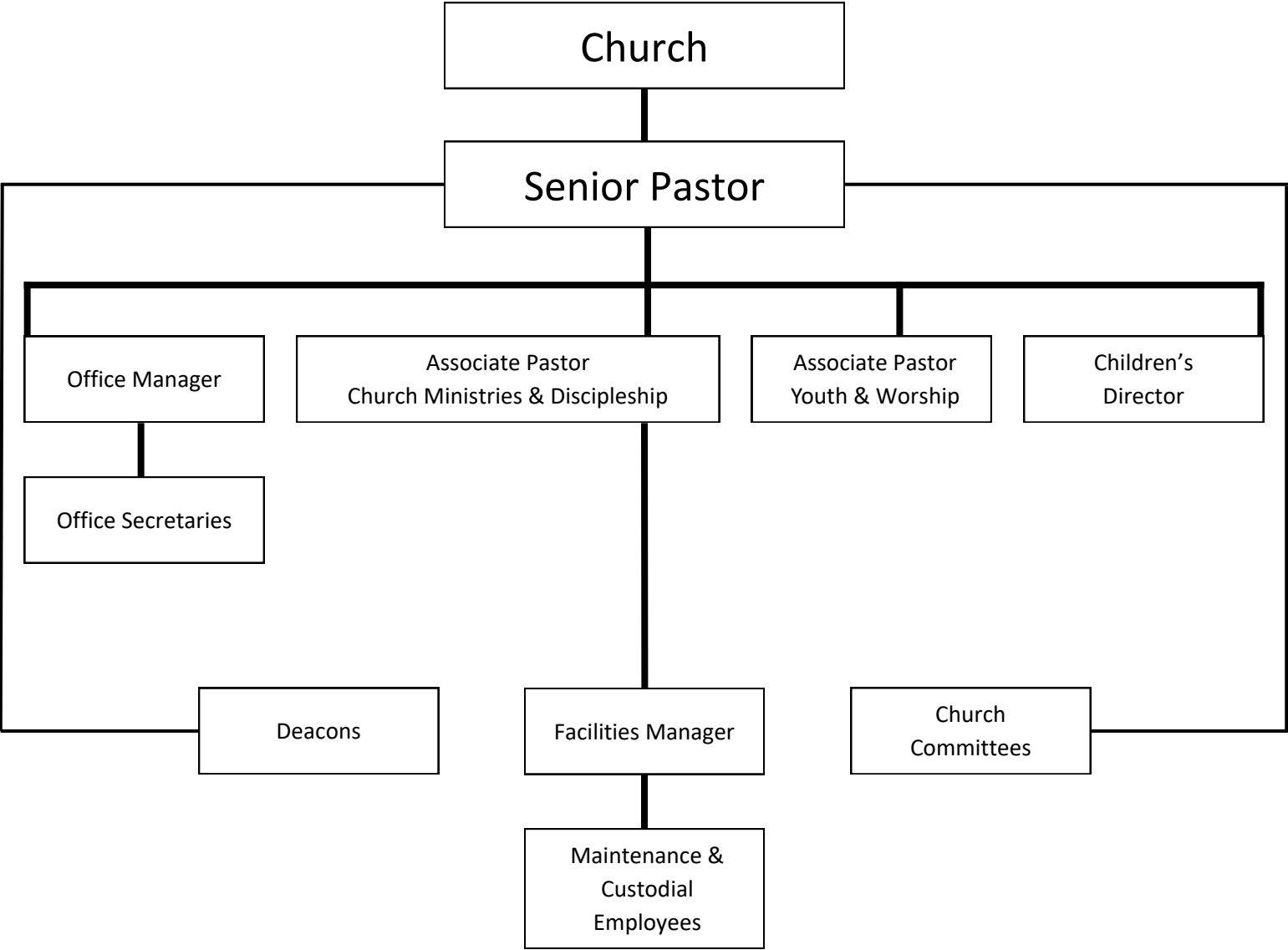


POLICIES AND PROCEDURES
FIRST BAPTIST CHURCH of CLEVELAND, TEXAS

300 W Hanson
Cleveland, Texas 77327

Revised August 2025; Church Approval Granted: October 26, 2025

Organizational Chart



First Baptist Church of Cleveland
Policies and Procedures Index

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OPERATIONS MANUAL

SECTION 1.01 - ORGANIZATIONAL CHART

An organizational chart shall be prepared which will depict lines of responsibility in the administration of the church. This chart shall be reviewed periodically by the Pastoral team as needed. A copy shall be included in the church operations manual.

SECTION 1.02 – POLICIES AND PROCEDURES

Church policies and procedures shall be described in the church operations manual. The manual shall be kept in the church office and made available to any member of the church. The Office Manager shall maintain the manual. A church member or organization may recommend revisions in policies and procedures. Addition, revision, or deletion of church policies requires:

- The recommendation of the church officer or organization (including committees) to whose area of assignment the policy relates.
- Discussion with the Senior Pastor, (if no Pastor, Chairman of Deacons).
- Church approval, if deemed necessary.

All revisions placed in this manual require the date of the revision and the signature of the Senior Pastor and church clerk.

PROGRAM ORGANIZATIONS

SECTION 1.03 – GENERAL

The church's program organization officers shall be recommended by the Nominating Committee for election by the church.

SECTION 1.04 - SUNDAY SCHOOL PROGRAM

There shall be a Sunday School program divided into departments and classes for all ages and conducted under the direction of the Senior Pastor and the Associate Pastor of Church Ministries and Discipleship, for the ongoing study of God's Word.

The tasks of the Sunday School program shall be to teach the Biblical scriptures, reach persons for Christ and church membership, perform the functions of the church within its constituency, and provide and interpret information regarding the work and purpose of the church and the Baptist denomination.

SECTION 1.05 – DISCIPLESHIP MINISTRY

There shall be a discipleship training program divided into departments for all ages and conducted under the direction of the Senior Pastor or his assignee.

The tasks of the training program under the direction of the Associate Pastor of Church Ministries and Discipleship shall be to orient new church members, train church members to perform the functions of the church, train church leaders, teach Christian theology, Christian ethics, Christian history, church policy and organization; and provide and interpret information regarding the work and purpose of the church and the Baptist denomination.

- **SECTION 1.05A – MEN'S MINISTRY**

The Men's Ministry shall be under the leadership of the Associate Pastor of Church Ministries and Discipleship. Its mission shall be to connect and disciple men to live for Christ. It will provide opportunities for men to grow spiritually, connect to one another for fellowship, and support and engage together in Christian service and mission work.

- **SECTION 1.05B – WOMEN'S MINISTRY**

The Women's Ministry will receive oversight from the Associate Pastor of Church Ministries and Discipleship. It shall be led by a highly qualified woman who is knowledgeable in Christian studies and a fervent prayer warrior. The ministry aims to nurture women's spiritual growth and build community through unique events and outings. It focuses on Bible study, prayer, and fellowship, while aiming to empower women to serve Christ in their lives and within the church.

1.06 MISSIONS MINISTRY

The purpose of the Missions Ministry will be share with the church information about its sponsored missionaries and how to pray and support those serving around the world to share the Gospel. The Missions Ministry leadership will help to provide information, assist in promotion, and encourage giving to mission's offerings such as Annie Armstrong, Mary Hill Davis, Lottie Moon, and Operation Christmas Child. A financial goal should be set for each season of giving, above the previous year, and promoted through pulpit announcements, handouts, social media, and other methods of church communication. The ministry leadership, in coordination with Pastoral Staff, will assist with any mission projects of the church, as needed.

SECTION 1.07 – CHURCH WORSHIP MINISTRY

The Worship Ministry will plan to lead worship in all the church's services and organizational meetings and develop leaders for all worship needs of the church. The Associate Pastor of Worship will lead the church to have a Biblical and effective philosophy and practice of worship and be responsible for all aspects of the worship ministry including music and A/V.

CHURCH COMMITTEES

SECTION 1.08- GENERAL

All church committee members shall be recommended by the Nominating Committee and elected by the church unless otherwise stated in the committee guidelines.

The Nominating Committee will be appointed by the Senior Pastor (Chairman of Deacons if no Pastor) with members serving two-year terms. Each year three members will go on and three will rotate off. The Nominating Committee will select its own chairman.

STANDING COMMITTEES

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MINISTRY TEAMS

Building and Grounds
Bus Maintenance
Kitchen/Social
Missions
Set-Up and Tear Down
Worship/Audio/Visual

AUDIT COMMITTEE

PURPOSE:

To conduct annual audits of the church's financial procedures.

DUTIES:

1. To obtain the financial records needed.
2. To ensure the accuracy of underlying financial records and related data and all relevant monitoring reports.
3. To present the findings to the church.

MEMBERSHIP:

The Audit Committee shall consist of (3) three members. Members will serve a three-year term.

BUDGET COMMITTEE

PURPOSE:

The Budget Committee shall prepare, propose, and promote the annual budget for the church.

DUTIES:

1. Analyze current budget strengths and weaknesses.
2. Submit budget request forms to all responsible persons/committees by the second Monday of September, with forms to be returned to the Budget Committee by the first Monday in October.
3. Budget Committee to have the proposed budget available for review by the church body by the first Monday in November.
4. Hold a public hearing on the budget at the regular business meeting in November.
5. Vote on budget at the regular business meeting in December.

MEMBERSHIP:

The Budget Committee shall consist of six (6) members, to include a Chairman appointed by the Senior Pastor and presented to the church body at the regular business meeting in August; Chairman of the Finance Committee; Chairman of the Personnel Committee; Church Treasurer; Chairman of Building, Grounds, and Maintenance Committee; and Chairman of the Deacons.

EMERGENCY MANAGEMENT TASK FORCE

PURPOSE:

The Emergency Management Task Force exists to organize and direct the use of church facilities, committees, and teams in response to emergencies affecting the church or the greater Cleveland area.

DUTIES:

1. Create, review, and update response plans for potential emergencies (such as fire, severe weather, medical incidents, or community crises) to ensure the church is prepared to act quickly and safely.
2. Organize the use of church facilities, equipment, and volunteer teams during an emergency, and ensure timely communication between church leadership, local authorities, and the congregation.
3. Conduct periodic informational meetings to equip staff, ministry leaders, and volunteers with knowledge of emergency procedures and roles.

MEMBERSHIP:

The Emergency Management Task Force shall consist of one member of the pastoral staff, and the chairpersons of the Deacons, Building and Maintenance, and Kitchen Teams.

FINANCE COMMITTEE

PURPOSE:

The Finance Committee shall recommend financial policies for the church and shall be responsible for financial management within the framework of adopted policies.

DUTIES:

1. Recommend financial policies for the church to include budget, purchase payment, bookkeeping, auditing, and reporting procedures.
2. Consider requests for expenditures not included in the budget and make recommendations to the church concerning these requests.
3. Review receipts and expenditure periodically in terms of the adopted budget and make monthly reports to the church.
4. Arrange for an annual audit or financial review of the church financial records yearly or as needed, to be performed by an independent and qualified source.

MEMBERSHIP:

The Finance Committee shall consist of five (5) members and include the church treasurer and at least one (1) active deacon. Members will serve a three-year term.

INSURANCE COMMITTEE

PURPOSE:

The Insurance Committee shall have full responsibility for examining all aspects of the church insurance coverage.

DUTIES:

1. Prepare a current inventory of all significant valued equipment and supplies and their respective building locations. Pastoral Staff and Ministry leaders will maintain any inventory form and update periodically.
2. Counsel with various insurance agents and recommend to the church membership a comprehensive insurance program including cost for the next year.
3. Update Ministry leaders of any relevant changes to the insurance policy affecting the operations of the church. (For example, an insurance update discontinuing the coverage of operating a moonwalk or requiring a specific adult-to-minor ratio.)

MEMBERSHIP:

The Insurance Committee shall consist of three (3) members. Members will serve a three-year term.

NOMINATING COMMITTEE

PURPOSE:

The Nominating Committee shall recommend annually Church officers, Sunday School positions, and Committees.

DUTIES:

1. In Coordination with church staff, nominate and submit to the church for election the General Church Officers, directors and teachers of Sunday School, directors and leaders of Church Discipleship and all standing committees.
2. Present nominees to fill any vacancies in these positions which occur during the year.
3. While serving on the Nominating Committee one may not be placed on another committee. If an individual is currently serving on a committee, they may continue to serve on that committee.

STEPS:

- A. Select all teachers and all other positions to be presented by the December business meeting.
- B. Nominate and submit to the church for election the chairperson and members of all standing committees in the December business meeting.
- C. Present to the church leaders any ministry teams that you feel need to be elected. These leaders will have the authority to enlist members of their teams as needed.
- D. Recommend any new committees or the elimination of any old committee that are deemed necessary in carrying on the work of the church.
- E. Define the duties and scope of work of each committee and direct the publishing of these duties.
- F. Add any duties to any committee as deemed necessary.

MEMBERSHIP:

The Nominating Committee shall consist of six (6) members to be elected as follows:

- Members will be appointed by the Senior Pastor (Chairman of Deacons if no Pastor), with members serving two-year terms.
- Each year, three will go on and three will rotate off.
- The Committee will elect its own chairperson.

PERSONNEL COMMITTEE

PURPOSE:

The Personnel Committee is responsible for assisting the Senior Pastor and the church in matters related to personnel administration and management including such areas as employment salaries, benefits, grievances, responsibilities and job descriptions for the church staff and all paid employees of the church.

DUTIES:

1. Recommend general policies to the church concerning qualifications, employment procedures, compensations, benefits, and related matters for church staff and other church employees.
2. Study salaries and pay scales, employee benefits, work schedules, and related matters periodically and make recommendations concerning changes to the church after consultation with the Finance Committee.
3. Recommend job descriptions for staff members and other employees showing major responsibilities and assignments; and, after church approval, assist the Senior Pastor in seeing those responsibilities and duties are conducted.
4. Recommend changes and additions to the church staff after consultation with the Finance Committee and recommend individuals for these positions.
5. Serve as a grievance group so that the staff members can freely speak on any matters related to the job, compensation, benefits, and relations with other employees, and seek to help staff members in these matters.

MEMBERSHIP:

The Personnel Committee shall consist of five (5) members serving three (3) years.

JOB DESCRIPTIONS

SENIOR PASTOR

- The responsibilities of the Senior Pastor will include:
 - Provide spiritual leadership, biblical guidance, and pastoral care to the congregation, fostering a culture of faith, love, and service.
 - Develop and deliver engaging, biblically based weekly sermons during worship services, as well as on special occasions and events.
 - Plan and lead services, collaborating with the worship team, and ensuring that services are meaningful and spiritually enriching.
 - Provide pastoral care for members of the congregation, including visiting the sick, counseling those in need, and offering support during times of crisis.
 - Facilitate and encourage spiritual growth and discipleship through the development and implementation of small group ministries, Bible studies, and other educational programs.
 - Oversee all church entities to assure that doctrine, teaching, and practice align with Scripture as outlined in the Baptist Faith and Message 2000.
 - Work with church leadership and staff to establish and execute a vision and strategic plan for the church's growth and leadership development.
 - Engage and build relationships within the local community, participating in outreach and mission activities, and cooperating with Southern Baptist entities on the associational, state, and national convention levels.
 - Oversee the administration and management of church operations, including budgeting, financial planning, and personnel management in the church office.
 - Mentor, supervise, and support church staff and volunteers, fostering a positive, collaborative work environment with robust leadership development.
 - Perform other pastoral duties, including weddings, funerals, baptisms, and dedications, as required.

ASSOCIATE PASTOR OF CHURCH MINISTRIES AND DISCIPLESHIP

The Associate Pastor of Church Ministries and Discipleship is a full-time ministerial position and is under the supervision of the Senior Pastor. It is based on a minimum 40-hour work week with one weekday designated as an off-day in consultation with the Senior Pastor.

The compensation and benefits will include Salary and Housing, participation in a Christian medical co-op at the church's expense, and church provision for tuition and fees for a Christian Ministry degree online.

- The responsibilities of the Associate Pastor of Church Ministries and Discipleship will include:
 - He will supervise the day-to-day operations of the church in coordination with the church staff and volunteers. He will seek to encourage and assist both staff and lay leadership in their work on behalf of the church. He shall be responsible for the overall coordination of the ministries and activities of the church.
 - He will be responsible for overseeing the age-graded ministries of the church. He will be the direct report for staff related to preschool, children, and adult ministries. He shall supervise, encourage, and support church staff and volunteer leadership in each of these areas.
 - He shall oversee the use and care of all church campus facilities and equipment. He will be the direct report for the campus maintenance staff leadership. He will coordinate and support church volunteers who use or maintain church facilities and equipment.
 - He shall work in coordination with the church's Office Manager to supervise and facilitate the work that takes place on the FBCC campus and by church groups working off campus.
 - He will work in coordination with the Senior Pastor and other church leaders to provide Pastoral care for the members of the church and others in our community in need of ministry.
 - He will resource and support the church's Spanish ministry as needed,
 - He shall provide leadership to church ministries in other ways as directed by the Senior Pastor.
 - He shall plan and implement a comprehensive ministry of discipleship that addresses all age groups in coordination with age group ministry staff and volunteers.
 - He shall develop a discipleship process that addresses every phase of spiritual formation in adults - from new believers to experienced Christ Followers. This process will include both small group and individual components and contain metrics of measurement to determine the success or weakness of each component of the process.
 - He shall coordinate and oversee the Sunday School ministry of the church as well as all other Bible Study and discipleship groups. He shall resource, encourage and support the leaders of these classes and groups. He shall be responsible for enlisting, training, and supervising the leadership for all these classes and small groups.
 - He shall complete other tasks related to Discipleship Ministry as deemed necessary by the Senior Pastor.

ASSOCIATE PASTOR OF WORSHIP AND YOUTH

The Associate Pastor of Worship and Youth is a full-time ministerial position and is under the supervision of the Senior Pastor. It is based on a minimum 40-hour work week with one weekday designated as an off-day in consultation with the Senior Pastor.

The compensation and benefits will include Salary and Housing, participation in a Christian medical co-op (or comparable equivalent) at the church's expense, and church provision for tuition and fees for a Christian Ministry degree online.

- The responsibilities of the Associate Pastor of Worship and Youth will include:
 - He will provide spiritual and musical leadership for the FBCC Worship & A/V Team which will lead the church each Sunday in worship. He will interview, audition and recruit members of the FBCC Worship & A/V Team to ensure the spiritual and musical integrity of the team. He will be responsible for the spiritual mentoring and discipling of the members of this team and for their musical preparation and development.
 - He will plan and lead FBCC worship services which will include each of these musical genres each week - current Modern Worship songs, Classic Worship songs, fresh settings of Classic Hymns, and Gospel songs. Worship planning will be done in coordination with and under the leadership of the Senior Pastor.
 - He will minister to the congregation as a soloist of gospel and worship songs planned in coordination with the Senior Pastor. He will audition and coach any other soloists from the church body before they are scheduled to sing in a FBCC worship service.
 - He will seek to enlist volunteers to participate regularly in "Choir Sunday" and prepare them to sing in a FBCC Worship Service with appropriate rehearsals.
 - He will be responsible for musical aspects of all FBCC ministries and activities and coordinate lay involvement where needed.
 - He shall develop a comprehensive program of discipleship to grow the teenagers of FBCC in their faith in Christ. This will include but not be limited to Youth Sunday School, Wednesday Night Youth Bible Study and Worship, Disciple Now type retreats for youth, Youth Camps and any other activities deemed appropriate to address spiritual formation in the lives of FBCC teenagers as well as those who are not members of FBCC.
 - He shall lead a team of FBCC volunteers to serve as leaders in the FBCC Youth Ministry. He will invest in these leaders as he encourages them to invest in the lives and spiritual growth of FBCC youth. He shall be responsible for the recruitment and training of the workers needed for this team.
 - He shall coordinate and lead outreach events and activities in a prayerful effort to reach lost teenagers in the Cleveland area. He shall recruit and supervise a leadership team of FBCC volunteers in these efforts.
 - He shall plan activities and events to encourage and enrich the parents of FBCC youth. He shall seek to maintain appropriate means of communication with these parents to encourage their support and involvement in the FBCC Youth Ministry.
 - He shall seek to develop relationships with FBCC and community youth to encourage them in their faith or witness to them if they are not yet Christ Followers.
 - He shall seek to provide appropriate Pastoral care ministry to youth and their families.
 - Other tasks related to Worship or Youth Ministry as deemed necessary by the Senior Pastor.

CHILDRENS MINISTRY DIRECTOR

The Children's Director plays a vital role in the ongoing growth and leadership of a vibrant, Christ-centered children's ministry. This position involves recruiting and training volunteers, selecting and providing Bible-based curriculum, and developing, coordinating, and assessing programs for children from birth through fifth grade. Key programs include Sunday School, Children's Church, Wednesday Night Small Groups, Vacation Bible School (VBS), Summer Camp, family outreach events, and other special activities. The Director must maintain excellent communication with all families participating in the ministry and with volunteers. Additionally, it is essential to connect with new families and children in a Christ-like manner through thoughtful and caring follow-up. The Children's Director shall complete other tasks related to Children's Ministry as requested by the Senior Pastor.

OFFICE MANAGER

The Office Manager supports the missions and ministry of the Church by overseeing daily administrative operations, coordinating office functions, managing communications, and assisting Pastoral and Ministry staff. This role requires a servant-hearted attitude, organizational excellence, and the ability to maintain a warm, welcoming atmosphere for all that may visit the FBCC Office. Duties of the Office Manager shall include:

- Overseeing daily operations of the church office, including workflow, supplies, and equipment;
- Maintaining the church calendar, scheduling facility usage, and coordinating events;
- Processing incoming mail, phone calls, and emails, ensuring timely follow-up;
- Managing and maintaining church records including membership, baptisms, weddings, funerals, and attendance;
- Serving as a point of contact for ministry leaders and volunteers;
- Providing administrative support to Pastoral Staff, committees, and ministry teams;
- Promoting a positive and welcoming environment that reflects the values of the church;
- Maintaining confidentiality and managing sensitive matters with discretion;
- Completing other tasks related to Office Management as deemed necessary by the Senior Pastor.

CAMPUS AND FACILITIES MANAGER

To oversee the custodial care of all parts of the church. Including cleaning, maintaining inventory of cleaning supplies and all paper goods, replacing light bulbs, general HVAC maintenance, light cosmetic repairs, and communicating with service technicians as needed.

FINANCIAL SECRETARY

The Financial Secretary serves as a trustworthy steward of the Church's financial records, ensuring accurate processing, reporting, and safeguarding of all financial data. This position requires integrity, confidentiality, diligence, and a heart for supporting the mission of the church through faithful financial administration.

- The duties of the Financial Secretary include:
 - Receiving, recording, and depositing all church income, including offerings, online giving, and designated gifts.
 - Maintaining accurate records of individual contributions for tax reporting purposes.
 - Posting contributions to the appropriate accounts and generating giving statements as scheduled (yearly).
 - Maintaining confidentiality regarding all giving records.
 - Working with the church bookkeeper to reconcile bank statements monthly.
 - Working with the treasurer, finance committee and bookkeeper to prepare monthly financial reports.
 - Preparing and overseeing bank deposits.
 - Processing all bills, reimbursements, and other payments on a timely basis.
 - Preparing and distributing checks or initiating online payments.
 - Maintaining vendor records and ensuring proper documentation for all expenditures.
 - Coordinating with the Senior Pastor, Office Manager, Finance Committee, and Budget Committee, as necessary.
 - Completing other tasks as deemed necessary by the Pastoral Staff, Office Manager, or Church Treasurer.

PERSONNEL POLICIES & PROCEDURES MANUAL OF FIRST BAPTIST CHURCH OF CLEVELAND

INTRODUCTION

The primary purpose of First Baptist Church of Cleveland is to be the Body of Christ in the geographical area. This purpose is accomplished as the church follows these four priorities in being a local New Testament Church:

1. Exalting the Savior
2. Edifying the Servants
3. Equipping the Saints
4. Evangelizing the Sinner

Every pursuit of ministry must support these four priorities. The primary goal of FBCC is to reach Cleveland, Texas with the good news of God in Christ Jesus and expand that outreach to the uttermost parts of the Earth. Our focus is to be “People Sharing Jesus.”

The fellowship of FBCC is an autonomous, congregational Southern Baptist Church, relying on the leadership and direction of her Pastor and Pastoral staff and church appointed committees. The primary thrust of the Pastoral leadership is to equip the saints for the work of the ministry.

The Personnel Committee of FBCC is responsible for helping the Senior Pastor and the church in matters related to personnel, administration, and management including such areas as: salaries, benefits, grievances, responsibilities, and job descriptions for the church staff and all paid employees of the church. Their duties are as follows:

1. Recommend general policies to the church concerning qualifications, employment procedures, compensations, benefits, and related matters for church staff and other church employees.
2. Study salaries and pay scales, employee benefits, work schedules, and related matters periodically and make recommendations concerning changes to the church after consultation with the Finance Committee and Senior Pastor (except in matters related to him.)
3. Recommend job descriptions for staff members and other employees showing major responsibilities and assignments; and after church approval, assist the Pastor in seeing that the responsibilities and duties are conducted.
4. Recommend changes and additions to the church staff after consultation with the Senior Pastor, Finance Committee, and individuals recommended for these positions.

5. Serve as grievance groups so that the staff members can freely speak on any matters related to the job, compensation, benefits, relations with other employees, and seek to aid staff members in these matters.

This committee is to be composed of five (5) members. The purpose of this “Personnel Policies and Procedures Manual” is to assist and encourage the staff of FBCC in their pursuit of excellence in the ministry responsibilities. This manual is based upon a trust relationship between staff and church. It provides necessary parameters for the trust relationship to be enriched and maintained.

Resolution

Whereas First Baptist Church of Cleveland desires to establish a reimbursement policy pursuant to federal income tax regulations 1.162-17 and 1.274-5 (e); be it therefore resolved that:

First Baptist Church of Cleveland hereby adopts a reimbursement policy for employees and ministers for documented business and professional expense incurred on behalf of the church, up to the amount specified in the annual budget for Ministry Expense. Any expense involving the use of a car will be reimbursed at the standard mileage currently allowed by the Internal Revenue Service. The church shall not include in a minister or employee’s Form W-2 the amount of any reimbursement for these properly sustained expenses.

The following conditions must be satisfied:

1. The expenses for reimbursement pertain specifically to the minister or employee’s job description.
2. The minister or staff member documents the amount, time, place, and business purpose of the expense with the same types of documentary evidence as would be required to support a deduction of the expense on the minister’s federal income tax return.
3. The minister or staff member provides in a monthly basis to the church administrator a documented listing of expenses (documentation to include original or copies of original invoices).
4. Should cash advances for business expenses be given to an employee or minister, the employee must present itemized and documented accounting for the expense and must return to the church within ten (10) days any overage between the cash advance and actual expenses.

I. The Staff:

The staff of the church is designated as:

(P) Professional Staff

- A. Senior Pastor
- B. Associate Pastor/ Church Ministries & Discipleship
- C. Associate Pastor/Worship and Youth
- D. Children's Ministry Director
- E. Any other church-called ministers deemed necessary by the congregation.

(PS) Professional Support

- A. Ministerial Support Staff (Interims, Interns, and various Directors of Ministries)

(S) Secretarial Staff

(Full-time employees, and/or Part-time employees either paid monthly or hourly)

- A. Office Manager
- B. Financial Secretary
- C. Other Secretarial Staff deemed necessary by the Senior Pastor and Personnel Committee

(PT) Part Time Staff

(less than 28 hours per week/ hourly paid workers)

- A. Childcare
- B. Janitorial
- C. Maintenance
- D. Other part time staff deemed necessary by the Senior Pastor and Personnel Committee

(C) Contractors

Janitorial can be paid hourly or by contract.

- A. Outside Bookkeeping
- B. Grounds Keeper
- C. Other Contractors as needed.

II. Hours

A. Office Staff

1. Office Hours
 - a) The Church office will be open from 9 AM – 2 PM Monday through Thursday.
 - b) Called Professional Staff Members (P) will dictate office hours and time off, with the recognition that each staff member shall have one day other than Saturday, as a day off each week.
 - c) Work Schedule will be established the Senior Pastor in coordination with the Personnel Committee
2. The church office will be closed on scheduled holidays.

B. Overtime (PS) (S)

1. Since the church is a non-profit organization and is not engaged in interstate commerce, it is exempt from State and Federal wage and hour laws. The church does not participate in paying overtime; however, compensating time off will be allowed to adjust for overtime worked. All overtime work must be requested and/or approved by an employee's supervisor prior to the time worked.

III. Personnel Regulations

A. Hiring Procedures

1. The hiring of all secretarial staff and part-time staff shall be done by the direct report of each position in consultation with the Senior Pastor and Personnel Committee.
2. All paid employees of First Baptist Church will be required to complete an employment application and a nationwide background investigation report.
3. After an application is received, prior employment and volunteer service references will be checked. It is suggested that, at a minimum, two (2) institutional references be telephoned and a written memorandum be made of the contents of those telephone conversations, and that prior employment and church service references be contacted in writing.

4. Criminal background checks will be performed on each applicant after the applicant has signed the authorization/waiver/indemnity for, and prior to being employed or enlisted as a volunteer. Biannual criminal Background Checks will be performed randomly or as necessary. (Only qualified representatives of First Baptist Church of Cleveland will have access to the Criminal Background Check report. Recommendations will be given by this individual(s) to the Personnel Committee as to the qualifications of applicants.
5. At the applicant's request, First Baptist Church of Cleveland shall allow the applicant to review his/her criminal history record transcript at the church, but in no event shall the church allow the applicant to retain and/or copy his/her transcript.
6. The church shall immediately notify the contracted Background Check source if an internal grievance (applicant disputes) is filed by an applicant because of incorrect information or other reasons related to criminal histories provided by the agency. The church shall submit in a reasonable time the "Criminal History Record Resolution Request" or similar document to the agency.
7. Upon employment the employee will be given and explained the church's Policies and Procedures Handbook by their direct report.

B. Absences (P) (PS) (S) (PT)

1. Any absence, planned or emergency, shall be brought to the attention of the Associate Pastor of Church Ministries and Discipleship as soon as possible.
2. Any injury or illness should be reported to the Associate Pastor of Church Ministries and Discipleship immediately.
3. Request for time off for personal reasons, such as family events, legal or civic duties shall be approved by the employee's immediate supervisor.
4. Personal errands: Time away during regular working hours for medical appointments or other personal needs must be approved by the employee's immediate supervisor.

C. Pay Periods

1. The pay period will be bi-monthly.
2. Tuesday prior to the 15th and 30th.
3. Advance payments are not permitted.
4. All benefits, housing, etc., are part of the bi-monthly checks.

IV. Employee Benefits

1. All employee benefits such as health insurance, continuing education, retirement benefits, etc. will be paid directly to the providers as approved by the Senior Pastor, Personnel Committee, and the church in Business Meeting.

V. Supervision of Contractors and Personnel

A. Contractors

1. Contract janitors will be supervised by the Facilities Manager.
2. Outside grounds contractors will be under the supervision of the Building and Grounds Team.
3. Bookkeeping and auditing contractors will be under the Finance Committee's supervision.
4. Dismissal of any contractor will be made by the appropriate committee in coordination with the Senior Pastor and Associate Pastor of Church Ministries and Discipleship.

B. Personnel

1. Janitors will be supervised by the **Facilities Manager**.
2. Supervision of maintenance staff will be the responsibility of the Building and Grounds Team.
3. Dismissal of an employee will be made by the Personnel Committee.

VI. Holidays

A. The following holidays are recognized as paid holidays:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving (2 Days: the day of and the day before)
7. Christmas (2 Days 24th & 25th)

B. If the holiday falls on Sunday, the following Monday will be considered the holiday. The Office Manager will publish the schedule of holidays at the beginning of each year.

VII. Termination Procedures

- A. Resignation** – a minimum of two weeks' notice for voluntary termination on the part of the employee shall be required. The resignation shall be submitted in writing and delivered to the employee's direct supervisor.
- B. Release** - Termination of employment, with the employer taking the initiative shall be only after prayerful consideration of the Senior Pastor, the Personnel Committee, and the Deacon Body.
- C. Discharge** - Immediate termination may be initiated by the employer for cause and welfare of the church. Conditions and restrictions of the discharge shall be determined by the Senior Pastor in consultation with the personnel committee and deacon body.

VIII. Vacations

Vacation time is based on the number of an individual's workdays per week. Choice of dates will be as requested by the employees where possible. It is understood, of course, that cooperation and agreement will be necessary to consider the work needs and desires of other employees. Vacation schedules will be submitted as early as possible by each employee. Preference in dates shall be given according to Seniority. Final settlement of conflicts will be in the responsibility of the Senior Pastor.

Credited Service	<u>Vacation</u>
0 – 12 Months	None
1 -2 Years	One Week (Five Days)
2 – 5 Years	Two Weeks (Ten Days)
5 Years or more	Three Weeks (Fifteen Days)
10 Years or more	Four Weeks (Twenty Days)

*Limit of (4) four Weeks

1. One-half credit will be given to the professional staff for continuous full-time ministry service at a prior location. Example: A Pastor who has 12 years continuous ministry service will receive 6 years credit and be eligible for 3 weeks of vacation.
2. The Personnel Committee will be free to negotiate vacation time under 6 months of service if necessary.
3. Vacation may not be postponed to the following year. Neither shall an employee receive extra pay in lieu of vacation time not taken.
4. If, during the vacation period of an employee, one or more holidays should occur during that time, the vacation period shall be extended by one or more days.

5. Vacation period is to be taken in units of no more than two consecutive weeks at a time unless special approval is given by the Senior Pastor or the Personnel Committee in his absence.
6. Any salary which becomes payable during the vacation period of any employee will be paid on the last workday preceding the vacation of such employee, provided request is made to the Senior Pastor or Finance Committee one week in advance.
7. Unused accrued vacation leave will not be paid to any staff member who resigns or is terminated.

IX. Sickness or Death in Family (P) (PS) (S)

A. Sick Leave - Church employees will be granted their regular salary when unable to work because of bona-fide illness if they have sick leave accumulated. Otherwise, they will be docked.

Paid sick leave will accumulate according to the following schedule:

First 12 months of service	1 day/month
After one year of service	12 days

* 5 of the 12 days may be used as personal days as well as sick days.

The cumulative leave is limited to a maximum of 24 working days. If an employee anticipates being absent for three or more consecutive days, prior approval from the Senior Pastor is required.

Sick leave is accrued at the rate of one day per month. Like vacation leave, the accrual or portion there-of will be advanced through December thirty-first each year. It can never be recouped (paid for) at the time of resignation or termination.

Medical sabbaticals for extended leave may be approved by the Senior Pastor and Personnel Committee with church approval.

B. Leave Without Pay - There may be times when extended periods of absence are unavoidable, especially in the case of prolonged illness or similar incapacitation. The policy in such cases will be to use all remaining sick leave first, followed by all remaining vacation leave.

Following this, a decision must be made by the church whether the individual is to be terminated or placed in a "leave without pay" status. The decision requires thoughtful attention. The Senior Pastor and Personnel Committee will jointly make a recommendation to the church.

C. Death and Funerals - Absence from work because of the death of immediate family (husband, wife, father, mother, sister, brother, children, mother-in-law, father-in-law, son-in-law, sister-in-law, daughter-in-law, brother-in-law, grandchildren, or grandparents) will be granted up to three days. Absence to attend the funeral of a relative or friend may be granted by the Senior Pastor. Additional time may be taken and charged to accrued vacation time.

X. Jury Duty (P) (PS) (S)

1. An employee receives their usual compensation while performing jury service in addition to the jury fees received. It is expected, however, that they will report for work when not actually required to attend court.

XI. Voting and Participation in Political Activities (P) (PS) (S)

1. An employee may be granted a reasonable amount of time off by the department head to vote in local, state, and national elections if the employee cannot go to the polls either before or after their normal working hours. The Personnel Committee must approve any time off for an employee to service as an election judge, school board member, convention delegate, or in other offices requiring occasional absences from work.

XII. Other Absences (P) (PS) (S)

1. An employee may be granted time off for other personal, civic, or denominational service at the discretion of the Senior Pastor.

XIII. Conventions and Revivals for Pastoral Staff

A. Staff members will be allowed 10 days per year, not to be taken concurrently with vacation time, to participate in self-improvement activities such as conventions, retreats, seminars, etc. The staff should arrange to attend such meetings on a rotating basis. Requests for additional time is subject to approval by the Senior Pastor, Personnel Committee, and church body.

B. Staff will be allowed to schedule 10 days of revivals or other spiritual leadership events per year, not to be taken concurrently with vacation time, outside our church. Additional events are subject to church approval. Scheduling of such events of church staff will be approved by the Senior Pastor. Staff members will not be absent on consecutive Sundays other than vacations.

XIV. Basic Understanding for All Employees (P) (PS) (S) (PT)

A. Your relation to the program

1. Employee actions and attitudes are constantly before the public. Therefore, they are, first and foremost, the ambassadors of Christ and FBCC.

B. Responsibility of Employees

1. Time and ideas promote changes. Therefore, it may be necessary to change an employee's major responsibilities.
2. Check regularly with the calendar and supervisors for information and direction.
3. Each employee should keep the Office Manager informed of their whereabouts, especially when they leave the church property. Also, it is a mark of efficiency to alert the church office when they are "not available".
4. Each employee is responsible for maintaining their own office or workspace in an efficient and attractive manner. Each needs to assume security and protective care of their equipment.
5. No property is to be loaned or removed from the church property without the written approval of a member of the Pastoral team.

C. Employee Relationship with Church Members

1. Employees are to work closely with the leadership and church committees.
2. They are expected to carry out the decisions of the church and the church committees that affect their specific duties.
3. Each member of the church is privileged to inquire into the program of the church. Therefore, discretion is vital and necessary. Be polite, courteous, but efficient in staying within the limitations of the job description.
4. Some work may involve confidential material and secret emotions of others. It is an adamant rule to respect this confidence. If you must talk - PRAY.
5. Members of the church are encouraged to become active in the church programs. Many volunteers will be working shoulder to shoulder with the staff and exchanges of respect and understanding are required of all people.
6. Complaints concerning personnel should be in writing and submitted to the Senior Pastor and Personnel Committee.

XV. Individual Requirements

A. Personality Requirements

1. Employees must be able to accept interruptions of schedule in a congenial, cooperative manner.
2. Employees must be able and willing to receive visitors equally and congenially regardless of inner tensions.

B. Staff Relationships

1. Employees must be able and willing to help each other, equalizing workloads as much as possible.
2. All personnel must be dependable on handling confidential matters.
3. Employees as designated by the Senior Pastor will participate in staff meetings.

C. Accountability

1. All employees are accountable to the Senior Pastor and the Personnel Committee for adherence to Personnel Policies and Procedures.
2. Each employee is accountable to their immediate supervisor for work assignments and efficiency of work.
3. Each new support staff, part-time staff and volunteer staff member will have a probation period of 90 days. At the conclusion of the probation period an evaluation meeting will take place between the employee and the immediate supervisor.

D. Dress Code

1. Each employee must be dressed appropriately at the discretion of the Senior Pastor.

XVI. Evaluation

1. Hourly and salaried personnel will be evaluated by their immediate supervisor/and or Personnel Committee periodically or on an annual basis. This becomes part of their personnel file.

OTHER PROCEDURES

To be good stewards and render to Caesar and to God their due portion, we have established a church policy regarding political activity.

For First Baptist Church of Cleveland to be good steward of and benefit from its tax-exempt status as a church with IRS under Sec. 501 © (3), certain conditions must be met with respect to involvement in political campaigns and lobbying activities. Policy guidelines are:

Political Campaigns

The church will not:

1. be involved in the campaign of any candidate for public office.
2. endorse or oppose any candidate for public office.
3. use any church funds to support or oppose any candidate for public office.
4. print, distribute, or allow distribution of any campaign literature opposing or supporting any candidate for public office.
5. make political phone calls from church.

Lobbying Activities (Influencing Legislation)

The church will not:

1. support or oppose any piece of proposed or pending legislation unless it directly and adversely affects the church or individuals' religious liberties.
2. advise or direct the members of the church on whether they should oppose or support any legislation.

The church will, however, continue through appropriate means to accurately inform the members of important provisions and potential effects of proposed bills, encouraging the members to voice their personal views.

Special Hiring Procedures

Certain staff members may be hired with a "**total package**" provision which will include all benefits that are paid by the church. Those benefits can be broken down as requested by the employee for tax purposes. In such cases, benefits listed here will not be added to that package or the terms of employment will be such as is listed in that package and followed until such time as additional benefits, salary, etc. might be granted by the church.

FINANCIAL POLICIES

- All organizations, committees, staff, or individuals shall abide by the financial policies and procedures of the church.
- All budgeted expenditure by volunteers shall be approved by the appropriate staff member or person in charge of finances.
- Pastoral staff members (Senior Pastor and other ministers) can approve budget expenditures of \$1,000 or less and the Office Manager may approve expenditures of \$ 400 or less without prior approval from finance committee.
- All budgeted expenditures over \$1,000 must have finance committee approval before the expenditure is made. Exceptions to this policy are utilities, debt retirement, literature, Cooperative Program, breakdown in mechanical equipment, payroll checks, auditing, etc. that apply to our church. (See Procedure #2)
- The finance committee will make decisions and/or recommendations concerning all non-budget expenditure as necessary to the church. The church will have final authority concerning non-budgeted expenditures. (See Procedure #3)
- The church will be responsible only for authorized expenditures. (Authorized expenditures are those approved by the administrator or person in charge of finances and/or the finance committee of the church)
- The Finance Committee will annually review the need for an audit or financial review to be conducted by an independent auditing firm.
- A purchase order will be completed for purchases over \$400 indicating where the purchase is being made, what is being purchased, and why, requiring a signature by a member of the Pastoral team.

FINANCIAL PROCEDURES

1. Budgeted expenditures of \$401 to \$1,000

The procedures for implementing this policy shall be:

1. The organization, committee, or individual wishing to make expenditure shall submit the request to a Pastoral staff member who may approve the request.
2. The Pastoral member or a designated individual will make the purchase after cash flow has been checked with the Finance Committee.
3. The Pastoral staff member will submit a purchase order with receipt to the Financial Secretary, indicating that the purchase was authorized.

2. Budget expenditures of \$1,001 and up

1. The organization, committee, or individual wishing to make expenditure shall submit their request to a Pastoral staff member.
2. The Pastoral staff member must approve the request before submitting the purchase order to the Finance Committee.
3. After approval by the finance committee, the expenditure will be made.

3. Non-budgeted Expenditures

1. The organization, committee, or individual wishing to make expenditure shall submit his request to a Pastoral staff member.
2. The Pastoral staff member will need to approve the request and submit a written proposal along with a purchase order to the Finance Committee.
3. The staff members will present the request to the finance committee.
4. The finance committee will decide concerning the request and if approved, submit the request to the church.
5. After approval by the church, the expenditure will be made.

RECEIVING CHURCH MONIES

Policies for receiving monies in the church office.

1. Provide a safe or establish a procedure for insuring money against theft until counted and deposited by the Financial Secretary.
2. Provide for all monies to be counted by no less than two people.

PROCEDURES FOR COUNTING AND DEPOSITING THE SUNDAY OFFERINGS

1. Church offerings will be collected by two (2) Deacons and/or ushers and stored in the safe within the safety office.
2. All of Sunday's offerings are to be put in the church safe in the safety office immediately following collection.
3. As soon as possible on the following Monday, the Financial Secretary and a church member will count, record, and deposit the money in the bank.

Reimbursement Policy

In accordance with the IRS regulations 1.162-17 and 1.274-5(e), the FIRST BAPTIST CHURCH OF CLEVELAND, TEXAS, 300 W. Hanson Street, Cleveland, Texas, hereby establishes a policy for all ministers with the following terms and conditions:

1. The church will reimburse only reasonable ministry-related business expenses incurred by a minister. Subject to budget limitations, such expenses will include:
 - Business use of an automobile, up to the current IRS standard mileage rate.
 - Business travel away from home: transportation, lodging, and meals, up to the current IRS per diem rates.
 - Convention and conference expenses.
2. The minister will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, time, place, business purpose, and business relationship of each expense. A receipt as specified by the IRS will accompany the documentation. Under no circumstances will the church reimburse a minister for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this policy and the IRS standards.

Church Safety Policy

“Behold, I am sending you out as sheep in the midst of wolves, so be wise as serpents and innocent as doves.” – Matthew 10:16 (ESV)

<u>Goals and Objectives #1</u> FBCC will identify, select, and train members of the church to serve on the safety team.	<u>Goals and Objectives #2</u> FBCC will have a combination of armed and unarmed safety ministry volunteers based on their qualifications and training.
<u>Goals and Objectives #3</u> Safety personnel will maintain a non-uniformed, plain clothes presence on the interior of facilities and supplement volunteers on the exterior as needed.	<u>Goals and Objectives #4</u> FBCC will develop, train, and maintain an effective safety presence for services and special events only in which a large number of people will be in attendance.
<u>Goals and Objectives #5</u> FBCC will develop and implement a medical ministry capable of dealing with traumatic medical needs that may occur.	<u>Goals and Objectives #6</u> All armed volunteers are required to pass a background check and possess a valid License-To Carry (LTC). Certified Law Enforcement Personnel with credentials on file in the church office are exempt from the requirements listed in this objective.

(Texas HB 1927 removed the requirement for Texans to obtain a License to Carry (LTC). FBCC will continue to require this licensure for members of the Safety Team to carry a concealed handgun while serving. This licensure shows a dedication to knowing and understanding how to safely operate a firearm. The requirements for obtaining a Texas LTC include classroom instruction, written exam, shooting proficiency demonstration, and completion/approval of fingerprint submission.)

Position Title: Safety Team Volunteer

Reports to: Safety Team Leader

Principle Function: The Safety Team Volunteer guards all church property against fire, theft, vandalism, illegal entry, or other violations of state, county, or organizational rules of misconduct; is responsible for maintaining safe and secure grounds and buildings for First Baptist Church of Cleveland Ministries, and coordinates emergency assistance needed on FBCC property.

Three Main Areas of Focus:

- Safety and Security;
- Response to medical emergency;
- Response to natural disasters or other crisis events.

Safety Team

The following are expectations for serving as a Safety Team Volunteer:

- Armed Safety Team Members must possess a valid Texas LTC; those without will not be allowed to serve as an armed Safety Team Member.
- Be approved by the team leader.
- Serve when assigned/scheduled or find a qualified replacement. If unable to find a replacement, you must contact the Team Leader in advance.
- Be alert and aware.
- Know radio procedures.
- Attend meetings and training sessions.
- Be part of the team. Your ideas and concerns count.

Training

Situational Awareness	Radio Procedures
Active Shooter Response	De-Escalation of Confrontation
First Aid Training	Professionally Instructed Firearms Training

Medical Team

The responsibilities of the medical team are as follows.

- Successfully complete First Aid/CPR/AED Training.
- Participate in continuing education and annual training.
- Make sure First Aid Kits and AED are fully stocked and ready to go.
- Be available to assist with medical emergencies as they arise.

**The Safety Team Chairperson will work with office staff to keep an updated list of church members who are trained or qualified as emergency personnel.*

Crisis Response

The following covers responses to Fire Safety, Weather Emergencies, and Disaster Responses.

- Involve and educate FBCC staff, teachers, deacons, and ushers in Crisis Response procedures.
- Establish and be familiar with evacuation areas and routes.
- Be familiar with the locations of and proper usage of fire extinguishers.
- Establish safe shelter areas.
- Establish shelter in place procedures.
- Establish lock down procedures.

Responsibilities

- Must be familiar with emergency management plans.
- Be able to direct people in case of emergency.
- Communicate with team leaders and church leadership,
- Know radio procedures.

Response to active shooter*

- The Safety Team member who first sees the shooter uses his handheld radio to immediately alert the entire safety team. He then dials 911 on his cell phone to report to the police.
- The Pastor, based on his training, tells the congregation to evacuate the sanctuary or get on the floor. Then the pastor steps away from the platform, accompanied by the team members nearest him. Ushers, greeters, and safety team members inside the sanctuary begin evacuating the congregation, as the situation permits.
- Team members, staff members and volunteers in the Children's area will lock doors and shelter in place or evacuate as they have been trained, depending on the situation.
- Since lives are in immediate danger, two safety team members with appropriate training will approach the shooter. They will attempt to disrupt or incapacitate him, using the tools at their disposal.
- Once police arrive and neutralize the threat, team members help police clear all areas of the church, reunite parents with children, and do appropriate follow-up for the ministry.

**Adapted from The Church Safety & Security Guidebook, 2nd edition, Brotherhood Mutual Insurance Company. Development of more comprehensive policies and procedures is coming.*

Backpack Policy

At the discretion of the FBCC Safety Team, individuals attempting to enter the FBCC facilities carrying a large or suspicious package, backpack, or container may be asked to take the item back to their vehicle or leave the package with the Safety Team locked in an office. Items that may not be permitted into FBCC facilities, at the discretion of the Safety Team include:

Backpacks of any size	Fanny Packs	Brief Cases
Shoulder Book Bags	Duffle Bags	Luggage of any size
Boxes of any kind		

Skateboard Policy

The use of skateboards, roller skates, roller blades, or similar wheeled devices is prohibited on all church properties, including parking lots, sidewalks, walkways, and interior areas. These activities present potential hazards to participants and others and can cause damage to church facilities, vehicles, and grounds. This restriction is intended to maintain a safe and welcoming environment for all members and guests.

Open Carry of a Firearm

In accordance with the laws of the State of Texas, FBCC has formally adopted the provisions of Texas Penal Code 30.07, which prohibit the open carry of a handgun on our premises by people licensed to carry.

While we recognize the rights afforded by state law, this policy is intended to help maintain a safe and welcoming environment for all members, guests, and visitors during worship services, ministries, and church activities.

What This Means:

- Licensed handgun holders may carry concealed handguns in compliance with Texas Penal Code 30.06, unless otherwise prohibited by FBCC policies.
- Openly carried handguns are not permitted on any part of the church property, including buildings, parking areas, and grounds used for church functions.
- Official 30.07 signage will be posted in accordance with state law requirements, in English and Spanish, at all public entrances to church buildings.
- *Firearms, open or concealed, are not permitted in the Kids Building except by the Children's Director, trained and licensed Kids Ministry Volunteers, or members of the FBCC Safety Team.*

FBCC is committed to providing a safe and respectful environment for all who attend and participate in our ministries.

For questions regarding the policy, please contact a member of the Pastoral Team or the leader of the Safety Team.

First Baptist Church of Cleveland

Policies and Procedures for the Prevention of Child Abuse

Purpose

It is the purpose of the members and staff of First Baptist Church of Cleveland to provide a safe and secure environment for all children or adults with learning disabilities entrusted to our care. We do this to encourage their relationship with God and one another.

A safe and secure environment includes a formal, written policy to help prevent child abuse. The following policy and procedures are for the protection of our entire church family and guests at First Baptist Church of Cleveland.

Scope

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have work in any capacity with children or with adults with learning disabilities.

Definitions

For the purpose of this policy the following definitions shall apply:

1. The terms "Children" or "Minor" refer to any person under the age of eighteen (18), or any individual whose mental capacity is equivalent to that of a minor.
2. An "Adult" is any person aged eighteen (18) or older.
3. A "Worker" is any paid individual or volunteer, directly or indirectly involved with minors or entrusted with their care.
4. A "Teenage Worker" refers to an individual who is at least fourteen (14) years of age but has not yet reached eighteen (18), and who helps in caring for minors.
5. "Child abuse" is verbal, physical, emotional, or sexual harm to a minor.
6. "Criminal Background Check (CBC)" is a procedure used to gather pertinent information about any adult worker.

What is Child Sexual Abuse?

According to the U.S. Department of Health and Human Services, child sexual abuse refers to sexual acts, sexually motivated behaviors, or sexual exploitation involving children.

Sexual abuse can happen to children of all ages, from infants to teens.

Sexual abuse refers to behavior that harms a child's mental, emotional, or physical well-being. Sexual abuse includes:

- Nonconsensual sexual activity - sexual activity without consent between an adult and a child or between children of any age.
- Child sexual abuse also occurs when an adult, child, or minor teen uses a child to gratify sexual desires. This can involve varying degrees of violence and emotional trauma.

Worker Enlistment

1. All adults serving in Kids or Youth Ministries at First Baptist Church of Cleveland must complete a Volunteers Application and participate in a nationwide Criminal Background Check.
2. Background checks are performed prior to serving in these ministries and are repeated every two years.
3. Anyone with a history of sexual misconduct or child abuse cannot work in roles involving minors.
4. To teach (lead) any class involving minors, the adult must be a member of First Baptist Church of Cleveland for a minimum of two months.
5. A dated list of adults working with minors, including first and last names, will be kept in the church office and posted in children's areas for parents to view; it will be updated at least every six months or as needed.
6. All that work with minors are required to complete Child Abuse Prevention training bi-annually.

Whether disclosed voluntarily or by the result of the background check, the following items will automatically disqualify a volunteer from participating in leadership or supervision of any activities or programs with minors.

Any convictions for:

- Criminal homicide
- Aggravated assault
- Crimes related to the possession, use, or sale of drugs or controlled substances.
- Any sexual crime.
- Any crime involving a minor.

Specific Acts of Violation

The following conduct is prohibited during any activity or program and must be reported immediately to designated program staff once the safety of the minor involved has been ensured.

- Any direct observation or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse or evidence of abusive conduct toward a minor.
- Sexual advance or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of First Baptist Church of Cleveland
- Mental or Emotional injury to a minor.

- The presence or possession of obscene or pornographic materials at any function of First Baptist Church of Cleveland.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at First Baptist Church of Cleveland.

Worker Supervision

1. The church shall adhere to the “Two-Adult Rule” in all situations involving the changing of diapers, pull-ups, or clothing of minors. At no time shall a single worker be left alone with a child during activities that require undressing or changing.
2. Church staff will supervise on an ongoing basis and make unannounced visits to classes or other program sites from time to time.
3. In counseling sessions with minors, written parental permission must be obtained prior to a minister meeting privately with a minor, or the two adult rules shall be used. Written permission should be specific and include an expiration date (Ex: Monday at 10 for three months beginning on...)
4. If an adult is alone with one or more minors, for any reason, it should be in an open space, a room with an open door, or a closed door that has an easily viewable window.

Child Abuse Reporting

Individuals who have reason to believe that child abuse has occurred are required by law to report it within 24 hours. First Baptist Church of Cleveland policy also requires that such reports be made to one of the paid staff ministers.

- 911
- Cleveland Police Department (281) 592-2622
- Texas Abuse Hotline 1-800-252-5400 or www.txabusehotline.org

Upon the first suspicion of child abuse the following steps should be taken immediately:

- Do not treat the suspicion as frivolous.
- Commence the investigation immediately and conclude it as soon as possible.
- Maintain confidentiality of the investigation.
- Emphasize confidentiality between the victim and the accused.
- Cooperate fully with law enforcement.

- The Pastoral team member receiving the initial report will be responsible for confirming the facts reported and the condition of the child, on the same day the report is made. Use the *“Reducing the Risk”* checklist to complete the church/staff responsibilities.
- Data concerning the child (name, address, and other pertinent information) will be obtained through discussion with the initial reporter and records.
- The Senior Pastor will suspend any accused worker from all activities involving minors until the investigation is complete and if the accused is cleared by law enforcement.
- In instances where child abuse is confirmed, the Senior Pastor will immediately dismiss the worker from any position. Consideration of church membership termination should also be brought forth.
- In instances where evidence is inconclusive, the church must act depending on the strength of the evidence available and after consideration of the victim’s family request.
- The Senior Pastor should keep the congregation informed of the investigation with respect to the confidentiality of the situation. The congregation should hear from within the church rather than any form of media.
- The Senior Pastor should promptly begin planning for a response to the media and attempt to speak only through one contact person. The contact should emphasize the church position on child abuse, its concern for the victim, the steps taken to address the situation, and plan to reduce future risk and provide a safe environment for all.

Child Worker Enlistment Checklist

Must be completed prior to working with Children or Youth

TASK TO COMPLETE	COMPLETED BY (initial)	DATE
Provide copy of Policies and Procedures	_____	_____
Employee Application	_____	_____
Volunteer Application	_____	_____
Youth Application	_____	_____
Signed Policies and Procedures	_____	_____
Worker's Statement	_____	_____
Signed Background Check Form	_____	_____
Background Check Completed and Approved	_____	_____
Signed Reference Release	_____	_____
Completed Reference Form	_____	_____
References Checked	_____	_____
Church Membership Status	_____	_____
Photograph	_____	_____
Completed Sexual Abuse Training	_____	_____

Score ____ (certificate should be placed in Sexual Abuse Training Binder)

Employment Application

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way.

Today's Date: _____

Personal Information

Name: _____ Social Security Number: _____
Last, First MI

Present Address: _____
No. Street City State Zip

Phone: (____) _____ - _____ Email: _____

Are you over the age of 18? ☐ Yes ☐ No (If no, employment is subject to verification that you are of minimum legal age.)

What languages can you read, speak, and write fluently?

Are you a citizen of the United States? ☐ Yes ☐ No

If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? ☐ Yes ☐ No

Employment Information

Position applying for: _____ Date available to start: _____

What salary/hourly rate do you expect? _____

Type of employment: ☐ Full Time ☐ Part Time ☐ Temporary

What days and hours if part-time? Days: _____ Hours: _____

Have you ever applied for a job with us before? ☐ Yes ☐ No

Have you ever worked for us before? ☐ Yes ☐ No

Have you ever been bonded? ☐ Yes ☐ No

Have you ever been refused bond? ☐ Yes ☐ No

If yes, state the reason and date: _____

Have you ever been convicted of any crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, state the date, court, and place where offense occurred. _____

Have you ever been discharged or requested to resign from a position? ☐ Yes ☐ No

If yes, explain: _____

Does your present employer know of your plans to change employment? ☐ Yes ☐ No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? ☐ Yes ☐ No

How much time have you lost from work during the past year? _____

Would you have steady transportation to work? ☐ Yes ☐ No

Do you have any personal responsibilities or problems that may affect your daily attendance? ☐ Yes ☐ No

If yes, explain: _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

Education Information

High School Name: _____ City and State: _____

Year Graduated/Anticipated year: _____

Trade/College/University: _____ Major and Degree: _____

Year Graduated: _____

Seminary: _____

Describe any other specialized or professional training. _____

Military Service Record

Were you in the U.S. Armed Forces? ☐ Yes ☐ No If yes, what branch? _____

Dates of Duty: From _____ To _____

M D Y M D Y

List duties in the service including special training: _____

Prior Work Record (start with the most recent or present employer)

1. Name of most recent employer: _____

Address: _____

Phone: (_____) _____ - _____ Date of Employment: From _____ To _____

Name and Position of Immediate Supervisor: _____

Your Position, Title, and Duties: _____

Starting Rate: \$ _____ Ending Rate: \$ _____

Reason for leaving: _____

2. Name of most recent employer: _____

Address: _____

Phone: (_____) _____ - _____ Date of Employment: From _____ To _____

Name and Position of Immediate Supervisor: _____

Your Position, Title, and Duties: _____

Starting Rate: \$ _____ Ending Rate: \$ _____

Reason for leaving: _____

3. Name of most recent employer: _____

Address: _____

Phone: (_____) _____ - _____ Date of Employment: From _____ To _____

Name and Position of Immediate Supervisor: _____

Your Position, Title, and Duties: _____

Starting Rate: \$ _____ Ending Rate: \$ _____

Reason for leaving: _____

May we contact the employers listed above? ☐ Yes ☐ No

If no, indicate by number which one(s) you do not wish us to contact: _____

References

Do not list relatives or previous supervisors

Name: _____ Phone: (_____) _____ - _____ Years Known: _____

Name: _____ Phone: (_____) _____ - _____ Years Known: _____

Name: _____ Phone: (_____) _____ - _____ Years Known: _____

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigation or credit agencies or bureaus of your choice.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for an specified length of time.

I authorize the use of any information in this application and my attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such statements.

Signature of Applicant

Date

Workers Statement

Must be completed prior to working with Children or Youth

The information in this screening packet is correct to the best of my knowledge. I authorize any reference to provide any information including opinions, which they may have regarding my character and capability to work with minors. In consideration of the receipt and evaluation of this application by First Baptist Church of Cleveland, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempt to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in this screening form.

Should my application be accepted, I agree to be bound by the Bylaws and Policies of First Baptist Church of Cleveland and to refrain from unscriptural conduct in the performance of my services on behalf of First Baptist Church of Cleveland.

I further state that I have carefully read the foregoing release and know the contents thereof; and sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Print Name: _____ Date: _____

Applicant's Signature: _____

Print Witness Name: _____ Date: _____

Witness' Signature: _____

Background Check Consent

Must be completed prior to working with Children or Youth

I, _____ (applicant complete name), hereby authorize First Baptist Church of Cleveland and/or it's agents to make as independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained in my application packet.

I release First Baptist Church of Cleveland and/or it's agent and any person, or entity, which provides information pursuant to this authorization, from any liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above reference sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

Full Name - Printed

Maiden Name or other name

Phone

Email

Present Street Address

How long?

City, State, Zip

County

DOB

ID/DL # and State

Social Security

Previous Street Address if current is less than 7 years

How long?

City, State, Zip

County

Signature

Date

Reference Check

Must be completed prior to working with Children or Youth

Name of Applicant: _____

Position under Consideration: _____

Person called for Reference: _____ Phone: _____

1. In what capacity did you know the applicant? _____
2. How long did you know the applicant? _____
3. What specific duties did the applicant perform? _____

4. How would you rate their	Very Good	Average	Poor
(a) Performance	_____	_____	_____
(b) Supervision abilities	_____	_____	_____
(c) Independent work	_____	_____	_____
(d) Creativity	_____	_____	_____
(e) Loyalty	_____	_____	_____
(f) Attendance	_____	_____	_____
(g) Honesty	_____	_____	_____

5. How did the applicant get along with others? _____
6. Any unusual work habits? _____
7. What were the circumstances around their departure? _____
8. Would you rehire the applicant? ___ yes ___ no Why? _____
9. What were the applicants strong points? _____
10. Were there any negative aspects or weaknesses? _____
11. Any additional pertinent information? _____

12. Person called was:
- | | |
|--|--|
| ☐ Cooperative | ☐ Uncooperative |
| ☐ Pleasant | ☐ Unpleasant |
| ☐ Knew Facts | ☐ Hesitated |
| ☐ Willing to Help | ☐ Unwilling |

13. Final comments: _____
- _____
- _____

Person making call: _____ Title: _____ Date: _____

Verify the following if potential employee:

Position held: _____ Final rate of pay: _____

Dates From: _____ To: _____

Application for working with minors

Must be completed prior to working with Children or Youth

This form is to be completed for any position (paid or volunteer) involving the care or supervision of minors at Cleveland's First Baptist Church or event led by CFBC off campus.

Name _____
Last First Middle Suffix/Maiden

ID or DL # _____ State _____ Expiration _____

DOB _____ Phone _____ Email _____

Address _____

If less than one year

Previous Address _____

Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse? _____ yes _____ no. If yes, please explain: _____

Personal References | Must list three

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

If approved, a staff member will take your photo and attach to this application to file. A new photo will be taken every two years.

Youth Volunteer Application

Must be completed prior to working with Children or Youth

This form is to be completed for any position by a youth member involving the care or supervision of minors at Cleveland's First Baptist Church or event led by CFBC off campus.

Name _____
Last First Middle Suffix

ID or DL # _____ State _____ Expiration _____

DOB _____ Phone _____ Email _____

Address _____

I agree as a volunteer for Cleveland's First Baptist Church to abide by all Policies and Procedures for working with minors. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving at Cleveland's First Baptist Church.

Signature of Youth Date

I do not know of any reason why my child should not serve as a Youth Worker with Minors.

Signature of Parent/Guardian Date

If approved, a staff member will take your photo and attach to this application to file. A new photo will be taken every two years. Once youth turn eighteen, an adult volunteer packet is required to continue serving.

Minor Registration

Completion is required for each minor participating in any regular event or special activity organized by the church and its ministries.

Today's Date: _____

Child Name: _____

Child DOB: _____ Age on September 1, 2025: _____ 25/26 Grade: _____

Parent/Guardian: _____

Phone: () _____ Email: _____

Parent/Guardian: _____

Phone: () _____ Email: _____

Additional Person who may pick up: _____

(Children may only be picked up by an adult listed on this form, please let a volunteer know if someone unlisted will be picking up, ID required when picking up)

Child Address: _____

Allergies, Medical Conditions, or Learning Needs : _____

Are there any custody agreements that we should be aware of? If so, please include information: _____

Program:

Children

Youth

Homeschool CO-OP



Minor Registration

Completion is required for each minor participating in any regular event or special activity organized by the church and its ministries.

CONSENT TO TREAT AND RELEASE OF LIABILITY

In consideration of being accepted by First Baptist Church of Cleveland for participation in our **Children, Youth, or Homeschool CO-OP**, we (I), being 18 years of age or older, for ourselves (myself) (and for and on behalf of my child-participant, if said child is not 18 years of age or older) do hereby release, forever discharge and agree to hold harmless **First Baptist Church of Cleveland** and the directors thereof from an and all liability, claims, or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the child-participant that occur while said child is participating in the above described activity.

Furthermore, we (I) (and on behalf of our (my) child-participant if under the age of 18 years) hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein.

Further, authorization and permission is hereby given to said organization to furnish any necessary transportation, food, and lodging for this participant.

The undersigned further hereby agree to hold harmless and indemnify said organization, its directors, employees and agents, for any liability sustained by said organization as the result of negligent, willful, or intentional acts of said participant, including expenses incurred attendant thereto.

We (I) are the parent(s) or legal guardian(s) of this participant, and hereby grant our (my) permission for him or her to participate fully in our Children, Youth, or Homeschool CO-OP program, and the activities done there, and hereby give our (my) permission to take said participant to a doctor or hospital and hereby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and assume the responsibilities of all medical bills, if any.

Signature of parent or guardian

Date

Minor Media Release

Completion is required for each minor participating in any regular event or special activity organized by the church and its ministries.

Media Release

Thank you for allowing your child to be a part of our church family and ministry activities. This Media Release Form grants permission for the use of photographs, video recordings, audio recordings, and/or written statements of the minor listed below. These materials may be used by First Baptist Church of Cleveland to celebrate and share ministry moments through print publications, church presentations, digital platforms, and social media. By signing this form, you acknowledge that your child's likeness and/or statements may be used without compensation and that all media becomes property of First Baptist Church of Cleveland.

Child Name

Date

Parent Signature

I do NOT consent to the use of my child photo or video to be used.

Child Name

Date

Incident Report Form

To be completed immediately following any incident involving a minor

Reason for report _____

Date of Incident _____ Ministry _____

Name(s) and Age(s) of Minors Involved _____

Quote the child's first words verbatim _____

Briefly describe what happened _____

What action did you take? _____

Has the incident been resolved? ____ yes ____ no Explain _____

Were there any witnesses? ____ yes ____ no Name(s) _____

Signature of witnesses (if possible) _____

Report submitted to _____



Reducing the Risk Application Checklist

To be completed by: Pastor (Senior, Associate, or Youth) or Children's Director

Date: _____	Initial: _____	Remove the accused from the situation and suspend from all duties involving minors.
Date: _____	Initial: _____	Make written documentation of everything done and said. If the original reporter is a volunteer, both the volunteer and the staff accepting the report, will document the procedures taken.
Date: _____	Initial: _____	Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date: _____	Initial: _____	Immediately notify state authorities. Failure to report any suspected, alleged, or witnessed abuse is a crim.
Date: _____	Initial: _____	Immediately notify the Senior Pastor.
Date: _____	Initial: _____	Notify the Personnel Committee to begin internal and pastoral care process.
Date: _____	Initial: _____	Notify the insurance carrier of the incident immediately and comply with its investigation, if any.
Date: _____	Initial: _____	Cooperate with legal and state authorities in their investigation, if any.
Date: _____	Initial: _____	Prepare a written statement and designate a spokesperson to respond to media inquiries.
Date: _____	Initial: _____	Provide assistance to the alleged victim and their family in obtaining counseling or referral to a mental health professional, if needed.



Reducing the Risk Application Checklist

To be completed by: Pastor (Senior, Associate, or Youth) or Children's Director

Date: _____	Initial: _____	Respond to the needs of the families of the alleged victim and the accused to see a redemptive solution for all involved.
Date: _____	Initial: _____	Remind all workers of the need for confidentiality.
Date: _____	Initial: _____	Consider and respond to the concerns of other parents.
Date: _____	Initial: _____	The director of the affected ministry will respond to the pastoral care concerns of other parents.
Date: _____	Initial: _____	Within five days prepare a written report and send one copy to the state agency and provide another to the Senior Pastor.
Date: _____	Initial: _____	Make written documentation of persons contacted and action taken.

Submitted by: _____