

Balgonie Baptist Church

2023

Operations Manual

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SECTION A – GENERAL STATEMENTS & POLICIES

October 2019

AA

GENERAL STATEMENT

1. This Operations Manual shall be used to govern the body of believers known as BALGONIE BAPTIST CHURCH. It is designed to be a guide in providing policy and governance in the areas of church administration and operation.
2. It is recognized that all procedures cannot be adequately captured in writing; therefore, flexibility is also required, allowing the Church to fulfill its mandate under a spirit of intent.
3. This Operations Manual shall not conflict nor deviate from the written or intent of the constitutions of the North American Baptist Conference, the Saskatchewan Baptist Association, or Balgonie Baptist Church.
4. This document shall be considered a public document and shall be distributed upon request to active members and/or attendees of Balgonie Baptist Church. Such requests shall be processed through the general office.
5. The maintenance of this document shall be the responsibility of the Deacon Board.

October 2019

AB

MISSION STATEMENT

Balgonie Baptist Church Vision Statement

As followers of Jesus Christ, we will beseech God through earnest prayer to implement His will for us as individuals and as a body of believers. This will lead to reaching out to others within our sphere of influence at work, in our neighbourhood and with others we encounter. We will teach and disciple those who are willing. We will continue in this mission until Christ returns.

Seek . . . Outreach . . . Teach!

October 2019

AC

AFFILIATIONS

1. Balgonie Baptist Church is a member of the Saskatchewan Baptist Association and thereby is affiliated with the North American Baptist Conference. It shall give moral and material support to the projects and activities of the above mentioned Conferences.
2. The Confession of Faith of the North American Baptist Conference shall be the Confession of Faith of Balgonie Baptist Church. It accents the Bible as the supreme and final authority in all matters of faith, conduct, church polity, and discipline.
3. Balgonie Baptist Church accepts the Bible as the supreme and final authority in all matters of faith and practice.

October 2019

AD

DEFINITIONS OF TERMS

1. The name of the Church - "BALGONIE BAPTIST CHURCH" may be referred to as the Church or BBC.
2. Agency is any committee of Balgonie Baptist Church.
3. Conference shall refer to provincial or national conferences.
4. Baptist shall refer to this local church, provincial, national, or international – or any organizations sponsored directly by or affiliated with the North American Baptist Conference.

November 2020

AE

AMENDMENTS

1. Initiation of Amendment(s)

- 1.1. The Operations Manual may be approved, amended, or deleted by a vote of majority of the Deacon Board.
- 1.2. Any member or agency of the Church may initiate a proposed amendment by submitting it in writing to the Deacon Board.
- 1.3. The Deacon Board shall review and study the proposed amendment(s) within 90 days. Where such an amendment is in keeping with the mandate of the agency, such amendment shall be considered. Dialogue shall be encouraged between the Deacon Board and the agency submitting the proposal.
- 1.4. This section, Section A – General Statements and Policies, may only be amended by a vote of church members at a congregational meeting duly called as prescribed in Section B – General Governance Policies.
- 1.5. Deacon Board must seek approval from members to make changes to the Constitution.

2. Review and Adoption of Amendment(s)

- 2.1. Following the adoption of an amendment to the Operations Manual, such revision shall be noted and revised in the document within 60 days.

SECTION B – GENERAL GOVERNANCE POLICIES

October 2019

BA

MEMBERSHIP LISTS

1. The Church's membership and/or attending lists shall not be disclosed or in any way distributed to non-North America Baptist or para-church organizations.
2. The membership list shall be reviewed and updated annually by the Deacon Board before being circulated annually.

October 2019

BB

TYPES OF MEMBERSHIPS

The Church recognizes various forms of membership.

1. **Active Member** – believers who have been admitted into Church membership under the membership guidelines and procedures, and are active in the life and ministry of the church.
2. **Adherents** – are those who regularly attend this Church. They shall be granted fellowship in the Church, in accordance with all the policies and procedures of the Church.
3. **Inactive Member** – believers not active in the life and ministry of the Church.
4. **Members Under Discipline** – Believers who have been placed under the discipline of the Church by the Deacon Board because they have violated the principles of Scripture and/or the Church's Confession of Faith, and/or the Church's Constitution, and/or the Church's practices and are unrepentant and unwilling to change.

October 2019

BC

MEMBERSHIP

1. Application for

- 1.1. All applicants for membership in the Church shall be interviewed by at least one of the pastors or elders. All applicants shall be instructed in and shall be in adherence to the North American Baptist Confession of Faith and BBC's Constitution.
- 1.2. All applicants for membership shall submit a signed membership covenant.
- 1.3. A recommendation shall be presented to the Church. The acceptance of a presented membership recommendation shall be indicated through a show of hands or standing.

2. Qualifications

- 2.1. Any person is eligible to be considered for membership of the Church who:
 - 2.1.1. Confesses personal faith in the Lord Jesus Christ.
 - 2.1.2. Gives evidence of Christian character.

- 2.1.3. Is willing to submit to the Confession of Faith.
- 2.1.4. Is baptized upon his/her confession of faith.

3. Admission of Church Members

- 3.1. Any person is eligible to be considered for membership of the Church upon:
 - 3.1.1. Baptism by immersion upon confession of faith.
 - 3.1.2. Transfer upon confession of faith (person already baptized by immersion).
 - 3.1.3. By testimony upon confession of faith (person already baptized immersion).

4. Exit of Church Members

- 4.1. A person's membership may be released from the Church upon:
 - 4.1.1. Transfer to another church
 - 4.1.2. General release
 - 4.1.3. Exclusion

October 2019

BD

MEMBERSHIP DISCIPLINE

1. General

- 1.1. Any member or adherent under discipline shall be restricted from serving in any board or agency position.
- 1.2. Any member or adherent under discipline shall relinquish all rights and privileges of an active member or adherent, including but not limited to service, voting, and submitting proposals. Such privileges shall be restored upon repentance and acceptance by a vote of the Church.

October 2019

BE

TERMINATION OF MEMBERSHIP

- 1. **By Certificate of Transfer:** Any member in good standing may have their membership transferred to any sister church. Such a transfer is issued to a church, not to the individual.
- 2. **By Letter of Transfer:** If any member in good standing desires to unite with another evangelical church of another denomination, the Church may issue a certificate of baptism and letter of recommendation on behalf of the member to that church.
- 3. **General Release:** If a member becomes inactive for some reason known or unknown, the Deacon Board shall reserve the right to release the member from the Church membership after 24 months.
- 4. **Dismissal:** If a member requests a transfer to another church that we cannot recommend, the Church may provide a statement of standing and release the member from membership in the Church.
- 5. **Exclusion:** Any member not found living in accordance with the statement of faith and conduct as outlined by the Scriptures and accepted by the Church shall be the Church's spiritual concern. Reasonable means shall be employed to restore the member. If they persist in their waywardness, the Church shall be under obligation to exercise discipline even to the extent of exclusion. The Church's concern for their eventual restoration continues.

October 2019

BF

INACTIVE MEMBERS

1. Members not active in the life and ministry of the Church for a period of 6 months, without making known to the Pastor or Deacon Board their intention to be away for an extended period, shall be removed from membership as the Deacon Board deems appropriate.
2. In general, contact will be attempted every 6 weeks for 6 months.

October 2019

BG

VOTING

1. Matters which are appropriately decided by the congregation are to be so decided at a congregational meeting.
2. A simple majority vote of members greater than 50 percent, expressed by showing of raised hand, shall be decisive for all motions and decisions, except for major issues.
3. Major issues are those matters that are deemed to be such either by the Deacon Board or a majority of the congregation members present at a duly called congregational meeting.
4. All major decisions shall be decided by closed ballot.
5. In matters where the laws of the province restrict the age of eligibility for voting members, such laws shall be observed.
6. In all other areas of Church decisions or polity, it is understood that all BBC active members shall be granted voting privileges.
7. The Church shall decide what majority vote is required for major issues except for the following:
 - a. Calling or release of a pastor – 80 percent
 - b. Deacon Board ratification – 75 percent
 - c. Constitutional Amendments – 2/3 majorities
 - d. Church Building Programs – 2/3 majorities

November 2019**BH**

CONGREGATIONAL MEETINGS

1. Congregational meetings must be called by written notice presented to the active membership at a minimum of two (2) Sundays, (minimum eight (8) days), prior to the proposed meeting date. Such written notice shall be presented to the active membership by regular mail, church mailboxes, or other acceptable means.
2. In extraordinary circumstances, as determined by the Deacon Board, a congregational meeting may be called without complying with the notice requirements set out above. In these cases, reasonable effort, as determined by the Deacon Board, must be made to provide notification of the said meeting to all active members.
3. All business meetings shall be called by the Deacon Board.
4. The Deacon Chair shall preside as Chair for all congregational meetings of the Church unless otherwise provided for.
5. Congregational meetings shall be open to all members and adherents. Adherents shall be entitled to all aspects of business meeting participation with the exception of voting.
6. A quorum shall consist of those members and adherents present at a duly called business meeting.
7. The fiscal year shall be January 1 to December 31. An annual financial business meeting shall be held in the last quarter at which time budgets will be set and elections shall take place
8. An annual congregational meeting of the Church shall be held in the first quarter for the purpose of reviewing annual reports, setting new objectives, and reviewing the financial statements.

November 2019**BI**

ELECTIONS

1. The filling of all the Deacon Board, and Agency positions of the Church shall be by election at a duly called congregational meeting or in a manner directed by the Deacon Board in the interim. Also, in the interim, other than to its own board, the Deacon Board may appoint members or adherents to any vacant agency position as needed.
2. Terms of office for all positions shall be one (1) calendar year unless specifically noted in this Operations Manual.
3. Where agencies, committees, etc., are made up of positions requiring more than annual terms, the terms shall end in alternate years.
4. All Church Agency and Committee Positions shall be filled by people of faith who have spiritual insight and understanding. They shall be members or adherents in good standing with the Church, and are to serve the congregation through the agencies, committees, and areas they represent.
5. The chair, superintendent, or coordinator of any agency, ministry, or committee will be a member of the Church. The Deacon Board may recommend a non-member for such a position if it serves the best interest of the Church's mission and ministry.
6. Where there are more persons willing to serve on any agency than identified in such agency structure, elections of those individuals shall be allowed.

7. All agencies, committees, and other positions, etc., may have their chairperson individually elected to position.

November 2019

BK

AGENCY & BOARD GENERAL RESPONSIBILITIES

1. Accountability

- 1.1. The internal organization and governance of the Church and any internal agency shall be in accord with the Constitution.
- 1.2. Each agency is accountable to the general congregation and to the Deacon Board. The agency shall consult with and receive direction from the Deacon Board on matters that do not fall within their jurisdiction, or on matters that are unique in nature.
- 1.3. Each Agency Board or Committee member, and/or volunteer serving the Church, shall sign the Church's **Volunteer Conduct Policy** form. Such forms shall be administered by the Church Office Administration staff.

2. Responsibilities

Each agency within the Church shall be considered an arm of the Church in its total ministry and as such:

- 2.1. Each agency shall record minutes of all meetings and shall submit such minutes to the church office for filing. In situations where the Deacon Board is dealing with sensitive, personal, or spiritual issues, such items shall be excluded from the minutes as deemed appropriate by the Deacon Chair.
- 2.2. Each board or agency shall prepare an annual report to be submitted to the Church office in preparation for the first quarter congregational meeting.
- 2.3. Each board or agency shall prepare an annual budget for submission to the Deacon Board for the fourth quarter congregational meeting.
- 2.4. Each board or agency shall be responsible for financial management of their approved budget. Such accounting shall be done by monitoring all requests for payment and subtracting such expenses from the approved budget amount.
- 2.5. All funds submitted for reimbursement shall be submitted through the agency chair or coordinator. Such requests shall be submitted by way of a properly completed cheque requisition form, accompanied with a signed invoice and/or receipt. Failure to follow this accounting principle will result in delayed or no payment.
- 2.6. Expenditures that will result in exceeding an agency's approved budget allotment shall be submitted to the Deacon Board for approval prior to proceeding with purchase. Every attempt should be made to manage funds within the approved budget.
- 2.7. Each agency shall encourage mentoring and training of individuals interested in serving on their board. There shall be a limit of two (2) such positions on any board.
 - 2.7.1. Such persons shall be identified to the nominations committee and shall be in agreement with all volunteer requirements and criteria.
 - 2.7.2. Such persons shall be ex-officio agency members of the agency.

SECTION C – PASTORS & STAFF

November 2019

CA

THE SEARCH & CALL OF A PASTOR

1. The Church will authorize the Deacons to create a Pastoral Search Team.
2. A Pastoral Search Team, together with the Deacon Board, will make a recommendation to the church regarding any pastoral candidate.
3. The Church members will vote on the calling of a pastoral candidate by closed ballot.
4. A pastor may be called if a vote of 80 percent in favour to call is attained.

November 2019

CB

MINISTRY DESCRIPTION – SENIOR PASTOR

1. Take leadership in seeking and maintaining the vision and mission of BBC.
2. Work in tandem with the Deacon Board in implementing and maintaining the vision and mission of BBC.
3. Attend and report at the annual meetings of the Church and at the monthly meetings of the Deacon Board.
4. May attend any agency meeting of BBC as an ex-officio member.
5. Supervise and direct the work of associate pastors and support staff.
6. Responsible for the overall management of the Church as directed by the Deacon Board.
7. Superintend the preaching and teaching ministry of BBC.
8. Superintend baptism and membership at BBC.
9. Superintend the planning of Sunday and special services at BBC.
10. Superintend the visitation and counseling ministry of the Church.
11. Ensure there is a strong emphasis on local and global missions.
12. Participate in the life and ministry of the larger NAB Conference (provincial/national/international).
13. Strive to be a life-long learner and as such will consider opportunities for professional, personal, and spiritual development.

November 2019

CC

PASTORAL SALARY REMUNERATION

1. The Deacon Board will use the current Saskatchewan Baptist Association salary framework as the guide in determining salaries for pastors. Any variations from the Saskatchewan Baptist Association Salary Grid will be reviewed and ratified by the Deacon Board.
The Deacon Board will use the current Saskatchewan Teachers Federation salary as a guide for determining salaries for pastors. (www.stf.sk.ca)
2. A review (with recommendations) of a pastor's salary and benefits will take place annually by the Deacon Board and Treasurer before October 1. This review will include an in-person dialogue with each pastor concerning their present salary and benefits.
3. The Treasurer will prepare an annual Statement of Benefits containing the details of a pastor's salary, benefits, unused annual vacation credits and other pertinent details. This statement will be provided to the staff member and the Deacon Board by October 1 annually. The pastor will acknowledge receipt and concurrence with this statement by signing and returning a copy to the Deacon Board.

November 2019

CD

PASTORAL EVALUATIONS

1. Pastoral and support staff will receive annual evaluations.
2. The Senior Pastor will conduct evaluations for the associate pastor(s) and support staff. Results of the evaluation will be given to the Deacon Board for review.
3. The Senior Pastor and a member of the Deacon Board will participate when the evaluations are given.
4. The Deacon Board will complete the Senior Pastor's evaluation.
5. All pastoral and support staff evaluations should be completed by April 1.

November 2019

CE

PASTORAL PERSONAL SUPPORT

1. Within three (3) months of starting vocational ministry, each pastor at BBC will choose a personal support advisor (a couple if the pastor is married) from the membership of the church.
2. The name(s) of the personal support advisor(s) will be provided to the Deacon Board for approval.
3. Personal support advisors should be members in good standing at BBC, be mature in their faith, and be able to balance the values and mission of the church with those of the pastor.
4. Pastors and personal support advisors should strive to meet once every two months to dialogue on matters pertaining to the ministry of BBC
5. Personal support advisors are invited to discuss matters of concern directly with the Deacon

Board.

December 2019

CF

PASTORAL LEAVES

1. All leave for pastors and support staff will be approved by the Deacon Board with sufficient advance notice so as not to disrupt the normal operation of the church office and its ministries.
2. Requests for leave shall be emailed to the Deacon Board and copied to the Treasurer.
3. All staff will be granted leave in accordance with the labor laws of Saskatchewan. Statutory holidays are New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day. Boxing Day is also given to staff as a day off, however, it is not treated the same as statutory holidays in that if it falls on a regular day off it cannot be used at a later date. Additionally, the following table will serve as the annual vacation allowance guide for all pastoral staff beyond the minimums dictated by provincial legislation:

Completed 0-10 years of service at BBC:	15 days (standard labor law allocation)
Completed 10 years or more service at BBC:	20 days

4. Vacation days are advanced at the beginning of each calendar year. The number of days granted is based on years of service they will have completed in that calendar year. Accrual of annual vacation allowances is based on the BBC fiscal year.
5. Pastors are normally expected to take their vacation days within the year that they are earned to provide necessary relaxation and stress management. In view of the uncertainties around church schedules and planning, a pastor shall be entitled to carry-over up to five (5) days of annual leave per year to a maximum banked total of ten (10) days.
6. When staff members forfeit a regular day off to perform ministry responsibilities (minimum of four consecutive hours), they will be granted an EDO (alternate day off) in-lieu to be used as soon as it is workable with their ongoing ministry roles. EDOs apply to full-time staff and are to be used when they are specifically tasked to work on a normal day off or to participate in an event under their ministry role responsibility. Earned EDOs may not be used on Sundays nor are they to be earned during professional development or spiritual retreat periods. Some exceptions may be made when circumstances warrant. All EDOs will be approved by the Deacon Board.
7. All staff are permitted up to four (4) personal needs days per calendar year. Personal days are not sick or vacation days but rather days used to be for unexpected emergent or crisis needs (e.g. attend a family funeral, take care of a child who is sick, personal emotional health). Personal days cannot be carried over into a new calendar year.

Note: All amounts above are based on the staff person being employed full time by BBC for the full calendar year. In events where a staff member has not yet worked a full year, where they are part time or where their employment will be terminated within the calendar year, amounts will be pro-rated accordingly. For example, if employment begins July 1, the vacation days will be 50% of the annual earned amount.

December 2019**CG**

PASTORAL PROFESSIONAL DEVELOPMENT

1. Balgonie Baptist Church encourages its staff to be life-long learners. As such, up to one week of professional development will be provided to each staff member per year. In the event a staff member has a specific plan for an academic pursuit that requires more than the allocated amount, a request will be made to the Deacon Board for special consideration.
2. All professional development for staff must be approved by the Deacon Board. Staff seeking to enroll in any on-going, formal program of study (e.g. Master's degree) must have the approval of the Deacon Board. Whenever possible, professional development costs should be communicated to the Treasurer for budgeting purposes prior to October 31st.
3. All requests for professional development should include details of the training, an explanation as to how the training will benefit the applicant and the church, and detail the costs associated with taking the training.
4. Approval for professional development depends on the health and availability of the church's financial resources though every effort will be made to reasonably accommodate requests.

December 2019**CH**

PASTORAL SPIRITUAL RETREATS

1. All pastoral staff are expected to engage in an annual extended spiritual retreat to rejuvenate their walk with the Lord.
2. The nature, length and financial support of the retreat will be determined by the Deacon Board. Normally, the retreat is not expected to exceed one week in length and should provide an emphasis on spending quality individual time seeking God's will and hearing God's voice as it relates to the pastor's ministry.
3. Reasonable travel, meal and accommodation costs for pastoral spiritual retreats are reimbursable by BBC.

December 2019**CK**

PASTORAL DISCIPLINE

1. Reference manual being researched. Work with Ken Solberg, check Saskatchewan Labour laws, include Biblical reconciliation. We are missing a reference document that expounds on the attributes we expect in a pastor.

December 2019

CL

RESIGNATION OF STAFF

1. The Church requests that a formal letter of resignation be tendered four (4) weeks prior to the end of ministry. Associate pastors and support staff will submit their letter to the Senior Pastor who will communicate it to the Deacon Board. The Senior Pastor will submit his letter to the Deacon Board directly.
2. The Saskatchewan Baptist Association Regional Minister should be informed of a resignation as soon as is possible.
3. Staff leaving employment during a calendar year shall be paid for unused, earned vacation leave. A staff member leaving employment who has taken more vacation than earned shall have such overpayment deducted from any monies owed to her/him by Balgonie Baptist Church.
4. Any unused sick leave credits at the end of employment with Balgonie Baptist Church shall have no cash value.

December 2019

CM

HIRING ADMINISTRATIVE ASSISTANT

1. Authorization to fill an existing administrative assistant vacancy will be given by the Deacon Board.
2. The Senior Pastor will be directly responsible for the administrative assistant search process. The Deacon Board will meet with the Treasurer to arrange remuneration and benefit details for a new administrative assistant.
3. The Deacon Board will give approval to the hiring of any new administrative assistant. The Deacon Board will inform the Church of such hiring.

December 2019

CN

MINISTRY DESCRIPTION – ADMINISTRATIVE ASSISTANT

1. The Administrative Assistant is responsible for general administration of the church office. Details of this ministry are outlined in the ***Administrative Assistant Duties and Information*** document.
2. The Administrative Assistant will see helping the Senior Pastor as a key ministry role. Secondary to this is assisting the associate pastoral staff.
3. The Administrative Assistant will also, when able, assist members, adherents, and the general public.
4. The Administrative Assistant will provide an annual office budget together with the Senior Pastor and submit it to the Treasurer.
5. The Administrative Assistant will maintain the annual office budget.

6. The Administrative Assistant will strive to be a life-long learner and as such will consider opportunities for professional, personal, and spiritual development.
7. The Administrative Assistant will help with other duties as needed.

December 2019

CO

ADMINISTRATIVE ASSISTANT SALARY REMUNERATION

1. The Treasurer will use and maintain the current BBC Salary Grid as a guide in determining salaries for the administrative assistant.
2. A review (with recommendations) of an administrative assistant's salary and benefits will take place annually by the Treasurer and a designated member of the Deacon Board before October 1. This review will include an in person dialogue with each administrative assistant concerning their present salary and benefits and reflect the annual "Regina based Consumer Price Index rate of inflation" that may determine the cost of living salary increase.
3. The Treasurer will prepare and provide a Statement of Benefits containing the details of a administrative assistant's salary, benefits, unused annual vacation credits and other pertinent details. This statement will be provided to the administrative assistant and the Deacon Board by October 1 annually.

December 2019

CP

ADMINISTRATIVE ASSISTANT PROFESSIONAL DEVELOPMENT

1. Balgonie Baptist Church encourages its staff to be life-long learners. As such, up to one week of professional development will be provided to each administrative assistant per year. In the event an administrative assistant has a specific plan for an academic pursuit that requires more than the allocated amount, a request will be made to the Deacon Board for special consideration.
2. The Senior Pastor must approve all professional development requests by administrative assistant(s) before being forwarded to the Deacon Board. Wherever possible, requests with a financial component should be forwarded to the Deacon Board before October 31 so as to be included in the annual budget for the following year.
3. All requests for professional development should include details of the training, an explanation as to how the training will benefit the applicant and the church, and a detailing of costs associated with taking the training.
4. Approval for professional development is dependent upon the health and availability of the church's financial resources though every effort will be made to reasonably accommodate requests.

March 2021

CQ

ALL STAFF SICK, MATERNITY & PARENTAL LEAVE POLICY

1. Sick Leave Benefits

1.1. Paid sick leave is a form of insurance. It protects earnings when an employee is unable to work by reasons of a non-work-related injury or illness as well as preventative medical appointments and health treatments. As an employer, BBC supports the appropriate use of sick leave by employees to recuperate from injury or illness and to safeguard other employees in the workplace. BBC monitors the use of sick leave in order to ensure it is restricted to its intended purpose, to protect the integrity of this benefit for employees and to ensure there are no undue costs accrued to the church.

1.2. Administration of Sick Leave

Full-time employees earn 12 days of sick leave per calendar year (1 per month). For employees working less than full time, paid sick leave will be pro-rated based on the percentage of full-time hours worked. As sick leave is used, deductions are made from the employee's allotment. Sick leave credits can only be used for bona fide injury or illness. Paid sick leave days will not be available during extended periods of unpaid leave such as maternity or parental leave. Full-time employees carry over unused sick days to an accumulated maximum of 6 days (pro-rated for part time employees). Any sick days over 6 will expire at the end of December each year. Unused sick leave will not be paid out. Sick day notification will be sent via email to the Board of Deacons and copied to the Treasurer

2. Maternity / Parental Leave Benefits

2.1. Maternity Leave is granted based on the current legislation.

2.2. Parental Leave is granted based on the current legislation.

SECTION D – CHURCH GOVERNANCE STRUCTURE

December 2019

DA

DEACON QUALIFICATIONS

A Deacon is a mature follower of Jesus, committed to the spiritual and administrative well-being of Christ's body, possessing a godly character, wisdom, leadership abilities, and a solid understanding of scriptural truths.

1. In relation to God

- Holds firmly to scriptural truths (1 Timothy 3:9; Titus 1:9)
- Is wise and fair (Titus 1:8)
- Is able to teach/mentor (1 Timothy 3:2; 5:17; Titus 1:9)
- Is above reproach (1 Timothy 3:2,9; Titus 1:6)
- Not a new believer (1 Timothy 3:6)
- Loves what is good (Titus 1:8)

2. In relation to others

- Sincere (1 Timothy 3:8)
- Respectable (1 Timothy 3:2,8)
- Hospitable (1 Timothy 3:2; Titus 1:8)
- Not quarrelsome (1 Timothy 3:3)
- Not violent but gentle (1 Timothy 3:3; Titus 1:7)
- Good reputation with outsiders (1 Timothy 3:7)
- Not arrogant (Titus 1:7)
- Not a pursuer of dishonest gain (1 Timothy 3:8; Titus 1:7)

3. In relation to self

- Disciplined (Titus 1:8)
- Temperate, possesses balanced judgment (1 Timothy 3:2,8; Titus 1:7)
- Not a lover of money (1 Timothy 3:3)
- Self-controlled (1 Timothy 3:2; Titus 1:8)
- Not quick-tempered (Titus 1:7)
- Not arrogant (1 Timothy 3:3,8; Titus 1:7)

4. In relation to family

- Faithful to one's spouse (1 Timothy 3:2,12)
- Manages one's family well (1 Timothy 3:4,12; Titus 1:6)
- Has respectful and obedient children (1 Timothy 3:4-5,12; Titus 1:6)

December 2019

DB

THE DEACON BOARD

1. *Mandate*

The Deacon Board is the governing body of Deacons called and charged by the church to provide spiritual and supervisory leadership.

2. *Organization*

- 2.1. A minimum of four (4) to a maximum of six (6) voting members; consisting of Chair, Clerk; and two (2) to four (4) members at large.
- 2.2. All the Deacon Board members must be members of BBC.
- 2.3. All Deacon positions shall be voted in by closed ballot and shall have a three (3) year term.
- 2.4. Chair and Clerk shall be determined by the Deacon Board
- 2.5. Two (2) non-voting members, appointed by the Deacon Board, may be mentored as potential Deacons. Such members must be members of BBC. Terms of office shall be determined by the Deacon Board.
- 2.6. From time to time, the Deacon Board may apportion specific roles/portfolios to individual Deacons.
- 2.7. Pastoral Staff members may be granted ex-officio status.

3. *Duties*

- 3.1. To govern the overall affairs of the Church.
- 3.2. To superintend the vision and mission of the Church.
- 3.3. To superintend confessional integrity.
- 3.4. To establish and maintain the constitution, policies and job descriptions of the church, revising and updating as required.
- 3.5. To superintend member watch-care and discipline.
- 3.6. To superintend the ministry of Church staff.
- 3.7. To superintend fiduciary accountability of the Church.
- 3.8. To prepare an annual report and budget (Deacon Board).
- 3.9. To moderate annual meetings of the Church.
- 3.10. To prepare and recommend the final global budget to the Church.
- 3.11. To conduct an annual evaluation of the Senior Pastor.
- 3.12. To mentor those interested in serving as Deacons.
- 3.13. To employ an effective mean of communication to and gaining feedback from the congregation
- 3.14. To complete other duties as needed.
- 3.15. Meet with and encourage those serving in the church agencies.

November 2020

DC

DEACON CHAIR

1. *Mandate*

The Deacon Chair shall provide leadership to the Deacon Board and the Church body. The Chair shall serve in the best interests of the Church, and ensure that all matters pertaining to the Church are carried out in a satisfactory manner.

2. *Duties*

- 2.1. The Deacon Chair shall serve as an officer of the Church.
- 2.2. The Deacon Chair shall call, convene, and preside at all meetings of the Deacon Board and congregational meetings.
- 2.3. The Deacon Chair may create committees and appoint members to those committees where the function of that committee does not come under the jurisdiction of any existing board or committee.

November 2020

DD

DEACON CLERK

1. *Mandate*

The Deacon Clerk shall assist the Deacon Chair in providing leadership to the Deacon Board and the Church body. The Clerk shall serve in the best interests of the Church, and ensure that all matters pertaining to the Church are carried out in a satisfactory manner.

2. *Duties*

- 2.1. The Deacon Clerk shall serve as an officer of the Church.
- 2.2. The Deacon Clerk provides members with required meeting notices, prepares agendas and provides guidance on proper meeting procedures.
- 2.3. The Deacon Clerk takes minutes at board meetings, or designates a person for the task, and reviews and distributes the approved minutes.
- 2.4. The Deacon Clerk prepares and maintains board records, such as minutes and committee reports, and ensures the accuracy and security of the records.
- 2.5. The Deacon Clerk shall serve in the absence of the Chair at their request, and shall assist the Chair in every way possible including, but not limited to:
 - 2.5.1. The Deacon Clerk may call, convene, and preside at all meetings of the Deacon Board and congregational meetings.
 - 2.5.2. The Deacon Clerk may create committees and appoint members to those committees where the function of that committee does not come under the jurisdiction of any existing board or committee.

December 2019

DE

TREASURER

1. Mandate

The Treasurer shall be the legal custodian of all Church monies and assets. The Treasurer shall in all areas ensure that financial accountability remain above reproach to legal, civil, and spiritual authority. The Treasurer shall assist the Deacon Board in representing the Church in all legal, business and financial matters as directed by the Church.

2. Organization

- 2.1. The Treasurer shall be elected to position by the congregation.
- 2.2. Terms of office shall be for a one (1) year term.
- 2.3. By virtue of this office, the Treasurer shall be a non-voting, ex-officio member of the Deacon Board.
- 2.4. The Treasurer, with the approval of the Deacon Board, may contract with an outside firm to perform accounting functions as needed.
- 2.5. The Treasurer may ask the Deacon Board for an assistant. Such a person shall be a church member in good standing. The Deacon Board shall approve such individual and following approval, the individual may be formally approached by the Treasurer. Should the individual formally consent, such agreement shall be relayed to the Deacon Board.
- 2.6. The assistant's term shall be 1 year, subject to review and mutually agreed to renewal.

3. Duties

- 3.1. To superintend the financial affairs of the Church.
- 3.2. To superintend the Student Bursary Fund.
- 3.3. To superintend the Local Ministries Fund.
- 3.4. To prepare an annual budget (Treasurer).
- 3.5. To prepare a global annual budget with the Deacon Board.
- 3.6. To submit an annual global financial statement for audit purposes.
- 3.7. To superintend the annual financial audit (recommendation is external audit).
- 3.8. To submit a written monthly financial report to the Deacon Board.
- 3.9. To confirm compensation for all external service providers (i.e. janitorial services) in consultation with any other board/committee having responsibility for that service.
- 3.10. To prepare contribution statements for donors upon request.
- 3.11. To mentor those interested in serving as Treasurer.
- 3.12. To complete other duties as needed.

SECTION E – FINANCIAL POLICIES & PROCEDURES

March 2021

EA

FUNDS DISBURSEMENT

1. The Deacon Board designates four signing authorities for funds dispersal on behalf of BBC. They are the Treasurer, the Deacon Board Chair, the Deacon Board Clerk, and the Assistant Treasurer.
2. An authorized approval signature will be required on all cheques or bank instruments where fund disbursement is involved. Preferred signatures are the Deacon Board Chair, Deacon Board Clerk, and the Assistant Treasurer. To maintain appropriate segregation of duties the Treasurer does not sign cheques but has signing authority for financial control purposes.
3. Online payments are the responsibility of the Treasurer. Authority is delegated for all standard utility online payments and other church related disbursements that may become available online.
4. Two members of the Deacon Board will review the monthly bank statement(s), sign them and return to the treasurer for filing.

December 2019

EB

DISBURSEMENT AUTHORIZATION

1. Payments made on behalf of BBC committees/agencies shall be approved by the committee/agency chair within the parameters of policy BK 2.5.
2. All Pastoral and Administrative staff expenses will be approved by the Senior Pastor with the exception of his own expense submissions. The Senior Pastor's expenses will be approved by the designated Deacon Board member or alternate.
3. All pastoral expenses shall be individually itemized and accompanied by a brief explanation of the purpose behind the expense and the persons involved in the expense. Re-fillable gift cards will not be considered a reimbursable expense as they do not provide the required transparency into individual purchases.
4. The purchase of gifts for staff or ministry volunteers is an acceptable practice with approval by the Deacon Board. Non-cash gifts to a value less than \$500 are considered non-taxable. Gift cards should not be used for this purpose as they are considered a taxable benefit by Canada Revenue Agency. The use of gift cards in all agencies should be restricted as well unless approved by the Deacon Board.

December 2019

EC

SOLICITATION OF FUNDS

1. Since we are members of the North American Baptist Conference, BBC's primary giving to

missions, by this church as a body, will be to organizations such as NAB Missions.

2. Balgonie Baptist Church cannot and will not try to restrict the giving by members to organizations outside of NAB supported organizations. Rather, BBC encourages each person to give to Christian organizations as enabled by God and led by the Holy Spirit.
3. BBC will not provide membership lists for solicitation of funds. However, BBC will not discourage individual contacts with members by a non-NAB Christian organization.
4. Presentations which inform the BBC congregation about non-NAB Christian organizations and any request for funds from the congregation outside of a BBC program must be approved in advance by the Deacon Board.

December 2019

ED

BURSARIES

1. Bursary Award Schedule

- 1.1. A bursary of \$500.00 shall be available to any student enrolled in a Bible School, Discipleship Training program or Seminary.

2. Bursary Guidelines

- 2.1. A BBC bursary is intended to demonstrate tangible support to a BBC student in their Bible/Christian studies at a recognized, accredited and approved Bible school/college/discipleship organization by providing financial support.
- 2.2. An annual BBC bursary is available to BBC members who have been active participants in the life and ministry of the church.
- 2.3. Applicants interested in receiving a BBC bursary must complete an application, provide the requested supporting documents and meet personally with the Senior Pastor.
- 2.4. An applicant may apply for only one bursary.
- 2.5. All BBC bursary amounts are dependent upon the financial health of the church and the number of applications received.
- 2.6. All successful applicants must be available to give a public testimony of their school/training experience.
- 2.7. Applicants who are not members of BBC can apply for one bursary. In addition to the above stated application requirements, non-member applicants must submit a written testimony of their Christian faith and an explanation as to why they have chosen not to be baptized or become members at BBC.
- 2.8. The Senior Pastor in consultation with the Deacon Board can make exceptions to the above guidelines and awards in unique circumstances if the best interest of BBC is served by doing so.
- 2.9. Applications should be submitted by September in order to be awarded in January.

March 2021

EE

SUNDAY OFFERINGS

1. All giving, unless designated to an approved designated fund, will go to the General Fund.
2. Those wishing a receipt for their financial gifts should use a church provided offering

envelope. They should also use the personal donor number assigned by the Church Treasurer. First time donors not having an assigned number will be assigned one for use in subsequent donations and gifts.

3. With respect to designated giving, the donor will relinquish all control over donated gifts once submitted. Funds designated for a certain project or ministry will be used for that project or ministry. The donor gives the Deacon Board authority to use any remaining funds for other similar purposes if the project or ministry is fully funded or if it cannot be reasonably carried out.
4. The purpose of a Designated Fund is to segregate giving to a particular project. The fund may not have a separate bank account but will be accounted for separately by the Treasurer.
5. The approval process to create a designated fund requires concurrence with the Treasurer and Deacon Board with final approval by the members at a Business Meeting.
6. The steps to have a Designated Fund created are:
 - 6.1. Six weeks notice to the Deacon Board and Treasurer,
 - 6.2. Followed by three weeks before a Business Meeting. (per section BH)
7. The Memorial Fund is a special type of Designated Fund for one time gifts in memory of a deceased person. The funds may be designated in consultation with the family and the Deacon Board.
8. Designated Fund names and balances will be published once per quarter.

February 2023

EF

HONORARIUMS

1. It is the Church's policy at this time that a speaker invited to BBC will be given \$200 for a single or first session and \$125 per session thereafter, with the committee bringing the speaker in having the flexibility to deviate from that guideline if circumstances warrant.
2. Such honorariums shall be the responsibility of the appropriate committee and shall fall within their annual approved budget.
3. Guest speaker's lodging, meals, and travel expenses should, in general terms, be paid for by the Church, and from the appropriate committee's budget.
4. Those attending BBC serve as volunteers and do not qualify for honorariums.

June 2021

EG

BENEVOLENCE FUND

Guidelines

1. It is BBCs policy that benevolent fund be administered by the pastor or a board member who may, at their sole discretion, provide up to \$150 to a person requesting assistance, in person.
2. For persons not at arms-length, or repeaters, the approval of three (3) of the above persons is needed.
3. The person requesting assistance must be connected to the community or congregation. Hitchhikers are considered part of our community if they are present in the church. We will not discriminate based on religion, sexual orientation, gender or race.

BBC OPERATIONS MANUAL

4. Identification must be provided. Youth and children must be accompanied by an adult. A health card is sufficient identification for all cases. If no ID is provided, there will be no gift. If ID cannot be produced for children, contact the RCMP.
5. Where possible payment will be made to the vendor directly or a gift card will be supplied. An invoice is needed for the Treasurer for reimbursement (attached to the transaction record – Appendix ???).
6. The individual will be prayed with and given a tract or Bible. This is a gift from God given to them at their time of need. The individual should be prayed for at the next Deacon Board meeting.
7. A transaction record is maintained (Appendix ???) and is confidential to those who need to know. After approval, the transaction record will be given to the Treasurer as a request for reimbursement.
8. If a person wishes to have a way to provide private benevolence anonymously (non-receipted), we can accommodate this.

Notes:

An amount for the church ministries fund is budgeted at our annual budget meeting. Our budgeted amount is not large. If we run out of budgeted amounts before time is up, we will solicit special offerings from the congregation (per section EE – Sunday Offerings).

Levels of Support

The Deacon Board of the church is responsible for administering the Benevolence Fund within established guidelines. There are three levels of approved benevolence ministry:

A. Basic (up to \$150.00 per situation)

Any Deacon may approve this level of assistance in each single situation. The Senior Pastor may also approve this level of assistance but must inform the Deacon Board in writing. Repeat support at this level places the assistance at the Intermediate level.

B. Intermediate (\$150.00 to \$750.00)

A majority of the Deacon Board may approve this level of assistance in each single situation. A phone poll with corresponding documentation may be used if necessary. Repeat support at this level places the assistance at the Advanced level.

C. Advanced (over \$750.00)

This level of assistance per situation may be approved by a two-third majority at a meeting of the Deacon Board, subject to meeting all specified criteria.

Notes:

Procedural approval will take place at the next Deacon Board meeting with only basic information to be included in the minutes. Deacons and those consulted must disclose conflicts of interest (e.g., where proposed assistance involves a family member) and excuse themselves from the related discussion and decision.

Eligibility

1. All assistance, including reporting, shall comply with the requirements of the Income Tax Act and Regulations. The assistance must be charitable under the law.
2. Needs that will be considered for benevolent assistance include the following:
 - 2.1. An accident that results in financial needs.
 - 2.2. An unavoidable unemployment situation.
 - 2.3. Families that encounter legitimate financial difficulties:
 - 2.3.1. Individuals that are in need of special education/ training opportunities due to social, emotional, delinquency, or related difficulties. These opportunities should

serve to help the individual for the greater good of society in the short and long-term.

- 2.3.2. Medical treatments and related expenses prescribed by a recognized Canadian medical professional not covered by a public or private insurance/medical plan.
- 2.3.3. Other situations of demonstrated need.
3. When financial assistance is provided consideration should also be given to meeting the spiritual, physical, mental, emotional, and other needs of the party receiving assistance. This will be done in consultation with the pastoral staff and/or the care team and/or other qualified professionals.
4. The Church will not participate financially (funding or receipting) in projects which the law considers to be private benevolence.
5. Duration of charity
 - 5.1. The church will provide assistance for a specific need that is not expected to involve a long-term commitment.
 - 5.2. When a major need arises, other possible sources for assistance will be explored with the party in need (e.g., community and/or government programs).

January 2020

EH

TRAVEL POLICY

1. No rigid policy is established, however in general, all travel costs regarding special speakers, youth groups, convention attendance, etc., shall be approved in advance through the Deacon Board.
2. Any person(s) attending a convention as a recognized delegate from BBC shall be eligible for compensation or subsidization of travel, food, and lodging expenses.
3. The Deacon Chair shall make the Treasurer aware of approved delegates and compensation or subsidization rates in any situations outside the policy noted below.
4. The Church or the Deacon Board shall solicit and approve the number of delegates that attend conferences or conventions.
 - 4.1. Provincial Conferences
 - 4.2. Canadian Conferences
 - 4.3. International Conferences
5. Staff, individual Boards and Agencies of the Church shall include required travel expenses in their annual budgets.
6. **Travel Allowances:**
 - 6.1. **By Car in Town**
 - 6.1.1 Mileage allowance will be set from time to time by the Deacon Board. At present it is pegged to the Saskatchewan Government allowance. This is available only to staff at this time but requests from others, in advance of the travel, may be submitted to the Deacon Board for consideration.
 - 6.2. **By Car out of Town**
 - 6.2.1. Mileage allowance shall be equal to the lesser of the allowance of the Saskatchewan Baptist Conference or the cost of a rental vehicle and estimated fuel costs. Extenuating circumstances may allow for special adjustments of mileage rates by the Deacon Board.
 - 6.2.2. Where several delegates travel to conventions, carpooling is encouraged,

however the church recognizes this may not be possible in all cases.

6.2.3. Reasonable and actual expenses shall be compensated for meals when traveling for long distances.

6.2.4. Lodging expenses shall be compensated or subsidized if required.

6.2.5. Receipts must accompany all expense claims.

6.3. Out of Province & Air Travel

6.3.1. All air travel shall be approved through the Deacon Board.

6.3.2. Where there is out of province travel required and the delegate chooses to travel by car, mileage reimbursement shall not exceed the cost of an economy airline ticket.

January 2020

EI

AUDITORS

1. Mandate

To audit all financial records of the church to assess and ensure that Federal and Provincial laws and statutes relating to finances of charities are being adhered to.

2. Organization

2.1. The Deacon Board shall appoint from the Church membership or hire an external and independent auditing firm.

2.2. A minimum of two members must comprise an internal auditing team.

3. Duties

3.1. To ensure that the Church financial records adhere to Federal and Provincial laws and statutes relating to church and charitable organizations.

3.2. To ensure that the financial integrity of the Church is being preserved, based on the highest standards.

3.3. To report its findings to the Deacon Board.

3.4. To identify any discrepancies as they relate to Federal and Provincial laws, including standard acceptable accounting practices.

3.5. To make recommendations to the Deacon Board for church financial operation procedures as they relate to this mandate.

January 2020

EK

SPECIAL EXPENDITURE GUIDELINES

The following guidelines express direction to staff and volunteers for transparent stewardship and adherence to CRA regulations.

1. Staff and volunteers will not acquire gift cards for any purposes related to the ministry of the Church.

SECTION F – FACILITY POLICIES & PROCEDURES

January 2020

FA

FACILITY & EQUIPMENT USE

1. Use of Church Equipment and Assets

2.1. No equipment shall be used without consent from the Facility Board or Church staff.

2.2. A facility / equipment use form will be completed – Appendix ???.

2.2.1. Guidelines

- Facility use must be in harmony with BBC values and Confession of Faith.
- Suggested facility use fees apply to all members, adherents and sponsored events.
- Facility user must be a BBC adherent/member, sponsored by a BBC adherent/member or approved by the Deacon Board.
- Facility use must be approved by a BBC staff or Facility Board member.
- A Facility Use Form must be submitted to a BBC staff member prior to date of use.
- A damage deposit of \$500 may be requested, and if so, must accompany the Facility Use Form in order for the usage agreement to take effect. The deposit will be returned if the facility is clean & undamaged.
- Facility user should be prepared to provide a Certificate of Insurance.
- Adherent/member supervision must be arranged for all non-adherent facility usage. A suggested fee will be assessed for such supervision if no volunteer is available.
- Suggested fees will not be assessed for: BBC ministry usage or SBA affiliated usage or events sponsored by BBC members or adherents, which invite the whole church such as weddings, baby showers or funerals.
- BBC staff offices, photo-copy room and library will not normally be included in any facility use agreement.
- BBC staff or a Facility Board member may amend suggested fees.
- BBC has the right to cancel any facility usage.

2.2.2. Conditions

- Smoking or the consumption of drugs or alcohol is not permitted in the church.
- Please be sure that:
 - the facility you booked for your function is left tidy and has been swept and vacuumed as necessary (vacuum is in the furnace room),
 - any rearranging of furniture (tables & chairs) or equipment is restored to its proper storage place or original location.
- You are responsible to make sure all attendees at your function are aware of the actual areas that you have booked (excluding washrooms which are centrally located) as there may be other functions taking place at the same time.
- Children must be under supervision at all times.
- Showering glitter, confetti or rice at weddings, inside or outside the church is prohibited.
- No candles will be allowed in the church unless approved.

January 2020

FB

JANITORIAL SERVICES

1. Janitorial Services & Duties

- 1.1. Janitor is responsible for duties as stated in the Janitorial contract.
- 1.2. Purchase cleaning supplies as required and necessary. Purchases are at the expense of BBC.
- 1.3. Coordination, management and an annual service evaluation shall be the responsibility of the Facility Board.
- 1.4. Salary negotiations (if a compensated activity) shall be the responsibility of Deacon Board in consultation with the Facilities Board.

2. Janitorial Evaluation

- 2.1. Facility Board will review the services and duties with the Janitor(s) and ensure they are being fulfilled satisfactorily.

SECTION G – CHURCH AGENCIES

The chair, superintendent, or coordinator of any board, agency, ministry, or committee will be a member of the Church. The Deacon Board may recommend a non-member for such a position if it serves the best interest of the Church's mission and ministry.

January 2020

GA

AUDIO VISUAL COMMITTEE

1. Mandate

To provide the church with audio-visual support and ensure that it is managed appropriately.

2. Organization

- 2.1. Coordinator
- 2.2. The coordinator may recruit volunteers as needed.

3. Duties

- 3.1. To be responsible for A/V services during all worship services, weddings, funerals, conferences, church sanctuary rentals, etc.
- 3.2. To investigate and recommend A/V direction to the Church body in order to maintain technical compatibility with the Church's needs.
- 3.3. To be responsible for storage and use of all audio-visual equipment, as well as its allocation and repair.
- 3.4. To oversee the operation of all sanctuary sound, lighting, and visual mediums.
- 3.5. To record Sunday services and others as requested.
- 3.6. To set an annual budget for review with the Deacon Board.
- 3.7. Submit minutes of meetings to the Deacon Board.
- 3.8. Submit a written annual report to the Church.

January 2021

GB

CHILDRENS CHURCH

1. Mandate

To plan and conduct a program for the children which will provide spiritual education and nurture to the children during the Sunday morning services.

2. Organization

- 2.1. Coordinator

3. Duties

- 3.1. To select the staff in accordance with the Church's beliefs and Christian objectives.
- 3.2. To provide assistance and leadership to the staff members as the need arises.
- 3.3. To provide Children Church workers for the children during morning services and at other services as the need arises.
- 3.4. To ensure all volunteers have a Criminal Record Check for the Vulnerable Sector on file.

- 3.5. To ensure that required supplies are provided.
- 3.6. Evaluate the program throughout the year.
- 3.7. Submit a written annual report to the Church.
- 3.8. To set an annual budget for review with the Deacon Board.
- 3.9. Submit minutes of meetings to the Deacon Board.
- 3.10. For Policy and Procedure Guidelines please see Appendix ???.

February 2020

GC

CONGREGATIONAL CARE

1. *Mandate*

To foster fellowship and care to people in the church.

2. *Organization*

- 2.1. Coordinator
- 2.2. One or more members or adherents
- 2.3. The coordinator may recruit volunteers as needed.

3. *Duties*

- 3.1. Purchase cards and stamps.
- 3.2. Send birthday, sympathy, get well, congratulation, encouragement and anniversary cards to church members and adherents (list to be provided by the Church Office).
- 3.3. Place bibles in memory of deceased congregational members (from the Gideons or the Canadian Bible Society).
- 3.4. Provide Bibles to baptismal candidates.
- 3.5. Give graduation cards and gifts to High School and Post-Secondary graduates.
- 3.6. Organize meals for families during recovery from illness or surgery, keeping in mind any special dietary needs.
- 3.7. Arrange for gift baskets or flowers for members or adherents in hospital.
- 3.8. Arrange for wedding and first-born baby showers if not initiated by family and friends.
- 3.9. Arrange for bulletins to be mailed to members and adherents who can't regularly attend services when requested.
- 3.10. Provide cookies and small gifts of encouragement throughout the year as appropriate.
- 3.11. Purchase items for Christmas hampers for local missionaries.
- 3.12. Provide Christmas hampers to community families in need (usually two to three hampers). This is based on recommendations from the congregation.
- 3.13. Submit a written annual report to the Church.
- 3.14. To set an annual budget for review with the Deacon Board.
- 3.15. Submit minutes of meetings to the Deacon Board.

4. *Spending Policy*

- 4.1. The following are guidelines.

Graduation gifts	\$25.00 - \$30.00
Gift baskets	\$25.00 - \$30.00
Local Missionary Christmas hampers	\$80.00 - \$100.00
Christmas hampers	\$50.00 each
Bibles	\$35

January 2020**GD**

FACILITY BOARD

1. *Mandate*

The Facilities Board shall be the physical custodian of the church's physical and material assets.

2. *Organization*

- 2.1. Chairperson
- 2.2. Two members or adherents
- 2.3. Chair shall be voted to position by BBC
- 2.4. One (1) non-voting member, appointed by Facility Board, to be mentored as potential Facility Board member. Terms of office shall be determined by the Facility Board.

3. *Duties*

- 3.1. To manage and maintain the Church building, property, and inventory.
- 3.2. To superintend the use or rental of the Church building and inventory.
- 3.3. To coordinate and manage janitorial services. If an external service is contracted to provide janitorial duties, the Facility Board shall conduct an annual review of the services rendered with respect to the stated janitorial duties as well as make annual recommendations to the Deacon Board regarding compensation or contract revisions.
- 3.4. To plan and arrange an annual work bee.
- 3.5. To set an annual budget for review with the Deacon Board.
- 3.6. To prepare and maintain a three (3) year plan for church building repairs and improvements. Such plan shall be submitted annually to the Deacon Board.
- 3.7. To mentor those interested in serving as Facility Board members
- 3.8. To submit minutes of meetings to the Deacon Board.
- 3.9. Submit a written annual report to the Church.

January 2020**GE**

KITCHEN

1. *Mandate*

To coordinate the food and refreshment requirements of the church.

2. *Organization*

- 2.1. Chairperson
- 2.2. Two members or adherents

3. *Duties*

- 3.1. To coordinate the preparing and serving of refreshments on Sunday morning.
- 3.2. To be responsible for the supplies in the kitchen – lending, buying, etc. General kitchen and food supplies may be purchased by committee, providing such purchases are in keeping with the committee mandate, and such funds have been budgeted for.
- 3.3. Any major capital purchases or requests must be processed through the Deacon Board for approval prior to proceeding.
- 3.4. To maintain the cleanliness and good working order of the kitchen facility.

- 3.5. To ensure sanitary handling of food.
- 3.6. Submit a written annual report to the Church.
- 3.7. To set an annual budget for the purpose of supplying food for church-sponsored events.
- 3.8. Submit minutes of meetings to the Deacon Board.

January 2020

GF

LIBRARY COMMITTEE

1. *Mandate*

To provide and manage library materials for use by the Church.

2. *Organization*

- 2.1. Librarian

3. *Duties*

- 3.1. Promote use of the Library.
- 3.2. Maintain the resource center properly, seeing that the books and materials are in good condition and the display at the center is clean, orderly, and attractive.
- 3.3. Select, purchase, and process material for circulation.
- 3.4. Prepare and keep up to date a manual of internal resource policies and procedures.
- 3.5. To set an annual budget for review with the Deacon Board.
- 3.6. Submit minutes of meetings to the Deacon Board.
- 3.7. Submit a written annual report to the Church.

January 2021

GG

MIDWEEK CHILDREN'S CLUBS

1. *Mandate*

The Committee shall provide leadership to the Clubs leaders in order for children and their families to be reached for Christ and be brought into Christ's church, or if already in a church, that they be trained in the Christian life.

2. *Organization*

- 2.1. Chairperson
- 2.2. Two members

3. *Duties*

- 3.1. To select the staff in accordance with the Church's beliefs and Christian objectives.
- 3.2. Provide staffing for the Clubs program in accordance with the policies set out by the Church.
- 3.3. Identify objectives and goals at the beginning of each year.
- 3.4. Ensure that the activities, objectives, and plans of the Clubs are in accordance with the national organization (i.e. Club DJ).
- 3.5. To inform and involve parents in the program.
- 3.6. To provide assistance and leadership to the staff members as the need arises.
- 3.7. To ensure all volunteers have a Criminal Record Check for the Vulnerable Sector on

- file.
- 3.8. To ensure that required supplies are provided.
- 3.9. Evaluate the program throughout the year.
- 3.10. Submit a written annual report to the Church.
- 3.11. To set an annual budget for review with the Deacon Board.
- 3.12. Submit minutes of meetings to the Deacon Board.
- 3.13. For Policy and Procedure Guidelines please see Appendix ???.

January 2020

GH

MUSIC LEADERSHIP TEAM

1. *Mandate*

To provide for the music ministry needs of the church.

2. *Organization*

- 2.1. Chairperson (not necessarily on a worship team).
- 2.2. One or more Members.
- 2.3. The Senior Pastor (ex-officio).

3. *Duties*

- 3.1. Recruit volunteers for, and organize, worship teams for Sunday services and special events.
- 3.2. Monitor all aspects of the music ministry.
- 3.3. Manage the tuning and care of the sanctuary piano.
- 3.4. Manage the music files and resources.
- 3.5. Submit a written annual report to the Church.
- 3.6. To set an annual budget for review with the Deacon Board.
- 3.7. Submit minutes of meetings to the Deacon Board.

January 2020

GI

PERSONNEL COMMITTEE

1. *Mandate*

To discern and ascertain spiritual and personal gifts of believers who identify with BBC for the purpose of providing personnel resources for the required positions, boards, and agencies.

2. *Organization*

- 2.1. Personnel Committee is appointed annually by the Deacon Board.
 - 2.1.1. Chairperson
 - 2.1.2. Two members or adherents
 - 2.1.3. One Deacon

3. *Duties*

- 3.1. To prepare a list of nominees for the annual church elections meeting. The list of nominees shall be presented to the Deacon Board for review and approval. The current list shall be presented to the Church body no less than seven (7) days prior to the elections meeting. The final list shall be approved by the Deacon Board prior to the

- elections meeting.
- 3.2. To be informed of the various ministries of BBC including the present and anticipated personnel needs.
- 3.3. To assist the various boards and agencies in finding additional personnel requirements.

January 2021

GK

VACATION BIBLE SCHOOL COORDINATOR

1. *Mandate*

To plan, organize and implement a children's Vacation Bible School during the summer.

2. *Organization*

- 2.1. Coordinator.
- 2.2. The coordinator may recruit volunteers as needed.
- 2.3. The Senior Pastor (ex-officio).

3. *Duties*

- 3.1. To plan, organize and implement a children's summer vacation Bible School in consultation with pastoral staff.
- 3.2. To select the staff in accordance with the Church's beliefs and Christian objectives.
- 3.3. To provide assistance and leadership to the staff members as the need arises.
- 3.4. To ensure all volunteers have a Criminal Record Check for the Vulnerable Sector on file.
- 3.5. To ensure that required supplies are provided.
- 3.6. Evaluate the program throughout the year.
- 3.7. Submit a written annual report to the Church.
- 3.8. To set an annual budget for review with the Deacon Board.
- 3.9. Submit minutes of meetings to the Deacon Board.
- 3.10. For Policy and Procedure Guidelines please see Appendix ???.

SECTION H – APPENDICES

February 2023

HA

INDEX OF APPENDICES

Items beyond this point in the document have not been reviewed. This is a compilation of documents from other sources. Some are from other BBC documents while others are simply placeholders for documents identified in the Operations Manual.

- Counselling
- Facility Use Forms
- Benevolent Fund Log Sample
- Cheque Requisition Form
- Children Policy & Procedure Guideline
- Church Member Covenant
- Contributions Flow Chart
- Membership Application Form
- Student Bursary Application Form
- Volunteer Conduct Policy
- PASTORAL SABATICAL LEAVE POLICY*

February 2023

HB

Counselling

1. Mandate

Counselling refers to Biblical counselling/guidance that deals with spiritual matters in the day to day lives of Christians. Christians need to take advantage of the means God has provided for the strengthening of their “faith, hope and love” (1 Corinthians 13:13).

2. Guidelines

- a. Pastors are called to be Ministers of the Word and are “servants of Christ and stewards of the mysteries of God” (1 Cor. 4:1). A Pastor is called to “preach the Word” (2 Tim. 4:2) by expositing and applying it to his people both in public and in private (Acts 20:20). The Pastor, therefore, is equipped to give biblical, spiritual counsel by explaining and applying the Word of God. Along with the leaders, Pastors are called “to shepherd the people of God in the Christian life, giving guidance and counsel in all things needful.”
- b. Pastors and leaders are not to be thought of as professional counsellors, life coaches or therapists. As such, develop a relationship with a certified Christian counsellor for referrals on issues that are not minor in nature.
- c. Any member or adherent that requests to meet with a pastor and/or a leader for any reason will be accommodated. If a that person requests ongoing counseling that may be beyond that office-bearers’ abilities, (s)he will consult with at least one other leadership member to make an evaluation of whether there is a continuing biblical counseling need or whether the needs are such that a referral to a professional, Christian counselor is necessary.
- d. When referred to an outside counsellor, the Pastor or leader will continue to be involved with the individual and counsellor to oversee and follow up on the progress of the individual.

3. When asked for counselling:

- Block out counselling hours when you know someone else can be at the church.
- As a guideline, don’t counsel anyone more than three times on the same issue.
- Pre-Marital counselling requires that both parties be present.

Balgonie Baptist Church
Facility Use Application

1. Name and/or organization _____
Address: _____
Phone Numbers: _____
2. Name of Contact Person (Bride and Groom if a wedding) _____
Phone Numbers _____
3.

Rooms required	Date of use	Time of Use	# of people
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
4. Purpose and description of the event: _____

If publicity materials are used, please submit a sample.
5. Equipment required (furnishings, sound, kitchen, etc.): _____

6. If food and beverage services are required, indicate what arrangements have been made:

7. Any changes to the furnishing arrangement must have prior approval from the church.
8. The church does not provide ushers, parking attendants, pianists, organists, soloists or caterers. These should be arranged privately. However, we will provide some names upon request.
9. Confirmation of facilities booking is complete when this form is completed and signed by the applicant and a representative of the Board or the Pastor.

I hereby agree to the previously mentioned conditions of this policy.

_____ Signature of Applicant	_____ Board Representative or Pastor	_____ Date
---------------------------------	---	---------------

February 2023

HC

Facility Use Fee Schedule

Balgonie Baptist Church

Invoice

INVOICE #

DATE [Date]

TO

FOR: Facility rental

P.O. #

[illegible]

Make all cheques payable to **Balgonie Baptist Church**

Payment is due within 30 days.

If you have any questions concerning this invoice, contact office@balgoniebaptist.org

Benevolent Fund Log

Transaction Record example

John Sample stopped in at the church looking for a meal on his way to Moosomin. I took him to Colleen's Diner for the lunch buffet - \$14.96 (receipt attached).



John is unemployed and is hitch hiking home from Medicine Hat where he was interviewing for a job. I offered him a New Testament Bible and prayed with him.

Authorized: Shawn Cavers

Requestor: John Sample

Balgonie Baptist Church

Board Member Covenant

As one who has been elected to serve on the board of Balgonie Baptist Church, and in view of the privilege and responsibility this service entails, I affirm the following:

- I will actively support and promote the values, mission, vision and beliefs of the Balgonie Baptist Church, including the Statement of Faith.
- I will faithfully pray for and encourage the entire leadership team which includes the pastor and other board members.
- I will discharge all the duties and responsibilities expected of board members as well as those assigned by the board during the year.
- I will diligently seek to live up to and fulfill the commitments of the Member's Covenant.
- I will model support for the boards decisions amongst the congregation.
- I will demonstrate openness, honesty, humility, trust and respect in my board meeting participation and in dealing with fellow board members.
- I will maintain strictest confidentiality regarding topics and issues that come before the board, even in relation to family and closest friends.
- I will promote and in all ways possible seek to advance the health of the Church.
- I understand that confidentiality is expected in regards to handling personal information such as criminal records checks, resumes for employment or any other documents that require confidentiality.

Believing that leadership in Balgonie Baptist Church is a sacred trust, I accept the opportunity set before me and commit myself in faithfulness to this Covenant.

(Deacon Signature) Date: _____

(Deacon Name Printed)

(Pastor or Moderator Signature) Date: _____

Balgonie Baptist Church

Church Member Covenant

To be publicly acknowledged at the time of reception to membership:

“Having been led by the Holy Spirit to receive Jesus Christ as my personal Saviour and to commit my life unto Him as Lord, it is my desire to become a member of Balgonie Baptist Church. Knowing that the local church is divinely instituted, I realize that membership in this church is a privilege to be carefully assumed and maintained. As a member of Balgonie Baptist Church I will by the Grace of God be faithful in worship, financial stewardship and in daily being an effective witness through a lifestyle consistent with Scriptural standards.”

I have read the Statement of Faith and am in agreement with it in word and spirit.

Signed

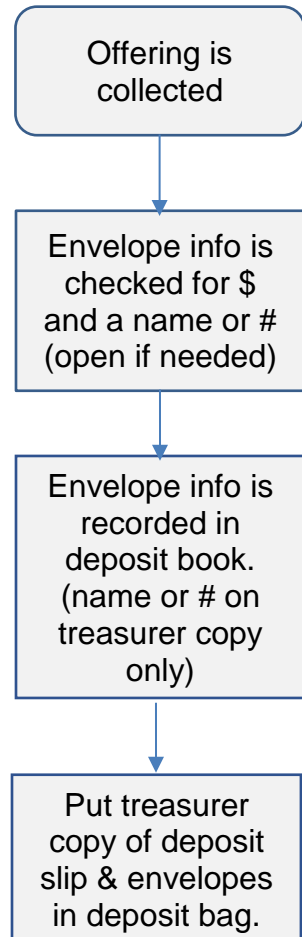
Date

Name (printed)

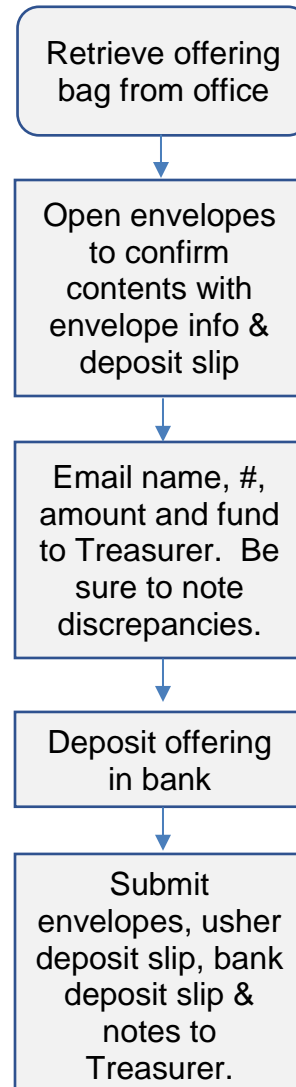
Pastor or Deacon

Date

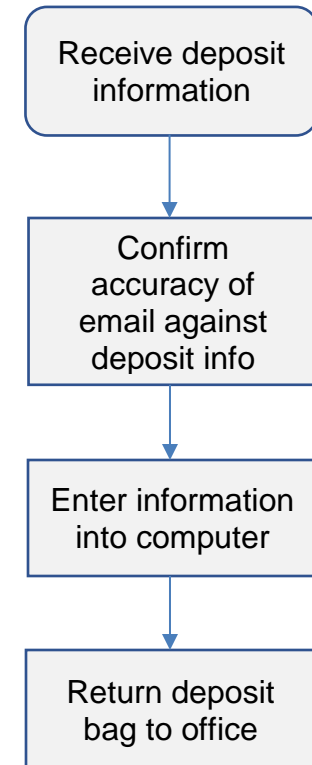
Usher Duties



Assistant Treasurer Duties



Treasurer Duties



Contributions Flow Chart

Balgonie Baptist Church

Expense Reimbursement Form

Name:		From:	
Agency:		To:	
Reason:			

Date	Description of Expense	Expense Account	Amount	GST

Please attach receipts before submitting.

Signature	Date
Approval Signature	Date

Subtotal:	
GST:	
Charge to Agency:	
Minus Prepaid:	
Cheque Total:	

←

Balgonie Baptist Church
Cemetery Policy

- each plot will contain: one casket and one cremains or up to four cremains
- the price for each plot will be \$300.00
- opening and closing costs will be paid by the estate

Balgonie Baptist Church

Children and Youth Worker Application Form

(this form will be kept confidential)

This form is to be completed by every applicant for a volunteer position at BBC involving the supervision or custody of minors. It is used to help church leaders provide a secure environment for those children and youth who participate in our programs and use our facilities.

A. Personal Information (please print)

Name: _____

Present Address: _____

Home Telephone: _____

B. Do you have a personal relationship with Jesus Christ? Briefly describe:

C. Church Activity

1. How long have you attended Balgonie Baptist Church? _____

2. What type of children/youth work are you considering? Please check below.

- | | |
|-------------------------------|---|
| <input type="radio"/> Nursery | <input type="radio"/> Children's Church |
| <input type="radio"/> Club DJ | <input type="radio"/> Youth Group |
| <input type="radio"/> VBS | <input type="radio"/> Other _____ |

3. What type of work with children/youth have you done in the past? Where did this take place?

4. Have you received First Aid Training?

- | | |
|--------------------------|--|
| <input type="radio"/> No | <input type="radio"/> Yes - Expiry Date: _____ |
|--------------------------|--|

5. Have you received CPR Training?

- | | |
|--------------------------|--|
| <input type="radio"/> No | <input type="radio"/> Yes - Expiry Date: _____ |
|--------------------------|--|

6. Please give names and phone numbers of two references. These individuals must be known by you for 2 years and be an adult and at arms length.

- (1) _____
- _____
- (2) _____
- _____

Access to criminal records can help to ensure a safer environment for those we minister to as well as provide protection for volunteers in the event of a false allegation. I will provide a Criminal Record Check for the Vulnerable Sector. I have read, understand, and agree to abide by the Policy and Procedures of Balgonie Baptist Church regarding Child Safety.

Applicant's Signature: _____ Date: _____

Balgonie Baptist Church

Children and Youth Safety Policy

I. Introduction

The mobilization of volunteers for ministry is essential to a healthy, growing church. Scripture teaches that every believer has been equipped by God for ministry in, or through the church. When everyone in the church is doing his or her part, the church normally grows spiritually and numerically. "From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work." (Ephesians 4:16) Therefore, a healthy church utilizes a large number of volunteers in a variety of ways both within and outside the church.

This policy and procedures document is designed to assist church leaders in recruiting a large core of volunteers and to provide, to the greatest extent possible, for the safety of children and youth (under 18 years of age) who are served by these volunteers.

The implementation of these procedures is only possible as lay volunteers and church leaders have a thorough understanding of the rationale for such policies. Copies of this document are available to members, lay and professional of Balgonie Baptist's ministry team, and to prospective volunteers. Be aware that this document represents minimum protection standards.

A. The Spiritual and Moral Responsibility of the Church

The gospel of Mark records that when people brought little children to Jesus, He took them in His arms, put his hands on them and blessed them. As a church, it is our desire to bring children to Jesus, too.

In the church, we recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. The Scriptures says:

1. "Avoid every kind of evil." (1 Thessalonians 5:22)
2. "But among you there must not be even a hint of sexual immorality ... because these are improper for God's holy people." (Ephesians 5:3)
3. "But if anyone causes one of these little ones who believes in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea." (Matthew 18:6)
4. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." (Matthew 18:15-17)

These guidelines are therefore set forth to provide a safe and nurturing environment in which we can bring our children to the Savior. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family. All of our guidelines are designed to protect and promote growth in God for each child and adult involved.

B. The Civil and Legal Liability of the Church

"Increasingly, and often more dramatically, churches and their personnel (i.e., staff, directors, officers and ministers) are being held accountable for the acts of individual abusers within the church even though neither the church nor its leaders were aware of the abuse or condoned it. Churches are being sued in Civil Courts for damages sustained by victims and their families. Those victims and their families are attempting to hold churches accountable by alleging that:

1. The church is vicariously liable for the acts of its personnel, be they paid staff or volunteer staff, regardless of whether the church was itself negligent or even knew of the abuse.

2. The church was negligent in its hiring or accepting personnel, whether paid or volunteers.
3. The church was negligent in the supervising or monitoring of its personnel or membership.

It is the pressure of being found liable to compensate victims of abuse with the corresponding fear of embarrassment that has caused churches to respond to the issue of child abuse with a newfound desire to otherwise address an age old problem. Whatever the reason, it is timely for churches to now respond.” (Church and the Law Update, June 1994)

II. Policy

Balgonie Baptist Church will provide various programs offered by the church in accordance with the following procedures.

III. Procedures

A. Recruitment

1. The recruitment of ministry volunteers should be done the by Ministry Leader who is facilitating the administration of a particular program.
2. All names or prospective volunteers should be brought to the Church Board before the volunteer is approached regarding a ministry assignment. These potential volunteers should either be members or adherents, or someone recommended by the pastoral staff.
3. In cases where children or youth are to be supervised by volunteers, a confidential application must be completed and submitted by the volunteer before final approval is considered. (This form is critical in protecting the church from legal action if a case of child abuse occurs in which a church volunteer is involved.)
4. The form requires two (2) personal references. These references will be contacted in regard to all “new workers”. The person making the call, the date of the calls, and a summary of the reference’s comments, will form part of the record. These references will be done by the Church Board or the Ministry Leader. References must be known by the applicant for at least two years, be an adult and at arms length (not a family member)
5. The form asks the prospective volunteer to provide a criminal records check.

B. Personal Safety

Balgonie Baptist Church is concerned for the safety of the children and the families we serve. At the same time, we are concerned about the safety and reputation of the adults and teens who volunteer to make this ministry possible. We have, therefore, developed these standards to lessen the possibility of accidents or abuse occurring.

1. Classroom Ratio

Our desire is to provide a safe, loving classroom where the child feels comfortable and where learning can take place. Therefore, the following guidelines shall apply:

- a. There will be a minimum of two adults in any room with children, except in the event of an emergency situation.
- b. When only one adult teacher is in a room with children, the door of that room will remain slightly open or it may be a door with a window.
- c. There will be a minimum of one adult worker for every 4 – 6 pre-school children and one adult for every 8 – 10 children in Grades 1 through 6.

2. Record Keeping

- a. The names and addresses of parents or guardians of all children and youth who are registered in the programs at Balgonie Baptist Church shall be carefully maintained. Activity leaders will obtain these records and they will ensure accessibility of the same.
- b. A copy of these records shall remain at the church.

3. Rest Rooms

Pre-school children should not be sent to the washroom by themselves but should be accompanied by a worker. In light of the fact that most abusers are male, and for the protection of our male volunteers, it would be wise for men to avoid assisting boys or girls of any age in the washrooms. We suggest that only women assist girls or boys in the washrooms.

4. Worker Behaviour

Workers should always conduct themselves in a godly manner, being an example of obedience, respect, and honesty to all children.

a. Proper Display of Affection (Physical Touch) – Babies to Grade 6

We recommend the following guidelines:

(i) Appropriate Touch

Love and caring can be expressed in the following appropriate ways by:

- bending down to the child's eye level and speaking kindly; listening to him or her carefully.
- taking a child's hand and leading him or her to an activity.
- putting an arm around the shoulder of a child who needs comforting or quieting.
- taking both of the child's hands as you say, "You did a good job!" (or "I'm so glad to see you. We've missed you!," etc.)
- patting a child on the head, hand, shoulder or back to affirm him or her.
- holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour.
- gently holding the child's chin to help him or her focus on what you are saying to him or her. (important for children with Attention Deficit Disorder)
- holding a pre-school child who is crying.

(ii) Inappropriate Touch

You must avoid:

- kissing a child, coaxing a child to kiss you, and tickling.
- touching a child in any area that would be covered by a bathing suit (except when assisting a child with toileting as outlined previously).
- carrying older children, having them sit on your lap, or extended hugging.
- being alone with a child except when escorting to the washroom. The worker will remain outside the washroom and wait for the child to return.

6. Emergencies

- a. Workers are not to give or apply any medication, if a child needs medication, the parent must give it. No medication will be left in the classroom or with a worker or child. Exceptions will be made for asthmatic children who require an inhaler or an adrenalin kit. Medication dosage will be included on the waiver form.
- b. An emergency exit plan with maps and procedures should be visible in each classroom. All workers need to be familiar with the emergency plan.
- c. First Aid kits will be kept on hand and all workers are to become familiar with the location and contents. These boxes must be kept complete and should be checked regularly. Latex gloves must be used whenever a worker deals with cuts or injuries involving blood.

IV. Reporting Procedures.

A. Obligation to Report

"The Saskatchewan Child and Family Services Act requires that any person who has reasonable grounds to believe that a child (or children) is in need of protection shall report this matter to the Department of Social Services or to the police."

If you have any concerns regarding the safety of a child, you should report to the Senior Pastor or, in the absence of the pastor, the Moderator. He will then work with you in contacting Child Protective Services.

1. What to Report

All volunteers and paid staff who are involved in ministry to children (0 to 18 years of age) should immediately report to the Senior Pastor any items of obvious concern relating to child abuse or neglect of which they have knowledge or have observed within the scope of their duties.

It is not the responsibility of the reporting person nor the paid staff to substantiate any allegations or suspicions. Signs of abuse to watch for are as follows:

- an unexplained injury – a patch of hair missing, a burn, a limp, or bruises
- an inordinate number of "explained" injuries such as bruises on his/her arms and legs over a period of time
- gives verbal testimony
- makes drawings in conjunction with verbal testimony
- alludes to incidents in writing or through prayer requests
- exhibits an injury that is not adequately explained
- complains about numerous beatings
- complains about others "doing things to them when others are not at home"
- is constantly dirty and smells, or has bad teeth or hair falling out
- is regularly inadequately dressed for inclement weather
- wears long-sleeved tops during the summer to cover bruises on the arms

Abuse or neglect need not have already occurred for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe a child is in need of protection, the legal obligation to report applies.

2. Confidentiality

It is important to keep the information confidential at all times. Therefore, all suspicions of abuse should be directed only to the Senior Pastor or in his absence, the moderator. It is the responsibility of the pastor to contact the local office of Child Protection Services.

3. Responding to the Child

When the child first comes to you, be sure to take his or her word seriously. Don't deny the problem, but stay calm and listen to the child. Give emotional support, reminding the child that he or she is not at fault and that the child was right in telling you about the problem. Do not promise the child that you will not tell anyone. Do not pry for details, do not act as detective as you do not want to hamper a criminal investigation.

4. Media Spokesperson

The Senior Pastor should be designated as the only spokesperson for any allegation. Everyone involved in any part of the ministry of the church should know who this person is, and should make no comment but refer all inquiries to the appointed spokesperson.

Balgonie Baptist Church

Volunteer Conduct Policy

Persons engaged in ministry at Balgonie Baptist Church as a volunteer, are called to high standards of ethical conduct and personal integrity. Power and authority is inherent in the role of ministry. The burden of responsibility for maintaining appropriate boundaries rests upon those persons engaged in ministry. It is important that those engaged in ministry respect the individuals whom they serve.

In order to assure that those who are in ministry act in a manner consistent with Biblical teaching and ethical standards, it is expected that the volunteers will:

- Respect the dignity of each person as made in the image and likeness of God;
- Maintain appropriate professional boundaries to avoid impropriety or the appearance of impropriety;
- Conduct themselves in a manner that is consistent with the discipline, norms and teachings of the church;
- Follow the policies and procedures of Balgonie Baptist Church;
- Maintain confidentiality: From time to time, volunteers will be privy to and will receive information that is confidential in nature. Volunteers are not to discuss, transmit, divulge or reproduce information in any form. Volunteers must refrain from utilizing said information in any way, including, but not limited to, interviews or publications of any kind;
- Respect the right of all persons to a good reputation; and
- Report violations of policy or suspected violations of policy to the appropriate church and/or civil authorities.

Church volunteers are prohibited from engaging in the following conduct, including but not limited to:

- Crimes against persons;
- Immoral conduct;
- Unlawful harassment, which may take many different forms such as:
 - Verbal conduct such as epithets, derogatory comments, slurs or unwanted comments and jokes;
 - Visual conduct such as derogatory posters, cartoons, drawings or gestures;
 - Physical conduct such as assault, blocking normal movement, restraint, touching or other physical interference with work directed at an individual;
 - Threats and demands to submit to certain non-work related conduct;
 - Retaliation by any of the above means for having reported harassment or discrimination.
- Sexual Harassment under the law includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or a condition;
 - Submission to or rejection of such conduct by an individual;
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

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- Engaging in sexual abuse or sexual misconduct; or
- Failure to follow Balgonie Baptist Church policies.

I agree to truthfully provide any personal information required and give permission for any background screening.

I have read and understand the guidelines as listed in the Volunteer Code of Ethics, and to abide by the guidelines laid forth for ethical behavior, violations or sexual misconduct.

Signature

Date

Printed Name (print)

Pastor or Deacon

Volunteer Positions

To be reviewed at a later date

PASTORAL SABBATICAL LEAVE POLICY

1. Introduction and Rationale

- 1.1. The pastoral vocation should be viewed from a larger perspective than that of the individual church only. A sabbatical / study leave can encourage longevity of ministry not only in the local church but also in the broader denominational conference and in service to the global Christian community. This policy provides guidelines for sabbatical / study leaves recommended for use with respect to pastoral staff and presumes leaves integrated with existing benefit provisions of Balgonie Baptist Church (BBC) (i.e. accumulation of Professional Development budgets, etc.). All references to completed years of service relate only to years of Pastoral employment at BBC. While a sabbatical / study leave is not common in most professions, there is increasing awareness of the validity for planned sabbatical / study leaves for pastors.
- 1.2. Effective pastoral ministry calls for continued renewal of one's mind and spirit, as well as of one's physical body and family relationships. It is difficult to keep renewed for effective and inspiring leadership while continually being on call for ministry. Sabbatical / study leaves can also be a good experience for the local church and for the conference. They can bring new gifts to the surface not only in the pastor but also in individuals from the local church as they volunteer during a sabbatical leave to fill the gaps left by the pastor on leave.

2. Policy Guidelines

- 2.1. BBC seeks to provide a sabbatical / study leave for pastoral staff of:
 - Four (4) months after 10 years of completed service,
 - Five (5) months after 15 years of completed service,
 - Six (6) months after 20 years of completed service.
- 2.2. Each pastor seeking to take a sabbatical / study leave must submit a written request to the Deacon Board outlining an expected leave date, the outline of any planned studies, and the expected results of this time away. The request for a sabbatical / study leave must be submitted no less than six (6) months prior to the requested leave date to allow time for proper planning and re-assignment of duties.
- 2.3. Each pastor participating in a sabbatical / study leave will have a sabbatical mentor chosen by the pastor, approved by the Deacon Board, who is a member of BBC. The mentor will begin partnering with the pastor at the time the sabbatical application is approved by the Deacon Board and continue for one month following the end of the sabbatical. The role of the sabbatical mentor is to:
 - 2.3.1. Specifically pray for the pastor in preparation for, and engagement in, the sabbatical.
 - 2.3.2. Assist the pastor in planning the sabbatical, including the setting of goals for the sabbatical.
 - 2.3.3. Encourage the pastor.
 - 2.3.4. Hold the pastor accountable for achieving sabbatical goals
 - 2.3.5. Serve as a liaison between the pastor and the Deacon Board.
 - 2.3.6. Conduct a post-sabbatical debriefing with the pastor.
 - 2.3.7. Help the pastor re-engage in fulltime ministry, in part by assisting the pastor to fashion a set of goals for the post-sabbatical year.
- 2.4. During the sabbatical / study leave the pastor will remain on 100% salary and all benefits will continue.
- 2.5. The pastor will be expected to give a report of the time away and the benefits personally as well as to the church as a whole.
- 2.6. A pastor who returns from a sabbatical / study leave is expected to remain on staff with BBC for at least 12 months following the leave period. If a pastor resigns on their own initiative before 12

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months after the completion of the sabbatical / study leave, BBC is released from all expectations of severance agreements beyond minimum legal requirements.

- 2.7. Approval for sabbatical / study leave is dependent upon the health and availability of the church's financial resources though every effort will be made to reasonably accommodate requests.

Notes from December 28, 2019 meeting – set this as an appendix to be reviewed and approved at a later date. Check with SBA and NAB to see if they have a policy that we could use as a sample or confirmation.