

Eagle Heights Baptist Church Policy & Procedures Manual

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Policy and Procedures

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I. Administration

A. Non-Profit Organization

As a 501(c)(3) non-profit organization, Eagle Heights Baptist Church is exempt from Federal income taxation. The exemption is conditioned upon the following six factors. (IRC 170(c)):

1. The Church is a Corporation.
2. The Church is organized exclusively for exempt purposes.
3. The Church is operated exclusively for exempt purposes.
4. None of the Church's net earnings inures to the benefit of any private individuals.
5. The Church does not engage in substantial efforts to influence legislation.
6. The Church does not intervene or participate in political campaigns

B. Voting Members/Inactive Members

These guidelines shall be applied to the consideration of a member at Eagle Heights Baptist Church concerning the qualifications to be a voting member.

The Church is a unified body under the Headship of Christ and the members have different functions. As part of God's family, the Body is not complete without all the members. That our joy may be full. (John 13:34-35; Romans 12:12-18; I Cor. 12:12-31; 1 John 1:4)

1. The Church shall attempt to stay in touch with all its members through a variety of contact points: i.e. **Connect Classes**, small groups, Deacons, Staff.
2. At least once a year, written communication shall be made to all members in order to attempt to encourage ongoing Church involvement, data update, needs assessment, etc.
3. It will be the intent of the Church, through the Staff, the various ministry organizations, and the individual members to make deliberate contact with inactive members. The purpose of this process shall be:
 - a. Checking on the member(s) personal needs or prayer needs.
 - b. Encouraging them and exhorting them to return back to the fellowship of the Church.
 - c. Helping to reconcile any relationships that need to be restored. (Matthew 5:23-24; Matthew 6:14; Mark 3:28)
4. It is the goal for all members at Eagle Heights Baptist Church to be a voting member.
5. A voting member of Eagle Heights Baptist Church shall be defined as a member that has had some participation in activities in the past twelve months. Military,

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Missionaries, Homebound, or Physically Impaired Members are excluded from this criterion.

6. If a question arises regarding a member's "active" status, confirmation will be assessed by our **church** Sunday School records, ~~financial records, etc.~~
7. A new member shall be considered a voting member after being a member at least one month.
8. Before a voting member is marked or regarded as "inactive", a personal visit will be made by the Senior Pastor and/or 2 or more of the Deacons (or their assignees) to be used as God's representative(s) to restore all members back into the fellowship and love of the Church Family.
9. If the member(s) choose(s) to not return to the fellowship of the Church, determine:
 - a. If they are attending another church or have joined another Church and need a transfer by letter of membership.
 - b. If they prefer to be dropped from the membership.
 - c. If neither of the above, they will be considered as an inactive member of the Church.
 - d. If after four attempts to contact the member(s) during a twelve month period and EHBC was unable to make contact with them, their membership(s) will become inactive and therefore not eligible to vote.

"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." John 13:34-45

C. Church Program Organization

1. The ~~Sunday School~~ **Connect Classes** shall be the basic organization for the Bible teaching program. ~~Its~~ **Their** tasks shall be to:
 - a. Teach the Biblical revelation,
 - b. Reach persons for Christ and Church membership,
 - c. Contact absentees on a regular basis,
 - d. Perform the functions of the Church within its constituents,
 - e. Provide and interpret information regarding the work of the Church and denomination, conducted under the direction of the ~~Sunday School~~ Educational Director, who is elected by the Church.
2. The Church Music organization, under the direction of the Church-elected Music Minister, shall be the music education, training, and performance organization of the Church.
 - a. Its tasks shall be to:

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- 1) lead worship services and oversee all various choirs,
 - 2) teach music and train persons to lead, sing, and play music;
 - 3) provide music in the Church and Community;
 - 4) provide and interpret information regarding the work of the Church and denomination.
- b. The Church Music program shall have such officers and organizations as the program requires.
 - c. The Church Music program ~~shall~~ **may** provide special events for Christmas and Easter.
3. The Van/Bus Ministry will be established and staffed by the Church to transport children and adults who do not have transportation to and from Church functions. The various van/bus routes will be visited on a regular basis to encourage participation in the program.
 4. Children's Churches will be established and staffed by the church Children's Director to minister to children during the morning worship hour. The purpose of the Children's Church Program will be to minister to children on their age level and thereby attempt to bring them to a better understanding of the Word and Person of our Lord, Jesus Christ.
 5. Other Church programs and organizations may be adopted for the purpose of achieving EHBC mission. For example, Men's and Ladies Bible Study, Couples Bible Study, AWANA, etc.

D. Financial Confidentiality

1. All monies received through the tithes and offerings of the members and visitors of Eagle Heights Baptist Church shall be handled with the utmost degree of confidentiality.
2. The ~~Church Administrator~~ **Director of Finances, the Treasurer, and the Counting Team** shall be individuals of integrity who shall be able to maintain appropriate confidentiality having to do with the accounting of the receipts tendered through Eagle Heights Baptist Church.
3. Be it resolved that without the written consent of each individual contributor, the ~~Church Administrator~~ **Director of Finances, the Treasurer, or the Counting Team** are prevented from revealing to any other Ministerial, Support Staff, or Church Member the confidential amount given by any individual of Eagle Heights Baptist Church.
4. The personnel section of the budget shall be presented in an itemized manner at the quarterly business meetings, including the annual business meeting when the budget is presented to the church body.

E. Nursery Guidelines

1. A Nursery will be provided for children birth to three years of age. The Nursery will be used for Church functions only.
2. No one will leave a child in the nursery department for any reason other than attending a Church related activity.
3. Proper check-in and check-out procedures must be followed by all individuals utilizing our Nursery Facilities.
4. The Nursery will be staffed by individuals who have been selected to serve in this capacity. The proper care of each individual child will be of utmost importance.
5. Everyone serving in our Childcare area must undergo a background check. No exceptions.
6. It will be up to the Children's Director to determine who will be allowed to serve in our Childcare Area.
7. Everyone serving in our Childcare area will be expected to adhere to procedural guidelines as outlined by our Nursery Coordinator.

F. Purchase Orders

1. Purchases or Ministry Expenditures that will exceed \$300 per month will require a purchase order number.
2. A Purchase Order Form must be completed and submitted to the ~~Budget/Finance~~ **the Chairman of the Stewardship** Committee for approval for any ministry expenses that are needed one month in advance. Our goal is to be good stewards of all God's resources as we serve and minister to our church family and also to reach out even more to this community and world.
3. The ~~Church~~ **Office** Administrator is authorized to purchase ~~(603)~~ General Church Supplies as needed without a P.O. number using discretion.
4. MINISTRY PURCHASES THAT WOULD CAUSE YEARLY EXPENDITURES TO EXCEED THE YEARLY BUDGETED AMOUNT WILL REQUIRE A P.O. APPROVED BY THE ~~BUDGET/FINANCE~~ **STEWARDSHIP** COMMITTEE.

G. Background Checks

For safeguarding Eagle Heights Baptist Church and because of formal requirements expected by the Church's insurance carrier, all employees as well as volunteers who work in our Children's and Youth Ministries will be required to have an authorized background check. Every employee and volunteer will be required to sign an authorization form for a background check before actively serving in any ministry event sponsored by the Church.

H. Carry & Conceal Permit

Eagle Heights Baptist Church acknowledges the Arkansas State Law that allows members of Eagle Heights Baptist Church who are certified with a Conceal and Carry Permit to exercise that privilege on our property and in our facilities.

II. Staff

A. Senior Pastor

1. The Senior Pastor is responsible for leading the Church to function as a New Testament Church. The Senior Pastor has the responsibility and the authority, to lead the congregation, the ministries, and the Church Staff to perform their tasks.
2. The Senior Pastor is the leader of pastoral ministries in the Church. As such, he works with the Deacons, Committees, other Officers, and Church Staff to lead the Church in the achievement of its mission statement. The Senior Pastor is accountable to the **Chairman of the Deacons Body, the Pastoral Council** and Personnel Committee as pertaining to the fulfillment of his job description.
3. A Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.
4. A Senior Pastor Selection Committee comprised of five members shall be elected by the Church to seek out a suitable Senior Pastor, and its recommendation will constitute a nomination. The Selection Committee shall bring to the consideration of the Church only one name at a time. Election shall be by secret ballot, an affirmative vote of 80% of those voting members present being necessary for a choice. The Senior Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request.
5. The Senior Pastor may relinquish the office of pastor by giving at least two weeks' notice to the Church at the time of resignation.
6. The Church may declare the office of Senior Pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the Personnel Committee and a majority of the Deacons. The meeting shall only be conducted after a Biblical approach of reconciliation based on the principles of Matthew 18 has been conducted. The moderator for this meeting shall be designated by the voting members present by majority vote, and the moderator shall be someone other than the Pastor, a Deacon, or Personnel Committee member. The vote to declare

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the office vacant shall be by secret ballot; an affirmation vote of 80% of the voting members present being necessary to declare the office vacant.

7. In instances of gross proven misconduct by the Senior Pastor, the Personnel Committee shall terminate him immediately. In such cases, the Church has no further obligation to compensate the pastor. In all other cases, the Church will compensate the Senior Pastor with no more than 1/12 of his total annual compensation. This compensation shall be rendered in not more than 30 days, so long as all Church property has been returned.

B. Staff Positions

1. Staff positions may be recognized as "ministerial" or "support." These positions may be full-time or part-time depending upon the need. Ministerial positions would be recognized as pastoral, administrative, or ministry oriented. Support positions would be clerical, maintenance, janitorial, or staff assistance in nature.

2. Support Staff

The following parameters shall be used for selection and hiring of Support Staff.

- a. The Senior Pastor and any Staff Supervisor shall jointly recommend support staff for approval.
- b. A job description shall be on file for each staff position as provided by the Personnel Committee.
- c. The Personnel Committee, or its assignee, shall have the authority to employ, discipline, and terminate services of any support staff.

3. Ministerial Staff

The following parameters shall be used for selection and hiring of Ministerial Staff.

- a. The Senior Pastor in conjunction with the Personnel Committee will determine the need for any Staff position.
- b. Once the need is determined, the Personnel Committee would write a job description and make a recommendation to the Church. A Church Ministerial Staff Search Committee appointed by the Senior Pastor and approved by the Church will seek out a suitable staff member and its recommendation will constitute a nomination. The Senior Pastor shall be an ex-officio member of that committee.
- c. The Committee shall bring to the consideration of the Church only one name at a time.
- d. Election shall be by secret ballot, an affirmative vote of 80% of those voting members present being necessary for the hire.

- e. The staff member, thus elected shall serve until the relationship is terminated by his request or the Church's request. At the time of resignation, at least two weeks' notice shall be given to the Church.

C. Termination of Employment

There are two types of terminations - voluntary and involuntary.

1. Voluntary Termination for Ministerial and Support Staff

- a. A voluntary termination occurs when a Staff member decides to resign. At the time of a voluntary resignation at least two weeks' notice will be given to the Church. A full-time Staff member at the time of his/her resignation shall be paid through the two week notice period or the last day on the job, whichever is later, plus accrued vacation allowance.
- b. The last paycheck to the employee will be given at the time that all Church property is returned. (i.e. computer, IPAD's, tablets, keys, credit cards, etc.)

2. Involuntary Termination for Ministerial Staff

- a. An involuntary termination occurs when a Ministerial Staff member has been asked to leave; this requires approval by a majority of the Personnel Committee, a majority of the Deacons, **and a majority of the Pastoral Council**. A Ministerial Staff member may be dismissed if he/she ~~becomes and~~ is determined to be spiritually unqualified, or is unable to perform his/her duties as defined by their job description.
- b. A Staff member will receive a minimum of one verbal warning and two written warnings by their supervisor with a copy to the Personnel Committee prior to discharge except as identified below. Such warnings will include a reasonable period of re-evaluation, depending on the case. The purpose of the re-evaluation is to encourage the Staff member to improve his performance. Termination should only be used in extreme circumstances or when the improvement procedures fail to produce better and adequate performance.
- c. Dismissal may be immediate if so determined by a majority of the Personnel Committee, a majority of the Deacons **and a majority of the Pastoral Council**.
- d. A terminated Staff member will be given two weeks' severance pay depending on the reason for the termination.
- e. The last paycheck to the employee will be given at the time that all Church property is returned. ~~(i.e. computer, IPAD's, tablets, keys, credit cards, etc.)~~
- f. Eagle Heights Baptist Church does not have insurance for unemployment compensation and is not required to pay claims.
- g. The Personnel Committee reserves the right to discharge without notice.

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3. Involuntary Termination for Support Staff

- a. An involuntary termination occurs when a Support Staff member has been asked to leave; this requires approval by a majority of the Personnel Committee.
- b. A Staff member will receive a minimum of one verbal warning and two written warnings by their supervisor with a copy to the Personnel Committee prior to discharge. Such warnings will include a reasonable period of re-evaluation, depending on the case. The purpose of the re-evaluation is to encourage the Staff member to improve his or her performance. Termination should only be used in extreme circumstances or when the improvement procedures fail to produce better and adequate performance.
- c. Dismissal may be immediate if so determined by a majority of the Personnel Committee.
- d. With approval of a majority of the Personnel Committee, a Support Staff member may be dismissed if he/she becomes and is determined to be spiritually unqualified, or is unable to perform his/her duties as defined by their job description.
- e. A terminated Staff member will be given two weeks' severance pay depending on the reason for the termination.
- f. The last paycheck to the employee will be given at the time that all Church property is returned. (i.e. computer, IPAD's, tablets, keys, credit cards, etc.)
- g. Eagle Heights Baptist Church does not have insurance for unemployment compensation and is not required to pay claims.
- h. The Personnel Committee reserves the right to discharge without notice.

D. Policies for Full Time Employees

1. **Holidays:** The following holidays will be observed by the Church Staff during which time the Church office will be closed: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Christmas (2 days). In the event any of these days falls on a weekend the next working day may be taken.
2. **Christmas Bonuses:** The Staff will be paid an annual Christmas bonus of 1.5% of his/her annual salary package provided that the Church's income is sufficient.
3. **Annual Raise:** The Church shall provide a cost of living increase annually to our Staff provided the Church's income is sufficient which will be determined by the Personnel Committee.
4. **Work Week and Office Hours:** A minimum 40 hour work week is the basis for all full-time Staff. The Church office will be open from 8:30 AM to 4:30 PM Monday through Friday.

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5. Sick Leave: Full-time Staff shall accumulate compensable sick leave at the rate of one day for each month of service, and may accumulate up to and including 120 days. An employee is entitled to use sick leave only in cases of bona fide illness, medical, dental, or optical appointments. Sick leave is also authorized when a member of the employee's immediate family is ill and requires care and other provisions cannot be made. Any accumulated sick leave will be canceled upon termination of employment. Sick leave cannot be taken as extra time off or in addition to vacation time.
6. Vacation Time: (Adopted January, 2013). This vacation policy includes all full-time staff personnel.
 - a. Vacation period shall run concurrent to the budget year of January through December.
 - b. Paid vacation will be accrued one (1) day per calendar month up to a maximum of ten (10) workdays for a full-time employee. Accrued time may be taken during the first twelve months of employment.
 - c. After 12 months of continuous service, the accrued vacation allowance shall be applied on January 1 of the following calendar year.
 - d. Vacation time will start accruing on the first day of the calendar month in which the employee joins the Eagle Heights Baptist Church staff.
 - e. The staff will be given two weeks (10 working days) paid vacation per year for the first five years.
 - f. After five years, the staff will be given 15 working days. After ten years, the staff will be given twenty working days.
 - g. The administrative staff shall arrange their vacation time so that not all are gone at the same time, and so that ministry assignments are properly cared for. Priority scheduling for all staff shall be granted on the basis of seniority.
 - h. In addition each full time employee may take their birthday, their wedding anniversary, or Church anniversary off with pay.
7. Courtesy Leave: Staff may be granted courtesy leave upon the authorization of the Personnel Committee. Reasons may include, but not limited to, death of immediate family member, etc.
8. Revival/Speaking Engagements: Ministerial Staff shall be allowed up to 10 days complimentary for Revival/Speaking Engagements. MISSION TRIPS COUNT TOWARD THIS 10 DAY MAXIMUM. This shall not involve more than 2 Sundays per year. Care should be taken to see that personal Staff responsibilities are covered in the absence of the Staff member.
9. Conference/Conventions/Training: Ministerial Staff shall be allowed and encouraged to attend events related to his/her area of ministry. This is limited to a maximum of 3

events annually. Scheduling should be cleared by the Staff member's supervisor. If a Staff member's compensation package does not include such expenses, financial assistance may be provided through the budget if funds are available and approved by the Church.

E. Policies for Part Time Employees

1. To be developed by personnel committee.

III. Church Leadership

F. Leader Standards

1. The primary role of each ~~Sunday School Teacher, Bible Study Teacher,~~ **Committee Member**, or Ministry Servant-Leader is to ~~teach the Bible~~ **serve** in a spirit of Christ's love.

The Teacher, **Committee Member** or Servant Leader:

2. Must be a member, in good standing of Eagle Heights Baptist Church for at least six months ~~or have been a previous member in good standing of Eagle Heights Baptist Church.~~
3. Must have experienced God personally as Savior and exhibit evidences of a continuing and growing personal relationship.
4. Is to present an example of a mature Christian lifestyle that reflects the love and grace of Christ.
5. Is to exhibit faithfulness to God and His Church through regular attendance and participation in other Church related activities and functions. (i.e. Sunday Morning Worship Service, Sunday Evening Worship Service, Wednesday Night Ministry Opportunities, etc.)
6. Must ~~be a Tither~~ **sacrificially and joyfully give in support of the mission of the Church.**
7. Must be a "Team Player" willing to work with and along-side others and willing to submit to the leadership of the Senior Pastor, Staff, and any appropriate Church Committees as they submit unto the Lord.
8. **Teachers:**
 - a. Will make it a priority to attend ~~Sunday School~~ Teachers Meetings or other Ministry Related Leadership Meetings or related Committee Meetings.
 - b. Should fill their teaching position with a substitute teacher or leader who also is an example of these standards when they are planning to be absent.

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- c. Is to teach the designated Bible lesson. Therefore, the designated Bible lesson must be studied and preparation made in order to present each lesson in its entirety as much as possible.
- d. Will ONLY use literature that has been ordered and approved through EHBC Staff to insure consistency with Baptist Doctrine, Biblical Principles, and a well-rounded long-range plan for Bible Teaching **consistent with our church's beliefs as delineated in the Baptist Faith and Message.**
- e. Will be consistent in contacting those ~~on their membership roll and prospects in order to:~~ **under their leadership for their encouragement, exhortation, and personal needs as appropriate for a Church body.**
 - 1) ~~Encourage their class attendance.~~
 - 2) ~~Encourage their Worship attendance.~~
 - 3) **Assess their personal needs which they might have.**

G. Church Moderator

1. The Church shall elect a moderator who will preside over the business meetings of the Church body.
2. The Senior Pastor in consultation with the Church ~~Administrator~~ **Officers** shall recommend this individual for election at the Fourth Quarter Business Meeting.
3. The moderator's term of office will be one year. The moderator will work with the Senior Pastor, ~~Church Administrator~~, Church Officers, Church Committees, and Staff in order to insure that all business meetings are handled decently and appropriately.
4. In the absence of the moderator, the Chairman of the Deacons shall preside; or in the absence of both, the business meeting shall be postponed.

H. Church Clerk

1. The Church shall elect annually a clerk as its clerical officer.
2. The clerk or his/her assign shall be responsible for:
 - a. Keeping a suitable record of all official actions of the Church.
 - b. Keeping a register of names of active and inactive members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms.
 - c. Issue letters of dismissal voted by the Church,
 - d. Preserve on file all communications and written official reports,
 - e. Giving required notice of all meetings where notice is necessary.
 - f. Preparing the Annual Church Profile.

I. Church Treasurer

1. The Church shall elect annually a Church treasurer.

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2. It shall be the duty of the treasurer to:
 - a. Be responsible to the Church for the safe and proper handling of money counting and depositing.
 - b. Oversee a counting team that will be charged with the responsibility of counting the money.

The following duties shall be removed from the duties of the church treasurer and be included in the job description of a Church Financial Director.

- ~~c. Receive, preserve, and payout, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the Church.~~
 - ~~d. Keep at all times an itemized account of all receipts and disbursements.~~
 - ~~e. Render to the Church monthly an itemized report of the receipts and disbursements of the preceding month.~~
 - ~~f. Provide an annual record of individual member's contributions.~~
3. ~~Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the Church, the Church clerk shall keep and preserve the account as a part of the permanent records of the Church.~~

J. Church Trustees

1. The Church shall elect three or more trustees to serve as legal officers for the Church.
2. They shall hold in trust the Church property.
3. Upon a specific vote of the Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property.
4. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents related to Church-approved matters.
5. Trustees shall serve on a rotating basis, with one new trustee being elected each year for a three year term.

K. Deacons

1. 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 Senior Pastor and Staff in performing the ministries tasks of (1) serving the Church in the achievement of its mission statement and (2) care for the Church's members and other persons in the Eagle Heights Baptist Church fellowship community.
2. The Church shall elect Deacons by ballot at business meetings of the Church and shall be nominated using the following procedures:

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- a. Individual recommendation from the Church family or the Deacon body; research being done by the current Deacon body and Senior Pastor to determine qualifications and willingness to serve as deacon.
 - b. The list will be approved by the current Deacon Body and Senior Pastor.
 - c. All Deacons shall be male. I TIMOTHY 3:12
3. Upon completion of this nominee list, the Deacon body will present the list to the Church for Church election.
 4. The number of Deacons to be elected will be designated by the Senior Pastor and the Deacon body (based upon needs), prior to nomination. Deacons shall serve on a rotation basis. Each year the assigned term of office of one third of the number of Deacons shall expire, and election shall be held to fill vacancies to add to the Deacons such numbers as the Church size warrants. Any un-ordained men elected shall become candidates for ordination. In case of death or removal or incapacity to serve, the Church may elect a Deacon on recommendation from the Deacon body to fill the unexpired term. After serving a term of three years assignment, a Deacon shall be eligible for re-election only after a lapse of at least one year. There shall be no obligation to constitute as an assigned Deacon one who has been a Deacon in another Church; but in such instances as one might be chosen by this Church for assignment for Deacon, his previous ordination by another Baptist Church of like faith and order shall suffice for this Church. (Based on I Timothy 3:8-13).

L. Pastoral Council

1. Eagle Heights Baptist Church recognizes the Biblical role of the Pastoral ministry. In accordance with the meaning of the work and practice in the New Testament, their task is to serve with the Senior Pastor in performing the pastoral ministry tasks of (1) shepherding and caring for the spiritual well-being of the congregation. (2) teaching, guiding, and equipping believers, providing leadership and nurturing their faith. (3) protecting the flock from false teachings, offering encouragement, and serving as examples of Christ-like living (see Ephesians 4:11-13, 1 Peter 5:2-3, and Acts 20:28). If the Church has a vacancy in the Senior Pastor position, the Pastoral Council will have the authority to lead the church in pastoral functions.
2. The Council will include Pastoral Staff of the Church (those elected by the church) who are able to serve.
3. The Church shall elect additional Pastoral Council members as needed by ballot at business meetings of the Church and shall be nominated using the following procedures:
 - a. Individual recommendation from the Senior Pastor, current Pastoral Council or the Chairman of the Deacons; research being done by the Senior Pastor and current Pastoral Council to determine qualifications (I TIMOTHY 3:1-7) and willingness to serve on the council.
 - b. All Pastoral Council members shall be male. (I TIMOTHY 3:2)
 - c. Upon completion of this nominee list, the Senior Pastor or the Chairman of the Deacons will present the list to the Church for Church election (80% affirmative vote required for election).
4. The Chairman of the Deacons will be an ex-officio member of the Council. (An ex-officio member is one who serves on the council by virtue of holding a specific office. Unless otherwise stated in this manual, ex-officio members shall have voice but not vote.
5. Pastoral Council members shall be responsible:
 - a. To support the Senior Pastor in pastoral duties such as but not limited to:
 - 1) Visiting sick or homebound members and attenders of Eagle Heights Baptist Church.
 - 2) Caring for and providing support to grieving families in times of loss of loved ones.
 - 3) Assisting the Senior Pastor in teaching and preaching in Church Services and at various outside opportunities, such as funerals, conferences, etc. as the need arises.
 - b. To support the Senior Pastor and assist him in his calling in agreement with God's Word.

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- c. To serve as ex-officio members of committees as assigned by the Senior Pastor (An ex-officio member is one who serves on a committee by virtue of holding a specific office. Unless otherwise stated in this manual, ex-officio members shall have voice but not vote).
6. In the absence of a Senior Pastor, the Pastoral Council and the Chairman of the Deacons will elect one of the Pastoral Council members to serve as a church officer.
7. Termination of Pastoral Council Members
 - a. Voluntary Termination – A voluntary termination occurs when a Pastoral Council member decides to resign.
 - b. Involuntary Termination – A Pastoral Council member may be dismissed if he becomes and is determined to be spiritually unqualified or is unable to perform his duties. An involuntary termination occurs when a Pastoral Council member has been asked to step down from his position on the council; which requires approval by a majority of the Pastoral Council and the Chairman of the Deacons.

IV. Committees

A. Committee Structure Policy

The Committee structure of Eagle Heights Baptist Church shall be based upon the following parameters:

1. Committees shall be implemented as needed for effective ministry at Eagle Heights Baptist Church.
2. These committees may be permanently standing committees or ad-hoc (short-term) committees for specific ministry assignments.
3. Committee members shall be selected by the Nominating Committee and the Senior Pastor and submitted to the Church for election by the Nominating Committee.
4. Standing committee members shall serve for a three year period.
5. The committee schedule shall run January through December.
6. One-third of the committee members shall rotate off each year. They shall not be eligible to be re-elected to the same committee for at least one year.
7. Chairpersons for each standing committee shall be selected within each committee. A first-year committee member is not eligible to serve as chairperson.
8. A vice-chairperson shall be selected for each committee. It is recommended that the vice-chairperson be selected as chairperson by his/her third year of service.
9. In the absence of a Senior Pastor, the Nominating Committee shall select necessary committee members to submit to the Church for election.

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10. A member filling a committee vacancy shall be eligible for election to a full term upon fulfilling the remaining time of the vacancy appointment.
11. All committee members must meet the Leader Qualifications (see Leader Standards in Section III.A)

B. Nominating Committee

1. The purpose of this committee is to work with the Senior Pastor in order to fill the various positions of ministry within the Church.
2. Positions of Ministry includes: standing committees, ad hoc committees, ~~Sunday School~~ Teachers, Ministry Leaders, and Church officers.
3. Biblically qualified individuals should be considered for these positions.
4. The nomination process should be a matter of prayer.
5. The schedule for standing committees and Church officers should begin in September. Nominations need to be presented to the Church for approval at the Fourth Quarter Business Meeting.
6. Committee members will contact the various nominees in order to secure an affirmative response.
7. It is the ultimate responsibility of the Nominating Committee to recommend these nominees, however, the Senior Pastor shall have the prerogative to veto any suggested nominee.
8. Work with the Senior Pastor in order to fill the slate of ~~Sunday School~~ teachers and Ministry Leaders each year. This process should begin in early summer.

C. Personnel Committee

1. The purpose of this committee will be to study, maintain, and recommend an adequate ministerial and support Church staff. Church personnel will be divided into ministerial and support classifications.
2. Ministerial: These positions may be full- time or part-time depending upon the need. Ministerial positions would be recognized as pastoral, administrative, or ministry oriented.
 - a. Hiring Ministerial Staff:
 - 1) The Senior Pastor in conjunction with the Personnel Committee will determine the need for any Staff Position.
 - 2) Once the need is determined, the Personnel Committee shall write a job description and make a recommendation to the Church. A Church Ministerial Staff Search Committee appointed by the Senior Pastor and approved by the Church will seek out a suitable Staff member and its recommendation will

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constitute a nomination. The Senior Pastor shall be an ex-officio member of that committee.

- 3) The Search Committee shall bring to the consideration of the Church only one name at a time.
 - b. The Personnel Committee will maintain and recommend to the Church for approval personnel related policies and procedures in the following areas: Sick leave, vacation time, and holidays, attendance at convention and conferences, and revivals. Other unplanned absences not above
 - c. This committee will make recommendations to the Church concerning special recognition of staff anniversaries and desire of Church to provide annual bonus.
 - d. This committee will perform additional duties as may be temporarily granted to this committee by Church action.
3. Support: Support positions would be clerical, maintenance, janitorial, or staff assistance in nature.
 - a. Assist in filling vacancies and enlisting additional salaried personnel as needed.
 - b. Prepare and recommend to the Church the job descriptions for Church staff.
 - c. Initiate, maintain, and recommend to the ~~Budget and Finance~~ **Stewardship** Committee a salary scale for all personnel.
 - d. Make recommendations to the Church concerning special recognition of staff anniversaries and desire Church to provide annual bonus.
 - e. By order of the Church, August 5, 1987, the Personnel Committee is given authority to hire Support personnel without coming before the Church.
 - f. Additional duties may be temporarily granted to this committee by Church action.

D. ~~Budget/Finance~~ **Stewardship** Committee

1. This committee will be charged with the responsibility of recommending to the Church, policies for the distribution of general Church funds. They will be responsible to the Church in the following areas of cash income and the proper distribution of this income:
2. Subscribe and recommend to the Church for approval an annual budget, which runs concurrent with the calendar year. This budget shall be submitted to the Church body for study a minimum of one week before said vote.
3. The ~~Budget/Finance~~ **Stewardship** Committee meets on a monthly basis to review the budget status and to review Purchase Order requests that have been submitted from Ministry Leaders, ~~and Meet on a quarterly basis, or as often as needed~~, to review the distribution of funds in relationship to Church adopted allocations.

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4. Develop and recommend to the Church for approval the distribution of all money (i.e. general fund, special offerings, revival offerings) received from entire Church membership. (This does not include special funds in individual classes or departments.)
5. Receive and give prayerful consideration to all budget requests made from all Church Committees, Staff, Deacons, Officers and Ministry Programs.
6. Become familiar with the distribution of all funds so as to be able to keep Church family informed concerning the use of their money.
7. Practice confidential standards in receiving money from individual Church members.
8. Develop and recommend to the Church for approval a purchase order system which will ensure against overbuying of supplies already in stock.
9. Investigate and take appropriate action any reports of mishandling of funds or discrepancies found.
10. Budget Preparation Procedures/Schedule
 - a. The Chairman of ~~Budget/Finance~~ **Stewardship** Committee should schedule the Committee to meet the first week of October each year in preparation for new annual budget.
 - b. First week of October: Distribute letter & Budget Review to Ministry Leaders for their Budget requests for the coming year.
 - c. The third Sunday in October is the deadline for Ministry Leaders to submit their Budget requests for new budget.
 - d. By the third Monday in November, the completed Budget Proposal must be submitted from the ~~Budget/Finance~~ **Stewardship** Committee to the **Office** Administrator for preparation and distribution to the Church.
 - e. The Chairman should schedule a meeting with the Staff to present the new Budget Proposal before it is presented to the Church.
 - f. The new Budget Proposal for the upcoming year will be distributed & available for church members to pick up by the last Sunday in November.
 - g. The Budget Proposal should be made available for at least two Sundays before the Annual Business Meeting so that Church members will be able to review it and ask any questions before the meeting.
 - h. Personnel and ~~Budget/Finance~~ **Stewardship** Committees must be available before and after worship services to answer any Budget questions.
 - i. The second Sunday of December will be the Annual Business Meeting @6pm.
 - j. After the Budget Proposal has been presented and explained, the Church body will vote on the Budget Proposal.

E. Hostess and Memorial Committee

1. The committee shall be charged with the responsibility of planning, directing, and overseeing of food for church families who have experienced a death in their family.
2. Areas of responsibility:
 - a. Food Service
 - 1) Oversee the preparing and serving of food for church families who have experienced a death in their family.
 - 2) Clean up kitchen and dining areas after memorial meals.
 - 3) The disposition of all cooking or serving utensils left at the church over 60 days.
 - b. Family Life Center
 - 1) As needed, help with the decoration of Family Life Center suitable for the meal or occasion. (Not responsible for setting up tables, chairs, or equipment.)
 - c. Other
 - 1) Report all malfunctioning kitchen equipment to the Building & Grounds Committee or Church Administrator for immediate repair.

F. Building and Grounds Committee (Not Active)

1. Building and Grounds Committee will consist of the following:
 - a. Ex Officio - 1 Representative from Insurance Committee
 - b. Ex Officio - 1 Representative from Trustee Committee
 - c. Ex Officio - Maintenance Person
2. This Committee has the responsibility of maintaining, repairing, and overseeing all church owned Building and Grounds assets including but not limited to - Building, Grounds, Parking Lot, and Utility Equipment. Also, to work with the Long Range Planning Committee for future plans for the church.

G. College Scholarship Committee (Not Active)

1. The Scholarship Committee will be selected by the Minister of Youth at Eagle Heights Baptist Church and each committee member will serve a term of two or three years. A maximum of five members will be selected to serve on the committee. The Minister of Youth will be an ex-officio member of the committee.
2. All scholarship recipients will be selected and notified by an Eagle Heights Church Scholarship Committee.
3. The awarding of scholarships will be determined by the church budget and available resources.

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4. The total of each scholarship is not to exceed \$500 per semester (fall-spring), for a total of \$1000 per year for each eligible applicant.
5. A maximum of three scholarships may be awarded each year. The first scholarships will be awarded for the Spring Semester of 2010, and will be awarded for multiple semesters (fall-spring) beginning in August of 2010.
6. College Scholarship Eligibility Requirements
 - a. College scholarships will be awarded each year to qualified applicants that have enrolled in a Southern Baptist College/University or Seminary for graduate or undergraduate studies.
 - b. All new and continuing applicants must apply each year.
 - c. An applicant must have been an active member of Eagle Heights Baptist Church for a minimum of one year.
 - d. The applicant must have made application and been accepted to attend a Southern Baptist College/University/Seminary.
 - e. The applicant must submit in writing a personal testimony regarding his/her faith.
 - f. The applicant must submit a statement regarding future plans.
 - g. Preference will be given to those applicants that have surrendered to a Christian ministry.
 - h. An applicant must have completed all requirements for high school graduation from a public school, GED, home school, or private school.
 - i. An eligible applicant must submit transcripts for grades 9-12 with an earned cumulative GPA of 2.5 or equivalent
 - j. An applicant that has previously attended a college or university must submit transcripts supporting a total of 20 or more semester hours earned for each year of college study, along with a cumulative GPA of 2.00.
 - k. Any applicant that has been legally convicted as a felon will be disqualified as an eligible recipient.
 - l. Applications for the Spring Semester of 2010 must be submitted to the committee by November 15, of the previous year. Applicants applying for the fall-spring semesters of 2010-11, must have all application materials submitted to the committee by June 1, of the previous year.

H. Evangelism Committee (Not Active)

1. The purpose of this committee will be to work with the Senior Pastor in fulfilling the great commission in the following areas:
 - a. Develop a plan and lead in areas which will initiate discovering, visiting, and enlisting prospects to our worship services and outreach events.

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- b. Promote and publicize all scheduled evangelistic revival meetings.
- c. Lead in all pre-revival preparation plans (i.e. cottage prayer meetings, special visitation, housing and meals for evangelistic team.)
- d. Prayerfully search for ways to promote evangelism in all areas of our church work.

M. New Member and Welcome Committee (Not Active)

1. This committee will be charged with the responsibility of welcoming all visitors and new members to our church fellowship.
2. Area of Welcome
 - a. Become familiar with the age group meeting areas for all worship services.
 - b. As much as possible, greet all visitors to our Church and direct them to their proper area of worship
 - c. without embarrassment.
 - d. Attempt to familiarize all visitors with our opportunities of worship and service.
 - e. Create a spirit of friendliness in our Church Family.
 - f. Whenever possible, introduce visitors to the Senior Pastor.
3. Area of New Member
 - a. Assist new members in applying for church membership and take picture of all new members.
 - b. Encourage Church Family to create a spirit of welcome and friendship to all new members
 - c. Visit in the home of each new member (preferably the week of joining) welcoming them to our fellowship.
 - d. Deliver new member packet to familiarize all members with our worship opportunities.
 - e. Maintain contact with all new members to six months.
 - f. Assist pastor in enlisting and training all new members.
 - g. Assist pastor and the hostess and memorial committee in planning and conducting new member fellowships.

I. Insurance Committee (Not Active)

1. Work with the ~~Church Administrator~~ **Financial Director** in order to give guidance, direction, evaluation, and assessment regarding all aspects of the insurance coverage related to Eagle Heights Baptist Church.
2. Meet as often as needed (a minimum of once per year) in order to review the various insurance packages pertaining to our Church.

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3. Assist the ~~Church Administrator~~ **Financial Director** as needed to review, compare, bid, consider adequacy, assess premiums, etc., all insurance policies related to our Church.
4. Work with the Building & Grounds Committee as needed:
 - a. When new building additions or renovations are made to help in determining adequate square footage and replacement cost for property insurance coverage.
 - b. When there are insurance claims as a result of inclement weather or other disasters that require building repairs.
5. Helping to get bids or estimates required by the insurance company.
6. Help the ~~Church Administrator~~ **Financial Director** prepare and present all recommendations regarding insurance coverage premiums to the ~~Budget/Finance~~ **Stewardship** Committee.

J. Youth Committee (Not Active)

1. This committee will assist the Youth Pastor in initiating and maintaining a program of spiritual growth for our youth in the following areas:
2. Provide the opportunity for a summer recreational program which will challenge our youth in Christ-like sportsmanship and conduct.
3. Develop and practice a youth witnessing program as a group.
4. Develop and practice a program where our youth can be used in our regular worship services
5. Plan, promote, and sponsor all Southern Baptists camps, conventions, and assemblies to which our youth will attend
6. Plan, promote, and sponsor all youth fellowships (i.e. after church, after games, New Year's, Valentine, Associational Youth Rallies, etc.) and youth overnight retreats.
7. Work with the Evangelism Committee in planning for youth-led revivals or other special youth-led evangelistic services.
8. Plan, promote, and initiate as needed, special areas of youth-led community services, such as nursing homes, etc.
9. The Chairman of this committee will be responsible for involving the youth council (a committee of youth selected by the youth) to meet with this committee as often as needed for planning youth activities.

K. Long-Range Planning Committee (Not Active)

1. The purpose of this committee will be to provide directions and planning for future needs, and to monitor and modify these plans in advance as necessary to reach set goals. This committee is for planning five or more years in advance.

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2. This committee will adopt goals based on studies in all applicable areas (growth in attendance, physical size of existing facilities, structural requirements, and ministries to be developed (i.e. church school, family oriented recreational facilities, financial considerations) and present them to the church body for prayer and appropriate action. The committee will, in conjunction with long term goals, develop a plan of transition that will maximize current resources and take the church step by step towards their adopted future goals.
3. This committee's responsibility for future planning will include but not be limited to the following areas:
 - a. Educational Space
 - b. Auditorium Space
 - c. Recreational Area
 - d. Kitchen Area
 - e. Nursery Area
 - f. Parking Area
 - g. Handicapped Facilities
 - h. Office Space
 - i. Library Area
 - j. Community Awareness (Publicity)
 - k. Financial (Cost estimates& projections)
 - l. Fundraising

L. Vehicle Committee (Not Active)

1. The purpose of this committee will be to supervise the maintenance and operation of all Church-owned motor vehicles in a safe and careful manner.
2. Maintain a list of qualified drivers who are Church members whose names are recorded on our vehicle insurance policies.
3. Work with the Staff and Ministry heads to determine and provide transportation for the regular Sunday bus routes, including regular bus routes such as choir, etc.
4. Develop and recommend to the Church for approval, a "check-policy" with this committee to make sure all Church-owned vehicles are safe and road worthy before departing Church grounds.
5. Develop a regular maintenance schedule to make all Church-owned vehicles as safe and road worthy as possible.
6. Keep Church informed on general conditions of motor vehicles and needs for any additional units.
7. Work with Budget and Finance Committee when major repairs are needed, also when new or additional units are added.
8. Keep all motor vehicles properly insured and licensed.

V. Facilities, Property and Equipment

A. Loaning or Renting Church Property

1. Eagle Heights Baptist Church property consisting of chairs, tables, pianos, organ, sound equipment, computers, projectors, vehicles, any type of tools, or anything that belongs to the Church shall not be loaned or rented to anyone other than Church groups of our faith and order except by the approval of the Building and Grounds Committee.
2. Any Church member needing chairs or tables for home use for class meetings, etc., shall have the same by checking with the Senior Pastor, Church Clerk/Administrator, or the Chairman of the Building and Grounds Committee. An Equipment Borrowing Form must be completed by the individual responsible for the Church property.

B. Family Life Center

The Family Life Center is an instrument of Eagle Heights Baptist Church to help influence others for Jesus Christ. Therefore, speech dress, and conduct of all members and guests are expected to be in accordance with the highest Christian standards.

1. The purpose of the Family Life Center is ...
 - a. To seek and to save the lost for Christ
 - b. To reach and develop people for the glory of God
 - c. To supplement, strengthen, and complement the organization of the Church
 - d. To project Christian recreational activity that complements the Church program
2. Hours of Operation
The Family Life Center will be open during regular operational hours. Priority will be given to scheduled Church activities. An entry code is available for those who qualify as participants to use the Family Life Center.
3. Entering and Exiting
There are several outside doors in the Family Life Center (or FLC) but only the doors located nearest the FLC office and on the South side of the facility will be used for entering or exiting. All other doors are for emergency use. (Exception: during special events where extra entrances/exits might be necessary.)
4. Basic Regulations for Family Life Center
 - a. Only authorized individuals are allowed in the FLC office or the equipment room.
 - b. The gymnasium will not be available during the time that regularly scheduled Church-wide meetings are in progress.

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5. Discipline

- a. Willful violation of any policies, rules, or regulations could lead to loss of eligibility to participate.
- b. Members and guests explicitly agree to abide by policies and procedures as outlined in this handbook

6. Behavior

- a. Everyone will be expected to behave in a manner that will not distract from a Christian atmosphere.
- b. Absolutely no use of profanity.
- c. No fighting or rough-housing.
- d. No destruction or misuse of property or equipment.
- e. No use of tobacco products, alcoholic beverages, or any controlled or mind-altering substances.
- f. No items of any kind that could be used as weapons may be brought onto EHBC property (discretion of Director of Activities if question arises) **EXCEPTION: THOSE MEMBERS ELIGIBLE AS PER CARRY AND CONCEAL PERMIT POLICY.**
- g. No hanging from goals is allowed.
- h. No pets (exception: guide dogs for the blind).

7. Dress

- a. No street shoes allowed on the court during sports' activities.
- b. Shirts are required everywhere in the FLC facility (except as might be necessary during musical- drama).
- c. No shirts should be worn that advertise alcohol, tobacco or controlled substance products, or insinuate or promote any message, activity, or lifestyle not compatible with Christian principles.
- d. Shorts may be worn as long as consideration is given to modesty.
- e. Shorts should be worn over biking shorts, spandex, and tights or leotards.
- f. No see-through clothing allowed anywhere in the EHBC facility.

8. Equipment

- a. EHBC will provide all necessary equipment such as basketballs, volleyballs, etc., for use in the FLC.
- b. Personal equipment will not be allowed for use in the Family Life Center.
- c. All sporting equipment must be checked out from the FLC office and must be used for its intended purpose.
- d. There will be absolutely no borrowing or loaning of FLC sporting equipment outside the center.

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9. Reservations

- a. All activities using the FLC must be pre-approved by the Church staff no earlier than 3 months and no later than two weeks.
- b. Church-wide events and EHBC organizations will have priority in scheduling.
- c. A Reservation Form must be completed and returned to the Church office with appropriate fees. Confirmation of the reservation will be made upon receipt of the application form and fees with approval of Church staff.
- d. All groups must have one adult (21 years or older) listed as Supervisor in charge of the entire group.
- e. The following is a suggested ratio of adult supervisors to children:

Grades K-3	1 to 5
Grades 4-6	1 to 10
Grades 7-12	1 to 15
- f. The Family Life Center will require certain fees for all weddings, parties, and receptions to cover expenses of custodial/clean-up, sound and lighting needs, maintenance, etc. Since these fees are less for Church members than for non-members, the Church office will relay amounts upon request.
- g. All groups making reservations will be responsible for their own programs. The EHBC staff will be glad to counsel with any group regarding plans for their events.

10. Rental Fees

- a. All fees are to offset costs of operation of the Family Life Center and support staff.
- b. Exact fees for specific activities are available from the Church office.

11. Kitchen

- a. The kitchen will only be available on a reservation basis for activities approved by the EHBC staff.
- b. The group using the kitchen is responsible for returning it to the condition in which it was found per Kitchen Checklist and Clean-Up Form.
- c. The Kitchen Checklist and Clean-up Form must be completed and returned to the Church office or support staff.

C. Wedding Policy

1. The date and time for your wedding as well as reservations for use of church facilities for service, reception, and rehearsal will be placed on the church calendar only after consultation with the church staff and payment of fees.
2. WEDDING FEES

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Before a wedding will be scheduled, a Wedding Information Survey must be completed, and a Fee Deposit must be paid. The information Survey and Fee Schedule are available in the church office.

3. SOUND SYSTEM

- a. Only qualified persons may operate system.
- b. The Audio/Visual Committee will provide operator as requested.
- c. Operator will attend rehearsal to set up equipment.

4. FLORIST OR WEDDING DIRECTOR

- a. Is responsible for decorating and removing decorations without interfering with other scheduled activities.
- b. Removal of decorations for weddings scheduled after 4:00pm on Saturday will need to be removed as soon as possible following the ceremony in order to schedule clean up and preparation for Sunday services.
- c. Decorating of the facilities must coordinate with any scheduled church activities and the time will be arranged with the church staff.
- d. Will leave the auditorium and all other associated rooms uncluttered and be liable for any damage to church properties through negligence.
- e. Will not put tacks or nails in the building or any of the furnishings.
- f. Will carefully cover carpet, floorings, and furniture under burning candles to protect from candle drippings. Plastic should extend 2 ft. beyond dimensions of candelabra or any other candles.

5. PHOTOGRAPHERS

- a. Shall not stand on pews or other furniture to take pictures.
- b. Will use discretion if requested to take pictures during ceremony.

6. MOVING FURNITURE

- a. Limited to pulpit furniture and choir chairs.
- b. Choir chairs and portable musical instruments (with the exception of the **piano and drums**) can be moved with advance notice only and then by Church Maintenance Staff or by ~~Audio/Visual Committee~~ **Worship Minister**. (**Piano and Drum-set CANNOT be moved.**)
- c. Other furniture, trees, etc., located throughout the buildings are not to be moved.
- d. Extra tables and chairs for reception or rehearsal dinners are available upon request, but are to be set up and put away by the wedding party.

7. POINTS TO REMEMBER

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- a. Rehearsals must begin at the time scheduled. Ministers, musicians, and sound technicians usually have other appointments.
 - b. Careful thought should be given to the selection of all music, whether it is vocal or instrumental and must be appropriate for a place of worship. Your selections must be submitted to the Worship Pastor one month prior to the ceremony. If any selections are considered inappropriate, you will be asked to make another selection.
 - c. No alcoholic beverages are permitted on the church premises. Intoxication on the part of any participants will be sufficient grounds for canceling the wedding.
 - d. Dancing is not permitted on church property.
 - e. No smoking is permitted on church property.
 - f. Bird seed may be thrown outside of the buildings only as couple approaches the car, following the reception. Rice is prohibited. Any bird seed, paper petals, confetti, etc. thrown in the building will result in loss of deposit. Do not leave money, credit cards, or other valuables in the dressing rooms during the wedding and reception.
8. It is the responsibility of the bride and her parents to see that the requests of this policy are followed by the florist, photographer, wedding director and party, friends of the family and guests. If this policy is not followed, it will result in loss of deposit.

D. Vehicles

1. Objectives: The Church equipment will be used for accomplishing the Ministries of Eagle Heights Baptist Church and to be good stewards of Church equipment. Eagle Heights Baptist Church exists to serve, reach, and disciple people with the life-changing gospel of Jesus Christ.
2. Reservations of Vehicles:
 - a. EHBC Ministries requesting to use the bus and/or vans must schedule the use of the vehicle(s) through the ~~Ministry Assistant~~ **Office Administrator** at least two weeks prior to the date requested in order that time allows Staff to make other arrangements for regular scheduled Sunday and/or Wednesday Ministries.
 - b. Reservations are on a first come/first served basis.
 - c. The ~~Ministry Assistant~~ **Office Administrator** will contact a member of the Vehicle/Transportation Committee to make sure the vehicle is ready for travel on the date requested (i.e. filling the gas tank, routine - maintenance, etc.)
 - 1) All out-of-state EHBC Ministry Trips must be approved by the ~~Vehicle Committee~~ **Senior Pastor or Chairman of Deacons**.

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- 2) Foremost of importance must be the consideration of the safety of all passengers, plus the Church's responsibility of liability, and also the age of Church vehicles for long-distance trips.
- 3) If the cost of the trip(s) will exceed \$300 and is to be paid by Eagle Heights Baptist Church, a Purchase Order request must be submitted to the ~~Budget/Finance~~ **Stewardship** Committee for approval prior to scheduling.
3. The Ministry Group reserving the vehicle is responsible for finding a driver. A list of authorized drivers is available in the Church office.
4. The ~~Ministry Assistant~~ **Office Administrator** must also be contacted in the event of a cancellation so that the vehicle(s) are made available for other Ministry Events.
5. The Ministry who reserved a vehicle is responsible for cleaning it upon return.
6. Use of Equipment by Non-members: Equipment borrowed by non-members for purposes other than EHBC Sponsored Ministries will be held responsible for all cost of vehicle repairs, fuel, or any additional damage of vehicle repairs from the use of EHBC Equipment.