

# **MISCELLANEOUS POLICIES**

.



## LEGAL NOTICES

All legal notices received by the church shall be referred promptly to the Pastor and Trustees. [7-18-78]

## **AVAILABILITY AND USE OF COPIER POLICY**

To make a copier available for use by our organizations and to assist in the control of printing and paper expenses the following procedure is established:

**A. A LIMIT OF ONLY 35 COPIES PER PAGE**

Any job requiring more than 35 copies per page shall be printed by using the duplicating machine. Requests for such printing are to be submitted to the Church Office no less than 7 days prior to the date an individual or an organization needs the reproduced materials.

**B. ALL COPIES MADE ON THE COPIER IN THE SUNDAY SCHOOL OFFICE MUST BE RECORDED IN THE BLACK NOTEBOOK LOCATED NEXT TO THE COPIER.**

This will assist in the accounting for printed materials and will result in more accurate budget allocations for printing costs.

**C. NORMALLY, THE COPIER IN THE SUNDAY SCHOOL OFFICE WILL BE AVAILABLE FROM 8:30 AM - 4:30 PM, MONDAY - FRIDAY. HOWEVER, THE COPIER WILL ALSO BE AVAILABLE ON WEDNESDAY EVENINGS AND ALL DAY ON SUNDAYS. AT ALL OTHER TIMES, THE COPIER WILL BE SECURED AND WILL NOT BE AVAILABLE UNLESS THERE IS AN APPROVED REQUEST FOR THE COPIER TO BE UTILIZED FOR A MEETING OR A SPECIAL EVENT. A REQUEST FOR THE USE OF THE COPIER IN THE SUNDAY SCHOOL OFFICE MAY BE MADE TO THE ADMINISTRATOR'S OFFICE BY USING THE WORK ORDER FORM. WORK ORDER FORMS MAY BE OBTAINED FROM THE SUNDAY SCHOOL OFFICE OR THE CHURCH OFFICE.**

**D. SCISSORS, RUBBER BANDS, PAPER CLIPS, ETC., ARE NOT TO BE PLACED ON THE COPIER. THESE ITEMS HAVE A TENDENCY TO GET INTO THE INTERNAL WORKINGS OF THE MACHINE AND CAUSE DAMAGE WHICH REQUIRES A SERVICE CALL.**

[Adopted 2/21/96]

## **POSTAL POLICIES**

1. The church secretaries shall review mailing lists at least annually to ensure there are no duplications.
2. The church staff members shall monitor mailings from their areas of responsibility and request that such mailings be confined to those that are prudent and necessary.
3. The Church Treasurer shall periodically publish a listing of mailings and their costs similar to the schedule attached or another schedule deemed appropriate from time to time. Church Treasurer has been designated; however, the Stewardship Committee or church staff could be responsible for publishing the information. The Treasurer could include the mailing information with the quarterly Treasurer's Report.
4. Mailings initiated by the staff members shall be coordinated by the staff to ensure the best use of postage.

### **Organization's Mailing Schedule to Include:**

Weekday Ministries, Deacons, Treasurer, Music, Youth Office, Sunday School, Preschool/Children, Education(Miles), MMO, WMU, Committees, Extended Session, Library, Church Clerk, Church Training, Child Care, Special Mailings (Lay Renewal, Celebration Day, etc.) (5-16-90)

## PROCEDURES FOR PRINTING

- THE BON AIR NEWS - SUNDAY BULLETIN -  
- WEDNESDAY NIGHT - COMMUNIQUE

Paul S. Honaker, Editor

1. All submitted articles must be written in sentence form, preferably typed and double spaced, with appropriately stated headings.
2. The deadline for each publication is stated as follows:  

<u>The Spirit (Monthly Newsletter)</u>	The 20th of each month preceding printing
<u>Wednesday Night Communique</u>	Tuesday, 8:30 a.m.
<u>Sunday Bulletin</u>	Monday, Noon, of preceding week
3. Since space for printing in all publications is a premium, the Editor shall have the right to edit articles where deemed necessary.
4. All committee chairpersons are responsible for submitting articles on time. No one should assume that informative articles will be written by the Editor even though it is a Church supported calendar event.
5. Articles for all publications shall be placed in the office mailbox labeled "Editor."
6. The listing of priority printing is as follows:
  - a. Weekly Established: Schedule of the Week, Birth, Sympathy, Prayers and Concern, Extended Session, The Record Speaks, Welcome New Members, Appreciation for Care and Concern.
  - b. Staff Articles.
  - c. Organizations and Ministries of the Church
  - d. Church Family News
  - e. Community Events

[February 1997]

## OFFICIAL LOGO

The design set forth on the attached page is approved as the official logo of Bon Air Baptist Church and the following description is its interpretation.

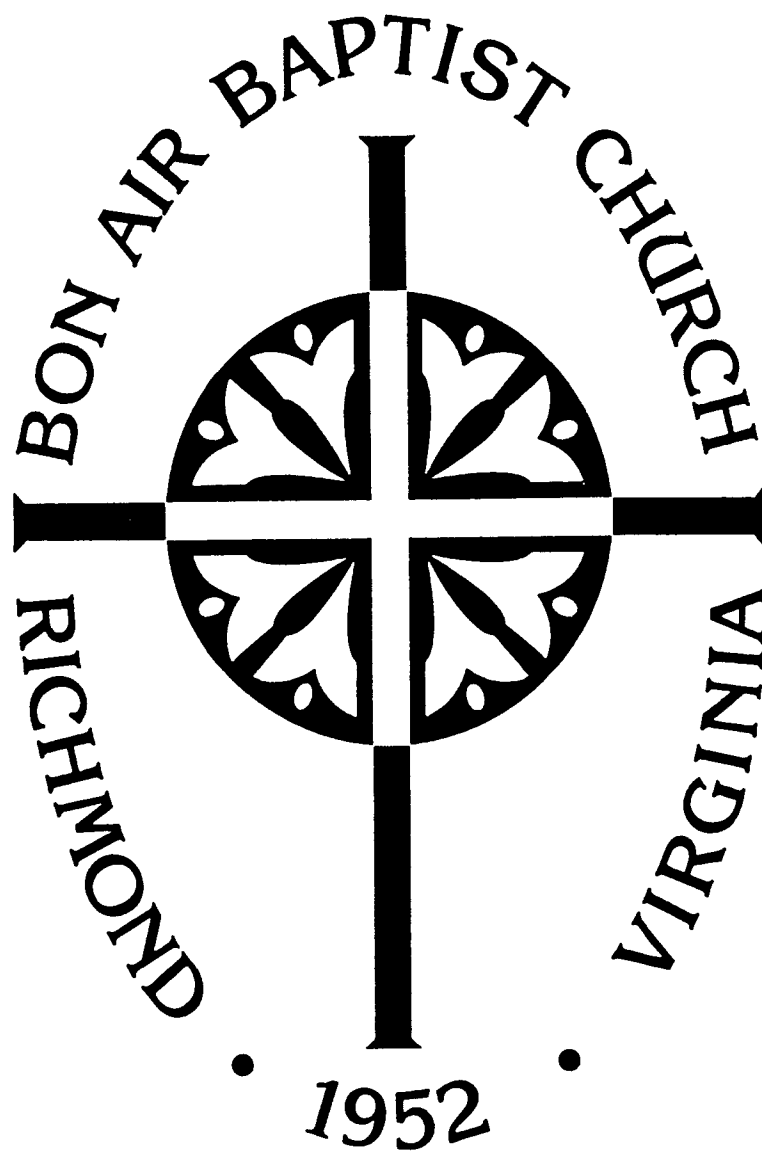
The logo consists of three elements: the cross, a circle, and people of the world. The cross symbolizes not only the cross of Christ but also the Christian's need to embrace his own cross and follow Christ. The circle stands for infinity: the unending love and power of our Lord, and the infinite security of the believer within that circle of grace. It also speaks to our unending commitment to minister to the needs of people everywhere. The human-like forms represent humanity and, in the abstractness of their forms, the spiritual quality of human life.

The founding date of Bon Air Baptist Church undergirds the cross and completes the statement.

The purpose of the logo is to remind us of the church's original mission and the one that guides our thinking today: to reach people for Christ.

[2-20-91]

*Mydels*



## **DUTIES OF THE WEDDING DIRECTOR**

The Wedding Director is the wedding couple's principal contact person and shall act as the facilitator between the officiating minister(s), church office, custodians, Kitchen Committee Chairman, Social Committee Chairman, and the wedding couple and/or family.

Upon receiving confirmation of the wedding date and time, the wedding couple will select the Wedding Director from a list provided by the pastor's secretary. The Wedding Director and the wedding couple will review the Wedding Policies-Bon Air Baptist Church and then proceed with the initial planning to "customize" the wedding ceremony and reception; if applicable. The initial planning meeting should take place four (4) to six (6) months before the wedding date.

Based on the results of the initial planning meeting and other meetings, if necessary, the Wedding Director is responsible for the following:

- Assist the officiating minister(s) as requested.
- Coordinate with the wedding ceremony participants regarding the date and time for the wedding rehearsal.
- Assist in directing the wedding rehearsal.
- Coordinate with the organist the sanctuary entering times for the wedding ceremony participants.
- Coordinate the time of the wedding party's arrival at the church on the day of the wedding.
- Designate the dressing rooms for the bride and for the groom.
- Arrange for the use of church-owned candelabra and related amenities.
- Arrange with the Social Committee Chair the use of tablecloths and silver service.
- Arrange for flowers for honored guests, grandparents, etc.
- Assist the groomsmen in seating guests.
- Assist the photographer before and after the ceremony.
- Direct the positioning of the wedding party during the ceremony.
- Direct the wedding party following the ceremony regarding photographs, receiving line, etc.
- Assist with the reception by coordinating with the caterer, the Kitchen Committee, or other duties agreed upon with the bride's family.
- Accomplish the necessary work orders for the custodians.
- Upon completion of the reception and/or wedding, consult with the custodian regarding replacing the church's furniture and equipment.
- Assure that the wedding party removes all wedding decorations immediately following the ceremony and/or reception.

[Adopted 2/21/96]



## GUIDELINES FOR CHILD CARE

Definition: Child care is any care provided to Preschoolers while parents are at church. This excludes Sunday School and Wednesday night (Mission Friends & Choirs).

1. Child-care (Birth-Kindergarten) shall be provided for all church-wide events: Sunday evening services, Wednesday night activities, revivals, concerts, Bible conferences, etc., without reservations.
2. Child-care (Birth-Kindergarten) shall be provided for choir rehearsal, WMU events, ESL and other regularly scheduled church organization meetings by request and with reservations.
3. If the event is not a regularly scheduled event and not church-wide, a fee will apply:
  - a. \$1.00 per child per hour with a maximum of \$2.50 per family per hour.
  - b. These monies will go to help pay for the workers enlisted to teach during the event.
  - c. Each event will be considered on its own. Example: Sunday School class events, Singles events, etc. would fall into child-care fee.
  - d. If no children/preschoolers show, payment for one hour is still due workers. Therefore, fee will be collected for no shows unless person in charge of event and/or Minister to Children is notified.
4. Any church group desiring to have child-care will:
  - a. Contact Children's Minister with details (time, date, number and ages of children). The event should already be approved and on church calendar.
  - b. After discussion with Child-care Coordinator and/or the Preschool Committee final approval can be given by Minister to Children.
5. Reservation should be in 48 hours before the event.
6. Child-care requests must be at least 1 hour in length and over by 9:30 p.m. (Note: General Policies #2, pg. 3).
7. Only approved workers are allowed to teach. They must be 18 years old and have all appropriate data on file in the Financial Secretary's office.
8. In the absence of the Minister to Children, all requests would go to Child-care Coordinator and then the Preschool Committee.
9. A two-week to one-month advance notice would be appreciated to allow time for reservations, enlistment of workers and room assignments to be made.

[7-19-92]

## **PROFESSIONAL SERVICES**

The contract with Dr. Barry N. Burijon for clinical psychology services extended for one (1) year commencing November 1, 1995, and Article II amended to include counseling services for certain residents of the community as follows:

### **ARTICLE II** **Professional Services**

Burijon shall provide members of the church family and their immediate family members clinical psychology counseling services as such services may be needed from time to time. In addition, Burijon, as time permits, may offer such services to residents of the community who are associated with, but not members of the church family; provided, however, the services to the community residents does not interfere with providing counseling service to church family members. Such services shall be coordinated by Dr. Maurice Graham and offered through referral from Dr. Graham.

Further, the Trustees be authorized to execute the Amendment to effect the term extension and the revised Article II.

[Adopted 10/18/95]