds set up by the church, designated gifts shall be expended only with the approval of the church. [7-20-77]

DESIGNATED FUNDS ACCOUNT

There shall be maintained a Designated Fund Account to handle gifts for future years, namely the General Fund and already established designated funds. these future funds are to be placed in an interest bearing account at the best possible rate. This interest will be credited to the General Fund. [11-19-86]

MISSIONARY RESIDENCE ACCOUNT

1. The church will establish an escrow account for major maintenance expenses for the Missionary Residence with the following guidelines:
  - a. The escrow account will be funded, at the end of each budget year beginning with the 1993 budget year, by any unspent funds budgeted for the Missionary Residence unless, upon the recommendation of the Property & Grounds Committee and the Stewardship Committee, the church concludes that no additional funds are required at that time in which event the remaining funds for such year shall be transferred to the General Fund.
  - b. The escrow account and all repairs to the Missionary Residence shall be administered and coordinated by the Property & Grounds Committee in coordination with the Missionary Residence Committee. All expenses shall be approved by the church after recommendation by the Property & Grounds and Stewardship Committees.

[adopted 01-26-94]

STEWARDSHIP COMMITTEE (continued)

FUTURE MISSIONS CHURCH FUND

The Future Missions Churches fund was frozen at the end of 1979, to be held for its intended purpose. [11-\_\_-79]

MISSION GIVING

1. The church reaffirms its conviction that the Cooperative Program is the primary channel through which our mission gifts should be invested.
2. The Church shall express its bias toward increasing the percentage given through the Cooperative Program.
3. The church shall express its faith in the existing practice of assigning the Missions Committee the responsibility of making an annual study of mission giving and mission opportunities and make its yearly recommendations to the church through the budget preparation committee. [11-16-83]

MISSIONS OFFERINGS

1. Four special church-wide offerings shall be taken for missions, e.e., offerings for Lottie Moon, Annie Armstrong, State Missions and Association Missions.
2. No specific goals shall be stated for any of the four special offerings.
3. There shall be appropriate educational emphasis through mission organizations, pulpit announcements, church newsletter, and bulletin board displays for each of the four weeks of prayer and offerings for missions.
4. The church shall continue to provide special envelopes in members envelope packets so that each church member has the opportunity to give to the four mission offerings as he/she feels led by the Lord.
5. The church shall continue to emphasize giving to the unified budget and through the Cooperative Program as the essential and primary needs of supporting our basic efforts in the Kingdom of God. [10-18-78]

STEWARDSHIP COMMITTEE (continued)

MISSIONS OFFERING (AMENDMENT)

1. State Missions and Associational Missions Offerings will be combined in the Bon Air Missions Offering.
2. Funds received shall be allocated to the offerings at the percentages calculated based on the averages of total amounts given to each for the past three years.

[adopted; 03-23-94]

UNDESIGNATED MISSIONS OFFERINGS

Since January 1, 1996, the weekly offering envelopes have included a line item for individuals to specify how much of the enclosed offering should be designated to missions. The undesignated missions funds collected between January 1, 1996, and August 31, 1996, are to be applied to the Domestic Missions Offering (Annie Armstrong, State and Associational Missions), and funds collected September 1, 1996, through December 31, 1996, to Lottie Moon.

[Adopted 6/19/96]

MISSIONS OFFERINGS

The Annie Armstrong, Richmond and State Associational Offerings to be combined into a single Domestic Missions Offering in 1997, based upon the successful results achieved this spring with the combining of these three offerings.

[Adopted 7/17/96]

1997 MISSIONS OFFERINGS

The 1997 Missions Offerings shall occur as follows:

1. The Domestic Mission Offering, which currently combines giving toward Annie Armstrong Easter Offering (Home Missions), State Association, and Richmond Baptist Association, shall also include Habitat for Humanity, Fellowship of Christian Athletes, and Goshen Association.

STEWARDSHIP COMMITTEE (continued)

2. The goal for the 1997 Domestic Mission Offering shall be as follows:

OFFERING DESCRIPTION	PLANNED DOLLARS	% OF OFFERING
Annie Armstrong Easter Offering (Home Missions)	\$29,000	58%
State Association	7,500	15%
Richmond Baptist Association	5,000	10%
Habitat for Humanity	4,000	8%
Fellowship of Christian Athletes	3,000	6%
Goshen Association	1,500	3%
Total	\$50,000	100%

3. Continue the practice begun in 1996, whereby all funds designated as "Missions" on the weekly offering envelopes beginning January 1, 1997, through April 31, 1997, be allocated to the Domestic Mission Offering, and all funds received from September 1, 1997, through December 31, 1997 be allocated to the International Offering (Lottie Moon Christmas Offering).

[Adopted 12/18/96]

RENT FROM WEDDINGS

All monies received as rent from non members for the use of the building for weddings shall be credited to the General Fund and be reported by the Treasurer on a line designated as "other income". [8-20-86]

USE OF MASTERCARD

Hampden F. Collier, Treasurer, is authorized and directed to make application for a commercial Master Card account with Signet Bank/Virginia, that this organization shall be responsible for purchases made on such account by authorized persons of this organization, that this organization agrees to be bound by the terms and conditions of the Master Card Customer Agreement as now in effect and as from time to time amended, and that the persons whose names and titles appear below are authorized to receive credit cards and to make purchases individually on such Master Card account:

Rev. James D. Pardue, Pastor; Dr. Maurice Graham, Associate Pastor; Rev. Jimmie T.

STEWARDSHIP COMMITTEE (continued)

Miles, Minister of Education/Outreach; Miss Luci Linnenkohl, Minister to Children; Mr. Paul Honaker, Minister of Music; and Rev. Richard L. Bennett, Minister to Youth.

INVESTMENT ADVISORY COMMITTEE

(See Other Coordinating Groups, Councils, Committees Section of Operations Manual)



## **TELLERS COMMITTEE**

The Teller Committee shall consist of a chairman and at least twelve (12) other members.

They shall open the church envelopes and record all monies received in the church offerings.

Teller's slips recording receipts of each service and bearing the names of the chairman and one member present shall be prepared in triplicate, one copy given to the Financial Secretary, and two copies presented to the bank. The chairman or his designated representative, shall promptly deposit all monies in the bank approved by the Stewardship Committee. The bank shall furnish the Treasurer with bank deposit evidence. The Tellers Committee shall follow the procedures established by the Stewardship Committee.

Reference: Bylaw IV.26

## **CHURCH OFFERINGS**

Church offerings from Sunday shall be received by Tellers, placed in bags and taken to the bank night depository. Members of the Tellers Committee will count and deposit the offerings on Monday mornings.

[1-15-75] [wording corrected 9-10-93]

## VAN COMMITTEE

### VAN USE POLICIES

1. The use and maintenance of the Church Vans shall be under the direction and supervision of the Church Administrator and the Van Committee.
2. The Vans shall be used only for programs of Bon Air Baptist Church and shall not be lent or leased to any group outside the church or to any individual for personal use.
3. Prudent use of the Vans shall be encouraged as a medium for the advancement of our total church program.
4. The use of a van is discouraged when persons can be transported in one car.
5. All requests for use of the Vans shall be made by completing the Application for Use of Van and shall come through any of the Directors of Church organizations (for example, Sunday School, Discipleship Training, Baptist Men, W.M.U., Prison Ministry) or through the Church Administrator, Minister of Youth, Minister of Music, Minister of Education, Prison Ministry, or Outreach Director. Request forms are available in the Church Office.
6. Requests shall be made as much in advance as possible and shall be submitted by the organizational Director to the Church Office for the Van Committee's review and approval.
7. Reservations for use of the Church Vans shall be made on a "first-come, first-serve" basis and shall be recorded on the calendar by the Church Office.
8. Only authorized drivers shall be allowed to drive the Vans. A list of authorized drivers shall be kept by the Van Committee and in the Church Office. No drivers are to be paid for this ministry. **DRIVERS ARE TO BE 21 YEARS OF AGE OR OLDER.**
9. The driver shall use the log book in each van to record the mileage and purpose of each trip.
10. The driver shall be responsible for maintenance (maintaining proper oil, water and air recommendations) and operation of the van on his/her assigned trip. **THE VAN SHOULD BE RETURNED WITH A FULL TANK OF GAS IF AT ALL POSSIBLE!**
11. Any problems related to the operation, maintenance or damage to the vans shall be reported immediately to the Church Office.

VAN COMMITTEE (continued)

12. Preferably the driver shall not have the double responsibility of driving and overseeing the passengers. A "Person in Charge of the Group" shall have responsibility for the passengers on each trip.
13. Each van shall be limited to 15 persons. Seat belts must be used.
14. The van shall be kept locked at all times when not in use. All keys shall be returned to the Church Office at the conclusion of the trip. If the van is returned after office hours, the keys are to be returned to the Church Office the next day as early as possible. Office hours are Monday-Friday, 8:30 a.m. - 4:30 p.m.

[Adopted 4/19/95]

Any ministry that does not follow the Van Use Policies will not be allowed the use of the van(s) until after meeting with the Van Committee.

[Adopted 12/18/96]

## BON AIR BAPTIST CHURCH

2531 BUFORD ROAD  
RICHMOND, VIRGINIA 23235-3419  
(804) 272-1475

DATE: \_\_\_\_\_

### APPLICATION FOR USE OF VAN

ORGANIZATION OR MINISTRY MAKING REQUEST: \_\_\_\_\_

\_\_\_\_\_

DRIVER'S NAME, ADDRESS, AND TELEPHONE NUMBER:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

DATE TO BE USED: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned certifies that he/she has read the Van Use Policies and hereby agrees to abide by such policies.

Signature of person making request: \_\_\_\_\_

Signature of person authorizing use: \_\_\_\_\_

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

## **WEEKDAY MINISTRIES COMMITTEE**

The Weekday Ministries Committee shall consist of at least four (4) members. This Committee, in cooperation with the Personnel Committee, shall recommend to the church a Director of Weekday Ministries and Assistant to the Director of Weekday Ministries and shall work with them in the establishment and operation of the Weekday School/Mom's Morning Out programs.

The Committee shall maintain the Weekday School and Mom's Morning Out as integral parts of the church's religious education program, and in keeping with the general weekday school and mom's morning out programs of our denomination.

### **SPECIFIC DUTIES**

The Weekday Ministries Committee shall work closely with the Minister to Children and the Director of Weekday Ministries and the Assistant to the Director of Weekday Ministries in performing the following:

1. Study the needs for weekday education, development and ministry to preschool-aged children and their parents.
2. Recommend programs and ministries to the church for adoption.
3. Recommend to the church needed policies, procedures and resources for the weekday preschool child development programs.
4. Recommend to the Stewardship Committee the registration fees and tuition to be charged for services provided. Prepare and submit an annual budget to the Stewardship Committee in accord with church policy.
5. Recommend personnel, job descriptions and salaries to the church through the Personnel Committee for all persons who are to be employed in the weekday preschool child development programs.
6. Administer the church approved programs, policies, procedures and resources for the weekday preschool child development programs.
7. Inform the church as to programs, ministries and needs through quarterly reports.

[5-21-75; revised 2-28-91 by Committee and approved 7-19-92]  
[Amended 6/21/95]

WEEKDAY MINISTRIES (continued)

BUDGET OF WEEKDAY MINISTRIES

The budget of the Weekday Ministries programs shall be submitted to the church for approval at the same business meeting of the church budget.

[Adopted: 04-20-94]

[Amended: 6/21/95]

**YOUTH LEADERSHIP COMMITTEE**

