

MISSIONARY RESIDENCE COMMITTEE

The brick house located on the recently acquired church property is established as a missionary residence. This provides Bon Air Baptist Church with a new ministry - providing the care and support to missionaries and their families returning for furlough and to provide short-term housing for other individuals involved in ministry. The support for this ministry will be provided for in the Missions budget under the direction of the Missions Committee.

- A. A Missionary Residence Committee is established to oversee this ministry. The Committee is an ad hoc committee appointed by the Moderator. The Committee will consist of four members and a chairman, one of whom will be member from the Missions Committee.
- B. The responsibilities of the Missionary Residence Committee are to develop plans for the restoration and furnishing of the house, to formulate the policies and guidelines pertaining to the operation of the house, to determine eligibility requirements, and to determine the costs and fees to be paid by the missionary family.

[4-22-92]

MISSIONARY RESIDENCE GUIDELINES AND POLICY
OF THE
BON AIR BAPTIST CHURCH
2531 BUFORD ROAD

PURPOSE: The purpose of the missionary residence ministry is to provide housing, church fellowship, love, rest, and service opportunities to furloughing Southern Baptist missionaries. We are grateful to God that He gave us this special ministry in 1992.

I. RESIDENCE USE PRIORITIES:

Church harmony and understanding regarding the use of the residence will be maintained by all, adhering to the following guidelines:

- A. **FOREIGN MISSIONARIES**-Foreign Missionaries shall have first priority for use of the missionary residence. Foreign missionaries shall have first priority over non-missionaries for requesting use of the residence and a non-missionary occupant shall be required to vacate the residence if such is necessary to accommodate a foreign missionary's requested use.
- B. Others involved in ministry will be considered for short-term housing and selection will be made subject to the provisions of sub-paragraph A above and according to availability of the residence and date of request on a first-come, first-served basis by the Missionary Residence Committee.
- C. All other use of the residence shall be approved on a case by case basis by the Missionary Residence Committee.

II. RESERVATIONS:

Reservation requests from foreign missionaries and non-missionaries must be made in writing to the Missionary Residence Committee. Write to:

Missionary Residence Committee
Bon Air Baptist Church
2531 Buford Road
Richmond, Virginia 23235

In case of multiple requests from furloughing missionaries at the same time, and the residence is available, the decision as to who may use the residence will be based on the following criteria in the order listed:

- A. Priority will be given to missionaries previously related in some way with Bon Air Baptist Church.

MISSIONARY RESIDENCE COMMITTEE (continued)

- B. Missionaries requesting use of the residence for a full year will be given first consideration.
- C. Missionaries requesting use of the residence for less than one year but six months or more will be given second consideration.
- D. Missionaries requesting use of the residence for less than six months will be given third consideration.

Confirmation of reservations to foreign missionaries will be given in writing approximately eighteen months prior to date of occupancy. Reservations will not be accepted more than two years in advance.

Confirmation of reservations to non-missionaries will be given in writing as early as practicable.

Missionaries are expected to be residents for no less than three months and no more than twelve months unless there are extenuating circumstances. Approval of a deviation from the residency requirements shall be at the discretion of the Missionary Residence Committee.

A deposit of \$250.00 will be required to reserve the missionary residence and must be received at the time the reservation is confirmed. This deposit will be applied subsequently to the last month's utility bill. Any unused portion will be refunded. Any overage will be billed to the occupant. If a reservation is cancelled during the year prior to the scheduled arrival, the deposit will be forfeited unless, in the judgement of the Missionary Residence Committee, there are extenuating circumstances beyond the control of the missionary.

III. CHURCH'S RESPONSIBILITIES:

Furnishings:

- A. The missionary residence will be completely furnished, including appliances, kitchen utensils, and linens.
- B. Rent: The missionary residence will be provided rent-free.
- C. Utilities: The church will be responsible for paying all utility bills and service deposits. Regular monthly bills for all utilities, telephone, including long distance calls, and trash removal will be paid by the church. The church will, in turn, bill the residents for same on a monthly basis. Bills will be prorated if two families occupy the residence during the same month.

MISSIONARY RESIDENCE COMMITTEE (continued)

- D. Maintenance: The church is responsible for the maintenance and upkeep of heating, air conditioning and major appliances, and normal use repairs except for damage resulting from negligence by the residents.
- E. Grounds: The church will maintain the driveway and grounds including, when necessary, the raking and removing of leaves, pruning shrubs, cutting undergrowth, and taking debris to the landfill.

The missionary family will be responsible for cutting the grass, raking leaves, and maintaining any and all flower beds. A lawn mower, garden hose and rakes will be provided.

- F. Insurance: Bon Air Baptist Church will provide adequate fire insurance on the dwelling and furnishings, but not for personal items of the missionary family and/or other occupants. The church will carry adequate liability insurance also. Occupants will be advised to consult their insurance agents.
- G. An exterminating company will make an inspection at least each year of the dwelling, and the property will be sprayed and/or treated, when necessary.
- H. Our church family will extend friendship and fellowship to the missionaries throughout their tenure.

IV. MISSIONARY RESIDENTS' RESPONSIBILITIES:

Please follow these guidelines for a more enjoyable stay:

- A. Residents are responsible to notify the Missionary Residence Committee through the Church Office (1) as to the final details of arrival at least one (1) month prior to such arrival and (2) at least two weeks prior to vacating the residence. Dates cannot be changed once they are approved so as not to inconvenience another family scheduled to use the residence.
- B. Residents shall reimburse the church for all utilities used while living in the residence, including, but not limited to: electricity, fuel oil, water and sewage, telephone, including long distance calls, and trash removal. The church's Financial Secretary will bill the missionary on a monthly basis for utilities used. Payment to the church will be made in a timely manner.
- C. The Missionary Residence shall be used and occupied for single family dwelling purposes only.

MISSIONARY RESIDENCE COMMITTEE (continued)

- D. Residents are responsible for cutting the grass, raking the leaves, and maintaining the flower beds and grounds to the extent possible. A lawn mower, garden hose and rakes will be provided.
- E. The church will provide fire insurance coverage on the dwelling furnishings. The church will carry adequate liability insurance also. You are encouraged to consult your insurance agent if you desire to insure your valuable personal items or any other belongings.
- F. The residents are expected to protect and care for the missionary residence and promptly report any major repair needs or problems to the Missionary Residence Committee.
- G. All residents are expected to pay repair costs for damages to the property, residence, and furnishing which are not considered normal wear and tear.
- H. Please do not redecorate, alter the residence in any manner, drive nails, or attach anything to the walls or elsewhere without approval from the Missionary Residence Committee.
- I. Furniture or other items may not be removed from the premises for storage or other purposes. If you rearrange furniture, please return it to the original location before vacating.
- J. Residents will be responsible for normal house cleaning.
- K. When vacating premises, the condition of the residence is to be the same as when residents moved in, except for normal wear and tear. The residence is to be left clean and in readiness for the next occupants.
- L. The Missionary Residence Committee will provide the residents with an inventory of furnishings upon arrival and will review the inventory upon the residents vacating. Please take time to check the list with a member of the Committee upon arrival and before you depart.
- M. Please notify the Missionary Residence Committee when you will be away five days or more so that we may care for the property in your absence.
- N. If the premises must be vacated earlier than scheduled, the Missionary Residence Committee and the Church office must be notified as soon as possible.

MISSIONARY RESIDENCE COMMITTEE (continued)

- O. When the missionaries vacate the residence, all members of the family will be expected to vacate at the same time.
- P. The Missionary Residence Committee will appreciate the missionaries making written recommendations for improvements at the end of their stay.
- Q. Missionaries are asked to leave a representative memento item and a small framed photo of their family in the residence as part of permanent decor.
- R. NO PETS are allowed.
- S. The missionaries and members of their families who are on a one-year furlough are encourage to be members of Bon Air Baptist Church during their residence.
- T. It is anticipated that the missionaries will participate in special missions emphases of Bon Air Baptist Church and they will give a reasonable amount of their time in sharing with our church family.
- U. The entire missionary family is encouraged to participate in Sunday School, Worship, WMU, and church activities.
- V. A copy of the Missionary Residence Guidelines and Policy will be placed in the missionary residence, and a copy will be included and made part of the Missionary Residence Use and Occupancy Agreements which will be mailed to the missionary for review, signature and return when notified the request for use of the residence has been granted.

V. CHURCH'S RIGHTS:

It may become necessary to make periodic amendments to the Missionary Residence Guidelines and Policy to keep abreast of changing conditions. Amendments will be recommended by the Missionary Residence Committee to the Missions Committee which will in turn recommend amendments to the church for consideration and approval.

The church reserves the right to withdraw mission housing privileges at any time to any occupant, if deemed necessary, due to abuse of church property or for failure to comply with the terms set forth in the Missionary Residence Use and Occupancy Agreement and the Missionary Residence Guidelines and Policy.

MISSIONARY RESIDENCE COMMITTEE (continued)

VI. NON-MISSIONARY RESIDENT'S RESPONSIBILITIES:

- A. All residents are responsible to notify the Missionary Residence Committee through the Church Office (1) as to the final details of arrival at least one (1) month prior to such arrival and (2) at least two weeks prior to vacating the residence. Dates cannot be changed once they are approved so as not to inconvenience another family scheduled to use the residence.
- B. A deposit of \$250.00 will be required to reserve the missionary residence, and it must be received at the time the reservation is confirmed. This deposit will be applied subsequently to the last month's utility bill. Any unused position will be refunded. Any overage will be billed to the occupant.
- C. Non-Missionaries shall be responsible for payment of all utilities, including but not limited to: electricity, fuel oil, telephone service, including long distance calls, water and sewer, and trash removal. monthly bills will be issued by and payment will be made to the Church Office. Bills will be prorated if two families occupy the property during the same month. Payment to the church will be made in a timely manner.
- D. Residents are expected to care for and take normal precautions in protecting the home during their stay and report to the Missionary Residence Committee any needed major repairs or problems.
- E. Non-missionaries in residence will be responsible for cutting the grass, raking the leaves and maintaining all flower beds, and the grounds to the extent possible.
- F. Furniture or other items may not be removed from the premises for storage or other purposes, and no personal or borrow furniture may be used in the residence.
- G. Non-missionary residents may not bring personal or borrow household items (furniture, linens, kitchen utensils, etc.) into the residence during their stay.
- H. NO PETS are allowed.
- I. If the premises must be vacated earlier than scheduled, other than required under Section I, A, the Missionary Residence Committee and the Church Office must be notified as soon as possible.

MISSIONARY RESIDENCE COMMITTEE (continued)

- J. Non-missionary residents will be responsible for cleaning the residence when premises are vacated. Move-out condition of the residence is to be the same as when residents moved in, except for normal wear and tear. It is to be left clean and ready for the next occupant.
- K. All residents are expected to pay repair costs for damage to property, house, and/or furnishing which are not considered normal wear and tear.
- L. It is suggested that you consult your insurance agent if you desire to insure your valuable personal items or any other belongings. The church will provide fire insurance coverage on the dwelling furnishings. The church will carry adequate liability insurance also.
- M. All occupants are responsible for normal house cleaning.
- N. The property shall be used and occupied for single family dwelling purposes only.
- O. All members of the family must vacate the residence at the same time.
- P. If the Missionary Residence Committee determines it must exercise its rights under Section I, A, and require a non-missionary resident to vacate the residence to accommodate a foreign missionary's use of the residence, notification of such requirement to vacate the residence will be made in writing to the non-missionary resident as soon as practicable. The notification will provide the date the residence must be available and any other pertinent information.

VII. MISSIONARY RESIDENCE COMMITTEE RESPONSIBILITIES:

- A. Maintain guidelines detailing rules, regulations, and policies pertaining to the operation of the residence.
- B. Determine eligibility requirements.
- C. Determine costs and fees to be paid.
- D. Oversee the maintenance and use of the missionary residence.
- E. Replace furnishings (dishes, linens, etc.) as the need arises.

MISSIONARY RESIDENCE COMMITTEE (continued)

- F. Coordinate and obtain assistance from the Woman's Missionary Union, Southern Baptist Convention, Missionary Housing Coordinator, in publicizing the availability of the residence.
- G. Secure missionary families to occupy the residence returning for furlough, and provide short-term housing opportunities for other individuals involved in ministry.
- H. Correspond with missionaries and others in the ministry, providing information describing the residence (size, etc.,) location, community profile, shopping information, schools, and policy and procedures regarding the residence.
- I. Maintain a two-year calendar of occupancy for the residence.
- J. Meet the arriving family, welcoming them to our church and community and assist them in their transition period.
- K. Assist departing family with any needs they might have.
- L. Involve the entire church family in this exciting ministry.

Missionary Residence Address:
8537 Forest Hill Avenue
Richmond, VA 23235

[1-20-93]

RESPONSIBILITY:

1. Develop plans for the restoration and furnishing of the missionary house (8537 Forest Hill Avenue).
2. Formulate the policies and guidelines pertaining to the operation of the house.
3. Determine eligibility requirements.
4. Determine the costs and fees to be paid by the missionary family.

MISSIONARY RESIDENCE COMMITTEE (continued)

PURPOSE:

1. The purpose of this ministry is to offer housing to Southern Baptist missionary families who are on furlough from an active missionary assignment.
2. To enrich the fellowship of Bon Air Baptist Church through association with the missionary families.
3. To enhance the support of and belief in missions as an integral part of the activities of Bon Air Baptist Church.

CHURCH INVOLVEMENT:

1. It is important to make the missionary residence a ministry of the church, not just a house.
2. We would like to see the whole church involved in ministering to the missionaries as much as possible as well as the missionaries being involved in our church.
3. We encourage the entire church family to participate in completely furnishing and redecorating the missionary home. Good clean furniture, including cooking utensils, dishes and linen, in used condition are acceptable.
4. The Missionary Residence Committee will publicize the furniture drive in the Bon Air News.
5. Your committee thanks you for your participation in this worthy endeavor.

OFFICE EQUIPMENT, AUTOMATION, PROCEDURES COMMITTEE

A special committee, entitled Office Equipment, Automation, Procedures Committee, is established to survey the church's existing office equipment and procedures, and working closely with the Pastor and Staff develop recommendations to effect necessary improvements in the equipment, equipment use and maintenance, and to develop and/or upgrade office procedures. The committee shall consist of no more than five (5) members and have a term not to exceed three (3) years.

As part of the committee's responsibilities, it shall recommend to the church within the three year term whether or not to establish a standing committee to continue the committee's task or if such responsibility should be assigned to an existing standing committee.

OFFICE EQUIPMENT, AUTOMATION, PROCEDURES COMMITTEE

The Office Equipment, Automation, Procedures Committee shall have, but not be limited to, the following activities and/or responsibilities:

- * The Committee shall meet as needed, but in no event less than quarterly.
- * Evaluate the existing office equipment maintenance contracts and recommend appropriate modifications to assure adequate service at the least cost.
- * Develop and maintain a list of needed office equipment, and computer hardware and software to meet procedural requirements and policies.
- * Develop operational policies, procedures and user guides for office equipment.
- * Assist in resolving operational problems.
- * Recommend office procedures.
- * Recommend how to standardize office policies, equipment and systems, and assist in establishing and maintaining such standardization.
- * Recommend computer hardware and software upgrades as necessary.
- * Recommend to the Stewardship Committee the necessary funds to be budgeted to accomplish the committee's task and its recommendations.

[Adopted 6-17-92]

ORGAN COMMITTEE

A special committee be appointed by the Church to evaluate the present condition of the sanctuary organ and to determine what repairs, replacements and/or additions are necessary to put the organ in acceptable working condition, and to determine the cost of such repairs, replacements and/or additions.

The committee shall be known as the Organ Committee, and it shall formulate a long range plan to accomplish any recommended work, including the costs, time schedule and the means for funding such work in consultation with the Stewardship Committee.

The following have agreed to serve on the Organ Committee; therefore, it is recommended they be appointed as members of the Committee and that the Committee members elect a chairman from those appointed:

Elliott Bromley
Mary Carlton
Hampden Collier
Lois Francisco
Paul Honaker
Robin Marsh
Paul Stotts
Jim Stuard
David VanNest

[Adopted Dec. 11, 1991]

PLANNING & PRIORITIES COMMITTEE

The Planning and Priorities Committee shall have eighteen (18) members elected by the Church upon recommendation of the Nominating Committee. Staff members shall serve as ex-officio members of the Committee. The Committee shall function as a special committee for three (3) years, after which a recommendation will be made to the Church to establish the Planning and Priorities Committee as a standing Committee. Such recommendation, based on the experience of the special committee, will include the number of members and functions.

During the next several years, the Bon Air Baptist Church needs an honest assessment of its present ministries and organizational structures and how to strengthen or modify them to minister more effectively to people in the 1990's and into the next century.

Using the 1984 Long Range Planning Report, among other resources, the Committee will examine our church's ministries and become acquainted with creative and effective ministries of other churches. The Committee will have a yearly retreat with a guest leader and will obtain films, books and other necessary resources. The Committee will seek broad congregational input.

The entire Committee shall meet at least six (6) times each year.

Each spring, the Committee shall present to the Church a report with recommendations that will help focus the church's objectives for the next year. The Committee's recommendations will be used to help shape the budget requirements for the next year.

The Committee's tasks shall include, but not be limited to, the following:

- * To determine the needs of our community.
- * To identify how Bon Air Baptist Church is meeting the community's needs and how our Church can best meet these needs.
- * To recommend priorities for the actions to meet the determined needs.
- * To evaluate annually the church's success in meeting the determined needs.
- * To update the Committee's report annually.

As a practical matter, everything seen as needed in the community cannot be accomplished at the same time. Actions to meet these needs must be prioritized and energies directed to objectives dictated by the needs and the available resources.

[9-18-91]

PLANNING AND PRIORITIES COMMITTEE (continued)

Term of the Planning and Priorities Committee Extended

The church authorizes the continued existence of the Planning & Priorities Committee as a special committee of the church for two additional years, confirming its charge and encouraging it in extending its efforts to date, but requiring a recommendation to its future at the end of the two years (at the end of 1996.)

The church states clearly its expectation that every church committee, every ministry area, and every program group has a responsibility to establish long-range (typically 5 years ahead) plans and goals for its work, to conduct periodic evaluations of the results of its efforts, and to review and revise its plans and goals in light of the findings of those evaluations, coordinating with similar efforts by other groups through the Planning & Priorities Committee so that the church is aware of and responsive to the work of all of its parts.

[Adopted 11-16-94]

The Planning and Priorities Committee shall continue in its current form and function through January 1998.

[Adopted 12/18/96]

PLANNING AND PRIORITIES COMMITTEE (continued)

Bon Air Baptist Church adopted the following visions statements and core values for the areas of Worship, Evangelism, Missions, and Christian Education:

A. Worship

Vision Statement: We meet as the Body of Christ to glorify God. As the Body is nourished by Biblical truths, individuals are challenged to respond in obedience to God's call.

Values: In Worship, we as a church:

- praise God with reverence through prayer, scripture, proclamation, offerings, music, and the ordinances.
- gather as individual members in a corporate acknowledgement of God as Creator, Sustainer, and Redeemer.
- challenge each other through prayer and scripture to grow in and live out our faith.
- create the atmosphere for a warm fellowship that exemplifies the love of Christ.
- encourage each other and witness to non-believers.
- provide a time to be still and listen to God.

B. Evangelism

Vision Statement: Under the leadership of the Holy Spirit, we work to bring the lost into a saving relationship with Jesus Christ, encourage believers in commitment and re-dedication, and equip disciples for the task of witnessing.

Values: In Evangelism, we as a church:

- encourage every believer to share his/her personal relationship with Christ in obedience to His Great Commission.
- affirm prayer as the undergirding principle of effective evangelism.

PLANNING AND PRIORITIES COMMITTEE (continued)

- train and equip members to be competent in faith-sharing skills, each responsible for identifying his/her unique evangelistic style.
- are sensitive and responsive to the spiritual, intellectual, physical and emotional needs to believers and of non-believers.
- cooperate with other Christian churches and Christian para-church groups in reaching people for Christ — especially in our community.
- acknowledge the role of the preaching ministry in challenging persons to follow Christ.

C. Missions

Vision Statement: We seek to provide personal, group, and church-wide opportunities for missions involvement through prayer, missions education, financial support, and active participation.

Values: In Missions, we as a church:

- undergird all we do with prayer.
- make a difference in the lives of those who minister as well as those to whom they minister.
- make maximum use of human, financial, and physical resources by involving men and women, boys and girls in the work of missions, both through established, denominational organizations and through new, innovative avenues of service.
- maintain a local, national and international perspective, with a balanced focus on holistic ministry.
- create an atmosphere that facilitates the call and the development of those called by God to volunteer, career, or lifestyle ministry.
- provide education in missions awareness, prayer support, financial need, and encouragement and training for ministry.

PLANNING AND PRIORITIES COMMITTEE (continued)

D. Christian Education

Vision Statement: We are called to be practice in leading individuals into a personal relationship with Jesus Christ that grows into a committed response to His Lordship through the study of the Bible and its applications for life.

Values: In Christian Education, we as a church:

- acknowledge the Bible as authoritative for our lives.

SMALL SHARING GROUPS

SPECIAL NONRESIDENT MEMBERSHIP COMMITTEE

The church will establish a Special Nonresident Membership Committee. The Nominating Committee will appoint seven members to serve for a period of two years.

[11-14-90]

Non-Resident Membership

To provide guidance for keeping records of non-resident members and to avoid confusion in the future, the following is Bon Air's policy for non-resident members:

- * A member's status shall be designated as "non-resident" upon his/her moving from the Greater Richmond Metropolitan area.
- * Non-resident members shall receive timely follow-up and encouragement to join another church. The following schedule is to be used as a minimum (all dates are from the date when designated "non-resident"):

Within 12 months	Letter of encouragement
Within 18 months	A different and more encouraging letter
Within 24 months	A letter indicating that if the individual does not respond with a request to remain on the roll as an active member, his/her name will be placed in the "Inactive Member" file by the end of that year. Emphasis will be placed on Bon Air's primary desire to continue ministering to the individual to the extent possible.
- * After 24 months (2 years) of non-resident status and without a specific request from the NR member to remain on our active membership rolls, the NR member's name shall be placed in a separate file for "Inactive Members". These individuals will no longer be counted as active members for Bon Air's statistics. A record will be maintained of these individuals indicating they once were active members. Should a request for information be received, a letter will be sent stating this.
- * Requests from individuals to remain on the active rolls as a nonresident member will be honored (reasons may include, but are not limited to the following: schooling, missionary service, job transfer, physical infirmity, etc.).

[8-19-92]