

November 1, 2015

POLICIES AND PROCEDURES

The First Baptist Church of Aztec, New Mexico

INTERPRETATION AND AMENDMENTS OF THESE POLICIES & PROCEDURES

These policies and procedures are intended to facilitate the fulfillment of our purpose and the unity of this church and should not hinder them in any way. These policies and procedures may be amended from time to time as the need arises upon recommendation by the Church Council and the affected Ministry Team. Any proposed amendment or amendments shall be presented in written form at a regular or special business meeting and considered adopted if approved by a majority vote of members present and voting.

Church Officers, Pastor and Ministerial Staff, Non-Ministerial Staff, and Ministry Teams

All who serve as officers of the church and those who serve on the Ministry Teams shall be members of this church.

I. Ministerial Staff

The officers of this church will be the Pastor, the Ministerial Staff, the Deacons, the Moderator, the Clerk, the Treasurer, and the Trustees. The church staff and officers will meet as necessary to discuss church matters and create cooperation within the church.

A. Pastor

The Pastor is responsible for leading the church to function as a New Testament Church. The Pastor shall be a man in accordance with the qualifications found in I Timothy 3:1-7 and Titus 1:5-9. The Pastor will lead the congregation, the organizations and the church staff to perform their tasks.

A Pastor will be chosen and called by the church whenever a vacancy occurs. A Pastor Selection Team will be elected by the church to seek out a suitable Pastor, and its recommendations will constitute a nomination.

Following no less than seven days' notice, an election will take place at a business meeting called for the purpose of voting on the nomination. The Pastor Selection Team will bring for consideration of the church only one name at a time. Members will cast their vote by secret ballot. An affirmative vote of 85% of those present shall be required in favor of the recommendation. The Pastor, thus elected, will serve until the relationship is terminated at his request or the church's request.

The Pastor may relinquish the office as Pastor by giving at least two weeks' notice to the church

at the time of resignation. Upon the church's acceptance of the Pastor's resignation, the church may declare the office to be vacant and agree to pay the Pastor his designated compensation to the effective date of resignation. The church will also compensate the Pastor for any unused vacation time within thirty (30) days of his vacating the office of Pastor.

If the Pastor ceases to live by the requirements indicated in I Timothy 3:1-7 and Titus 1:7-9, he should be counseled by the Deacons and Personnel Team in the spirit of Christ. If counseling fails and he refuses to maintain a life in accord with the teachings of the Scriptures, or for dereliction of his duties, the Deacons and Personnel Team will recommend his termination. Action on this recommendation will take place at a business meeting called for that purpose, for which no less than seven days' notice has been given in written form to each member family by United States Postal Service mail or by digital electronic means (if the church office has on file an email address for the member family). Notice of the business meeting shall also be printed in the church bulletin and posted on the church website. The moderator for this meeting will be the regular church moderator or the assistant moderator. The vote to declare the office vacant will be by secret ballot. An affirmative vote of two-thirds of the members present is necessary to declare the office vacant. The church may compensate the Pastor up to one-twelfth of his total annual compensation. In instances of gross misconduct by the Pastor so removed from office, the termination will be immediate. Any compensation due will be remitted within thirty (30) days.

In the event the church is without a Pastor, the remaining Ministerial Staff and officers of the church will share the responsibility of the functions of the church.

B. Ministerial Staff

The ministerial staff, other than the Pastor, may be called and employed as the church determines the need for such offices. In the absence of one, a job description will be written when the need for a staff member is determined. Such staff members will be recommended to the church by the Pastor in cooperation with a Search Team and then will be called by church action. Election will be by secret ballot. An affirmative vote of 85% of those present shall be required in favor of the recommendation.

In cases of resignation, at least two weeks' prior notice will be requested by the church. The church may vote to vacate such positions upon recommendation of the Pastor and Personnel Team. The termination will be immediate. Any compensation due will be remitted within thirty (30) days.

C. Deacons

Deacons shall be elected by the church by ballot at a business meeting. The number of deacons shall be elected according to need and upon recommendation by the Pastor and Deacons. To serve as a deacon, a man must meet the scriptural requirements as found in Acts 6 and I Timothy 3:8-13; have been a member of this church for at least one year or have been previously ordained as a deacon by another Southern Baptist Church; and, have been a member of this church for six months. If a man serving as an active deacon ceases to live by the requirements indicated in the scriptures, he should be counseled by the Pastor and Deacons, and in the spirit of Christ an attempt should be made to restore him. However, if one refuses to maintain a life in accord with the teachings of Scriptures, the Deacons will recommend such a person to be disqualified from

continued service.

In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be servants of the church. Their task is to serve with the Pastor in performing the pastoral ministries of leading the church in the achievement of its mission: worship, evangelism/missions, discipleship, ministry and fellowship, proclaiming the gospel to believers and unbelievers, and caring for the church's members and other persons in the community.

Each Deacon will serve three (3) years of active duty followed by one (1) year of inactive duty. After the one (1) year of inactive duty, the active Deacons and Pastor, after consultation with the Deacon, will make a recommendation to the Church to reinstate or not reinstate the inactive Deacon to active duty.

D. Moderator

The church will elect annually a Moderator and Assistant Moderator to preside during church business meetings. In the absence of the Moderator, the Assistant Moderator will preside. In the event both officers are absent, the Church Clerk will call the church to order and preside for the election of an Acting Moderator. The Pastor may temporarily serve as Church Moderator upon adoption of a motion that has been duly made and seconded.

E. Clerk

The church will elect annually a Clerk as its clerical officer. The Clerk will be responsible for taking minutes at each regular and special called business meetings and provide a copy to the church office for files. An Assistant Clerk will be elected annually to serve in the clerk's absences. All church records are church property and will be kept in the church office.

F. Treasurer

The church will elect annually a church Treasurer as its financial officer. It will be the responsibility of the Treasurer to serve on the Finance Team, sign checks, and present the itemized report of the receipts and disbursement of the preceding quarter.

G. Trustees

The church will have three (3) Trustees comprised of the Team Leaders of the Finance Team, Personnel Team, and Property Team. The Trustees will serve as legal officers for the church. They will hold in trust all of the property owned by the church. Upon a specific vote of the church authorizing each action, they will have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they will sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters. In case there is an absence of one or more team leaders to serve as a Trustee, the chairman and vice-chairman of the Deacons may be appointed to serve until such time as the offices of the team leaders are filled.

II. Non-Ministerial Staff

Non-ministerial staff members may be employed as the church determines the need for their services.

The Personnel Team and Pastor will have the authority to recommend employment and termination of services of non-ministerial staff members. Such employment and termination of services will be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related Ministry Teams of the church.

A. Church Secretary

The Church Secretary may be hired upon the recommendation of the Pastor and Personnel Team. The secretary shall be responsible for daily clerical tasks, keeping a register of names of members with dates of admission, dismissal, death or erasure, together with a record of baptisms. The secretary shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these policies and procedures. The secretary shall be responsible for preparing the annual letter of the church to the Association. All church records are church property and will be kept in the church office.

B. Financial Secretary

The Financial Secretary may be hired upon the recommendation of the Pastor and Personnel Team. This position may be combined with the Church Secretary. It will be the responsibility of the Financial Secretary to receive, preserve, and pay out upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. The Financial Secretary shall provide the Treasurer an itemized report of the receipts and disbursement of the preceding quarter. Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records will be preserved as a part of the permanent records of the church.

C. Custodian

The Custodian may be hired upon the recommendation of the Pastor and Personnel Team. The Custodian shall be responsible for interior cleaning of the building. This person will keep all used portions of the building clean and in order, be made aware of special meetings, funerals, weddings and any other extra events that may occur within the church.

D. Property Custodian

The Property Custodian may be hired upon the recommendation of the Pastor and Personnel Team. The Property Custodian shall be responsible for the care, maintenance and upkeep of the grounds. This person is also responsible for inside maintenance of the buildings, such as plumbing, painting and minor repairs.

E. Nursery Coordinator

The Nursery Coordinator may be hired upon the recommendation of the Pastor and Personnel Team. The Nursery Coordinator shall be responsible for enforcing the nursery policies, staffing during all services, purchasing supplies, and maintaining quality of toys and equipment. The Nursery Coordinator will also be made aware and responsible for enforcing the State mandated childcare criteria.

III. Church Committees

The church may implement special committees, task forces, or volunteer groups as needed or desired for a specific purpose or period of time.

IV. Five Areas of Ministry

The five areas of Ministry of First Baptist Church of Aztec will have a team leader who will be nominated by the Pastor and Church Council. The exception to this will be the Team Leader of the Worship Team who shall be the Minister of Music. If there is no Minister of Music, then the leader will be a member of the Praise Team. The Team Leader of the Evangelism/Missions Team and the Discipleship Team will be the Education Minister. Each team leader will be supportive of those leaders who serve under them.

The Fellowship and Ministry Team Leaders will be presented for a vote of confidence to the church at a regular business meeting. These leaders will serve for a one year term. Each year, non-staff leaders will be evaluated to determine if they will continue serving or a new leader may be recommended. Should any leader no longer be able to serve as a Team Leader, they should resign and another leader will be recommended.

The Team Leaders will serve on the Church Council. The Council will serve as a venue for the Team Leaders to interact with each other, to become familiar with each team's work, and to support one another in a way that brings unity to the work of the church. The Council shall prepare and update the church calendar and serves as a long-range planning and vision setting team. It will meet as necessary prior to a regular business meeting.

The grievance process for these teams will be as follows: the person with the grievance will go to their immediate Team Leader. If the problem cannot be resolved by the two of them, then the Team Leader will take it to the Church Council. Since the Pastor and Ministerial Staff are members of the Church Council, they will be aware of the problem and can recommend action to the Church Council.

The Team Leaders will provide support to the following teams:

1. Worship Team

In cooperation with the ministerial staff, prepares and organizes Christ-centered worship services. Creates an atmosphere that encourages people to glorify God.

2. Fellowship Team

Organizes and promotes activities that encourage members of the church to become better acquainted, foster unity and the building of relationships.

3. Service Team

Organizes and assists members of the church to meet the needs of people for Christ and connect them to the fellowship of this congregation.

4. Evangelism/Missions Team

Organizes and assists members of the church to reach out with God's grace and to present

the Gospel to the lost in our community, the United States, and the World, baptizing them in the name of the Father, the Son and the Holy Spirit.

5. Discipleship Team

Organizes and assists members of the church to grow spiritually, mainly through Sunday School and training. This education includes Biblical doctrines, teachings, and disciplines of the faith.

V. Pastoral Support Ministry

This ministry assists the Pastor in organizing ministries and the functions of the church. The team leader of the Pastoral Support Ministry will be the Deacon Chairman or his designee.

VI. Deacon Ministries

Deacon teams are established and staffed through requests for participation and by volunteer commitments. All members are encouraged to serve on a team to which they feel led by the Holy Spirit. Individuals or small groups within the team plan, organize, and carry out specific activities within the area of responsibility. Teams may further organize themselves as necessary. New ministries may be added to further meet the needs of the body of Christ.

VII. Church Program Organizations

The church will maintain programs of Bible teachings; church member training, church leader training, new member orientation, mission education, action and support; music education, training and performance. All organizations related to the church programs will be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church will provide the human resources, the physical resources, and the financial resources for the appropriation and advancement of these programs.

A. Teachers

All leaders and/or teachers must be members of First Baptist Church of Aztec and support our Statement of Basic Beliefs.

VIII. Church Ordinances

A. Baptism

This church will receive for baptism any person who has received Jesus Christ as Lord and Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ by walking obediently in His commandments.

1. Baptism will be by immersion in water and is an act of obedience to our Lord and Savior Jesus Christ, rather than a part of salvation acquisition.

2. The Pastor, or whomever the church authorizes, will administer baptism. The Deacons will assist in the preparation for, and the observance of baptism.
3. Baptism will be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time will be counseled by the Pastor and/or ministerial staff or Deacons.

B. The Lord's Supper

The church will observe the Lord's Supper at least quarterly. The Pastor and Deacons will administer the Lord's Supper, the Deacons being responsible for the physical preparations.

IX. Church Meetings

A. Worship Services

The church will meet each Sunday morning, Sunday evening and Wednesday evening for the worship of Almighty God. Any exception to these times must be announced one week in advance. Prayer, praise, preaching, instruction and evangelism will be a part of these services. The Pastor, or his designee, will direct the services for all the church.

B. Special Services

Revival services and any other church meetings planned for the advancement of the church's objectives will be placed on the church calendar by the recommendation of the Pastor and/or Church Council.

C. Regular Business Meetings

On a quarterly basis the church will hold regular business meetings at the church following morning services on the last Sunday of the first month of each quarter. Notice in accordance with these policies and procedures as to the specific date and time shall be made available to church members.

D. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature or significance. A one-week notice must be announced on Sunday morning, one week prior to the date of the specially called business meeting. The notice will include the subject, the date, the time and place. Notice is considered given when these steps are taken. If an extreme urgency or emergency renders such notice impractical, the staff will have the authority to meet the need and then present it to the church at the next regular or special called business meeting.

E. Quorum

The quorum consists of those members in attendance at the business meeting, provided it is a regular meeting or one that has been properly called.

F. Meeting Notice Requirements

The Church Council shall annually establish the dates and times for quarterly Regular Business Meetings and publish this information in the church calendar. These same dates and times shall also be posted on the church website. Dates and time for specific quarterly meetings shall be published in the church bulletin on the two Sundays immediately preceding the quarterly meeting. Notice for Special Business Meetings shall follow the requirements specified in these policies and procedures.

G. Parliamentary Rules

Robert's Rules of Orders, (latest version) is the authority for parliamentary rules of procedure for all business meetings of the church.

X. Church Finances

A. Budget

The church ministries and activities will be financed by tithes and offerings. The Finance Team, in consultation with the Church Council and church Ministry Teams, will prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for member use. This church will, through its annual budget, participate in the Cooperative Program of the Southern Baptist Convention and Associational Mission program on a percentage basis. This church will participate in the following annual mission offerings: State Mission, North American Missions, International Missions Board, and Children's Home.

B. Accounting Procedures

All funds received by tithes and offerings will be counted by the Tellers and recorded in the Teller tally book and signed by each participating Teller. The Tellers will deposit the funds in the bank. The Financial Secretary will properly record them in the books of the church, and allocate them to the appropriate account(s).

All other monies received for church functions will be counted by two members and recorded in the Teller's tally book and properly signed by each participating counter. The funds will be turned over to the Tellers and deposited in the bank. The Financial Secretary will properly record them in the books of the church, and allocate them to the appropriate account(s).

A system of accounting that will adequately provide for the handling of all funds will be the responsibility of the Finance Team. It will be the responsibility of the Finance Team to have a financial review annually.

C. Fiscal Year

The church fiscal year will begin on January 1 and end on December 31.

XI. Staff Policies

A. HOLIDAYS

There will be eleven (11) paid holidays per year, except if this day falls on Sunday or Wednesday. In that instance, provisions will be made by the Pastor for all staff for another day to be taken off.

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|---------------------|---|
| 1. New Year's | New Year's Eve and Day |
| 2. President's Day | 1 day |
| 3. Good Friday | 1 day |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | July 4 – Friday or Monday if on weekend |
| 6. Labor Day | First Monday in September |
| 7. Thanksgiving | Thursday and Friday |
| 8. Christmas | 2 days |

B. PRIORITY IN REQUESTING TIME AWAY

The requesting of time away or vacation time will follow in this order: Pastor then Ministerial Staff in order of length of tenure, then Secretaries in order of length of employment, then Custodians, then part-time employees.

C. CHURCH APPROVED CLINICS

Attendance at Church approved clinics, workshops, conventions and assemblies will not be considered to be vacation or personal time.

D. SICK LEAVE

1. One day of sick leave will be earned each month and can be accumulated.
2. Eight weeks of sick leave is the maximum amount that can be accumulated unless further time is granted by church vote.
3. A male or female employee may be granted 6 weeks leave for pregnancy or adoption without pay. Accumulated vacation and sick leave may be used at this time for continued compensation.
4. Part-time employees will be granted sick leave in proportion to the fraction of time they work.

E. VACATION LEAVE

Vacation time is accrued monthly with number of days depending on time of service.

1. Ministerial Staff - Two weeks (14 days) vacation per calendar year for one to three years of service at First Baptist Church of Aztec. Three weeks (21 days) vacation per calendar year after three years of service at FBC Aztec and is not to exceed three Sundays and not over two consecutive Sundays. Four weeks (28 days) vacation per calendar year after twenty years of service at FBC Aztec and cannot exceed four Sundays.
2. Other Staff - Two weeks (10 working days) vacation per calendar year for one to three years of service at FBC Aztec. Three weeks (15 working days) vacation per calendar year after three years of service within this church. Four weeks (20 working days) vacation per calendar year after fifteen years of service within this church.
3. Any time away exceeding two consecutive weeks (14 days) must be approved by the Pastor and Personnel Team.
4. Part-time employees will be granted vacation in proportion to the fraction of time they work.

5. The Financial Secretary will be the timekeeper for all church staff to keep them informed of balance of all vacation, sick and emergency leave.

F. EMERGENCY LEAVE

1. Five days of emergency leave are available at the beginning of each calendar year for death or sickness of close family members or other emergencies.
2. The Pastor will approve emergency leave.
3. Emergency leave used in excess of five (5) days will be charged to maximum time away for ministerial staff and charged to vacation leave for non-ministerial staff.
4. Emergency leave days not used during the calendar year cannot be carried over.

G. CIVIC DUTIES

1. Every employee will be allowed up to two hours of paid time off for voting in the general elections, as required by law.
2. Employees are to be excused for jury or witness duty and are to be paid the difference between what they receive from the court and what they would have received at work during that period. If service as a juror or witness is not required, the employee is to report to work for the remainder of that day or for any scheduled workday when the court is closed.
3. Employees will receive leave without pay for National Guard or military reserve duties. In the event they are called to active duty, the position will be held for at least one year. The employee may utilize accrued vacation in order to receive compensation from the church during such periods.

H. WORK SCHEDULE FOR MINISTERIAL STAFF

1. Every full-time ministerial staff person is expected to work a five-day week with a workday being at least eight hours. One day off will be selected from Monday, Tuesday, Thursday, and Friday. Saturday will be the second day off in a week unless church activities are scheduled that day, in which case the staff member in charge of that activity will forfeit the day to work rather than taking it off.
2. Every full-time ministerial person is on call 24 hours a day and 365 (366) days per year except when on vacation or military service.
3. Days off will be scheduled so that at least one of the ministerial staff is on duty (morning, afternoon, and evening), except when the entire staff is away on business of the church.
4. Priority for ministerial staff in scheduling days off is: Pastor, then other ministerial staff persons according to length of tenure beginning with the longest tenure and proceeding to shortest tenure.
5. Each staff person is responsible for securing substitutes for respective responsibilities when away. The church pays for all substitutes that have to commute from outside the church's local ministry area.

I. QUALIFICATIONS OF STAFF

1. Must be a committed Christian who maintains a daily walk with Jesus Christ;
2. His or her life must be consistent with the qualities described in 1 Timothy 3:1-7 and Titus 1:6-9;
3. Must sense a definite call to ministry;

4. Should have an educational background that will facilitate job responsibilities;
5. Must have a working knowledge of planning, conducting, and evaluating a comprehensive program within the areas of his or her called ministry;
6. Must have experience serving in a Southern Baptist Church; and
7. Must demonstrate vision and creativity.

J. PASTOR

The Pastor's principal function is to be responsible to the Lord Jesus as the under-shepherd of the church and to the congregation for the proclamation of the gospel of Jesus Christ, to teach the Biblical revelation, to engage in personal witnessing and pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as chief administrator of church staff.

1. The responsibilities of the Pastor include:
 - a. Lead the church in the achievement of its mission of worship, evangelism/missions, discipleship, ministry, and fellowship;
 - b. Plan and conduct the worship services, prepare and deliver sermons, and lead in observance of ordinances;
 - c. Lead the church in an effective program of witnessing and in caring ministry for persons in the church and community;
 - d. Visit as needed to minister, be acquainted with and keep in touch with church membership;
 - e. Conduct counseling sessions, perform wedding ceremonies, and conduct funerals;
 - f. Serve as ex-officio member of all committees and ministry teams; and work with deacons to perform their responsibilities;
 - g. Pray, study, and attend enough conferences to remain effective in ministry;
 - h. Cooperate with associational, state and denominational leaders in matters of mutual interest, and concern, keep the church informed of denominational development;
 - i. Participate and represent the church in civic matters;
 - j. Supervise all church staff and employees; and
 - k. Be responsible for filling the pulpit during his absence.

K. MINISTER OF MUSIC

The principal function of the Minister of Music is to assist the Pastor in the planning, conduction, and evaluation of a comprehensive ministry of music and worship.

1. The responsibilities of the Minister of Music include:
 - a. Direct planning, coordination, operation, and evaluation of a comprehensive music program for the church;
 - b. Coordinate the music program with the church calendar to strengthen and enrich the emphases and objectives of the total church program;
 - c. Assist the Pastor in planning congregational services, be responsible for selection of the music, and preview the music planned to be sung or played by individuals or groups;
 - d. Direct or delegate directors of choirs, music groups, and congregational singing;
 - e. Work with the music program leadership in the area of enlisting, training, and supervising the work of volunteers in the church music program, including the graded choir program;
 - f. Provide assistance and counsel for special events such as wedding, funerals, and banquets;

- g. Coordinate performance and rehearsal schedules of the total church program;
- h. Supervise maintenance of and additions to the music library, select material, purchase supplies, instruments and other music and sound equipment for use in church programs;
- i. Coordinate annual music budget requests and administer the annual budget for music program activities;
- j. Directly supervise any music associates, organists, pianists, other instrumentalists and accompanists, and secretaries;
- k. Be responsible for the enlisting, training, and supervision of sound booth workers; ascertain needs, select, purchase and maintain all equipment that will provide for and contribute to church worship services, music programs, multi-media programs, etc.;
- l. Be aware of changes to music ministry as it relates to denomination, state, association, and community needs;
- m. Coordinate and provide administrative leadership to committees, and ministry organizations;
- n. Plan, organize, and/or promote opportunities for education, development, and ministry through choir tours, mission trips, camps, festivals, workshops, clinics, and programs for yourself and those involved in the music ministry; and
- o. Perform other duties as assigned by the Pastor.

L. MINISTER OF YOUTH

The principal function of the Minister of Youth is to develop and promote the Youth Ministries and areas of pastoral work assigned by the pastor. The Minister of Youth will also be responsible for the Christian development and education of the youth through a comprehensive Youth ministries program and consult with the pastor, staff and program leaders concerning activities in the areas where youth are involved.

1. The responsibilities of the Minister of Youth include:
 - a. Plan, coordinate, direct, and evaluate the Youth Ministries of the church;
 - b. Work with the Minister of Education in planning and evaluating training opportunities for youth workers, and parents of youth through special events or Discipleship Training;
 - c. Work with the Team Leaders in the enlisting of adult workers in the area of Youth Sunday School and Youth Discipleship Training;
 - d. Make budget recommendations and be responsible for the expenditure of the budget for a viable Youth Ministry;
 - e. Plan, coordinate, and evaluate special events such as camps, retreats, fellowships, etc.;
 - f. Provide leadership to encourage participation of teens in the Ministry opportunities of the church, including visitation, special prayer emphasis, etc.;
 - g. Keep informed of new trends in Youth Ministry and seek to enrich all facets of Ministry to Youth; and
 - h. Perform other duties assigned by the Pastor.

M. MINISTER OF EDUCATION

The principal function of the Minister of Education is to assist the Pastor in planning, organizing, and managing the educational and outreach ministries and the administrative affairs of the church.

1. The responsibilities of the Minister of Education include:
 - a. Lead the church in planning, conducting, and evaluating a comprehensive program of Christian education;

- b. Serve as education resource person and advisor to the leaders of the church programs and service organizations such as Bible Study, Discipleship, Media Center, etc. Coordinate and unify the various organizations to avoid duplication, overlapping, and conflict;
- c. Lead the church to be aware of the educational curriculum material available and lead the church to choose the most suitable;
- d. Further develop Bible Study Teachers, Discipleship teachers, etc., to minister effectively to their individual class members through visitation and other means;
- e. Direct and promote officers and teacher's meetings as needed;
- f. Coordinate and administer any budget in which his/her job responsibilities require this position to supervise;
- g. Provide counseling for persons seeking help;
- h. Preach the Word in the absence of the pastor as requested. Conduct weddings and funerals as requested. Participate in other pastoral activities, such as hospital visitation, as requested;
- i. Work with other staff members in the coordination of the total ministry;
- j. Develop and train workers and coordinate a comprehensive ministry of church outreach. It will be expected that this responsibility be given all the time needed to accomplish the most effective outreach ministry possible; and
- k. Perform other duties as assigned by the Pastor.

N. MINISTER OF SENIOR ADULTS

The principal function of the Minister of Senior Adults is to develop and promote all Senior Adult Ministries.

- 1. The responsibilities of the Minister of Senior Adults include:
 - a. Plan, coordinate, direct, and evaluate the Senior Adult Ministries of the church;
 - b. Make budget recommendations and be responsible for the expenditure of the budget for a viable Senior Adult Ministry;
 - c. Keep informed of new trends in Senior Adult Ministry through personal education opportunities; and
 - d. Perform other duties assigned by the Pastor.

O. FINANCIAL SECRETARY

The principal function of the Financial Secretary is to provide financial and clerical support to the ministerial staff for the church, reporting to the Pastor as supervisor.

- 1. The responsibilities of the Financial Secretary include:
 - a. Maintain all church financial records including but not limited to giving records, accounts receivable, accounts payable, checking accounts, payroll, and financial and tax reports;
 - b. Back-up and assist other staff as necessary; and
 - c. Perform other duties as needed and requested by the ministerial staff.

P. CHURCH SECRETARY

The principal function of the Church Secretary is to provide creative and clerical support to the ministerial staff of the church; reporting to the Pastor as supervisor.

- 1. The responsibilities of the Church Secretary include:
 - a. Prepare lay-out and design of bulletin and other church communications and promotional

- pieces for publication, distribution, and mailing;
- b. Prepare correspondence as needed for Pastor and Ministerial staff;
- c. Prepare Sunday School records, including recording of attendance figures, printing and distribution of weekly rolls, and annual reports;
- d. Maintain prospect and membership files. Prepare mailing lists and other reports as needed;
- e. Answer telephone, providing assistance as able and direct calls to the appropriate person.
- f. Greet and assist walk-ins, providing assistance as able;
- g. Minister to members and non-members, providing encouragement and support as directed by the Holy Spirit. This does not mean to provide counseling; and
- h. Perform other duties as needed and requested by the ministerial staff.

Q. CHURCH CUSTODIAN

The principle function of the Church Custodian is to keep all portions of the building clean and in order.

1. The responsibilities of the Church Custodian will include:
 - a. Be aware of all general church meetings to be held and set up if necessary;
 - b. Be responsible for keeping on hand sufficient janitorial supplies;
 - c. Be aware of weddings and funerals to be held; and
 - d. Report any inside maintenance to be done to the Property Custodian.

R. PROPERTY CUSTODIAN

The principle function of the Property Custodian is to maintain and keep the church grounds clean and groomed; as well, the church irrigation system.

1. The property custodian will also be responsible for the inside maintenance of the building, plumbing, painting, and minor repairs.

S. NURSERY COORDINATOR

The principle function of the nursery coordinator will be to enforce the Nursery Policies and Procedures, staff the nursery during all services, purchase supplies, maintain equipment, maintain and clean toys per the state mandated requirements.

XII. Church Facility Use Policy

A. Purpose Statement

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, the facilities may be made available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

The facilities use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. The church facilities may not be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Corinthians 6:14; 1 Thessalonians 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith be given permission to use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities and property, regardless of whether the facilities are connected to the church's sanctuary, due to church property being holy and set apart to worship God. (Colossians 3:17.)

B. Approved Users and Priority of Use

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment may be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

C. Facility Use Hours

Facilities are available between the hours of 7:00 a.m. and 10:00 p.m. Use outside of these hours may be approved by the pastor or official designee.

D. Scheduling Events

Facility use requests shall be made to the pastor, secretary, or events coordinator by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

E. Fees

Use of church facilities is subject to a use and maintenance fee of \$_____ to pay for the upkeep of church facilities. Church members are not required to pay a fee for usage because maintenance of the facilities is derived from member tithes and offerings.

F. Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities or on church property.
2. Smoking Policy: Smoking in any indoor church facilities is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in classrooms, worship space is not allowed.
5. Church equipment, such as tables and chairs, must be returned to original placement unless arranged otherwise prior to the event.
6. All lights must be turned off and doors locked upon departure.
7. Clean-up shall be the responsibility of the group using the facility or as otherwise arranged with the church prior to the event. The church reserves the right to charge a fee if determined it is not a satisfactory clean-up.
8. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
9. Any person or group must sign the "Church Facility Reservation Request and Agreement Form" prior to reservation of church facilities.

CHURCH FACILITY RESERVATION REQUEST AND AGREEMENT FORM

Please state whether you are a:

Church Member _____

Church-Sponsored Ministry _____

Non-Member _____

Non-Member Group/Organization _____

Contact Information:

Address: _____

Phone Number: _____

Email Address: _____

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission: _____

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$ _____ and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy": a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name: _____ Date: _____

Wedding Policy

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, The First Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the pastor and staff of The First Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of The First Baptist Church shall only host weddings between one man and one woman.

Dear Prospective Bride and Groom,
First Baptist Church of Aztec is pleased and proud that you have chosen to use our facilities for one of the most important events in your lives. We are called upon to assist in many weddings throughout the year, thus, it has been necessary for us to establish some basic guidelines which we hope you will follow. These guidelines are not meant to limit your plans for a beautiful and meaningful wedding ceremony, but are designed to inform you of the services our church has available for you. When you begin to make your plans, remember that you will be using the House of God. Plans you make must not violate the sanctity, the place of worship, or the wedding ceremony as a service of worship.

Very sincerely,
The congregation of First Baptist Church of Aztec

SETTING THE DATE

All dates must clear the Pastor's calendar and church calendar. Dates are reserved on a first come first serve basis. If the wedding is cancelled or delayed, please notify the church office as soon as possible.

Weddings are not to be scheduled on the following church holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

VISITING PASTORS

Ministers other than staff of First Baptist Church, Aztec must be approved by the Pastoral staff.

THE REHEARSAL DATE

All dates for rehearsal must also be cleared through the church calendar as well as the Pastor's calendar. Realizing that ministers have many demands made upon their schedules, it would be considerate if the rehearsals for Friday weddings could be between 5:00 p.m. and 8:00 p.m. on Thursday. Weddings on other weekdays will schedule rehearsals to the mutual convenience of the minister and the bride and groom. We prefer weddings be scheduled on Friday rather than Saturday because of preparations for Sunday services. Saturday evening weddings with receptions need to end by 9:00 pm to allow time for Sunday preparation.

PRE-MARITAL COUNSELING

Our ministers require counseling prior to the wedding date.

THE MUSIC

If other than our church accompanist is desired, please inform the Music Ministry as to what instruments are desired for use. This is to protect the instrument from accidental damage due to unfamiliarity with its unique operational requirements and to assist the other accompanist. The Music Ministry has the authorization to accept or deny use of equipment.

THE RECEPTION

The Fellowship Hall is the only room allowed to hold the reception. Please let the church office know how many tables and chairs to make available two (2) days before the wedding. The church kitchen is available for use. Any paper products, such as plates, cups, plastic wear and napkins, need to be furnished by the person using the facility. All cake, punch, and any other food items are to be removed by person using the facility.

THE AUDIO/VISUAL SYSTEM

The First Baptist Church will provide someone to operate the audio/visual system during the wedding ceremony. No person other than those appointed by First Baptist Church may operate the system. Any honorarium for these services will be paid to the person providing the service.

GENERAL INFORMATION

1. The completed general information sheet must be signed and returned to the Church Secretary no later than one month before the wedding or the reserved wedding date will be forfeited.
2. Please use birdseed in place of rice, which may only be thrown outside the facilities.
3. The use of nails and screws in the walls and ceiling are forbidden.
4. Please place clear plastic under candles in the sanctuary (even drip-less). Those carried by hand need to have shields. A charge for professionally cleaning the carpet will be made if wax dripping requires cleaning.
5. No smoking or alcoholic beverages allowed within the buildings or on the grounds.
6. Fresh flower petals will not be used.
7. Saturday weddings must end by 9:00 pm.
8. No dances will be held on the church premises.

If you have additional questions, please contact the church office at 334-6833.

SUGGESTIONS FOR PLANNING AND DECORATING FOR WEDDINGS AND RECEPTIONS

1. Be sure to bring all decorations items necessary (scissors, staplers, banners, etc.) as we do not furnish these items.
2. We encourage the use of Handi-Tak rather than scotch tape, as some tapes tend to peel paint and varnish from the original surface.
3. We encourage you to pick up the decorations you wish to keep, so they will not be destroyed. Any decorations that are left following the service will be disposed of.
4. The church is open Monday through Friday, 8:30 am to 12:00 pm and 1:00 pm to 4:30 pm. Please feel free to decorate at these times. Please check the church calendar to be sure there are no conflicts, such as a funeral.
5. Please help us by not bringing food or drink in the sanctuary. This applies to the rehearsal time and also the decorating time.
6. First Baptist Church does not have a special table or stand for a unity candle. Feel free to bring your own table.
7. Photography and use of video recorders during the ceremony will be up to the discretion of the performing minister. These details will be worked out with the minister and the wedding party.
8. Please remember rehearsals and weddings need to start on time. People will be taking off from their schedule to join your celebration. Therefore, it is imperative that we are polite by being punctual.

Wedding Policy

AGREEMENT FOR USE OF FACILITIES FOR MEMBERS

Facilities and Services Available

Sanctuary Fellowship Hall

There are no fees to members for the use of these facilities. Members will be expected to leave the facilities in at least as clean a condition as they found it.

Bride's Name _____ Groom's Name _____

Contact Person _____ Phone _____

Wedding Date Desired _____ Time Desired from _____ to _____ Rehearsal

Date Desired _____ Time Desired from _____ to _____ Dates and Times you
need in the building _____

Minister _____

Pianist _____

Sound/Video System _____

I understand and agree to the stated requirements to have my wedding and/or reception at First Baptist Church of Aztec and the acknowledgement that any use of First Baptist Church facilities is subject to the Facility Use Policy.

Signed _____ Date _____

Wedding Policy

AGREEMENT FOR USE OF FACILITIES FOR NON-MEMBERS

The use of First Baptist Church facilities are subject to the Facility Use Policy.

Facilities and Services Available and Their Appropriate Fees:

A deposit of \$100 is required before a wedding can be placed on the calendar. Deposit will be refunded no later than one week following the wedding, provided facilities are left in the same manner you found it. The wedding date reservation will be forfeited if the fees are not paid within two (2) weeks of set date, unless other arrangements are made in the church office. If wedding is cancelled, deposit will be refunded.

Use Fees

Sanctuary	\$35.00
Fellowship Hall	\$50.00

These fees will cover janitorial fees. This does not include removal of wedding decorations. The Use Fees will be paid in the church office the day of rehearsal during normal office hours.

Bride's Name _____ Groom's Name _____

Contact Person _____ Phone _____

Wedding Date Desired _____ Time Desired from _____ to _____

Rehearsal Date Desired _____ Time Desired from _____ to _____

Dates and Times you need the building _____

Minister _____

Pianist _____

Audio/Visual System _____

I understand and agree to the stated requirements to have my wedding and/or reception at the First Baptist Church of Aztec.

Signed _____ Date _____

Funeral Policy

First Baptist Church of Aztec is honored to be able to provide our facilities in your time of need. When you begin to make your plans, please remember to check with the church office for available dates. If you require the services of our pastor, please consult with him to make arrangements.

VISITING MINISTERS

Ministers other than staff of First Baptist Church, Aztec must be approved by the Pastoral staff.

FUNERAL MEAL

The Loving Care Ministry Team Leader or the Pastor will contact you regarding having a meal before or after the service. It would be our privilege to provide this service for your family.

MUSIC

If other than our church accompanist is desired, please inform the Music Ministry as to what instruments are desired for use. This is to protect the instrument from accidental damage due to unfamiliarity with its unique operational requirements and to assist the other accompanist. The Music Ministry has the authorization to accept or deny use of equipment.

THE AUDIO/VISUAL SYSTEM

The First Baptist Church will provide someone to operate the audio/visual system during the funeral service. No person other than those appointed by First Baptist Church may operate the system. Any honorarium for these services will be paid to the person providing the service.

If you have any additional questions, please contact the church office at 334-6833.

Service for _____

Date of Service _____ Time of Service _____

Contact Person _____ Phone _____

Meal Provided For # _____

Mortuary _____ Phone _____

Van Policy

The church van is available for use by any group in our fellowship for church functions only. The van will be assigned on a first come, first serve basis, unless a standing activity takes precedence, i.e. Team Kids.

Arrangements for use will be made through the church office on a regular business day. The driver must be 21 years of age or older, a valid licensed driver, no moving violations in the past three (3) years, and on the insurance. Any driver must meet insurance policy requirements. The maximum capacity is eleven (11) people.

The van must be returned clean, inside and out, with a full tank of gas.

Group using van _____

Driver's Name _____ Phone _____

Driver's License # _____

Date of birth _____

Date leaving _____ Time picking up _____

Date returning _____ Time returning _____

Destination or Event _____

I, _____ have read and understand this van policy.

Nursery Policies

WELCOME

We welcome you and your baby/toddler to the ministry of the nursery division of the First Baptist Church of Aztec. Our staff looks forward to the opportunity to work with you in teaching your child about the beauty of God's world and the wonder of His son, Jesus Christ.

PURPOSE

1. To provide a safe, loving, caring, and quality atmosphere for children from birth until they are age four.
2. To provide a quality learning environment.
3. To help children know that the church is a happy, secure place to be.
4. To provide a Christian environment and to teach children to:
 - a. Associate God with love and to pray
 - b. Know that Jesus loves him/her and others
 - c. Recognize Bible stories and know it is a special book.
5. To promote a partnership between parents and teachers/workers.
6. To create an environment where children can learn how to share and get along with other children.

AVAILABILITY

1. The nursery will be open **15 minutes before and 15 minutes after** any scheduled church event. The nursery will be closed by 9:00 pm (for the children's comfort and well-being) for all events and will also be closed for after church fellowships.
2. The Nursery facilities will be open for children from nursery age (birth to 1 year) and toddler (ages 2 and 3).
3. Nursery will be provided for revivals and all major church wide events.
4. Individual groups (i.e. Sunday School classes, weddings or funerals, etc.) desiring to use nursery other than at the scheduled times shall make a request of the church council no later than one month in advance and will be left to the discretion of the pastor.
5. Any other group wishing to use the nursery facility must agree to abide by all guidelines as outlined in **the Nursery Policies**.

General Nursery Policies

Regarding Facilities

1. No one shall leave a child in the nursery facility for any reason other than attending a church function.
2. Once children have arrived and are in class, parents, visitors and relatives are requested not to come into the room during any session or between Sunday School and Worship Services.

3. Children are to be brought and called for by **one parent** (to alleviate traffic in the nursery area.)
No child will be released to any other person except by previous arrangement.
4. The playground area is considered part of the nursery facility and will be available only when a worker is supervising.
5. Playground equipment is for nursery age children only.
6. No one should be in the nursery area other than workers and children.

Regarding Health and Sanitation

1. All belongings of the children, including diaper bag and bottles, are to be plainly marked with the child's name. All bottles should be plastic. Bring enough bottles and diapers for your child, and extra clothes for toddlers who are being potty trained. For the protection of your child and other children, **parents are requested not to bring a child who appears ill.**
2. Upon recommendation of the Committee on Control of Infectious diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exist:
 - Fever
 - Vomiting or diarrhea
 - Any symptom of known contagious childhood disease. (i.e. Scarlet fever, German measles, mumps, chicken pox)
 - Cough or common cold, from onset to 1 week
 - Sore throat
 - Croup
 - Any unexplained rash
 - Any skin infection
 - Any eye infection

We also ask that a child not be brought if he has drainage that is not clear.

3. Children should not bring their own toys.
4. No child should have gum.
5. Workers are responsible for sterilizing toys, equipment, and furnishings weekly. The nursery area is to be left clean and trash taken out after every service. Sheets will be washed weekly.
6. Disposable gloves should be used when:
 - a. changing a diaper
 - b. cleaning a blood spill
 - c. cleaning up vomit or any other bodily fluids
7. Workers shall wash hands with anti-bacterial soap:
 - a. before and after every session

- b. before and after changing a diaper
 - c. after wiping a nose
 - d. after helping children goes to the restroom
 - e. before feeding babies and children
8. Workers shall help toddlers wash their hands with anti-bacterial soap:
 - a. before snack time
 - b. after going to the restroom
 - c. after wiping their nose
 9. When wiping noses, workers shall use a new tissue for each child each time.
 10. Employed staff, teachers and all volunteers who work with children shall not be present when ill with any of the illnesses mentioned under the recommendations of the committee on Control of Infectious Diseases of the American Academy of Pediatrics.
 11. Workers with open sores on the hand should wear gloves. Open sores elsewhere on the body should be covered with an adequate size bandage.

Regarding Paid Workers and Volunteers

1. There shall be at least two nursery workers available at all times, with adequate staffing for worker/child ratio, which is 1 to 4.
2. Minimum age of nursery teachers/workers shall be 18 years of age
3. Paid workers are guaranteed 1 hour minimum each time they are asked to work, even if no one shows up.
4. At least two paid workers will be available in the nursery at all times.
5. No one shall be in the nursery area other than workers and children.
6. Paid workers will be hired when possible from within the church.

Child Care and Teaching Policies

1. Under **no** circumstances shall a worker ever spank a child or raise his/her voice in anger.
2. Children shall **never** be left in the room alone. If you have to leave the room, make sure a capable adult is watching the children under your care and responsibility.
3. Children shall never go home unchanged.
4. No prescription or non-prescription drugs shall be brought into the Nursery facility or administered by nursery workers/teachers.
5. Do not give infants extra juice, formula, or use baby bottles in cabinet without the parent's written consent.

6. TV may be used to show a religious tape to go along with the lesson or if the children are there for long periods. Only church approved G-rated movies may be shown.

Diaper Changing Procedure

1. Check bed babies every 30 minutes to see that the diaper is neither wet nor soiled.
2. Change toddler's diapers at least once during a session.
3. Use powders, lotions and ointments only when provided by the parent.
4. Always wear disposable gloves.

Job Description: Nursery Coordinator

1. Qualifications:
 - a. Must have a genuine experience of salvation and be a member of the church.
 - b. Must have a sincere love for children and working in the Nursery facility.
2. Duties and Responsibilities:
 - a. The Nursery Coordinator will be under the direct supervision of the Pastor and Personnel Team.
 - b. The Nursery Coordinator shall:
 1. Be responsible for activities and adequate staffing of workers in the Nursery Facility.
 2. Direct workers to area of need.
 3. Help workers with problems: discipline, needed materials, etc.
 4. Be in charge of insuring clean linen (washed weekly), and regular disinfecting of the toys, equipment and baby beds per the State mandated requirements.
 5. Make purchases of supplies and groceries.
 6. Notify workers of work schedule. Keep in mind their need to attend worship services.
 7. Be responsible for yearly budget requests for:
 - a. cleaning supplies
 - b. refreshments
 - c. new equipment
 - d. linens and toys
 8. Maintain quality toys and dispose of damaged or dangerous toys.
 9. With the approval of the Pastor, be responsible for hiring and dismissing paid nursery workers.
3. Benefits:
 - a. The salary and fringe benefits will be recommended by the Personnel Team and approved by the church in its annual budget.

Job Description: Paid Workers

1. Qualifications:
 - a. Paid nursery workers must have a genuine experience of salvation
 - b. Must have a sincere love for children and working in the Nursery facility
 - c. Must be reliable and willing to work when called upon

- d. Must be a minimum of 18 years of age
- e. An interview may be required of the applicant.

2. Duties and Responsibilities:

- a. Each nursery worker is directly responsible to the Coordinator
- b. Each nursery worker will be responsible for recording his or her time
- c. Nursery workers will make a reasonable effort to keep diapers changed according to policy and bottle babies cared for.
- d. Workers should be aware of each child's name and who his/her parents are.
- e. All nursery workers will arrive 15 minutes prior to the designated meeting time
- f. Children learn primarily through play. Workers should provide directed and constructive play.
- g. At **NO TIME** are children to be left unattended.
- h. When a new child is brought in, the Child Care information sheet should be filled out before parents leave the Nursery facility.
- i. Workers will be guaranteed 1-hour minimum each time they are asked to work, even if no one shows up and will be required to sterilize toys during that time.

3. Benefits:

- a. The salary shall be recommended by the Personnel Team and approved by the church in its annual budget.

The First Baptist Church of Aztec, New Mexico

Employee & Volunteer Agreement

The First Baptist Church of Aztec, New Mexico affirms the Holy Bible as the inspired word of God and the basis for our beliefs. The First Baptist Church and its members draw much of their emotional and spiritual enrichment from like believers. Therefore, staff members, employees, and leadership play a critical role in the culture and traditions of the First Baptist Church by cultivating and transmitting shared ideals and beliefs, thereby fostering a religious environment that propagates its beliefs by joining in a common religious endeavor.

First Baptist Church places its faith in the hands of its ministers, administrators, officers, employees, and volunteers. For this reason it exercises complete control over the selection of those who will personify its beliefs. First Baptist Church effectively shapes its own faith and mission through said appointments. It is therefore imperative that First Baptist Church only employ or utilize volunteers who demonstrate a commitment to its beliefs and possess an obligation to be a visible witness to the Church's principles and beliefs as defined in the First Baptist Church Constitution and Bylaws and Policies and Procedures.

As an employee or volunteer, I hereby affirm that I have read and understand the First Baptist Church Constitution and Bylaws, I am familiar with the Policies and Procedures, and agree to abide with the terms and conditions set forth in this agreement between

(Printed Name of employee/volunteer)_____and
The First Baptist Church of Aztec, New Mexico.

Signature of Employee or Volunteer

Date: _____