

Haymarket Baptist Church
Policy Manual

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INTRODUCTION

This manual delineates and explains the non-ministerial functions of Haymarket Baptist Church (HBC). It should be easily accessible to all members of the Church.

The Church Officers section explains the roles and responsibilities of each these positions. The Committees section sets out the duties of each committee, explaining the tasks of that committee within the functioning of the church. Similarly, the Councils section sets forth the duties of the different councils in fulfilling their oversight of core areas of the church. Finally, the Policies section provides information about the care, use, and welfare of the church property and its members.

The Child/Youth Protection Policy contained in this manual is of great importance as it sets forth the ways in which the safety and well-being of the children and youth in our care are safeguarded. This section should be **read annually** by all pastors/staff and volunteer child/youth leaders. It is ultimately up to these people to assure that the policies set forth are carried out.

The purpose of this manual is to describe and answer any questions about the functioning of Haymarket Baptist Church. As the church evolves or if omissions are noted, this manual may be altered by any member of HBC bringing the requested modification to the Church Council. If approved by the Church Council, a motion will be brought before the Church at the next regularly scheduled business session. A simple majority vote will determine a Pass/ Fail. In special cases, as decided by the Church Council, a Special Called Business session may be required for vote on the motion.

CHURCH OFFICERS

Clerk

The Clerk will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. The Clerk must be a member of HBC. This position is not required to rotate.

The Clerk will keep minutes of all Church Business and Church Council meetings and retain these minutes in a permanent file. The Clerk will keep an accurate register of the membership, with the dates of when people join or leave the church. The Clerk should submit a statistical report of the membership with an annual letter to the NorthStar Association. All records of the church are the property of the church.

The Clerk will submit for vote by the church all requests for: (1) transfer of letter to another Baptist church; or (2) removal from the church role for those members who have united with a non-Baptist group. The names of all persons received for membership under Article III, Section 3, will be read into the minutes of the next regular church business meeting.

Librarian

The HBC Librarian will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. The Librarian must be a member of HBC. This position is not required to rotate. The Librarian is a member of the Church Council and will attend the monthly meetings.

The Librarian will:

- Exercise general oversight over the Church Library and report to the church at regular business meetings.
- Analyze the materials in the library to determine the need for new acquisitions and will maintain a selection of reference/research scholarly texts as well as fiction books. These may be books, periodicals, or electronic sources.
- Promote the library within the church and apply knowledge of library collections, publishing, and authors to meet the reading and viewing preferences of the HBC membership.
- Maintain the library in a neat and orderly fashion, including shelving returned books and removing unwanted/unused items.
- Work with church committees to help provide library services and to promote learning initiatives.
- Prepare annual budget requests and bring recommendations to the Stewardship Committee.

Moderator

The Moderator of the church will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. The Moderator must be a member of HBC. This position is not required to rotate.

The Moderator will preside over the business meetings of the church and of the Church Council. In absence of the Moderator, the Chairperson or Vice Chairperson of the Deacons will preside, or in their absence, the Clerk will call the church to order and preside only for the election of an Acting Moderator.

Nursery Coordinator

The Nursery Coordinator will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. This position is not required to rotate.

The Nursery Coordinator must have been a member of HBC for at least six months and is required to undergo a background screening by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy section V. ii, xv), and must be familiar with and abide by the HBC Child/Youth Protection Policy and Procedures.

The Coordinator is a member of Church Council and should attend meetings to provide Nursery reports.

The Nursery Coordinator will:

- Make the church a family-friendly place by providing a loving nursery for children ages 6 weeks to 3 years.
- Assure that age-appropriate supplies and equipment are present and in good working order.
- Maintain a clean, safe, and inviting nursery.
- Develop and disseminate procedures for safe and efficient use of the nursery.
- Recruit and train volunteers
- Organize a schedule of volunteers to keep the nursery and communicate the schedule to those it effects.
- Manage volunteer substitutions as needed.
- Communicate procedures and expectations of the nursery to parents.
- Demonstrate Christ's love to children and to family.
- Assure that the nursery is adequately staffed for the number and ages of children present.
- Will submit names for all nursery volunteers to the Security Council Chair for background checks by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy section V. ii, xv).

Sunday School Director

The Sunday School Director and all Sunday School teachers will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. These positions are not required to rotate. The Director and all teachers must have been members of HBC for at least six months. The Sunday School Director will submit his/her name and the names of all Sunday School teachers who work with Children/Youth to the Chair of the Security Council for background checks by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy, section V. ii, xv). They must be familiar with and abide by the HBC Child/Youth Protection Policy and Procedures.

The Sunday School Director must be elected by the March Business meeting

The Sunday School Director will be the executive officer of the Sunday School, will exercise general oversight over all classes, and report to the church at regular business meetings. The Director becomes a member of the Nominating Committee whenever Sunday School positions need to be filled. The Sunday School Director will prepare annual budget requests and bring recommendations to the Stewardship Committee. The Director is a member of the Church Council.

Treasurer

The Treasurer will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. The Treasurer must be a member of HBC. This position is not required to rotate.

The Treasurer shall hold all money belonging to HBC, and, without special vote or authority, shall pay out of the church funds available for that purpose all items within the church- approved budget such as salaries, fixed charges, interest, utilities, and supplies. All other budgeted items will be paid only after consultation with the Stewardship Committee. The Treasurer shall pay all non-budgeted bills only after they have been approved by the church. The Treasurer shall keep a record of all receipts and disbursements with proper vouchers. The Treasurer shall present a summary of the financial condition of the church at each regular business meeting, and a complete yearly report at the end of the financial year. The Treasurer's report and records shall be audited annually by a Certified Public Accountant. The Treasurer shall be bonded, the church paying for the bond. The Treasurer shall be an ex-officio member of the Stewardship Committee and a member of the Church Council.

Trustees

The Trustees shall hold in trust the church property. They shall represent the church in all legal matters at the discretion and direction of the court. Trustees must be active, attending members of HBC who participate regularly in church activities.

Trustees are the only party authorized to enter into a contractual agreement on behalf of the church. All actions of the Trustees shall be subject to the approval of the church by majority vote of Church members present and voting at a Church Business Meeting. Their authority and methods of conducting business for the church shall be in accordance with the provisions of the statutes of the Commonwealth of Virginia on legal matters pertaining to the church and its property.

There shall be at least three trustees recommended by the church and appointed by the Judge of the Circuit Court of Prince William County, Virginia. Trustees serve until death, a resignation is tendered, or removed by church vote. If a trustee resigns, dies, or is removed, Church Council will recommend a replacement who is then approved by majority vote of Church members present and voting at a Church Business Meeting.

The church may, at its discretion, recommend replacements for reasonable cause(s) such as, but not limited to, failure to fulfill the requirements outlined in paragraph one or for breach of morals. Any church member may bring such actions to the notice of the Moderator, who will then take the issue to Church Council. If warranted, Church Council will take a recommendation for removal to the church body in a business meeting. Removal of a trustee is dependent on majority vote of Church members present and voting at a Church Business Meeting.

If a Trustee is to be removed due to death, resignation, or removal by church vote, the Moderator and the Chair of the Deacon Board will petition the court for the removal.

Vacation Bible School Director

The Vacation Bible School Director will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. This position is not required to rotate.

This person must have been a member of HBC for at least six months and is required to undergo a background screening by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy section V. ii, xv), and must be familiar with and abide by the HBC Child/Youth Protection Policy and Procedures.

The purpose of this position is to glorify God by coordinating and facilitating a meaningful VBS experience that increases attendees' knowledge and spiritual growth. All VBS activities must be evaluated against this standard.

Responsibilities of the VBS Director are to:

- Select and order VBS curriculum.
- Choose dates and times for VBS.
- Work with the Children’s Committee to coordinate, promote, and facilitate VBS.
- Recruit VBS staff.
- Arrange for advertising the VBS throughout the church and community.
- Conduct an orientation session with staff to go over job descriptions, distribute curriculum, and assign classroom space.
- Develop a schedule for each session that describes each class's movement from activity to activity, e.g., crafts, games, and songs.
- Conduct training for teachers and staff.
- Obtain supplies.
- Ensure that registration material and schedules are available for each class.
- Supervise the writing and distribution of announcements for parents regarding special activities or programs.
- Be available during the VBS sessions to deal with supply shortages or sick children.
- Demonstrate a concern for child safety by being familiar with and abiding by the HBC Child/Youth Protection Policy.
 - Will submit names of all volunteers to the Chair of the Security Council for background checks by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy section V. ii, xv).
 - Assure that they are familiar with and abide by the HBC Child/Youth Protection Policy and Procedures.
- Work with the Associate Pastor of Community Outreach to follow up with all visitors to VBS.
- Prepare and submit a budget for VBS.
- Report on VBS activities at HBC business meetings.

COMMITTEES

SPECIAL COMMITTEES

Committees such as Pastor Search, other ministerial search committees, and ad hoc committees, will be formed as approved by the church.

The Board of Deacons will recommend members for election of all Pastoral and Ministerial Search Committees. At least fifty percent more nominees must be presented to the church than there are vacancies to be filled. Recommended Committee members must be active church members with a demonstrated record of service to the church.

The recommendation will constitute a nomination that must be approved by majority vote of members present and voting in a business meeting of the Church.

AD HOC COMMITTEES

These committees will be recommended by the Church Council for short term special purpose needs; the recommendation will constitute a nomination that must be approved by majority vote of members present and voting at a business meeting. **Committee members must be active church members** with a demonstrated record of service to the church. There is no budget allotted for ad hoc committees. When the proposed purpose is completed, the committee will be disbanded. An ad hoc committee can only become a permanent committee by majority vote of the church.

STANDING COMMITTEES

All standing committee members, other than the Nominating Committee, will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. Unless otherwise indicated, the committee members will serve on a three-year rotation system with one-third elected each year, and at least one-year intervening between terms. Committee members must be church members unless otherwise specified in the committee description. Committee Chairs must be members of HBC.

It is the responsibility of the outgoing Chair to lead the committee in selecting a new Chair before the end of the church year. The chairperson of each committee, in conjunction with committee members, will prepare annual budget requests and bring recommendations to the Stewardship Committee as needed. All standing committee chairpersons are members of the Church Council and will attend said meetings.

Committee members may be removed if more than three consecutive meetings are missed without notifying the Committee Chair.

The following standing committees will be elected:

Nominating Committee

The Nominating Committee will consist of six members who are nominated annually by the Deacons and elected by the church by majority vote of members present and voting at a business meeting of the church. Members of the committee must be active members of HBC with a demonstrated record of service to the church. Immediate family members will not serve on this committee at the same time. Members of the pastor's immediate family will not serve on this committee. The Sunday School Director will be an additional member if Sunday School positions are vacant. The Committee will select and enlist for election by the church all standing committee members and church leadership positions that are filled by volunteers. At the discretion of the Nominating Committee, members of rotating standing committees may continue serving beyond the regular rotation.

The Nominating Committee will not select any committee's chairperson.

Children's Committee

The Children's Committee will consist of four members, each of whom is uniquely and specifically interested in the spiritual growth and development of children and who is willing to give time to this special ministry. The committee will work closely with the Sunday School Leadership and the Church Staff in planning all events for the children's ministry. The following will be included in the work of this committee:

1. Be attentive to the ministry of the Sunday School. Show support to the teachers in the Sunday School and assist in promoting the Sunday School with visitors and members.
2. Encourage the work of the Choir Director/Minister of Music by supporting any special need(s) for children's music, singing for worship, and special events.
3. Plan regular engaging activities for our children: i.e., a picnic during the summer months, fall activities, recreation activities, Christmas party, Easter egg Hunt, Haymarket Day, etc.
4. Hold some outreach activities for children in the neighborhood.
5. Keep the church family involved in the Children's Ministry through the newsletter, emails, and bulletin inserts to insure support from the entire church.

6. Support the Preschool by assisting with activities and special events where needed: such as the Mother's Day Tea, Fall Festival, Graduation, etc. The Committee will also attempt to involve the Preschool in Children's Ministry activities by informing and inviting them to attend.
7. Members of the Committee, chaperones, and any volunteer working with the children of HBC must have been a member of HBC for at least six months and are required to undergo a background screening by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy section V. ii, xv), and must be familiar with and abide by the HBC Child/Youth Protection Policy and Procedures.
8. Members of the Committee, chaperones, and any volunteer working with the children of HBC must have been a member of HBC for at least six months. The Chair of the Committee will submit names of all Committee members and volunteers to the Chair of the Security Council for background screening by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy section V. ii, xv), and must be familiar with and abide by the HBC Child/Youth Protection Policy and Procedures.

Counting Committee

The Church Counting Committee will consist of eight to ten non-rotating members. The Counting Committee is responsible for: counting all monies received during regular and special church services; preparing detailed deposit slips and immediately depositing the funds into appropriate bank accounts; and forwarding copies of the deposit slips and summary record to the Church Treasurer. There must always be two people counting. Members of the same family will not count together.

Executive Committee

The Executive Committee, consisting of the Moderator, Chair of the Deacon Board, Chair of the Facilities Maintenance Committee, and the Facilities Coordinator, in consultation with the Stewardship Committee, will be responsible for making emergency, day-to-day decisions affecting the church. Terms on the Executive Committee will be concurrent with the terms of the above-named positions.

Facilities Maintenance Committee

The Facilities Maintenance Committee will consist of five members. Non-members may serve on this committee. The Committee will assist the church in matters related to properties maintenance so that the church properties are always ready for use. This includes, but is not limited to, care and replacement of windows and screens, exterior lights, shed, and trash enclosure. It will be the liaison with outside contractors and vendors such as, but not limited to, electricians & painters, HVAC service and filter changes, pest and termite control, annual fire extinguisher renewals, inspections of range hood and exhaust, salting and snow removal, and lawn care needs. It will also coordinate with a Deacon representative in requests for use of church property.

The Chair of the committee will attend Church Council to report and seek approval for all repairs, purchases, improvements, and contractual obligations.

Flower Committee

The Flower Committee will consist of five members who are not required to rotate. Non-members may serve on this committee. Each member will be assigned a Sunday each month. The committee is responsible for: (1) securing, arranging, and disposing of floral arrangements for Sunday church services, to include (2) purchasing a single white flower in memory of a bereaved member, and (3) purchasing a single red flower in celebrations of a newborn to a church member family. The committee members will procure but are not responsible for purchasing floral arrangements for church services during Christmas and Easter weeks when seasonal plants are in the sanctuary and will need to water all the plants. These plants are paid for with special funding.

Greeters

The Greeter Team is comprised of a Chair (and Vice-Chair if requested) and may have an unlimited number of members who are not required to rotate. Non-members may serve on this committee. The Committee is made up of people who are willing to serve on a rotating basis over the course of a year. Members are sought by the Chair and names of those willing to serve are given to the Nominating Committee to be presented for church vote.

The Chair is responsible for creating a quarterly schedule of two shifts for Sunday mornings and ensuring that the stations are covered. The Chair will also line up team members for special services, funerals, and outreach events. The Chair attends Church Council, Outreach Committee, and Security Team meetings.

The responsibilities of the team members are to: 1) provide a warm welcome to people as they enter the church; 2) share a gift bag with first time guests; 3) assist those with special needs to

enter; 4) answer questions as they arise; 5) provide directions as needed; 6) distribute Bulletins for services and; 7) notify Ushers or Haymarket on-Site Police of any safety concerns.

The Greeter Team will meet at least twice a year for team fellowship and to keep team members abreast of any new procedures or changes in procedures.

Holiday Committee

The Holiday Committee will consist of four members who are not required to rotate. The Committee is responsible for coordinating all Christmas and Easter related activities in the church and for promoting a deeper understanding of the meaning of Christmas and Easter within the church. These activities include, but are not limited to, decorating the church, creating an Advent booklet, the production of the Living Nativity and special Easter programs, and generating other programs as requested.

Activities will be coordinated with the Sunday School, Children and Youth Committees, Minister of Music, and Pastor(s).

Homebound Fellowship Committee

The Homebound Fellowship Committee is comprised of a Chair (and a Vice Chair if needed) and may have an unlimited number of members who are not required to rotate. The Nominating Committee will work with the Chair and Vice Chair to identify possible Committee Members.

The committee ministers to the HBC community, including members, family, and friends who are unable to attend worship on a regular basis, either temporarily or long-term. Committee members provide visits, phone calls, and notes of Christian fellowship and encouragement to the home bound. It is recommended that two members go together when visits are made.

Committee members should also note needs of the people who are visited, such as groceries and transportation to and from doctor appointments. Committee members are NOT responsible for meeting these needs but should communicate these to the Deacons, Pastors, and the Church Ministry Assistant.

This Committee should work actively with the Deacons and Pastor(s) to identify people who would benefit from the ministry of this Committee. It should also communicate to church members the role of this committee in reaching out to the homebound. If those on the visitation list desire to take communion, this should be coordinated with HBC Deacons and Pastor(s).

The list of people visited is at the discretion of the committee membership. Visitation requests should be made to the Committee Chair or Vice Chair.

Kitchen Committee

The Kitchen Committee will consist of four members. Non-members may serve on this committee. This Committee is responsible for formulating policies of the kitchen and for communicating the policies, such as usage and clean-up of the kitchen, to church members. The Committee will monitor use of the kitchen to make sure that groups/individuals are cleaning as required. The Committee will ensure that Jane's Pantry is well stocked, especially in preparation of Holiday Food Boxes. The Committee will plan for and oversee church fellowship dinners and other Church related social functions such as funerals for members but not weddings. The committee will also make sure that the kitchen is clean following Sunday worship.

The committee will apprise the person in charge of purchasing of needed supplies for the kitchen, i.e. coffee and sugar for the Sunday morning and Wednesday events, other paper products as used by the church, and any other supplies that are stored in the kitchen. The committee will also replace kitchen equipment, such as utensils and linens. Replacement of appliances requires approval from the Facilities Maintenance and the Stewardship Committees.

Media Committee

The Media Committee will consist of six members plus the Church Librarian. They are not required to rotate. It will work closely with the Associate Pastor of Community Outreach to coordinate media aspects of outreach efforts. The Committee is responsible for all aspects of "media" as it pertains to the church. Responsibilities include oversight of AV systems, the Church's social media accounts, website, and internal networks and computers. Potential committee member positions are: Chairman, Webmaster, Audio/Visual Master, Social Media Master, and Information Technology Director. The committee will meet regularly to coordinate all church media and technology needs. The committee will manage its budget and be responsible for repair and maintenance of all associated equipment.

Memorial Committee

The Memorial Committee will consist of four members. Its primary responsibility is to assist those interested in making gifts to the Haymarket Baptist Church to commemorate a friend or other loved one. The committee will: (1) determine areas of need where memorial gifts might be used and receive preferences from donors; (2) seek church approval of the gifts and their uses; (3) formally acknowledge the church's acceptance and appreciation; (4) assist the Church Treasurer in keeping an accurate record of all memorial funds; (5) keep a record of all donations, including who gave the gift, to whom it was dedicated or the reason for the gift, and when the gift was given.

Missions Committee

The Missions Committee will consist of six members. The purpose of this committee is to promote and encourage mission activity and awareness, based on biblical authority, including local, national, and international efforts, in the church. The Missions Committee will: (1) actively promote missions activities within the church; (2) initiate new missions activities that reflect the desires of the membership; (3) coordinate and schedule with the Church Council all church missions actions; (4) provide missions-centered Bible study; (5) set goals for the various mission offerings; (6) propose breakdown of percentages for designated offerings; and (7) prepare an annual budget request for the Stewardship Committee.

Outreach Committee

The Outreach Committee will consist of five members. Working closely with the Pastor(s), Deacons, Sunday School Director, and other church leadership, the committee will develop and implement a comprehensive outreach program for the church.

The Outreach Committee will:

1. Plan a series of events throughout the year that will highlight and showcase the church in the community.
2. Coordinate these activities with other committees.
3. Work with other committees to assist with their activities that act as outreach, i.e. Easter Eggstravaganza, Christmas activities, etc.
4. Work with the Associate Pastor of Community Outreach to plan, assist with, and help however possible.
5. Work with the Senior Pastor with outreach to visitors.

Personnel Committee

The Personnel Committee will consist of six members. The Chair of the Deacon Board will serve as one of the six in a non-voting roll and is a liaison between the Committee and the Deacon Board. No spouse or immediate family member of anyone employed by the Church may serve on the Committee.

The Personnel Committee will:

1. Hire and evaluate the organist, administrative assistant, custodial personnel, and all other non-ministerial staff members after consultation with the persons or committees responsible for supervising their work. This action does not require the vote of the church. The committee will prepare written job guidelines for each such person employed. Such guidelines must be approved by the church.
2. The committee will do performance reviews of all non-ministerial staff on an annual basis. The results of these will be used to determine salaries, allowances, and continued employment.
3. The committee is responsible for preparing all personnel policies which must be approved by the church by majority vote of Church members present and voting at a Church Business Meeting. These will be reviewed annually.
4. The committee will review salaries and allowances annually and make recommendations to the Stewardship Committee.
5. The committee will hear and consider the complaints of any staff member or those of any church member against a staff member.
6. In the event it becomes necessary to consider discharging a non-ministerial staff member because of poor performance, indissoluble personality conflicts, moral lapses, or other reasons, the committee will give the staff member an opportunity to present his/her side. After careful consideration of all the facts, if the committee feels that discharge is in the best interest of the church, it will act in the following manner: the staff member will be given the opportunity to resign; if the person refuses to resign, he/she will be discharged on the authority of the committee. No church vote is required for this.
7. No staff member, including the Pastor(s), will meet with the committee unless requested to do so. However, any staff member or church member may request a meeting with the committee.
8. The committee will meet as often as necessary but is required to meet at least twice each year in order to carry out the responsibilities assigned.

Stewardship Committee

The Stewardship Committee will consist of a Chairperson, four other voting members, and the Church Treasurer as a non-voting member. The committee's year, including terms of office, will be from January 1 through December 31.

The Stewardship Committee has two basic functions: educational and financial. The educational aspect involves not only the giving of money by the membership, but the giving of time and energy to the church and God's work.

The financial aspect involves the preparation of the budget and the allotting of funds. Detailed budgets will be furnished by each of the committees for consideration by the Stewardship Committee. The overall annual budget will be prepared by the Stewardship Committee and presented to the church for amendment and/or approval.

No contracts may be signed or entered into by the committee. All contracts must be approved by a trustee.

Church funds are disbursed only by the Church Treasurer. The relationship between the Stewardship Committee and the Treasurer is described in Article IV, Section 6 of the HBC Constitution.

Ushers

The ushers will consist of sixteen members who are not required to rotate. The Ushers will elect the Head Usher. The Ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating. The Ushers will be attentive to the needs of the congregation and the Pastor. In conjunction with the Security Council, ushers will be alert for and respond to medical emergencies, fire/smoke, and general security of the congregation and facilities.

Youth Committee

The Youth Committee will consist of five members, one of whom should be a Youth Sunday School Teacher. Youth are defined as grades six to twelve.

Members of the Committee, chaperones, and any volunteer working with the youth of HBC must have been a member of HBC for at least six months. The Chair of the Committee will submit names of all Committee members and volunteers to the Chair of the Security Council for background screening by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy section V. ii, xv), and must be familiar with and abide by the HBC Child/Youth Protection Policy and Procedures.

The Youth Committee will plan and supervise a youth program that is in keeping with the policy of the church and that will help it to thrive. The Youth Program will include Bible study, missions, activities for spiritual growth, and fellowship. The Youth Committee will create an ever-evolving vision for the youth program. There should be a strong focus on a consistent weekly program, outreach, and engaging social events. The committee will prepare annual

budget requests. The committee will meet monthly or as needed. It will keep the church family informed of planned activities via the monthly newsletter and weekly bulletin. The committee will also assist the Children's Committee with events as needed.

COUNCILS

Church Council

The Church Council serves the church by providing leadership in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary functions of the Church Council are to: (1) recommend to the church suggested non-ministerial objectives and church goals; (2) review and coordinate program plans recommended by church leadership and its organizations; and (3) evaluate achievements in terms of church objectives and goals.

The Church Council consists of the Moderator, Chairperson of the Deacons, Clerk, Treasurer, all other Church Officers, all Committee Chairpersons, and Chairs of the Preschool and Security Councils. The Moderator serves as Chairperson, and the Clerk serves as Secretary (see Article IV, Sections 4 and 5 of the HBC Constitution).

Church Council meetings are open to the church membership. All concerns must be submitted in writing to the Moderator prior to the scheduled meeting the church member wishes to address.

Haymarket Baptist Church Preschool & Kindergarten Council

The Haymarket Baptist Church Preschool & Kindergarten Council will consist of six members: three non-rotating and three rotating. All Council members must be active members of Haymarket Baptist Church and have a spirit of love for the school and its mission. The members will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. The Director of the Preschool and the Preschool Treasurer will report to the HBC School Council, but do not serve as members of the School Council. The Director will regularly attend School Council meetings, and the Preschool Treasurer will attend when requested. The School Council will elect a chairperson from its members.

The Haymarket Baptist Church School Council will establish policies and procedures in accordance with Haymarket Baptist Church's stated goal, which is "to foster all aspects of child development in a Christian environment." The School Council will employ and manage the preschool staff, receive staff evaluations from the Director, and conduct annual evaluations of the Director. The Council will monitor the use of the facility by the school. The Council will prepare a budget for the preschool. The approved curriculum and budget will be presented at a business meeting to HBC by the Chairperson of the School Council. No vote is required by the church.

The Haymarket Baptist Church Preschool and Kindergarten will submit a financial report at every regular church business meeting. The School Treasurer's report and records will be reviewed annually by a Certified Public Accountant, and the School will have a full audit performed every five years or more frequently if required. These will be paid for by the school. The School Treasurer will be employed from an outside source and is not required to be a member of the Church.

Security Council

The Security Council will consist of Church members with leadership, medical, public safety, and/or other beneficial professional qualifications. This council will have an unlimited number of non-rotating members who will be nominated by the Nominating Committee and elected annually by majority vote of Church members present and voting at a Church Business Meeting. The Pastor(s) may be non-voting members but will not serve as chair. The primary objective of the Council is to work closely in conjunction with local public safety entities as well as the Usher and Greeter committees to ensure a safe environment at HBC. The Council chair will be elected by vote of the Council members.

1. Principal Function:

The purpose of the Security Council is to ensure the Church provides the safest possible environment for church members and visitors during weekly services and special events. Council members will perform duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of the Church (Colossians 3:23-24).

2. Qualifications for Council members:

- a. Must be active members of the Church.
- b. Must have a genuine concern for the well-being of Church members and non-member attendees.
- c. Must have a desire to serve in carrying out the duties of this committee.
- d. Must possess the skills and understanding to perform all expected duties of this committee.
- e. Must be knowledgeable of the Baptist faith and doctrines.

3. Duties and Responsibilities:

- a. Ensures best practices are utilized to ensure the Church always maintains a safe and secure environment.
- b. Develops appropriate response procedures to provide security during Church services and events.
- c. Evaluates and determines the appropriate level of police support for Church services and events.

- d. Works closely with the Usher and Greeter committees to provide a visible presence during Church services and events and to effectively respond to any security or medical emergencies according to established procedures.
- e. Works closely with the Usher and Greeter committees to develop physical security control measures ensuring designated doors throughout the Church are locked at appropriate times for each service, as well as at the end of each service, or during other scheduled events.
- f. Ensures periodic public safety and physical security inspections are conducted and discrepancies resolved.
- g. Ensures Church background checks are conducted on permanent Church staff as well as any members or volunteers serving in positions with youth and/or children before work with children or youth is allowed and that such screenings are kept up to date.
 - i. Background checks are required every 5 years.
 - ii. Completed Background checks will be returned to the Chair of the Security Council. The Chair is the only one who will have access to these documents.
 - 1. Once reviewed, the documents will be placed in an envelope labeled with the investigated person's name. The envelope will then be sealed, and the Chair will sign across the seal and date the envelope.
 - 2. Signed and sealed envelopes will be stored in the safe in the Administrative Assistant's office.
 - 3. The Chair will inform the Administrative Assistant of the results of the background Check. The Administrative Assistant will keep a spreadsheet with that information. This information will only be revealed to chairs of committees and others who oversee people who work with children/youth at HBC.
- h. Discretely address any security related issues or incidents in an effective manner that minimizes disruption and harm to persons or property.
- i. Attends periodic training in the areas of emergency medical response and security procedures.

POLICIES

Child/Youth Protection Policy and Procedures Prevention and Risk

I. Purpose

The purpose of this policy is to provide a safe, secure, and educational environment for children and youth in all phases of church life at Haymarket Baptist Church (HBC). It is our responsibility to do this to encourage children and their families to grow in their relationship with God and one another.

A safe and secure environment includes a formal, written policy regarding child/youth protection to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our children/youth, employees, volunteers, and our entire church family.

II. Scope

This policy applies to all current and future workers, compensated and or volunteer, who will have the responsibility of supervising any of the activities of children and youth at HBC.

III. Biblical Foundation

HBC seeks to express God's love of children and to provide a safe place for children/youth to grow in love for God. This caring community seeks to prevent child abuse and neglect of any form within HBC environs and to be in ministry to families where abuse/neglect may occur. The Bible is the foundation of our understanding upon which all policies, procedures, and ministries must stand.

And they were bringing children to him, that He might touch them, and the disciples rebuked them. But when Jesus saw it, He was indignant and said to them, "Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And He took them in his arms and blessed them, laying his hands upon them.
Mark 10:13:16

Jesus teaches that children have the right and the keys to the kingdom of God. He demonstrated this through his blessing and nurturing touch. Our goal in response to this Biblical mandate is to maintain a safe, secure, and loving place where children/youth are

nurtured in ways that enable them to grow physically, emotionally, and spiritually to reach their individual potential to become what is God's will for them. HBC is a community of faith that believes it is a privilege and an honor to work with children/youth and wishes to ensure that those who work with children/youth are trained and equipped to minister appropriately to their needs.

IV. Legal Substructure

HBC relies on the definition of child abuse as delineated in Virginia Code § 63.2-100. Child abuse refers to an act committed by a parent, caregiver, or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The abuses or neglects outlined in this Section will not be tolerated by any staff member (paid or unpaid) or volunteer working at HBC. All paid employees and volunteers are required by law to report any abuse known or suspected by them.

Allegations of inappropriate conduct with a child or youth shall be promptly documented by utilizing the HBC Incident Report, available at the church office. The Incident Report should document any specifics of observations and/or conversations concerning the incident, including dates and times of the allegations.

Any occurrence or suspected occurrence of abuse or neglect will be reported immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department of Social Services' toll-free child abuse and neglect hotline (HBC members should contact Prince William County Department of Social Services Hotline at 703-792-4200.)

It is the policy of HBC that allegations of abuse be reported immediately to the Senior Pastor and the Security Council only and are not to be discussed with any other member of the congregation. If the allegation is against the Senior Pastor, the individual should report the allegation to the Chairs of the Security Council and of the Deacon Board. The Security Council will review the Virginia mandated reporting law to ensure that the required State and County actions are being taken and reports filed.

V. Reducing the Risk of Child Abuse

In an effort to create the safest possible environment within HBC, the following abuse/neglect prevention measures will be utilized.

a. Screening

- i. All paid workers are required to undergo a thorough screening process as a part of the job application process, including background check and conversations with references.
- ii. All volunteer child/youth leaders must be a member of HBC for at least six months prior to working with the youth and children of HBC. They are required to undergo a background check.
- iii. Background checks for staff and volunteers include background screening by State Police, Local Police, and the Virginia Department of Social Services.
- iv. It is the responsibility of each committee chair/department leader to supply the names of all prospective volunteers to the Security Council, who will ensure that background checks are done.
- v. It is the responsibility of the Security Council to obtain from each committee chair/department leader and personnel committee all supplemental and supporting documentation for both paid workers and church member volunteers, to review information provided, and if found necessary, to make additional follow-up with references and to provide a written report of all information obtained and supporting action deemed necessary based on this information.
- vi. HBC will conduct reference checks of all individuals, former employers and organizations listed on employment applications. The potential employee must sign a liability release providing authorization for HBC to conduct the appropriate reference checks. All information obtained through reference checks will be kept in a confidential file at HBC. A separate file shall be maintained for each such staff employee.
- vii. At the applicant's request, HBC shall allow the applicant to review his/her criminal and CPS record check results, but in no event shall the church allow the applicant to retain and/or copy the transcript.
- viii. If an applicant believes his/her criminal record or other information in his/her personal file is incorrect, he/she may file an internal grievance which shall promptly be brought to the attention of, and acted on by, the Security Council and the Senior Pastor.
- ix. Anyone refusing to complete and sign the screening forms will not be permitted to work with children or youth at HBC.
- x. Any individual who is determined to have been involved in a prior incident of child abuse/neglect, including but not limited to child sexual abuse or molestation, will not be permitted to work with children or youth at HBC.
- xi. Any individual who has been convicted of a crime or who is the subject of pending criminal charges, in any jurisdiction, will not be permitted to work with children or youth at HBC unless the Security Council and the Senior Pastor, after consultation, determine that the crime or misdemeanor for which the individual was convicted or with which the

individual is charged is an offense that does not involve or suggest any risk or danger to children or youth. Whether disclosed voluntarily or by result of the background checks, certain convictions/charges will automatically disqualify a volunteer or staff from working with children or youth at HBC.

- xii. The HBC Personnel Committee will conduct personal interviews with all potential paid staff. All interview sheets will be completed in writing and kept with the applicant information in a confidential file along with the applications.
- xiii. When an employee is engaged to work with children or youth, it will be required for HBC to retain a copy of their driver's license, or other photo identification, which will be kept in that person's personal file.
- xiv. A person who has applied for a position that would involve supervision of children or youth may serve in a secondary capacity while the screening process is being conducted, provided that a fully screened and certified child/youth leader is always present. It is the policy of HBC to have a child/youth leader and member volunteers present at all Church activities and part of the child ratio for these events. However there may be occasions when this may not be possible due to the number of children in attendance and the lack of member volunteers. It is the policy of the HBC to recruit member volunteers first and then if needed non-member volunteers. Non-member volunteers must also pass the same background checks as member volunteers. HBC will make every effort to have a department leader or member volunteer working with the non-member volunteers. It will be the policy of HBC that there will always be department leaders and/or member volunteers present at all HBC sponsored events and/or activities.
- xv. Background checks will be done every five (5) years for all staff and volunteers who work with children and youth. The Security Council will maintain the list of which volunteers/staff need to undergo background checks.

b. Six Month Rule

In order to provide the best protection for our children and youth, no one may serve as a volunteer worker for children or youth unless he/she has undergone a successful background check and has been associated with HBC, and in regular attendance, for at least the preceding six months.

c. Child/Youth Supervision and the Two Adult Rule

- i. HBC will strive to have at least two adults with responsibility for the group of children/youth. HBC also requires a reasonable ratio of adult

workers-to-children to be maintained in each situation involving the supervision of children/youth.

- ii. A sign in/sign out system shall be adopted for adults dropping off children for the nursery to ensure they are the same adults who are picking up the child, unless there is written permission authorizing the release of the child to another adult. They must present a picture ID at the time of pick-up.
- iii. Other church sponsored or community groups of children/youth who meet at the church will have two or more leaders present. When a teenage group includes both boys and girls, HBC will strive to have both male and female leaders present. If a group of children or youth stays overnight at the church or leaves the premises overnight, two or more leaders must be present and must include at least one male and one female adult if the group is of mixed gender. In the event of a church sponsored sleepover, boys and girls will have separate sleeping quarters.
- iv. Children/youth involved in off-site church sponsored activities and who are being transported by a church leader or member volunteer will be transported in groups rather than alone. A single adult will not drive a child/youth. All off-site activities where the church leader or member volunteer is transporting children/youth will obtain written permission from the parent of guardian.

d. Staff and Volunteer Training

Training will be provided yearly for all paid staff and member volunteers working with children/youth, and on an as needed basis for the congregation. The training will consist of education on child abuse and neglect to include specifics on sexual abuse and exploitation. All trainees will be educated on the signs and symptoms of abuse and neglect to include strategies on how to identify inappropriate behavior toward a child. The training will also address the responsibility of the volunteer or staff if inappropriate behavior is identified. (See the Church Response to Child Abuse/Neglect section of this policy.)

All staff and member volunteers will be required to complete the training and agree to operate within the guidelines of this policy prior to being assigned duties with children/youth.

Training will be done by an acknowledged expert in the area of Child/Youth abuse, recognition, and prevention. This person should not be affiliated with Haymarket Baptist Church. The person will be chosen based on consensus of the Sunday School Director, the Security Council, Chair of the Children's Committee and with the approval of Church Council.

e. Classroom Discipline

For staff and volunteers, no physical punishment, to include spanking, hitting, shaking, pushing, or verbal abuse, such as ridicule, is to be used at any time with any child. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parent or guardian as soon as possible.

f. Open Classrooms

Classrooms or childcare rooms may be visited without prior notice by church staff, parents, or other church workers, e.g., Pastor(s) or Sunday School Director. Brief observations of childcare rooms and classrooms of children and youth shall be conducted by the Pastor(s), Sunday School Director, and/or other designated person(s) yearly. Logs shall be kept of periodic visits by the visitor(s) to classrooms and other sites where children/youth are being supervised, showing area visited, time, date, and activity involved. Even though HBC has an open classroom policy there shall be at no time any individual allowed to just "hang out" in any classroom where children/youth are present. This is disruptive to both the children/youth and the staff, teachers, or member volunteers. Windows in doors must remain uncovered except during lockdown emergencies or drills.

VI. Church Response to Child Abuse Neglect

In the event a staff or member volunteer identifies inappropriate conduct with a child, or an allegation of child abuse is made, the following steps should be followed to provide protection for all involved. These steps will ensure the respect for the victim, the accused, and the church.

The incident and all pertinent information should be promptly given to Church Mutual Insurance Company, contacted at (800) 554-2642 (select option #1), and the insurance agent for the church should be notified directly, currently Mike Gibbons extension # 23, to be handled by a Church Trustee.

The parents or guardian of the child victim should be promptly notified.

Do not confront the accused with the allegations unless advised to do so by Prince William Child Protective Services.

- a. If the person accused of the incident is an employee or volunteer, the individual shall be temporarily placed on administrative leave and removed from all volunteer duties with children/youth until the allegations have been fully investigated.
- b. The Senior Pastor should extend whatever care and support is necessary, but under no circumstances should the Senior Pastor or any church leader or member investigate the allegation. In providing care and support to the involved parties and their families, the Senior Pastor or church leader should not be drawn into discussion of the truth or falsity of the allegation, which could contaminate the investigation. Do not assign blame or take any steps that involve establishing or refuting the allegation.
- c. Confidentiality for the alleged victim and the alleged abuser must be observed by the HBC Security Council and the Senior Pastor.
- d. Information should not be released to the congregation without seeking advice from legal counsel, the Security Council, and the Senior Pastor. After consultation with legal counsel, keep the congregation informed of the investigation with respect to matters that are not confidential so the congregation will hear about the investigation from within the church rather than through the media. Under no circumstances should HBC respond to media inquiries without seeking advice from legal counsel
- e. In instances where child abuse/neglect has been confirmed, the church will immediately dismiss the person from that position. If they are a member volunteer, any responsibility for the care of children/youth will be terminated.
- f. In instances where the evidence is inconclusive, the church must act depending on the strength of the evidence available with the consideration of the victim's family's desires.

VII. Insurance

The church shall maintain a sufficient level of liability insurance coverage that would cover child/youth abuse and sexual misconduct claims.

VIII. Conclusion and Policy Review

Haymarket Baptist Church values the health and safety of all children and youth. We strive to secure a safe and nurturing place of worship for all involved in the life of our church. The church is to be a trusted place where every individual should feel safe and free to worship God.

The Church Council, the Security Council, and the Senior Pastor will review the Child/Youth Protection Policy and Procedures of HBC annually. A verification follow-

up report will be made each year at the fourth quarter Business Meeting to ensure the integrity of the policy and procedures.

Funeral Policy

It is the policy of Haymarket Baptist Church that all activities of the Church, Preschool, Kindergarten, and meetings of outside entities that take place at the church and which coincide with the set-up, clean-up, and service for the funeral of a member will be cancelled.

This is to ensure a quiet and reverent setting for the funeral and adequate parking for guests.

This arrangement may be negotiated between the head of the Preschool, the Senior Pastor, and a member of the Deacon Board as selected by the Deacons to determine if the two activities can run simultaneously.

Any alteration from the standard policy of closure must be based on:

1. The entrance and egress of other parties before the arrival and/or after the departure of the funeral attendees so that there is no conflict or meeting between the parties.
2. The understanding that the funeral takes precedence in the use of the building, including but not limited to parking, entrances, sanctuary, kitchen, fellowship hall, overflow room, bathrooms, all rooms in the front section of the building, and any other rooms needed that are set aside for the use of the family.
3. The understanding that other activities must not intrude with noise, a physical presence, or other types of incursions.

Only if all these conditions can be met will other activities be allowed to take place at the time of the funeral.

Even if all these requirements are determined as feasible by the Preschool, Kindergarten, church groups or outside entities, the church reserves the right to refuse use of the building and grounds during a funeral.

Additionally, family members may petition the church for closure of church activities and preschool in the event of the death of a person who is not a member of the church but is closely related to the church, i.e., a former member or the child of a member.

If someone not affiliated with the church wishes to use the facility for a funeral, they must follow the procedures set out in the "Policy and Request for use of Church Facilities." Submitting said document does not guarantee use of the church facility.

Policy on the Use of Haymarket Baptist Church for Weddings

Weddings conducted at Haymarket Baptist Church shall be in accordance with the Haymarket Baptist Church Marriage Policy. The following concerns use of the church for weddings.

1. Weddings will be restricted to Haymarket Baptist Church (HBC) members, children of members, or those with a recognized active relationship with the church.
2. The church sanctuary will be available, upon request of the pastor, for a member of a sister church which is unable to accommodate a wedding for its members, e.g., construction, meeting in a school, etc. The couple must meet the requirements outlined in #1 above in their own church.
3. If someone not affiliated with the church wishes to use the facility for a wedding, they must follow the procedures set out in the "Policy and Request for use of Church Facilities." Submitting said document does not guarantee use of the church facility.

Reservations will be made when a building use fee of \$600 is paid. The fee is divided as follows:

- \$150 Church Custodian
 - \$150 Approved organist (or according to his/her fee)*
 - \$300 HBC Expenses
4. A designated member of the church is to be present at all weddings and rehearsals to see that the church policy relating to the church building is carried out.
 5. Fellowship Hall may be available for the wedding reception upon request.
 6. In no case will alcoholic beverages be served or smoking be permitted anywhere on the church grounds.
 7. The deacons of Haymarket Baptist Church have the authority to hear and grant exceptions to the above stated policy with the concurrence of the senior pastor/pastor.

*This fee may be waived if the wedding party provides an organist. This MUST BE APPROVED by the pastor and HBC organist.

Marriage Policy

The Bible is the authority under which Haymarket Baptist Church will make all ministry operating decisions, including weddings (2 Timothy 3:16-17).

We believe that God creates each person as male or female. These two distinct, complementary sexes reflect the image and nature of God (Genesis 1:26-27).

We also believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union as Jesus explained to his disciples in Mark 10:6-9. Paul further explained that weddings should be between one Christian man and one Christian woman, “Do not be yoked together with unbelievers” (2 Corinthians 6:14). For these biblical reasons we will only consider conducting weddings between a Christian man and a Christian woman.

Weddings at Haymarket Baptist Church will be conducted by Haymarket’s Senior Pastor or other ministers who are members of the church. If the couple prefers to have the wedding conducted by a minister not connected to Haymarket Baptist Church, they must receive the approval of the Senior Pastor, who will consult the deacons about the request. This wedding policy will still be binding on all weddings, regardless of which minister is conducting the service.

Policy for the Use of Church Facilities

Haymarket Baptist Church wishes to serve its members and community by making its facilities available for limited use consistent with Christian teachings. The Church allows the use of its facilities to individuals and groups for social, recreational, cultural, and educational purposes on a space available basis. The Church reserves the right to charge fees to defray the costs associated with this use.

Church sponsored activities have priority over any other use. Accordingly, the Church cannot consider the use of Church property by any group or organization whose equipment or schedule will interfere with Church activities. The church reserves the right to preempt any non-church activity if the facilities are needed for church activities. Every effort will be made by the church to give timely notice of preempted activity.

The church reserves the right to open and close the facility for each function, to be sure the building is left in an acceptable condition and to have a church representative present during the function. That person's name and telephone number will be on the application form.

GENERAL REGULATIONS:

1. Application for use of the facilities must be submitted to the church office at least 10 days in advance of the planned activity and preferably 30 days in advance. Application forms are available from the church office.
2. Applications for use must be submitted by an adult who will assume responsibility for the decorum of the activity, restitution for any damages that may occur, and for returning the facility to a reasonable state of cleanliness and order.
3. The Facilities Maintenance Committee in conjunction with the Deacon Board is authorized to approve requests for use of the facility.
4. Organizations desiring to use facilities on a continuing basis must make application annually. The Facilities Maintenance Committee will approve annual and long-term requests.
5. The church's insurance coverage does not extend to outside organizations and individuals renting the facility.
6. A group may charge a nominal fee to defray its costs of the meeting; however, the purpose of the meeting shall not include profit making activities or purposes.
7. No smoking, alcoholic beverages or drug use are allowed at any time in any of the church facilities or on the church property.
8. All children/youth groups must be adequately supervised at all times by responsible adults, from the time the first person arrives until the last person leaves.
9. All groups are to confine their activities to the assigned spaces and to the rest room facilities adjacent there to.
10. Generally, church property is not available away from the premises. Request for exceptions to this policy should be referred to the Facilities Maintenance Committee.
11. The setting up and taking down of tables and chairs for each meeting shall be supervised by designated church members.

12. It is mandatory that an organization using the church will notify the church contact person of discontinuance or cancellation of any approved recurring or nonrecurring meeting date. Any group that has not utilized the church for a scheduled meeting for 3 consecutive dates, due to circumstances under its own control, will be automatically dropped from the approved schedule for meeting and will be so notified.
13. Church facilities must be left in the same condition at the conclusion of a meeting as they were found, with particular attention to the following:
 - Extinguish all lights including those in rest rooms and hallways.
 - See that all windows and outside doors are closed and locked, and that the rooms are left clean and orderly.
 - Place all trash and rubbish resulting from the activities of the group in trash containers at the rear of the parking lot.

**For use of the church building for weddings, contact the church office for an additional policy.

Policy for Kitchen Use

The Kitchen at Haymarket Baptist Church (HBC) is a communal area. HBC does not employ a Kitchen Staff. The Kitchen Committee is not responsible for cleaning the Kitchen after individual or group use.

To assure that all users abide by this policy, there is a Church Kitchen Log-In Sheet posted on the Kitchen bulletin board. All users, groups, and individuals must fill out this sheet each time they use the Kitchen.

All events that require use of the Kitchen must be noted on the Church Calendar. This is the only way to assure that the individual/group will have access to the Kitchen. For use other than church activities, a Request for use of Church Facility form must be filled out, submitted, and approved.

The Kitchen Committee will monitor the Kitchen and Fellowship Hall after each use. If they are not cleaned and organized properly, a documentary photo will be taken, and the date noted. The most recent user will be asked to reorganize and/or re-clean the area. Misuse of the Kitchen/Fellowship Hall will result in loss of use privileges.

If anyone wishes to donate something to the Kitchen, it must be approved by the Kitchen Committee before donating. Please do not just put things in the Kitchen.

The Kitchen Committee will:

- Periodically clean and organize the Kitchen and contents.
- Clean and maintain equipment.
- Hold an annual Kitchen day to reorganize, deep clean, and purge unneeded items.

Refrigerator/Freezer use:

- Food/drinks are not to be left in refrigerator/freezer for more than one week.
 - If it is, it will be discarded along with the container.
- When requested for special activities (funerals, tea party, showers, etc.) all food/drinks must be removed by the individual who placed them there.
 - If it is not, it will be discarded along with the container.

Rules for use of HBC Kitchen

- No non-food activities (bulletin board prep, gluing, taping, etc.) will take place in the Kitchen.
- If you use it, wash it, dry it, and put it away where it belongs.
- Foods prepared for an event must be consumed during that time or sent home with people attending or those working in the Kitchen. DO NOT leave in refrigerator or on cabinets without prior approval.
- If dishwasher is used, someone must stay until the cycle finishes and put away all dishes in their proper places.

- Nothing is to be left in/on sinks, tables, floors, or counters in either the Kitchen or the Fellowship Hall.
- Any food spills in refrigerator, freezer, microwave, stove, oven, or warming ovens must be cleaned thoroughly.
- All trash must be properly bagged and placed in exterior dumpster.
- Counters, tables, and refrigerator doors, and sinks are to be cleaned and sanitized after use.
 - This includes counters and tables in the Fellowship Hall.
 - There is a spray bottle of bleach water under the sink for this purpose.
- The Fellowship Hall floor is to be vacuumed after use.
- The Kitchen floor is to be mopped after use.
- CHECK STOVE/OVEN BEFORE LEAVING TO BE SURE THAT THEY ARE OFF. There is an instructional manual on the Kitchen bulletin board.
- Make sure that refrigerator and freezer doors are properly closed.
- For non-HBC functions, users must supply their own paper products (paper towels, trash bags, tablecloths, etc.).
- For non-HBC functions, users must supply their own dish cloths and towels.
- For non-HBC use, users must supply their own coffee, creamer, sugar, etc.
- Do not borrow/remove items from the Kitchen (Pots, pans, serving pieces, appliances, etc.) for home use.
- Coffee pots/lids are not to be put in dishwasher or soapy water. Simply rinse with hot running water.
- Children should not be in the Kitchen unless the function is a children's activity. Children in the Kitchen must be supervised by an adult at all times.

Staff and Personnel Policy Manual

This Personnel Manual is a statement of the policies of Haymarket Baptist Church issued for the guidance of non-ministerial employees. It is subject to change at any time by the Personnel Committee. The purpose of this Manual is to promote equitable and uniform policies and practices among the paid, non-ministerial staff of HBC.

All employment decisions are based on individual qualifications and circumstances, and are made without regard to race, color, sex, national origin, disability, or marital status. However, due to the religious nature of the church, HBC reserves the right to decline employment to or terminate the employment of any individual whose own demonstrated religious beliefs, morals, or sexual conduct are in conflict with the beliefs espoused by the church.

The employees covered by this document are: 1) Facilities Coordinator, (2) Administrative Assistant, (3) Choir Director, (4) Organist/Pianist, (5) Treasurer, and (6) Nursery Worker. Other employees may be added as the need arises.

Application, Interview, and Hiring Process

Each prospective employee shall submit a resume and provide, in writing, one (1) personal and two (2) professional references. The prospective employee shall be interviewed in person by the Haymarket Baptist Church Personnel Committee along with any committees associated with the responsibilities of the newly applied employee. Each prospective employee is required to undergo a background screening by State Police, Local Police, and the Virginia Department of Social Services (Child/Youth Protection Policy section V. ii, xv). Appointment of personnel shall be to a particular position with an established job description. Newly appointed employees must sign their job description, their contract outlining their pay, and the employee acknowledgement form.

Job Responsibilities

All employees will have a written job description outlining their responsibilities. Haymarket Baptist Church reserves the right to change and/or add responsibilities as required.

Employees hired after September 1, 2011 will be required to sign a job description document, a contract document stating their pay and benefits, and a Personnel Manual acknowledgement.

Contract

Each active employee of Haymarket Baptist Church will have a contract stating their job title, pay, and leave allowed. This document may change yearly if pay increases are granted due to performance reviews.

Personnel Appraisal

All personnel serving Haymarket Baptist Church shall be given annually the benefit of a planned personal appraisal in order to provide clear communication, identify responsibilities and extent of objective accomplishments, and cooperatively agree upon future plans and goals to insure effective operation of the work of the church in its service to the congregation and the community. Appraisals will be in writing and will be made a part of the individual's personnel file. All copies will be signed by the employee and the Personnel Committee Chair.

The employee review process and ratings for non-ministerial staff at Haymarket Baptist Church will be conducted yearly. Feedback from the Pastor, the Chairman of Deacons, and other church members will be sought and included in any review ranking and rating process.

The Personnel Committee will review each employee's job performance for the previous year and rank each employee as either: (1) Meets Expectations, (2) Exceeds Expectations or (3) Needs Improvement.

Definitions:

Meets Expectations – The employee overall meets the requirements of the job as defined in the employee job description. Most employees will fall into this category. They perform their job as required.

Exceeds Expectations – The employee surpasses what is expected of them consistently. The employee goes beyond their job description to find new and innovative ways to be more proficient in their job and looks for ways to improve the overall function and efficiency of the church.

Needs Improvement – The employee does not meet the job requirement as defined in the job description. Anyone falling into this category must have an action plan to improve performance. Additionally, such employees will have employee reviews every six months until they meet expectations. Continued Needs Improvement ratings over a year will result in termination of employment.

Hours

Each Non-ministerial staff employee shall work the hours documented in their job description. In some cases, such as Treasurer and the Custodian, hours may fluctuate from week to week.

Vacation/Leave Time

Vacations are necessary to provide rest and change, and should be taken annually.

Leave/vacation cannot be accumulated from one year to the next, without prior approval of the Personnel Committee.

Leave/vacation is defined as time off duty with full wages and allowances.

Leave of 2 or more days must be requested in writing and approved by the Personnel Committee two weeks in advance, except under emergency circumstances or leave taken for illness. All other leave days, including those for illness or emergency, must be reported to the Personnel Committee, in writing, within one week of the employee returning to work.

No compensation in any form shall be made for leave to any staff member upon termination. In case of voluntary resignation, leave time will be paid based on the quarters worked. For example, if an employee resigns during the first quarter of the year, said employee will be paid one quarter of the yearly leave.

Leave/vacation allowances are established as follows:

Non-ministerial staff, full-time, accrual rates:

1st year – two weeks*

2nd – 5th years – three weeks

5th – 10th years – four weeks

A week of vacation time will equal the hours worked during a normal week. For example, if an employee is regularly scheduled to work 20 hours per week, that employee's leave/vacation week is 20 hours.

Holidays

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Part-time staff working a minimum of 20 hours will receive compensation for holidays to match the hours they would have worked on that day.

Exceptions

Holidays which fall on Sunday shall be observed on the following business Monday.

If a holiday should fall on a staff member's normal day off, that member shall receive a compensatory day off, preferably within the same pay period.

If church duties require a staff member to work on a holiday, that member shall receive a compensatory day off, preferably within the same pay period.

Other Considerations

Use of Personal Vehicles: Non-ministerial staff who are required to use personal vehicles to conduct church business will be compensated mileage at the current state government rate.

Protective Equipment: The custodial staff will be provided, upon request, with gloves, aprons, jackets, and other protective equipment required to perform their duties at no cost to the staff member.

Appendix I

Employment Acknowledgement Form

This Staff and Personnel Policy Manual describes important information about the employment relationship that exists between the church and its employees. I understand that I should consult the Personnel Committee regarding any questions that I may have. I understand that I have entered into an employment relationship with the church voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the church can terminate the relationship at will, with or without just cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described within are necessarily subject to change, I acknowledge that revisions to the Manual may occur, except to the policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this Manual is not a contract of employment. I have received the Manual, and I understand that it is my responsibility to read and comply with the policies contained in this Manual and any revisions made hereafter.

Employee's Signature _____ Date _____

Employee's Name (Typed or Printed) _____

Forms

Haymarket Baptist Church (HBC) Child/Youth Incident Report Form

Mandated Reporting

Anyone can report suspected child abuse or neglect, but if you are identified in the Code of Virginia (§ 63.2-1509) as a mandated reporter or you have received training in recognizing and reporting suspected child abuse and neglect – then you are a mandated reporter.

This Code identifies “Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children” as a Mandated Reporter.

Therefore, anyone over the age of 18 who works with children/youth at HBC (volunteer or staff) is a mandated reporter. Mandated reporters are required by law to report suspected cases of abuse.

Reporting

In the event a staff or member volunteer identifies inappropriate conduct with a child, or an allegation of child abuse is made, the following steps should be followed to provide protection for all involved. These steps will ensure the respect for the victim, the accused, and the church.

- Allegations of inappropriate conduct with a child or youth shall be promptly documented by utilizing this HBC Incident Report. The Incident Report should document any specifics of observations and/or conversations concerning the incident, including dates and times of the allegations.
- It is the policy of HBC that allegations of abuse be reported immediately to the Senior Pastor and the Security Council only and are not to be discussed with any other member of the congregation, family member, or anyone else other than those identified in this document. If the allegation is against the Senior Pastor, the individual should report the allegation to the Chair of the Security Council and to the Chair of the Deacon Board. The Security Council will review the Virginia mandated reporting law to ensure that the required State and County actions are being taken and reports filed.
- Do not confront the accused with the allegations unless advised to do so by Prince William Child Protective Services
- Under no circumstances should the Senior Pastor or any church leader or member investigate the allegation.
- In providing care and support to the involved parties and their families, the Senior Pastor or Chair of the Security Council should not be drawn into discussion of the truth or falsity of the allegation, which could contaminate the investigation. Do not assign blame or take any steps that involve establishing or refuting the allegation.
- Confidentiality for the alleged victim and the alleged abuser must be observed by the HBC Security Council, the Chair of the Deacon Board, and the Senior Pastor.
- Information should not be released to the congregation without seeking advice from legal counsel, the Chair of the Security Council, the Chair of the Deacon Board, and the Senior Pastor.
- Under no circumstances respond to media inquiries.

Child/Youth Incident Report Form

This is important information. Please print legibly!

I. Victim Information

Full name: _____

Address: _____

Date of Birth: _____

Sex: Male Female

Name and address of parent(s) or guardian(s) (if victim is a minor) [if known]:

Have parent(s) been informed? Yes No

Telephone (day): _____ Telephone (evening): _____

II. Accused Information:

Name: _____

Has the accused been confronted or informed of the allegation? Yes No

If yes, when and by whom: _____

III. Information about Person reporting allegation:

Name: _____

Address: _____

Cell phone # _____ Home phone # _____

Email address _____

Position held at Haymarket Baptist Church: _____

IV. Information regarding the event: Give a detailed description of alleged abuse (date,

time, location, what occurred, others present, witnesses, etc.)

Request For Use of Church Facilities and Equipment Use

Name of the Person of Group or Organization _____

Dates Requested: From _____ To _____ Time Requested: _____

Purpose of using
Facilities _____

Area of Facility Requested (i. e. Sanctuary, Fellowship Hall, Kitchen, Other) or Equipment
needed: _____

Number Expected: Children _____ Youth _____ Adults _____ Total _____

Contact Person for Group/Organization _____

Address: _____

Phone Number: _____

I have read and agreed to abide by the policy statement for use of the Church facilities
(attached). I understand that violation of this agreement will forfeit the right to use the Church
facilities.

Signature: _____ Date: _____

FOR CHURCH USE ONLY

Church Contact Phone Number _____

Church Representative Present _____

Calendar Checked: Yes No

Fee \$: _____ Waived: Yes No

Approved by: Deacon _____ Yes No

Property Committee: _____ Yes No

Signature _____ Date _____

Signature _____ Date _____

