

Pearly Gate Baptist Church

6021 University Hills Blvd.

Dallas, TX 75241

POLICY & PROCEDURE MANUAL

Date Approved: _____

Sec.: _____

Dr. Thomas Payne, Senior Pastor ~ Dr. Robbie Moore, Pastor

Table of Contents

Chapter1 – Introduction

Policy and Purpose
Goals and Objectives
Scope
Policy Approval Process/Manual Maintenance

Chapter2 – Guiding Documents

Bylaws
Mission Statement/Vision Statement
Core Values Statement

Chapter3 – Policies & Procedures

LEADERSHIP- Leadership Covenant/Decision Making/Criteria Sexual Harassment
Prevention of Child and Youth Abuse/Conflict of Interest
Conflict Resolution
Personal vs. Congregational Issues/Disaster Recovery
Inclement Weather

MINISTRY/PROGRAMING -Policy and Purpose Ministry/Programming
Coordination/Worship Team
Hospitality Team/Music Team
Congregational Care/Team Children & Youth Ministry/Team Christian Education Team
Justice Team/Administration Team

LAY DELEGATE(S) General Responsibilities Specific Tasks

FACILITIES - Policy and Purpose Facilities Committee/Safety and Protection
Alcohol Smoking
Keys
Use of Facilities Building/Usage Fees
Custodian Fees Weddings/Holy Unions/Social Hall Rental/Sanctuary Rental Sound/Media Fees

FINANCES
Policy and Purpose
Role of Treasurer and Assistant Treasurer-System of Internal Controls
Fraud Prevention Counting of money

General Accounting System Budgeting
Contributions Designated Giving
Legacy Gifts Endowment and Memorials
Gift Acceptance Policy Building Fund Fundraising
Cash Disbursements
Expense Reports and Staff Reimbursement/Cash Management &Reserves
General Fund Designated Funds
Investments Fixed Assets
Long Term Debt Fiscal Reporting
Denominational Filings Reports to Members
Availability of Financial Records

GOVERNANCE – Board of Directors

Responsibilities of the Board of Directors/Job Descriptions
Board Meetings
Finance Committee/Stewardship Committee/Building Committee
Strategic Planning Committee/Policy Committee
Risk Management Committee/Risk Management
Insurance
Types of Insurance Contracting for Services/Church Membership
Review of Membership Removal

GENERALADMINISTRATION

Policy and Purpose Privacy of Information Record Retention
Communications and Media External Media
Advertising
Copyright Infringement Official Website
Computer Information Systems/Prohibited Use of Email/Internet Password Controls
Proprietorship of Computer Software Political Activities

Chapter 1 – Introduction

The Introduction outlines the goals and objectives of the manual along with its scope. It includes information on who approves the policies and how the manual is to be maintained.

Chapter 2 – Guiding Documents

All policies and procedures are based on a number of key documents: the local church Bylaws, our local church Vision, Mission Statements and, Identified Core Values. These documents or their website links are provided here so that all leaders and staff (paid and volunteer) will have easy access to them. Having a clear understanding of these documents will lay a foundation for understanding and implementing the policies which follows.

Chapter 3 – Policies & Procedures

Policies and procedures are invaluable for identifying and delegating responsibilities, preserving a consistent level of quality performance, and protecting church leaders and the congregation. Policies will cover broad areas such as leadership, ministry/program, facilities, finances governance and general administration. Procedures will explain how things are to be done.

Policy Approval Process

An official policy creation, review, acceptance, and update process has been created so that everyone in the church can understand the policy process.

The life cycle of a policy is:

- A policy need is identified by Pastor, Executive Board or Ministry / Program leaders
- A draft is created by the staff and reviewed by the Executive Board; input is sought from those most affected.
- Once in final form, it is presented to the Pastor for approval.

The policy is distributed and added to the Policy Manual by the Clerk of the Executive Board.

The policy may be revised by the Executive Board at some later date.

The policy may be rescinded by the Executive Board at some later date.

Manual Maintenance

The Policy Manual will be reviewed annually—the process will begin in (September) — by the staff and Executive Board to see if any changes need to be made. All proposed revisions must be approved or rejected by the Pastor & Executive Board and noted in the Board minutes.

Revised policy statements will be issued to all manual holders using print or electronic means. The staff member responsible for maintaining the manual and any policy statements held on the Internet, local area network or stand-alone PCs will keep a current list of all manual holders.

All revisions to the Policy Manual will contain the date of the Executive Board meeting when the revision was adopted. The Board's minutes for that meeting will include complete statements of

any new, rescinded or amended (reflecting both removed language and new wording) policies or procedures. A rationale may be noted in the Board minutes.

When revisions are issued, all pages for the given chapter or section will be, reissued unless the numbering is not affected, and then only the affected pages will be distributed.

Chapter 1 – Introduction

Policy and Purpose

Policies discussed here are general statements of direction and purpose that allow users to exercise good judgment in the daily operation of the church and promote the efficient use of resources in the congregation. Policies explain what and why things are done. Procedures explain how things are done.

Policies and procedures are not meant to be restrictive, but to offer parameters within which we may organize and develop our common life and witness to the Gospel. We hope that policies presented promote the understanding that we are a faith community grounded in a covenant relationship with God and with one another that allows all to grow into full maturity.

It is hoped that every member will help in the continued development of this covenant agreement that grow out of the Bylaws of our church, and our Vision and Mission Statements and Core Values as well as the continued work of our Executive Board and Ministry/Program Leaders.

This resource is designed to help our leadership with the effective management of our church and its ministry with decision-making, and accountability. Additionally, this tool will contain information that will facilitate our management of legal risks and help us shield our church and its leaders from possible litigation.

The Bylaws of Pearly Gate governs all policies contained herein. Any policy in conflict with Pearly Gate Bylaws shall be superseded by those Bylaws. The policies presented are intended to comply with all applicable federal and state laws and regulations.

This manual supersedes any previous manual and/or written or unwritten policies. Pearly Gate reserves the right to establish, administer, revise or eliminate policies, guidelines, benefits and procedures.

Goals and Objectives

This manual is designed to:

1. Help our church leadership with decision making
2. Help our church leadership with accountability (i.e., trustworthiness, dependability, reliability, independent action, etc.)
3. Help us manage legal risk and protect us and our church from litigation

Scope

The Pearly Gate Baptist Church Policy Manual consists of three (3) sections:

Chapter2 – Guiding Documents

When you go about building a house, you first lay out your plan and then build your foundation. PGBC has an established set of church Bylaws, Mission and Vision Statements and a list of Core Values; yet too often church leaders have not read, do not know how to access, or perhaps are not even aware of these foundational articles of the local church.

If all of a church's guiding documents are presented collectively rather than in isolation, they will better serve the leadership, and ultimately the church itself, by providing the big picture of our ministry/program.

The documents suggested for inclusion are:

By-laws

144674

05/18/98 995397 \$55.00Deed

PEARLY GATE BAPTIST CHURCH
6103 HOUSTON SCHOOL ROAD
DALLAS, TEXAS 75241
T. J. PAYNE, SR. PASTOR
ROBBIE L. MOORE, PASTOR
214/372-2035

CONSTITUTION AND BY-LAWS

**PEARLY GATE BAPTIST CHURCH
6103 HOUSTON SCHOOL ROAD
DALLAS, TEXAS 75241
T. J. PAYNE, SR. PASTOR
ROBBIE L. MOORE, PASTOR
214/372-2035**

CONSTITUTION AMC, BY-LAWS

PREAMBLE

For the more certain preservation and security of the principles of our faith, we to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist Convention and for the purpose of preserving the liberties inherent in each individual member of the church and the freedom of action of this body with respects to relation to other churches, we do declare and establish this constitution.

NATURE OF THE CHURCH

- A. The PEARLY GATE BAPTIST CHURCH is, and shall be, composed of a company of regenerated persons, baptized on profession of faith in CHRIST.
- B. The PEARLY GATE BAPTIST CHURCH is, and shall be united in covenant for worship, instruction, the observance of Christian ordinances and for such service as the gospel requires.
- C. The PEARLY GATE BAPTIST CHURCH recognizes and accepts CHRIST as its Supreme Lord and Lawgiver, and takes the King James Version of the Bible as a divinely inspired record and therefore a trustworthy, authoritative and all sufficient rules of faith and practice.

I. NAME

This body shall be known as the Pearly Gate Baptist Church located at 6103 Houston School Road, Dallas, Texas 75241.

OBJECTIVES

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world.

To bring worship fellowship, experience and awareness of God, recognizing His person, and responding in obedience of His leadership.

To experience and increase meaningful fellowship with God and fellow believers.

98096 00688

To help people experience a growing knowledge of God and man.

To be a church which ministers unselfishly to persons in community and the world in Jesus' name.

To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment to life, personality, and possessions to the Lordship of Christ.

II. ARTICLES OF FAITH

A. The Scriptures

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for the author, salvation for its end, and truth without any mixture or error for its matter; that it reveals the principles by which God will judge us, and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

B. The True God

We believe the Scriptures teach that there is one, and only one, living and true God, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence and love, that in the unity of Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

C. The Fall of Man

We believe the Scriptures teach that Man was created in holiness, under the law of his Maker, but by voluntary transgressions fell from that holy and happy state, in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by law of God, positively inclines to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

98096 00689

D. The Way of Salvation

We believe the Scriptures teach that the salvation of sinners is wholly of grace, through the mediatorial offices of the Son of God, who by the appointment of the Father, freely took upon him our nature, yet without sin, honored the divine law by his personal obedience, and by his death made full atonement for our sins; that having risen from the dead, he is now enthroned in heaven, and uniting in his wonderful person the tenderest sympathies with divine perfection's he is in every way qualified to be a suitable, a compassionate, and an all sufficient Savior.

E. Justification

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's Blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

F. The Freeness of Salvation

We believe the Scriptures teach that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial; penitent and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own determined depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

G. Regeneration

We believe the Scriptures teach that in order to be saved, sinners must be regenerated or born again; that regeneration consists in giving a holy disposition to the mind that is effected in a manner above our comprehension by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance and faith, and newness of life.

98096 00690

H. Repentance and Faith

We believe the Scriptures teach that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regeneration Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our prophet, priest and King, and relying on him alone as the only all-sufficient Savior

I. God's Purpose of Grace

We believe the Scriptures teach that election is the eternal purpose of God, according to which graciously regenerates, sanctifies and saves sinners, that being perfectly consistently with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may ascertain by its effects in all who truly believe the Gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demand and deserves the utmost diligence.

J. Sanctification

We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Healer and Comforter, in the continual use of the appointed means especially the word of God, self-examination, self-denial, watchfulness, and prayer.

K. Perseverance of Saints

We believe the Scriptures teach that such only are real believers as endure to the end, that their preserving attachment to Christ is the grand mark which distinguishes them from superficial-professors; that a special Providence watches their welfare; and they are kept by the power of God through faith unto salvation.

98096 00691

L. The Law and Gospel

We believe the Scriptures teach that the law of God is the eternal and unchangeable rule of his moral government; that it is holy and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arise entirely from their love of sin, to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and of the Means of Grace connected with the establishment of the visible church.

M. A Gospel Church

We believe the Scriptures teach that a visible Christ' church is a congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the ordinance of Christ; governed by his laws; and exercising the gifts, rights and privileges invested in them by His Word; that its only scriptural officers are Bishops or Pastors, Overseers, and Deacons whose qualifications, claims and duties are defined in the Epistles to Timothy and Titus.

N. Baptism and the Lord's Supper

We believe the Scriptures teach that the Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost, to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect, in our death to sin and resurrection to a new life, that it is prerequisite to the privileges of a church relation; and to the Lord's supper, in which the members of the church, by the sacred use of bread and wine, are commemorate together the dying love of Christ, preceded always by solemn self-examination.

O. The Christian Sabbath

We believe the Scriptures teach that the first day of the week is the Lord's day, or Christian Sabbath, and is to be kept sacred to religious purposes, by abstaining from all secular labor, as much as possible, and sinful recreations, by the devout observance of all the means of grace, both private and public, and by preparation of the rest that remain the people of God.

P. Civil Government

We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed, except only in things opposed to the will of our, Lord Jesus Christ who is the only Lord of conscience, and that intrudes or compromises into the ecclesiastical sovereign autonomy of this our congregational church and/or its ecclesiastical affairs as is encompassed in the entirety of this constitution and its bylaws, and pray for the President, Prince or the King of the earth.

98096 00692

Q. Righteous and Wicked

We believe the Scriptures teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of God, and truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse, and this distinction hold among men both in and after death.

R. The World to Come

We believe the Scriptures teach that the end of the world is approaching, that at the last day, Christ will descend from heaven, and raise the dead from the grave for final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment; and righteous to endless joy, and that this judgment will fix forever the final state of men in heaven or hell, on principles or righteousness,

IV. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father and of the Son, and of the Holy Ghost, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into this covenant with one another, as one body in Christ.

FOR THE ADVANCEMENT OF THIS CHURCH

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of this church, in knowledge, holiness, and comfort, to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

AS CHRISTIAN STEWARDS

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of poor, and the spread of the gospel through all nations.

ALONE AND AT HOME

We also engage to maintain family and secret devotion; to educate our children religiously, to seek the salvation of our kindred and acquaintances.

98096 00693

BEFORE THE WORLD

To walk circumspectly in the world; to be just in our dealing, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; and any mind altering drugs that change ones perception of true reality; and be zealous in our efforts to advance the Kingdom of our Savior.

TOWARD ONE ANOTHER

We further engage to over another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

WHEN WE MOVE

We moreover engage that when we remove from this place, we will as soon as possible unite with some other church, where we can carry out the spirit of this covenant and principles of God's Word.

SOME BELIEFS WE CHERISH

1. We believe that the Bible is God's word to man and that it is the only sufficient authority as the rule of doctrine and practice.
2. We believe in a regenerated church membership and that the conversion experience is a prerequisite to church membership.
3. In the New Testament the candidate was taken to the water, not the water brought to the candidate, so we believe in immersion only as answering Christ' command of baptism and symbolizing the heart of the gospel message-death, burial, resurrection.
4. We believe in the New Testament order of baptism and the Lord's Supper. New Testament Christians were baptized before taking the Lord's Supper.
5. We believe in the right of each member of the church to have a decisive voice in its government, plans, and discipline. A Baptist church is a true democracy at work.
6. We believe in the freedom of the individual conscience; in the voluntary principle, not the coercive principle, in the religion and each member in good standing has the ability as well as the inherent right to have one vote and that vote must be counted without fail, thus reflecting their views certifying their position on every issue being voted on as a congregation.
7. We believe in the total independence and separation of church and state.

98096 00694

V. CHARATER

- Section 1: Polity – The government of this church is vested in the body of the believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches.
- Section 2: Denominational Affiliation – This church shall adhere to and be a member of the Southern Baptist Convention, the Baptist Missionary Education Conference of Texas, and Missionary Baptist Association.
- Section 3: Doctrine – This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Baptist Churches as indicated in the Articles of Faith herewith.

BY LAWS

I. Membership

- Section 1: General: This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself itself the exclusive right of self-government in all phases of the spiritual and temporal life of the church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

The Pastor and/or Chief Executive Officer has the right as well as the duty to inquire or investigate any membership of any person and/or group of persons to ascertain if there are any irregularities and/or improprieties involved that adversely affect the Pearly Gate Baptist Church, this process can and/or shall also include the participation of deacons, trustees or any other committee appointed by them or him for this said purpose.

- Section 2: Candidacy: Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

98096 00695

1. By profession of faith and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another church.
3. By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
4. By re-pledging its faith and willingness to assume their active membership with Pearly Gate Baptist Church, if they have been absent from the church for more than 90 consecutive days, except for reasons of sickness, or other adverse confinement beyond said members control, however the church reserves the right to hold a meeting on said membership of said member and vote to hold a meeting on said membership of said member and vote to resume said membership or to reject said membership.
5. No group of persons may join or become members of said church without the passing of duly made, passed and recorded resolution by the prior existing, establish membership being verified by the existing church role of its active membership that is in good standing with said church, who has been on said, The Pearly Gate Baptist Church Membership role for the preceding 180 days prior to said vote.
6. Any member professing to be Gay, Homosexual, Lesbian, Bisexual or Transgender will not be permitted to hold any office in the church, deacon board, choir, or any other auxiliary official. If someone is already in that position they will be removed, but will be allowed to attend church worship service bible classes. But, if that member repents and converts from that lifestyle, and after receives counseling for a period of at least 3 months, that member will and can be considered for a position in the church.
7. The Pearly Gate Baptist Church will not many the same sex, or condone same sex marriages.
8. No females will be able to conduct a corporate worship, I Tim 2:11-12.
9. There will be no bake sales, dinner sales, raffle tickets, or any selling to support the finances of the church. The finances will come from tithes and offerings. The church will accept donations and pledges.
10. The church affairs will be settled inside the church, not outside. There will be a designated speaker to handle the affairs of the church.
11. The church will not be held responsible for providing funeral arrangements or services to non-members of the Pearly Gate Baptist Church, unless approved by the Pastor and the Deacon Board.
12. All officers appointed or elected to office will serve a two year term, except the Pastor and Deacons.

98096 00696

13. All programs such as musicals and other programs will be submitted in writing with included estimated expenses needed for the program. The program must be approved by the Pastor and Deacon Board.
14. Any purchases made for the church must be approved by the Pastor and Deacon Board in order to be refunded. A requisition must be filled out prior to approval.
15. Any gifts given to the church will become the property of the church.

Section 3. New Member Orientation: New Church members will be expected to participate in the church's new member orientation plan, which may and/or include tentative acceptance for a limited purpose of attending the church with full membership.

Section 4. Voting Rights of Members: Every member of the church is entitled to one vote, at all elections and on all questions submitted to the church in conference and/or business meetings, provided the member is present or provision has been made for absentee balloting; or by the standard proxy provided and prepared for said use by the Pearly Gate Baptist Church, or as otherwise provided for Section 2, Part 5 herein, or Article V Section 2 Part 2 of said Constitution. You must have had new member orientation, the right hand of fellowship and at least 12 years of age.

Section 5. Discipline:

1. It shall be the basic purpose of the Pearly Gate Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. Redemption rather than punishment should be the guidelines which governs the attitude of one member toward another.
2. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor and by the deacons to resolve the problem. All such proceeding shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by the pastor/CEO or by a two-thirds vote by the members present at a meeting called for this purpose, the action or said act of the pastor/CEO may be overridden only by two thirds vote of the membership; and the church may proceed to declare the offender to be no longer a member of the said church.

98096 00697

3. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude them may upon his request be restored to membership by a vote of the church upon evidence of his repentance. The restoration vote also requires the affirmative vote of two-thirds members at said meeting. When issue is raised, this issue can only be voted on twice and there must be a 30 day laps from date of termination and before it can be voted on the first time and it must not come up for a vote again for at least six consecutive months.

ARTICLE II – Church Officers

The officers of this church shall be as follows:

A. Pastor

Section 1: Duties of Pastor: The Pastor is responsible to the church for leading the church to determine its mission and move toward attainment of its mission. He proclaims the gospel and provides pastoral care for persons in the church and the community. He serves as an enabler to involve church member in the work of the church so that its divine mission can be achieved. His responsibilities are listed below:

- 1) Proclaim the gospel and lead the church members in the proclamation of the gospel in the church and community.
- 2) Care for the people and lead church members to care for the people in the church and the community.
- 3) Provide administrative leadership to guide the church in the attainment of its divine mission,
- 4) Provide leadership for congregational services, and lead in conduction of the church ordinances (Lord's Supper and Baptism).
- 5) Conduct wedding ceremonies and funeral services.
- 6) Work closely with the deacons in their training and performance in their of proclamation, caring, and building of the church fellowship.
- 7) Serve as chairman of the church council and provide administrative leadership for the total church program.
- 8) Supervise church staff members according to plan of staff organization and provide for staff training and development,
- 9) Calls for all business meetings of the church.

98096 00698

Section 2: Selection of Pastor: . A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least on e week's public notice shall be given. A pulpit committee shall be appointed to seek out a suitable pastor, and their recommendation will constitute a nomination, though any member has the privilege of making other nominations. The committee shall bring to the consideration of the church only one man at a time. Election shall be by ballot, an affirmative vote of two-thirds of those present and voting, being necessary to elect a new pastor. The pastor, thus elected, shall serve until the relationship is terminated by his death, resignation or two-thirds vote of their membership eligible as set forth above to vote on said pastor's termination.

B. Chief Executive Officer

Section 1: Whether spiritual or natural the Chief Executive Officer has the duties and position as the ex officio head of the church and is vested with the exclusive rights and duties of the administrating the affairs of the church, but not control of the finances, that right and or duty is vested in the finance committee.

C. Deacons

Section 1: Number, Election, Terms of Service.

- a) The number of deacons shall be a number that is conducive to carrying out church business and meeting the needs of the church congregation. Deacons shall carry out their responsibilities in accordance with I Timothy 3:8-13 and Acts 6:3. The Deacons staff shall also be an intricate component part of the business operations of the church. The pastor, working with the Deacons, is always the leader of the entire church, both spiritual and natural (business). The Deacons shall have the day to day care and responsibilities to handle the business of the church subject to the Pastor, and the will of the entire church.
- b) A list of prospective deacons compiled by the pastor and current deacons shall be submitted to the church for approval requiring a two-third votes of the members present at a meeting held for such purpose.
- c) Deacons will serve life *term* deaconship but can resign or be terminated by two-thirds vote of the members at a meeting held for such purpose.

98096 00699

Section 2: Duties. In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church.

- a) They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.
- b) They shall serve as a council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church. With the pastor they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
- c) By proper organization and method themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership of the church. Especially are they to seek to know the physical needs and the moral and spiritual struggles of the brethren and sisters; and to serve the whole church in relieving, encouraging, and developing all who are in need.
- d) In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church, in administering which they are to be guided always by the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13; I Thessalonians 5:12-14. The deacons shall be free to call upon a spiritual member of the church, with appointment to aid in disciplinary action.
- e) The deacons along with a least one half their number being woman, elected from the ranks of the membership role that are in good standing and have been a member of said church for a period of not less than three consecutive years, shall serve as a general pulpit committee. And any decision, vote being considered must carry a clear verified vote of at least two-thirds of the entire pulpit committee. In case of absence or inability of the pastor, subject to advice from and conference with him, they will provide for pulpit supplies. In any period when the church is without a pastor, unless the church shall otherwise provide, the deacons and entire said committee will arrange the temporary ministry and take council with reference to securing a pastor. It is not intended in any way to prejudice herein the method by which the church shall proceed in securing a pastor.
- f) At least two deacons shall serve on the general finance committee. As the church and finance committee grows, deacons will be added to the finance committee.

98096 00700

Section 3. Method of Procedure.

- a) The pastor, deacons, and whole body shall be organized as a unit for the consideration of all larger problems and general policies, and shall meet regularly on 1st Sunday in each month. They may organize themselves into such committees as their wisdom may direct for efficiency in service.
- b) They shall apportion the membership of the church among themselves and maintain the Deacon-Led Spiritual Growth program so as to maintain regular spiritual contact with the entire membership. There will be a deacon assigned to each ministry in the church.
- c) Each deacon shall freely confer with the pastor about all matters and cases of discipline which in his judgment would be most wisely and spiritually handled in private.

D. Moderator

The pastor and/or CEO shall serve as a moderator of all regular or specialty called meetings as provided for in Article V Section 2 Part 2 and all other meetings held not being in accordance with the spirit and the letter and the provisions of this paragraph is null and void. In the absence of the pastor, a pastor appointment deacon or recording clerk shall preside; or in the absence of both, the clerk shall call the church to order and a moderator pro term shall be elected,

E. Clerk & Secretary

The clerk of the church shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided. He/She shall keep a register of the names of the members, with dates of admission, or death, together with a record of baptisms. He/She shall also notify all officers, members of committees, and delegates of their election or appointment. He/She shall issue letters of dismissal voted by the Church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these by-laws. The clerk shall be recommended by the pastor and elected by affirmative vote of the majority of those members present in a meeting called for this purpose.

F. Finance Chairman

The church shall elect annually a church finance chairman. It shall be the duty of the finance chairman to receive, preserve, and pay out, upon receipt of vouchers approved and signed by the finance secretary, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements.

98096 00701

Payment of bills for local work and expenses shall be made promptly by check and all funds received for denominational or other causes shall be remitted at least monthly by check. It shall be the duty of the finance chairman to render to the pastor and/or deacons at each regular monthly meeting and be read to the church in its regular quarterly business meetings. Within thirty days after the end of each fiscal year, the treasurer shall render to the pastor and/or deacons and to the church an annual report showing the total amount of receipts, and an itemized statement of all disbursements. Prior to the rendition of this annual report, upon its completion by the treasurer, the report shall be audited by the pastor and the auditing committee, and its chairman shall sign the report before it shall be accepted by the church. All books, records, and accounts kept by the finance chairman shall be considered the property of the church. The books shall be open to inspection at all times by any member of the church.

Upon rendering the annual account at the end of each fiscal year, and its approval by the pastor and auditing committee, and its acceptance and approval by the church, the same shall be delivered by the finance chairman to the church clerk/secretary, who shall keep and preserve it as a part of the permanent records of the church. The finance chairman shall, upon the election of his successor, at the completion of his fiscal report, promptly deliver to the pastor and the active pastor appointed head of the deacons all books, records and accounts in his hands pertaining or relating to in any manner the duties of the office he is relinquishing. He shall consider it a part of this responsibility to promote in every proper way scriptural giving on the part of the entire membership of the church.

The finance chairman has no responsibility for keeping money of the church. He/she will record in a suitable book all totals received through any channel of the church and also credit each object in the accepted budget with its quota or percentage of the receipts. He/she will draw all vouchers for payment of accounts and see to it that each of the several objects keep within its allotted amount.

A general order may be made by the church directing the financial chairman to draw orders at stated times in favor of persons drawing regular salaries or for payment of mission money paid in or designated benevolence. All bills coming to the church which are not provided for in the general order should go automatically to the secretary for investigation; if he/she approves and the church votes then he/she draws the order; ;the clerk also signing it, and the finance chairman writing a check to pay the bill or bills.

The finance chairman shall serve on the Finance Committee.

G. Financial Secretary

The financial secretary shall be elected annually. He/She shall receive the empty collection envelopes after the money has been removed and counted by the proper persons selected by the pastor and/or deacons to serve in turn; and from these he/she shall give each donor individual credit as provided in the Church Finance Record System published by Boardman Press and Supplies.

He/She may keep the envelopes for reference if he/she so wishes. He/She will also fill out the sheet for the monthly balance and report found in the record book, which will indicate receipts from envelopes, plate or loose, and miscellaneous or special offerings. He/She shall also be responsible for preparing and mailing semiannual statements to all contributing members.

H. Music Director

The music director shall be charged with responsibility to provide worshipful music for all services and departments of the church, and shall have general oversight and direction of the music. He/She is to direct the choir or choirs in practice and public singing, and is to be cooperative with the pastor and other leaders in the selection of suitable music and the devising of appropriate musical programs for all occasions where such services are needed. Musicians are to serve as per contract.

I. Minister of Music

The minister of music shall be responsible for providing leadership both spiritual and musical to all general music ministries of the church. The minister of music shall make themselves available to all services of the church and shall be responsible for technical development of said members in the choir. He/She shall further work in conjunction with the director of music and choose appropriate music. He/She shall act as a liaison between pastor and music director of the choir.

J. Officers of Church Organizations

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is ex officio head of all the organizations named or un-named, and his leadership is to be recognized in them all. All organizations must have quarterly meetings with assigned deacons and pastor.

1. *Sunday School Officers:* The general superintendent shall be elected, with a staff consisting of an associate superintendent, secretary, treasurer, librarian, the church. The duties of these officers and committees shall be those designated by the approved denominational standards.
2. *Women's Missionary Society:* The general officers of the Women's Missionary Society, consisting of president, vice-presidents, secretaries, treasurer, shall be elected every two years by the church. The duties of these officers and committees shall be those designated by the approved denominational standards. Following their election, the general officers of the Women's Society Missionary shall be publicly installed.
3. *Officers of the Brotherhood:* The officers of the Baptist Brotherhood shall consist of president, vice-president, secretary, and treasurer, who shall be elected every 2 years.

98096 00703

The duties of these officers and committees shall be those designated by the approved denominational standards. Following their election, the general officers of the Brotherhood shall be publicly installed.

4. Other necessary officers shall be nominated and elected as indicated above, with every office being held for two years then becoming vacant.
5. Employees and Staff Members: Janitor, caretaker, hostess, or similarly employed persons, shall be recommended to the church by the pastor, deacons (or a committee of the deacons) and the personnel committee, and approved for employment by church action. Staff members such as church secretary, assistant first associate pastor, minister of education or music, business administrator, and the like, shall likewise be nominated by the pastor and the church deacons (or committee of deacons) and personnel committee, and duly elected. Employees and staff members shall be under the general direction of the pastor, aided by a committee of deacons specifically designated for this purpose. The pastor and personnel committee shall be responsible for recommending salaries and duties of the employees and staff members to the church for approval.
6. Usher Board Officers: The general officers, of the Usher Board, consisting of President, vice-president, Secretary, Treasurer, shall be elected every 2 years by the Pastor. The usher board officers shall insure that the seating and comfort of the congregation is met, the prevention of interruptions and distractions and similar needed services.

All officers are subject to approval and removal from office by the pastor or by two-thirds vote of the members present at a meeting called for such purposes.

ARTICLE III – Committees

The following standing committees shall be elected:

1. Committee of trustees, shall hold in trust all property of the church, manage and maintain the same, administer the church's financial affairs in righteousness, along with the Pastor, deacons, and pastoral appointees, and be in constant search for ways and means of improving the material resources of the church. The trustees are obligated to act under the instructions of the pastor and church and mandated to carry out its wishes. They have no right to sell, mortgage, or in any way encumber the real and non-real property of the church without the church's consent. The pastor and trustees shall decide what use shall be made of the church's facilities by outsiders and individual members.
2. Joint roster of deacons and trustees shall consist of the deacons and trustees however, the position of either deacon and/or trustee remains separate and distinct one from the other, and shall be the highest board and/or roster from the standpoint of authority in the church. They shall meet once a month at the call of the pastor or other special meetings as determined by the pastor. This board shall assist the pastor as head in all of this work, deal with those matters submitted to it by other boards, serve as the lay overseer of the church and its general welfare, act in the absence of the church when emergencies arise, keep a watchful eye on the needs of the pastor and all the members.

98896 00704

3. The building and grounds committee shall consist of five members, who shall have general charge of the administration and upkeep of the grounds and buildings.
4. Finance committee whose duties are as follows:
 - a) To supervise the raising of all money in the church and have supervision over the expenditure of the same, which includes the preparation of the annual budget.
 - b) No contract for supplies, materials or services, pledging the credit of the church, shall be made except upon approval of the finance committee, unless authorized by direct vote of the church.
 - c) All expenditures shall be made only upon authorization of the finance committee upon the authority of the church, save that the church may give general authorization to the committee for normal supplies and also for general items.
 - d) All payments for such supplies, materials, and services shall be made by the church finance chairman upon vouchers approved by the pastor/chairman of the finance committee, and the head of the deacons, any two of whom may act in case the third is not accessible; and also such as may be authorized any time by direct vote of the church, in which case the voucher is to be signed by the clerk.
 - e) All money collected by and through the Sunday school, Woman's Missionary Society, or any other church organization, shall be duly recorded by said organization and turned in to the finance chairman, or in case of special expenditures, reported to the finance committee.
 - f) The finance committee shall provide for an annual audit of all books and accounts of the church.
5. The Hospitality Committee shall be responsible for the greeting and introduction of visitors and other like matters.
6. Any other committees and ministries as shall be formed when in the discretion of the pastor such committees and/or ministries become necessary.

ARTICLE IV – Church Finance

Section 1: The finance committee, in consultation with the pastor deacons, and responsible leaders of the various organizations shall prepare and submit to the church for approval at its annual Church conference (or at such other time as may be deemed best by the pastor of the church) an all inclusive budget, indicating by items the amount needed and sought for all local expenses and purposes, and in like manner for all denominational or other approved non-local causes (in other words and Annual Budget must be submitted).

98096 00705

Section 2: Receipts from all sources shall be kept in separate accounts, a local expense account, a mission and benevolence account and a building fund. From the former account shall be paid all local expenses as the church may direct; from the benevolence account, according to the schedule adopted by the church (as suggested by the denomination), shall be remitted at least monthly any and all money received for this purpose, provided always that individuals be permitted to designate the manner in which their gifts may be distributed.

Section 3: All funds, for any and all purposes, shall pass through the hands of the finance chairman and are properly recorded on the books of the church and the trustee committee. The expenses of all organizations, as approved by the pastor of the church, shall be paid from the local expense fund as hereto provided.

Section 4: Special offerings may be sought by the church or by any of its organizations only upon approval of the pastor and church after recommendation of the pastor, deacons and trustees. This does not preclude the pastor from making special offerings to various causes at any time the Spirit of God may move him.

ARTICLE V – Meetings

Section 1: Worship.

1. Public services shall be held stately on the Lord's Day and on some regular evening or evenings of each week.
2. The Lord's Supper shall be celebrated on the first Sunday of each month, or at such other time as the Church may determine.
3. Occasional religious meetings may be appointed by the pastor at his discretion, or by vote of the church, religious in nature only.

Section 2: Business.

1. At any of the regular meetings for worship, the church may, without special notice, act upon the reception of members.
2. The pastor/CEO may and/or shall, when requested by the deacons, trustees, or a standing committee, call from the pulpit special business meetings, the particular object to the meeting being clearly stated in the notice, no other business meetings may be called by any other persons or committee except by a two-thirds vote of the membership attending the regular Sunday service at the regular place of worship located at 6021 University Hills Blvd., Dallas Texas in the main sanctuary of the Pearly Gate Baptist church. If such a vote carry's then the Pastor, or his appointee shall make said announcement in accordance with said vote stating the time and subject to be considered at said meeting, two weeks time must lapse from the time of said announcement until and prior to such meeting being held.

98096 00706

3. The church may conduct called business meetings called by the Pastor and/or CEO, to consider matters of special nature and significance. A two week notice may, and must be given by the Pastor and/or CEO or his designee, for the specially called business meeting unless extreme urgency renders such notice impractical, as provided above in said Article V Section 2 Part 2. The notice shall include the subject, date, time and place, and must be given in such manner that all active and qualified members as provided for in respect for the designated matter being voted upon per se, members have opportunity to know of the meeting.
4. The annual meeting of the church shall be held during the first week of January at which time an annual report shall be presented and officers elected, and such other business transacted as may be specified in the call or authorized in the by-laws. The meeting shall be held at the Pearly Gate Baptist Church.
5. The quorum consists of those attending the meeting, that are in good standing with the said church and whose name is recorded on the active church membership role, prior to said announcement and prior to such meeting being held.
6. No meeting is sanctioned by, nor is the subject being hereinafter considered at said meeting, nor any conclusions reached at said meeting shall be considered the will of the Pearly Gate Baptist Church and is null and void.

ARTICLE VI – Discipline

Section 1: Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the 18th chapter of Matthew.

Section 2: Should any case of gross breach of covenant, or if public scandal occurs, pastor and/or the deacons shall endeavor to remove the offense; and if such effort fails, shall report the case to the church.

Section 3: If the church votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof, furnishing him with a copy of the charges.

Section 4: At such hearing, the accused member may call to his aid any member of the church as counsel. If he shall not present himself at the time appointed, or give satisfactory reasons for his neglect so to do, the church may proceed in his absence.

Section 5: All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to admonish the offender or declare him to be no longer in the membership of the church.

Section 6: In case of grave difficulty, the church will be ready, if requested, to ask the advice of an acceptable council from neighboring churches.

ARTICLE VII – The Church Council (Executive Board)

Section 1: The Church Council, upon being established by authorization of the church, shall seek to correlate and coordinate the activities and organizations of the church, yet with advisory powers only.

Section 2: The Council, unless otherwise determined by vote of the church, shall be composed of pastor, trustees and staff members.

Section 3: The Council shall meet monthly or quarterly, as may be desired, and/or called of the pastor or chairman of the Deacon board at any time deemed necessary.

Section 4: The functions of the Council may be indicated by the following agenda, subject to change as occasion may require: 1) Scripture reading and prayer; 2) reports of progress since last meeting; 3) calendar of activities and meetings for the month (or quarter) ahead; 4) problems which need joint consideration; 5) needs which should be supplied cooperatively; 6) objectives which call for teamwork; 7) possibilities of friction which should be prevented; 8) spiritual emphasis in which all may join; 9) denominational calendar which should be taken in account; 10) season prayer for special objectives.

Section 5: All matters agreed upon by the Council, calling for action not already provided for, shall be referred to the church for approval or disapproval.

The Pearly Gate Baptist Church pledges its assets for use in performing the organization's religious function, and under no circumstances is the church property owned by any one individual and/or adverse group of persons over and against the general will of the majority, accumulative will, of the Pearly Gate Baptist Church. No political party campaigns will be allowed during worship service.

98096 00708

Mission Statement

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world. To bring worship fellowship, experience and awareness of God, recognizing His person, and responding in obedience of His leadership. To experience an increase meaningful fellowship with God, and fellow believers. To help people experience a growing knowledge of God and man. To be a church which ministers unselfishly, to persons in community and the world in Jesus' name. To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment to life, personality, and possessions to the Lordship of Christ.

Vision Statement - Define

The statement of what we are becoming that inspires and fosters commitment.

Vision Statement

To lead the people of God to a greater knowledge and deeper relationship with the Lord by feeding them the Word of God and shepherding their hearts, to better equip the saints to accomplish His work and purposes, and to share with the unsaved how to find real life and true freedom in Christ.

Core Values - Define

The most cherished beliefs and principles that guide this church.

Core Values

1. Worshiping
God as only the true and living God
2. Inclusion
Love is our greatest moral value and **resisting exclusion** is a primary focus of our ministry. We want to continue to be the **conduits of a faith** where **everyone is included** in the **family of God**, and where all parts of our being are **welcomed at God's table**.
3. Family
Present God to the world, Strong family, strong community
4. Clean Living
For God - through transformation
5. Spiritual Transformation
Providing a message of liberation from the oppressive religious environment of our day or to those experiencing God for the first time is what guides our ministry. We believe that when people are invited to **experience God** through the life and ministry of **Christ**, lives will be **transformed**.
6. Community
Offering a safe and open community for people to worship, learn and grow in their faith is our deep desire. We are **committed** to growing ourselves and each other to **do the work** that **God** has called us to do in the world.

Chapter3 - Policies & Procedures

A. LEADERSHIP

Leadership encompasses many aspects including strategic planning, collaboration, delegation and accountability. Each member of the Leadership Ministry should have a sense of contributing to the effectiveness of the team as a whole regardless of, and perhaps even because of, individual differences in approach or style.

Leadership Expectation

Leaders in our church are held to a high standard of mutual accountability.

Pearly Gate leadership whether volunteer, appointed, elected, or hired will abide by the following Leadership Covenant:

As a church leader I covenant to:

1. Be a person of integrity and good character.
2. Must support the church in stewardship
3. Be truthful.
4. Maintain appropriate confidentiality.
5. Abide by my commitments to ministry and complete projects/assignments on time, with excellence or ask for help from my Ministry Leader team, or board of Deacons.
6. Attend all ministry/committee meetings unless seriously ill or there is a personal emergency, and to notify my Ministry leader or Board of Deacon, in advance whenever possible, of any absence.
7. Live my life in a way that demonstrates my faith.
8. Follow the policies and procedures as set forth in the Policy Manual.
9. Pray daily for our world, my community, my church and leadership.

Decision Making Criteria

Leadership will make decisions that are in the best interest of the church and the congregation. All proposals put forth will be viewed in light of the following questions:

- Is this in God's perfect will for our church body?
- Will accepting this proposal advance the mission/vision of the church as set forth in the both Statements?
- Will we be duplicating the efforts of a church ministry or community service that is already meeting this need?
- Will this proposal excite, motivate and encourage the membership to participate and get involved?
- Would this advance the kingdom of God?
- Will this enhance the church body?
- Is there a biblical passage that supports the decision?
- Will this build the body of believers?

Sexual Harassment

Sexual harassment perpetrated by or against any clergy, employee, leader, member of Pearly Gate, or any other person involved with the church shall not be tolerated. Pearly Gate will comply with all state regulations pertaining to sexual harassment.

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment.

Sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or relationship with the church.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or ministry/program decisions affecting such individuals.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or ability to participate in church activities or has the purpose or effect of creating an intimidating, hostile or offensive working or worshipping environment.

Any instances of sexual harassment will be immediately reported to the Pastor or a member of the Executive board

Sexual Harassment Grievance Resolution Procedure

1. Any member, friend, or guest of Pearly Gate who believes he or she has experienced any form of sexual harassment as defined above is encouraged to notify the Pastor or Executive Board immediately.
2. Immediately following notification, the Pastor or Executive Board will request a written Statement of Grievance from the complainant. The Statement is to contain details of the nature and cause of the grievance, names of those involved, names of witnesses, if any, and a description of the incident(s) giving rise to the grievance. The Statement is to be signed and dated by the complainant.
3. The Pastor or Executive Board will appoint a Grievance Review Committee of three(3) uninvolved individuals from a pool selected by the Pastor. The Committee's task will be to gather all available information about the grievance, interview all involved persons, prepare a written report of findings, and recommend a resolution within thirty (30) days. The duly appointed chairperson of the Grievance Review Committee will present the Committee's findings and proposed resolution to the Executive Board for final review and approval.
4. After Pastor's approval, he will present a summary of the Committee's findings and resolution to the complainant. The Pastor or Executive Board will be responsible for implementing the resolution.
5. All credible allegations of sexual abuse of minors shall be reported to law enforcement authorities.
6. All involved must sign a grievance.

Prevention of Child and Youth Abuse

The congregation of Pearly Gate is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

The following is the policy of Pearly Gate as it relates to the Children / Youth / Young People's ministry. Children / Youth / Young People are defined as persons below the age of 18:

- Adult volunteers who work with children and youth shall attend regular training and educational events provided by the church to maintain current knowledge of church policies and state laws regarding child abuse.
- Adult volunteers serving with children and youth shall review and sign the Leadership Expectation.
- Background checks shall be conducted, at the expense of Pearly Gate, for all persons, whether paid or volunteer, who work with children or youth. Initially, full background checks will be conducted for each person. Volunteers who are absent from the church for more than four months with no contact shall be re-screened before resuming work with children/youth.
- The Pastor and the Executive Board responsible for Risk Management shall be responsible for reviewing background checks and determining whether or not persons will be allowed to work with children/youth. The following items appearing on background checks shall merit disqualification from working with children: violent crimes, crimes against children, felony convictions, weapons misdemeanors, or recurring crimes.
- All volunteers working with youth or children are required to have been actively involved in Pearly Gate for a minimum of six (6) months.
- All teachers and advisors must observe the "two adult" rule which requires that there always be at least two adults, neither related to each other nor from the same household, present when supervising one or more students/children/youth.
- Volunteers should immediately report any behaviors that seem abusive or inappropriate to their Ministry Leader(s).
- Minors may participate in church sponsored activities for children and/or youth only with written permission from a parent, guardian or caregiver.

Conflict of Interest

It is the policy of Pearly Gate that every Board Member, Officer, or Employee shall abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have or may have a conflict of interest.

A conflict of interest is deemed to exist where:

- The person has a substantive interest, whether direct or indirect, in the matter at hand or the other party(ies) involved;
- The person is either a director, officer, or employee of the other party(ies) involved ;or
- All Leaders need to sign a Conflict of Interest.

- The person's spouse, children, parent, or siblings are in substantive relationships with the other party(ies) involved.

In those situations where a conflict of interest does exist or has the potential to exist, any Board Member, Officer, or Employee aware of such shall notify the Pastor or a member of the Executive Board.

Board Members, Officers, and Employees are encouraged to participate actively in community and professional activities. Because Board Members, Officers, and Employees may not always be fully aware of all interagency involvement(s), they should inform the Pastor of any intentions to participate in any activity that could potentially give rise to a conflict of interest.

Conflict Resolution

It is important to recognize and manage conflict in a healthy manner. Conflict is inherent in any organization. As a growing, thriving church, it is expected that Pearly Gate will from time- to-time experience internal conflict. Conflict can be good or bad, healthy or unhealthy, constructive or destructive.

Pearly Gate recognizes that healthy resolution of church conflict requires that those involved value one another as human beings, put forth the effort required to understand opposing points of view, and mutually agree that the good of the congregation is paramount. Members are to be committed to handling conflict in a mature, loving and constructive manner, and are to expect the same of church leadership and staff.

Healthy Conflict

Pearly Gate recognizes that healthy conflict is necessary to keep an organization mindful of and focused on its mission. Healthy conflict is that in which members deal with their issues up-front and talk directly to those with whom they disagree. They bring substantive evidence with their particular viewpoints and their demands are reasonable. They present their viewpoints as clearly supportive of the mission of the church. They clearly have a deep love for the church, love and respect for the leadership of the church, and are honorable in sharing their viewpoints. They do not make personal attacks on others. They are introspective and concerned that they have correct information. They view themselves as working with the church leadership to find peaceful, loving solutions to the issue at hand for the good of all people concerned. Once a vote is taken on an issue, they support the witness of the body evident in the vote, whether or not they are/were in agreement with the decision. They continue to be constructive and positive in their work for the common good of the church.

Unhealthy Conflict

Unhealthy conflict is that in which one or more members, based on non-substantive evidence, makes insatiable demands, usually attacking the person or performance of others. Any such unhealthy conflict has the potential to disrupt and even to destroy the mission and ministry of the church.

Pearly Gate recognizes the responsibility of all members to create and maintain a safe and healthy spiritual environment. Pearly Gate understands destructive behavior to be opposed to the creation and maintenance of such a Godly environment.

Direct Dealing

It is the policy of the church and its leadership to directly deal with people regarding issues of the church and to instruct all members in direct dealing. The Executive Board, Pastor(s), and Deacon Board will refuse to deal with proposals or concerns when the proponents of such are not willing to identify themselves by name. A member who purports to represent “many others in the church” or “they” will be asked to identify by name these other individuals. The individuals so named, as well as the person said to represent them, must be acknowledge their interest in person or in writing before the concern or proposal will be considered. If the individual(s) is(are) not willing to represent themselves or be identified, the Executive Board, Pastor(s) and Deacon Board will consider the matter anon-issue.

Conflict Resolution

Following Scriptural guidelines, persons who have a grievance or concern will be requested to take their concern directly to the person(s) or Ministry Leader involved. If that person or group is unable to resolve the issue, the parties may request, through the Executive Board; that a facilitator be appointed to assist them in resolving the conflict. This meeting will be held only with all parties present.

If the conflict is still unresolved, the parties may request that the Executive Board itself act directly in the matter of seeking a resolution. Again, all parties involved must be present at any meeting called for the purpose of addressing the conflict. In extreme cases, the Executive Board may seek input from an Pastor or may call for a formal Ministry of Reconciliation or Mediation as defined by Pearly Gate Baptist Church.

Issues that have not gone through the above process will not be placed on the agenda and will therefore be ruled out-of-order by the Chairman of the Executive Board.

Effective Executive Board Dealing

It is the policy of this Executive Board to be aware of unhealthy conflict in the church and to ensure that unhealthy conflict is dealt with immediately and directly. The Executive Board may choose to appoint two members to meet with the person(s) involved in any such activity(s) and discuss the behavior. The goal of all such actions will be the restoration of a loving, ethical and healthy community of faith at Pearly Gate.

Members must realize that to deal effectively with issues in the church, they must be willing to take ownership of and be identified with those issues. In order for the Executive Board to handle conflicts effectively, it must have access to pertinent information and further, such information may at times have to be shared with the full Board or its designee. **Executive Board Members will refrain from being bound to keep secrets regarding church issues.** Board Members will refrain from taking part in divisive conversations. When information, regarding the church, is discussed with one Board Member, that information will be open to all Board Members. Therefore, when talking to church members or other interested parties about church concerns, Board Members must use discretion in the event their confidence (or their assurance of confidentiality) is requested.

Personal vs. Congregational Issues

Not all issues brought to the Executive Board are congregational issues. Because we are a diverse group of people, personal issues may arise. These matters are to be dealt with differently

than congregational issues.

A congregational issue has the following identifiable characteristics:

1. A majority of the Executive Board can witness to several different members having raised the issue in a church meeting or with them in person.
2. Board Members themselves witness to the issue being of concern to the congregation.
3. A substantial number of individual members raise the issue of their own volition rather than having been prompted by the lobbying efforts of another individual in the church.
4. The issue is repeatedly voiced on different occasions by those persons described in items 1, 2, or 3.
5. The issue is especially voiced by trusted members of the congregation, by those who have proven commitment to the mission of the church over time, and/or by individuals or entities who are known to support the common good of the church in positive and constructive ways.

A personal issue has the following identifiable characteristics:

1. It is brought up as an issue by only one or a few people.
2. The issue is made known to the Executive Board only through or as a result of the lobbying efforts of a single individual.
3. The Executive Board is unable to witness to the matter being a congregational issue as described above.

If the Executive Board deems that an issue is personal and also believes that the church can assist the person(s) involved, the Executive Board will refer the individual(s) to the appropriate Pastor or Ministry Leaders. The Executive Board will not reconsider personal issues from the same person(s) regarding the same content in subsequent Executive Board meetings.

Emergency or Disaster Notification

In an emergency, or when it is imperative to notify the members, friends, and leadership of the church that an emergency has occurred, the following people shall provide leadership.

The point person for emergencies will vary based on the situation as follows:

- Fire or Police Situation Pastor/Deacons/ Ministry Leaders
- Illness or Death Pastor/Deacons/Ministry Leaders
- Weather Pastor/Deacons/Ministry Leaders
- Other Pastor/Deacons/Ministry Leaders

Once the point person learns of the emergency, that individual will notify the Pastor and the Deacon Board, who will then contact the members of the irrespective ministry/web page teams as needed. The primary methods of communication will be email and/or telephone. The church voice mail will be updated as appropriate and a general email will be sent. A web notification appropriate to the needs of the situation will be posted on web page.

In an extreme emergency, i.e., fire, tornado, etc., the Pastor or Church Leaders shall keep the Pearly Gate Members informed.

Inclement Weather

It is the policy of Pearly Gate Baptist Church that during inclement weather, all Board Members will pro-actively call the Pastor or designee and state their individual opinions about whether or not to cancel a scheduled church activity. Such calls should be made at least three (3) hours prior to services or the event. The Pastors will make the final determination. The Pastor or pastor's designee will update the message on the church phone voice mail, ensure that any schedule change is listed on local TV station(s) NBC 5 and post updates on Facebook and the church website.

B. MINISTRY/PROGRAM

Ministry(ies)/program(s) are established by and are the responsibility of the Senior Pastor.

Policy and Purpose

Ministry, meaning "to serve or give aid," is the tangible way that we live out our faith. Our church believes in the "ministry of all believers" and therefore works to establish an infrastructure to make that possible.

The Pastor, with input from the Deacon Board and the Executive Board, shall have the responsibility to create new ministry/program areas as needed and as such relate to the Mission and Vision and Strategic Plan of the church. Each new program will have a written purpose statement inclusive of tangible, written goals. Likewise, the Pastor, with input from the Leadership Ministry and the Executive Board, may dismantle or end a program when its goals and objectives are not accomplished, when it has ceased to be effective or when it no longer coincides with the Strategic Plan of the church.

We believe that the success of our Mission and Vision will be tied to the quality and effectiveness of our ministry/program teams. Therefore we seek to provide quality leadership and hold ourselves accountable for offering ministry that glorifies God and meets human need.

The Pastor has direct oversight of and is accountable for the following:

- Spiritual Leader – Teaching God's Word
- Personnel Management
- Visionary Leadership
- Directorship of Programs/Ministries
- Reporting Ministry Progress
- Worship

The Executive Board is responsible and accountable for:

- Strategic Planning
- Finances
- Facilities
- Pastoral Search
- Risk Management
- Church Policy

Ministry

In order for the Pastor to provide effective leadership of the ministry/program, it is critical that there be an established method or practice for coordinating ministry/program. The following are

two possible approaches to that coordination.

Ministers/Deacons made up of a few primary ministry leaders will meet with the Pastor monthly to coordinate and support the ministry/program efforts of the church. Generally, the Deacon Board, appointed by the Pastor, who help in the actual coordination of overall ministry, i.e. worship, congregational care, hospitality etc. The monthly Deacon meeting is for the purpose of visioning, coordination, training and support.

- Deacons/Leaders will be asked to sign the Leadership Covenant.
- Deacon/Leaders are expected to develop a fully functioning Ministry in their area.
- Deacons/Leaders, who do not fulfill the Leadership Expectation, may be asked to step down and a new Minister Leader may be appointed.

Ministry Leaders made up of key ministry/program leaders who oversee one team or specific area of ministry, i.e., Worship, Congregational Care, Hospitality, Education, Children's & Youth Programming, Justice, Administration, Marketing ,etc.

Leader of Ministry Leaders will meet monthly for the purpose of visioning, coordination, scheduling, training and support. The Leaders will be chaired by the Senior Pastor or the Pastor's designee.

- Ministry Leaders will be asked to sign the Leadership Covenant.
- Ministry Leaders are expected to develop a fully functioning Ministry in their areas.
- Ministry Leaders who do not fulfill the Leadership Expectation may be asked to step down and a new Ministry Leader may be appointed.

Committees that report to the Executive Board might include: Finance Committee, Strategic Planning Committee, Facilities Committee, Risk Management Committee, and the Pastoral Search Committee. For more information, visit the PGBC website.

Weekly worship services will be held on Sunday at 10:30am. Each year, additional worship services will normally be held on designated date, such as Christmas Eve) be announced by the Pastor.

It is the policy of our church that worship will be of high quality, offering our best to the glory of God and to the encouragement of the worshippers who attend. Therefore, it is expected that 20 minutes prior to worship those leading worship will meet briefly to review the service and have prayer together. Worship will start on time and all participants will understand their responsibilities in leading worship.

The Pastor will appoint one person to serve as the Worship Leaders who in turn will coordinate a number of worship teams. Each worship team will have an appointed Ministry Leader and will consist of no less than four people.

- Worship Coordinators – The goal is to have two worship coordinators for every worship service to provide overall coordination to the service. They are responsible for training and scheduling worship leaders and assuring that the flow of service happens as planned. They are also responsible for opening the building prior to services, setting lighting and temperatures, and closing the building following worship.
- Sanctuary Ministry (Deacon /Deaconess) – The Sanctuary plays a dramatic role in the

worship process. Duties include the visual presentation of our sanctuary, the thematic and liturgical seasonal coordination of our physical surroundings, and the care and setting up of the altar.

- Worship Ministers – It is our understanding that all members, not only clergy, are called to ministry therefore, after appropriate training, members of the church maybe called upon by Pastor to serve in any areas of leadership in regular worship.
- Usher/Greeter - Ushers are responsible for the smooth flow of the service, while welcoming and seating congregants and insuring their comfort. Duties include greeting and welcoming attendees, the distribution of Sunday Worship materials, gathering the tithes and offerings, orchestrating the choreography of communion and general tidying of the sanctuary following worship. Ushers, in their roles of greeting and welcoming, also are responsible for the distribution and collection of Visitors' Cards or Welcome Cards designed for first-time visitors.

Hospitality Ministry

Hospitality has always been an integral part of Christianity, and offering hospitality with intention affords visitors a chance to meet our church members and have an opportune time for relationship building. Duties of the Hospitality Team include coordinating refreshments following each regular worship service. Ideally, a monthly (more frequently if possible) meal, as well as refreshments for special events, will be provided by volunteers of the church. While Hospitality Team members will provide directly some of the consumable items, it is critical that this team involve and coordinate other members of the congregation in these efforts.

Music Ministry

Music is not just for special occasions; music is a vital, fully integrated part of the worship service experience. The Music Team is responsible for coordinating with the Pastor so that music augments the full worship experience. Duties will include providing music in the sanctuary 15 minutes prior to every worship service, music to be sung during the service, and special music.

The team will work to establish and support various choirs for the church, e.g., a gospel choir, a children's choir, a drumming circle, a praise team.

Audio Video Ministry

Primary responsibilities

- Set up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions such as meetings and presentations.
- Set up and operate sound equipment.
- Set up and operate spotlights.
- Create and install custom lighting systems.
- Monitor sound feeds to ensure quality.
- Ensure equipment is installed according to designated layout.
- Test and resolve equipment issues.
- Diagnose and correct media system problems.
- Mix sound inputs and feeds.

- Coordinate audio feeds with television images.
- Send in equipment for repairs as needed.
- Switch video input sources from one camera to another.
- Discuss assignments.
- Determine filming sequences and camera movements.
- Clean audio and video equipment and store properly.
- Ensure equipment the safe transfer and shipment of equipment.
- Compress and digitize audio and video data.
- Ensure the safe storage and integrity of data.
- Perform duties on location.
- Work with computer-controlled lighting systems.
- Duplicate audio and video data.
- Turn ideas into outlines, storyboards, and images.
- Maintain inventory of equipment.

Congregational Care (Deacon & Deaconess)

Provides welcome and support of a spiritual nature for those seeking to be renewed, equipped and strengthened in their relationship with God and in Christian ministry. The Congregational Care Team will seek to welcome the visitor and reach out to those in our congregation.

The team will make contact with first-time guests via a note or phone call within two days of their initial visit, and will design a program for returning guests to assist them in becoming fully engaged in the church. The team will also implement a process for contacting church members if/after they are inactive for a period of two months or more.

We do not provide psychiatric or mental health counseling. Referrals to professional, licensed mental health professionals in the community will be provided upon request or when indicated.

LIMITS to confidentiality as related to Congregational Care

The Pastor or pastoral designee reserves the right to take appropriate and reasonable measures to ensure the safety of those who come to our church, and will act in accordance with all applicable and legally enacted reporting requirements:

- If and when information is disclosed regarding any actual or suspected abuse or neglect of a minor person, a disabled person or a senior citizen.
- If and when information is disclosed regarding any suicidal plan or intent on part of the discloser.
- If and when information is disclosed regarding any homicidal plan or intent on the part of the discloser.

Children's and Youth Ministry

It is our goal to provide high quality, fun children's and youth programming that teaches the principles of Christianity and critical thinking in a supportive environment. It is our goal to provide Sunday school classes, for children and youth ages 3 – 18 and membership classes for our youth beginning at age 5. Outings, vacation bible school and other events maybe scheduled as needed or desired.

For the purpose of these policies, caregiver means the minor's parent or legal guardian, or the

adult who the parent/guardian has entrusted with the care of his or her child.

1. A parent/guardian must give written permission for his or her child to participate in any event offered by our Children's and/or Youth program.
2. Children's/Youth events will occur only when the leadership can assure that there will be at least two committed and trained adult leaders/supervisors for every 15:2 youngsters in attendance.
3. A teacher will avoid being alone in a room with a single student, whenever possible. A teacher should not send an older student off with a younger student to a room by themselves.
4. The door of the classroom will be left open (provided it is not an outside door) if there is not a window in the door.
5. If a young child needs assistance in the bathroom, a teacher should assist. The child is to be asked what assistance is required. The door of the bathroom will be left slightly ajar.
6. If a child is distressed, seems uncomfortable or requests to join a caregiver, the caregiver will be asked to come to the classroom or the child will be taken to the caregiver.
7. If a child is hurt, the caregiver will be notified immediately if any first aid is required. If the injury is life threatening, the teacher will ensure that emergency services and the caregiver are notified immediately. In all other circumstances, the caregiver will be notified directly after the event/class/worship service, as appropriate. In all cases, an accident report will be completed with one copy to the caregiver and the other to the leader of the Children's and Youth Ministry.
8. If a child is at church without a caregiver, a consent form signed by the parent/guardian must be on file and a teacher or Ministry Leader must be notified verbally.
9. Corporal punishment is prohibited.
10. Children who exhibit unruly behavior will be taken outside the classroom, asked to correct the behavior and will have consequences of future unruliness explained to them.
11. If the child continues to behave in an unruly manner, the child is to be taken to his or her caregiver, and the teacher will talk privately with the caregiver or follow up with a phone call to the parent/guardian. The teacher will advise his/her Ministry Leader of the child's behavior and the follow-up action taken.
12. If the child exhibits a behavior problem over a period of time, the Ministry Leader will discuss the situation with the parent.
13. In the case of a teacher being under the age of 18, an adult, aged 18 or older, must be present. Teachers must be at least 16 years of age.

Administration (Church Secretary)

The church secretary will serve as a support to ministry leaders/program committee. The church secretary may be either a volunteer or a paid employee. The church secretary will provide for the printing of the worship bulletin and newsletter inserts, keep the website up-to-date (possible volunteer or team), and keep the data base and official records of the church up-to-date and available. The Ministry Leader will work closely with the Pastor and other Ministry Leaders to provide good coordination of ministries and communication. Volunteers will be actively recruited and their activities carefully coordinated.

Facilities

The Executive Board is responsible for the facilities of the church.

Policy and Purpose

The physical presence of the church in the community stands as a symbol of faith and hope. It is a meeting place and a center from which worship and ministry/programs can emerge.

Facilities Committee

The Pastor will appoint a Facilities Committee of no less than 3 people to see to the maintenance and repair of the building. The Facilities Committee will submit a monthly written report to the Deacons Board giving updates on work completed, including expenses incurred, and projects that need to be addressed, including projected costs. The Ministry will work with the Finance Committee to offer budget requests and needs for the coming year. The Committee will seek to involve members of the church in facilities projects.

Safety and Protection

Alcohol

In support for those in sobriety no alcohol will be consumed on church property at either church sponsored events or building rental/use events.

Smoking

Pearly Gate is a smoke free facility. Smoking is not permitted on the property.

Keys

Keys to the facility will be provided to those persons who require them for successful fulfillment of their ministry (ies) and to ongoing renters of the building upon approval of the Pastor or designee. It is the Clerk's responsibility to provide keys and properly train key holders regarding appropriate security procedures.

Key Holders – It is imperative that key holders DO NOT duplicate keys unless authorized by the Clerk. If another set of keys is needed, the Clerk should be contacted. The Clerk will maintain a list of all key holders. Keys are to be returned to the Clerk if/when the key holders have no ministry/program- or rental-related need for them or upon request.

Use of Facilities – Adopted per Executive Board Meeting 06/03/19

The Pastor & Executive Board have the right to accept or refuse requests from an individual and from outside organizations for use of the property, based on size and type of event(s).

NOTE: An individual can ONLY submit requests to use the facilities for weddings, funerals or birthday celebration. Otherwise, an individual is not permitted to use the facilities.

The church is frequently asked about the insurance implications of allowing other organizations to use the facilities. All outside groups wanting to use the building must provide evidence that they have their own liability insurance. Beyond this, the church Clerk or Administrator will check with our insurance agent to determine if we have sufficient coverage. In some cases our insurance plan may extend protection to informal interest or support groups meeting in our facilities as a part of the church's ministry to the wider community.

Building Usage Fees

The Administrator or Clerk will negotiate and collect all fees for building usage according to the Fee Schedule set by the Executive Board.

- Custodian's Fees (\$150.00 up to 8hrs – Per Custodian) - All non-church events except for regular approved support groups shall pay a set fee for a custodian to be on site during the event. The custodian will ensure that the building is unlocked/locked, and building issues that occur are addressed immediately and the building is cleaned at the conclusion of the event. The fee will be paid directly to the Pearly Gate prior to the event. If goes over 8hrs it will be \$50.00 for each hour
- Weddings(\$1,000.00)& Reception (\$300.00) – Members of the church will not be charged a fee for the use of the sanctuary and/or fellowship hall. **However, they must pay for Custodial and Audio services. Video service is an additional fee if requested.** Non-members will be charged as per the Fee Schedule. Clergy honorarium will be set by Him. The church fee will be paid directly to the church one (1) week prior to the event, and a contract must be signed
- Funerals (\$1,000.00 for 2 hrs.) & Repast (\$300.00 for 1½ hrs.)– Members of the church will not be charged a fee for the use of the sanctuary and/or fellowship hall. **However, they must pay for Custodial and Audio services. Video service is an additional fee if requested.** Non-members will be charged as per the Fee Schedule. Clergy honorarium will be set by Him. The church fee will be paid directly to the church one (1) week prior to the event, and a contract must be signed

NOTE: Anything over the designated time for funerals and repasts will result in additional charges of \$50.00 per every 30 minutes (half-hour).

- Life Center (\$400.00 - \$700.00) **NO KITCHEN ACCESS**– Applicable fees will depend on the size and type of event.
- Sanctuary Rental– Excluding Weddings and Funerals (1,500.00 - \$2,000.00) – Approval and applicable fees will depend on the size and type of event. The Executive Board will consider each proposed event.
- Fellowship Hall (\$600.00)– Approval and applicable fees will depend on the size and type of event.

A \$250.00 deposit is due at signing of contract to secure event date.

All remaining fees must be paid one (1) week prior to the event.

Pearly Gate only accepts cash, money order, or cashier check

Price is subject to change

– NO PERSONAL CHECKS–

C. FINANCIAL

Policy and Purpose

With strong financial knowledge, planning, accounting practices, stewardship and fund development, church can create and maintain a solid operation.

The Executive Board has oversight of the financial operations of the church.

Finance Committee

- All members of the Executive Board share equal responsibility for the financial operations of the Corporation and Church. The Treasurer, as an elected officer within the body of the Board, has the specific responsibility of managing and safeguarding the financial resources of the local church by bringing accurate, up-to-date financial information to the Board for review, analysis and decision making, and by ensuring that sound fiscal practices and procedures are followed in compliance with the church's Financial Operating Procedures (FOP) and the financial requirements of the PGBC.

Qualifications: The Finance Committee should have or be able to develop a familiarity with church finances in general, the local church's FOP and standard accounting practices.

Accountability: The Treasurer is accountable to the congregation, through the Executive Board.

Duties: The Treasurer's responsibilities include, but are not limited to, the following:

Weekly/Bi-weekly

1. Ensures that payroll information is submitted in a timely manner, to the church's payroll processing service, if applicable.
2. Ensures that invoices, check request forms, and checks are processed in accordance with the church's FOP.
3. Ensures that qualified counters are available each Sunday and for every event in which an offering is collected or income is received.
4. Ensures that deposits are made or properly secured in accordance with FOP.

Monthly

1. Ensures that bank statements are reconciled.
2. Ensures that an up-to-date analysis of the current financial position of the church is available for review at each Board meeting, including bank account balances, fund balances, and detailed actual versus budgeted income/expense analysis of the General Fund.
3. Oversees the timely preparation and submission of the Pearly Gate Monthly Ministry Report and tithes to the Director/Deacon Board.

Monthly

1. In the event that payroll is handled within the church, the Treasurer ensures that the following items are completed in a timely manner:
 - a. Submission of withholding taxes to the IRS or an approved agent
 - b. Submission of IRS Form 941 (Employer's Quarterly Federal Tax Report) to the IRS

2. Is responsible to provide yearly giving statements to all donors.

Annually

1. Ensures that IRS Form W-3 (Transmittal of Wage and Tax Statements) and IRS Form 1096 (Annual Summary and Transmittal of U.S. Information Returns) are filed with the appropriate government agency.
2. Develops or works in conjunction with the Budget Committee to develop the proposed General Fund budget for submission to the Board and approval by the congregation.
3. Oversees preparation of financial reports for the Annual Congregational Meeting and forums and for submission to MCC when requested
4. In the event that payroll is handled within the church, the Treasurer ensures the following items are completed in a timely manner:
 - a. Year-end IRS Form W-2 (Wage and Tax Statement) for each employee
 - b. Year-end IRS Form 1099-MISC (Miscellaneous Income) for anyone who received over \$600 during the year for providing services to the church
 - c. IRS Form 1099-INT (Interest Income) for individuals who received interest from the church on monies borrowed or held by the church
5. Ensures that end of year giving summaries are provided to all donors in accordance with the church's FOP
6. Ensures that bank signatures are updated and in alignment with current Board membership
7. Arranges for audit or review of the church financial records and practices
8. Prepares financial statements for presentation to the Annual Congregational meeting

Regularly

1. In the event that payroll is handled within the church, the Treasurer shall ensure the following items are completed in a timely basis:
 - a. Processing of payroll payments
 - b. An IRS Form W-4 to be held on file for each employee for tax withholding purposes
2. Conducts official business with the church's financial institution(s)
3. Maintains a positive working relationship with the Bookkeeper, if applicable
4. Provides the Board and the Congregation with periodic reports on the General Fund's status
5. Makes recommendations to the Board regarding options for addressing unexpected expenses and potential budget short-falls

System of Internal Controls

The purposes of internal control are to protect the reputations of individuals involved with church finances and to protect the church's assets. The church has a duty to its volunteers to protect them from unfounded accusations against which they cannot defend themselves. It is wise for the church to arrange its affairs so that volunteers are not put into a position of unwarranted temptation. Internal controls usually involve dividing financial duties between two or more persons so that checks and balances are created and the likelihood of a single individual being positioned to both commit and conceal any impropriety, whether actual or only apparent, is significantly reduced.

The church accounting system must contain a series of checks and balances to ensure that monies and property belonging to the congregation are properly received, adequately protected, accurately recorded, and effectively used.

Fraud Prevention

Counting

Fiduciary responsibility shall be exhibited in counting congregational funds. In order to suitably handle church monies, the following procedures will be adhered to when counting and handling collections:

- Persons who participate in counting and recording the offerings will be trained for that purpose. Counting volunteers shall be members in good standing and have a demonstrated history of regular giving. The Finance Committee, in consultation with the Pastor, shall appoint and train counting volunteers.
- Responsibility for counting shall be rotated on a weekly basis.
- Two people, not from the same household, will always be present during the counting process.
- Counters will maintain confidentiality with regard to the giving of individuals.
- Collections will be counted in a secure location, immediately following the services/events during which they are received.
- Each counter will perform **two separate and independent counts**.
- All counters must then confirm their respective totals match and verify the amounts by signature on the Counting Form.
- Funds will be deposited into the church bank accounts as quickly as possible. The use of an after-hours depository or next day deposit services is acceptable.

General Accounting System

General accounting principles will be followed. Payroll transactions, receipts and disbursements should be recorded in a journal. *(Many commercially available software package, QuickBooks is but one, provides that capability).*

A journal is the record in which all day-to-day transactions are originally recorded. The journal is organized chronologically and shows all information about each transaction in one place. In recording each transaction, the date is listed, and the amounts of the debits and credits given. Each transaction of debit and credit must be balanced.

At monthly intervals, the debits and credits are transferred from the journals and posted to a General Ledger by locating the specific account within the ledger and copying the amount of the debit or credit in the appropriate space. A ledger is composed of groups of accounts which have some common characteristic. Usually a ledger is composed of asset, liability, reserve, expense, and revenue accounts. The purpose of the ledger is to classify and summarize data according to function, while the purpose of the journal is to provide a detailed chronological history of financial transactions.

General Fund is singular; there is only one Fund. The church's General Fund is under line item budget control.

Designated Funds may be plural; there are as many of these funds as there are specific allowances placed on the money's use. Spending from Designated Funds is, of course, limited by the various designations and is controlled entirely on the basis of each fund's available balance.

Budgeting

Budgeting is an integral part of any church in that it is concerned with the translation of ministry/program goals and objectives into financial and human resource terms. Although accounting and budgeting both relate to sources and uses of funds, accounting is concerned with current and past fiscal events while budgeting is concerned primarily with the future.

A budget should be designed and prepared to direct the most efficient and prudent use of the church's financial and human resources. A budget is a management commitment to a plan for present and future organizational activities that will ensure survival and growth. Preparing a budget provides an opportunity to examine the composition and viability of the church's programs and activities in light of the available resources.

The budget for the church shall be set annually with the process beginning in (*Month*) and concluding with the Congregational Meeting held in (*month*). The budget will take effect on (*date*).

Guiding Principles for Budget Design

1. The proposed budget must be a balanced budget.
2. The budget proposal must include a comparison of the proposed budget to the previous year's budget, and must also contain a listing of the current year's actual income and expenses to-date.
3. The Board will schedule and host at least one Congregational Forum for the purpose(s) of discussing the proposed budget.

The Executive Board will give oversight to the budgeting process and timeline. The general steps to be followed shall be:

1. Host an annual strategic planning leadership retreat. Update mission, vision, and values as needed and set specific goals and objectives.
2. Review actual income and expense for the previous 3 – 5 years before projecting expectations for the coming year.
3. Compare proposed budget to actual amounts for the last twelvemonths.
4. Ministry Leaders propose budget needs as related to the outcomes of the retreat, i.e., any changes in mission, vision, values and/or financial expectations.
5. A Finance Committee will prepare a first draft of the budget for presentation to the Executive Board. The Executive Board will revise if necessary.
6. Executive Board approves the budget and gives input to the Deacons as to the rationale and motivation of the decisions made.
7. Executive Board presents the budget at the Congregational Meeting.

The Executive Board will review budget versus actual performance at least quarterly. Budget variances will be explained by the Finance Committee, who will present, as needed, any recommendations for corrective action.

The Executive Board may make changes and/or revisions to the budget during the year. Any such changes will be posted in the Board minutes. Should expenses exceed income by more than 30% over a three-month period, the Executive Board will host a Deacon meeting for the purpose of informing the congregation and receiving their input.

Contributions

An offering/collection will be received at each worship service including special worship services. The offering is for support of the ongoing ministry/program of the church. The Pastor, with the approval of the Executive Board, may designate an offering at a special worship service (a service different from the church's regularly scheduled weekly services) for a specific purpose, e.g., a Christmas Eve offering for the homeless shelter.

The Pastor may allocate or designate a second collection at any service for alternative uses, such as repayment of an outstanding debt, love offerings for special guests, replacement or repair of stolen or damaged property, etc. In all cases, the congregation must be given prior notice of the purpose for each collection/offering.

Gift Acceptance Policy

Cash

- Checks should always be made payable to the church rather than to an individual who represents the church.

Life Insurance

- The church will accept a life insurance policy as a gift only when it is named as the owner and beneficiary of the policy.

Tangible Personal Property

- All Donations to Payne's Pantry will receive a receipt of said donation.

Charitable Trusts

- The church will not act as trustee. The administration of these trusts should be performed by a bank trust department or other trustee selected by the donor.

Bequests

- The church reserves to refuse to accept (disclaim) any bequest that might prove to be more of a cost than a benefit.

Pledges

The purposes of the Building Fund are to aid in the purchase, building, improvement, and/or repair of church buildings and to allow for reducing church mortgage balances.

Fund Raising

The Pastor/and Executive Board must approve all fundraising projects in advance.

Fundraising events that benefit other charitable organizations may be supported and publicized

by the church with the approval of the Pastor. Fundraising events that benefit an individual event holder will generally not be supported or publicized by Pearly Gate.

Merchandise Sales

Pearly Gate will not allow unapproved sales of merchandise on church property. All requests must be approved by Pastor.

Cash Disbursements

All Reimbursements must first be approved by the Finance Committee by filling out a form below. A form can be provided by the church secretary

Spending Authority

All requests for spending must be approved in advance by the Finance Committee.

Budgeted spending, including regular monthly or quarterly billing items, qualifies as being requested in advance by virtue of its inclusion in the approved budget. The Treasurer will normally approve such spending in order to pay the bills and to keep the church current on financial obligations.

Ministry Leader spending must be approved by the Pastor/Administrator prior to submission to the Treasurer.

To request spending authority, a person should fill out a “check request” form and submit it to the Finance Committee / Treasurer for a pre-approval signature. Reimbursement will be made only when appropriate receipts are submitted. The form must be given to the Finance Committee day prior.

Pearly Gate exercises sales tax exemptions as allowable, and will not reimburse individuals for sales tax expenses incurred unnecessarily.

Expense Reports and Staff Reimbursement

Staff expenses shall be submitted and reimbursed in a timely manner. As a general guideline, anticipated expenses should be approved in advance, and documentation of actual expenses should be submitted within 10-14 days of the date incurred. Failure to submit expense reports, along with all supporting receipts, within the 14-day limit may result in denial of reimbursement.

The church will maintain separate accounts, as necessary, to accommodate the various needs of the church.

1. General Fund

The General Fund provides for routine business check disbursements and all regular deposits from external sources. It should be an interest bearing account, allowing earnings to accumulate on the float from check disbursement. All checks written will require two signatures as authorized by the Executive Board. Bills will be paid within the legal limits granted by the vendor, but not aged to the point where the church will develop a reputation for slow payment. Deposits should be made the same day as

received, when possible. Additionally, all checks should be restrictively endorsed upon receipt.

2. Designated Funds (e.g. Reserve)

Upon creation of a designated fund the Executive Board will determine the design and purpose of such a fund. Concrete policies should be adopted and documented as to the fund's purpose, allowable investment vehicles, target balance basis, etc. Where economically feasible, these funds should be maintained in separate bank or investment accounts.

Investments

Fixed Assets

Fixed assets are physical or tangible assets used in the normal operations of the church, that are not held for resale, and that have a useful life of more than one year. These assets are accounted for at a historical cost and all such assets excepting land, are subject to depreciation.

It is our policy to capitalize all physical assets with a cost in excess of \$500 and/or a useful life of more than one year. Items with acquisition cost of less than \$500 and/or a useful life of less than one year will be expensed in the year they are purchased.

Long Term Debt

We may borrow to fund the purchase of certain equipment as would a prudent business person. We may also borrow to acquire certain land/buildings and/or improvements. Before entering into any such obligations, Pearly Gate will ensure it has the General Fund and Building Fund resources necessary to make any Debt Service Payments that will be required.

Any purchase or commitment to debt greater than \$(100,000.00) shall be affirmed by a majority vote of the members of the church at a special congregational meeting.

The Treasurer will ensure that individual members receive cumulative giving statements annually.

Availability of Financial Records

Individual contribution records are to be kept confidential; access is limited to authorized staff and volunteers, including the Executive Board and the Pastor.

The church's financial records, other than individual contributions records, will be made available to church members by appointment.

All church financial records, including but not limited to check books, invoice records, savings account passbooks, tithing records, and deposit slips are to remain in the church office at all times, except as such records may be required elsewhere for audit and/or accounting purposes. A person can only view his/her contribution.

Records needed for the preparation of monthly or quarterly financial statements may be removed for a period of no more than 48 hours. The Treasurer/Assistant Treasurer may sign on to the church's password protected accounting system from any remote, secure location.

All church financial records will be available to the Executive Board and Pastor at all times.

D. Executive Board

All Executive Board are appointed officers of the church body; therefore, they possess equal authority and responsibilities. All Board members come to the table with a voice to represent the congregation.

The Executive Board must ensure that they avoid even the appearance of a conflict of interest. Conflict of interest is detailed more in Chapter 3, Policy & Procedures in this manual. Should a Board Member find that he or she is or might be in a conflict of interest that Member must take one of three steps and the action must be noted in the Board minutes:

- **Disclose** the issue to the full Executive Board
- **Recues** him/herself from any discussion or vote pertaining to the issue
- **Resign** from the Executive Board.

The Board may opt to make a recommendation or take action as to which of the above steps is most appropriate for the situation. Any action taken must be noted in the Board minutes.

The Executive Board must adopt appropriate polices and provide ongoing oversight. It may delegate implementation of some policies to the Pastor and other personnel, but ultimately the Executive Boardis responsible for compliance.

Board members should be aware of the potential risks of lawsuits or other liabilities forwhich the church may be accountable. Obtaining the proper levels and kinds of insurance and developing appropriate policies and preventive measures are primary responsibilities of the Executive Board.

The Executive Board must also ensure that adequate records are maintained which document all Board actions (motions/votes) and all relevant reports.

Support the Pastor and provide constructive feedback

Although the Board does not have the responsibility of performance review for the Pastor, it should provide the Pastor with frequent and constructive feedback. Sometimes, a Pastor may choose to establish a performance evaluation or feedback process which involves the Board.

Finance Committee

The Chairman of the Finance Committees job description is outlined under F. Financial in by-laws.

Member(s) at large

The primary duties of the members at large are as follows:

- Be prepared
- Participate
- Cooperate

- Accept responsibility

Executive Board Meetings

Executive Board meetings shall be held every other month for the express purpose of managing the business of the church which pertains to strategic planning, policies, finances, physical property and risk management.

Executive Sessions are restricted to the Executive Board and possibly others as requested by the Executive Board. Pastor Sessions will be held to discuss matters of a sensitive nature. This includes, but does not limit the Executive Board to matters of appointment, review, discipline, or conflict resolution.

Examples of Board of Directors Committees

Board Committees are appointed by the Board as needed and report directly to Sr. Pastor. The role of each committee is to do the research and make recommendations for the Pastor/ Executive Board to consider. In some cases, once the approval is given, the committee may be tasked with implementing the recommendations.

- **Finance Committee** – Generally, a 5-7 member committee of people with expertise in accounting, bookkeeping and/or financial management. Their task is to develop and recommend financial operating procedures (FOP) to the Board. Some churches look to this committee to assist with the budget process in calculating income projections, etc. and oversee the annual audit process.
- **Stewardship Committee** – Generally 5-7 people who have a proven record of financial giving (tithing) to the church and whose life reflects that of a good steward. The committee will work in coordination with the Pastor and reports to the Board. This committee develops and implements the year-round Stewardship Program.
- **Facilities Committee** – A committee of 3-5 people who develop short- and long-term building or facilities plans. Often the committee will also have management of the care of the facilities until staff can be hired to manage the day-to-day upkeep.
- **Strategic Planning Committee** – A committee of 3-7 people including the Pastor and at least one Board Member. This committee works to ensure that there is a process for strategic planning in the church, monitors progress on the plan and makes recommendations to the Board for moving the plan forward.
- **Policy Committee** – A committee of 3-5 people including at least one Board and one staff member to develop church policies to recommend to the Board for approval. Once the Policy Manual is in place it should be reviewed annually for any needed updates, additions or changes.
- **Risk Management Committee** – A committee of 3-5 people. Their tasks include annually reviewing all matters pertaining to risk management in the church and making related recommendations to the Board. The committee reviews such things as insurance

policies, building concerns, liability issues, as well as completes an annual Risk Management Audit (a sample is attached to the Executive Board Training Manual).

Risk Management(There are other sections that also cover risk management issues in this manual.)

Insurance

It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of the church.

As part of the Executive Boards' responsibilities, insurance shall be reviewed annually to be sure the church has adequate insurance to recover losses, and to ensure that the appropriate types of insurance and endorsements are purchased.

Annual Board approval of the insurance coverage must be documented in Board minutes, including any action taken to decrease/increase insurance.

Types of Insurance

Pearly Gate, after seeking the advice of an insurance agent, will purchase at least the following two types of insurance.

The church will maintain adequate insurance as outlined below as a minimum.

Type of Coverage	Amount of Coverage (with an appropriate deductible)
Comprehensive Liability	\$1,000,000
Directors and Officers	\$1,000,000

Worker's Compensation Insurance

Our church is subject to worker's compensation laws, and therefore is required to have worker's compensation insurance for all employees. Most health insurance programs, as well as most liability insurance policies, exclude work-related injuries from coverage.

Contracting for Services

Only the Executive Board or appointed Deacons can authorize the signing of a contract on behalf of the church. The official signature of the church is the Clerk who signs "On behalf of Pearly Gate Baptist Church" / or appointee on any Executive Board authorized contract. Pastors, treasurers, staff members, etc. shall not enter into a binding contract on behalf of the church.

When it is necessary to contract for services, a minimum of three written bids will be sought. All contractors must have a current business license, worker's compensation and provide proof insurance being bonded. It is very risky to hire a contractor who lacks this coverage as the church could be held liable for costs resulting from any injury to the contractor or persons employed by the contractor incurred while working for the church.

Church Membership

Members

After completing classes at Pearly Gate Baptist Church for instruction in the beliefs and doctrines of the church, a baptized Christian may become a Member in good standing. The rite of attaining membership shall be conducted by the Pastor or Interim Pastoral Leader at any regular worship service of the congregation. Members shall abide by the Bylaws of Pearly Gate. A Member of the church in good standing is expected to be in attendance at worship services, to pledge his/her financial support (tithes) to the church and to contribute his/her time and talents by being involved in ministry within the church and community.

Transfer of Membership

Persons holding active membership from another church may request that their membership be transferred to Pearly Gate. It is recommended that they meet with the Pastor and attend the section of the membership class that focuses on the local church and ministry/program involvement. Whenever there is a request for a transfer of membership, the former Pastor/Church will be contacted.

Reinstatement of Membership

Inactive members who wish to return to Active status must complete the membership classes/process.

Review of Membership

1. Pearly Gate practices an annual review of the membership rolls. This procedure provides an opportunity for intentional contact and pastoral care with members who are not participating.
2. The Clerk is given an attendance report monthly by the Pastor/Congregational Care Team. Within the context of the Clerk's Report, members who have not been in attendance for three (3), six (6), nine (9) months and twelve (12) months will be noted.
3. Members on the three (3) month list will receive a pastoral letter from the Pastor and/or Hospitality Committee stating that they have been missed and encouraging them to return.
4. Members on the six (6) month list will receive a second pastoral letter from the Pastor and/or possibly from the Hospitality Committee, stating that they have been missed, encouraging them to return, Pearly Gate will contact members.
5. Members on the nine (9) month list will receive a third letter, this time from the Clerk and stating that they have been missed.
6. Members on the twelve (12) month list will receive a fourth letter, this time from the Clerk, stating they have been missed, encouraging them to return. Additionally the letter will state that they are being placed on inactive status and they have thirty (30) days to respond.
7. If there has been no contact, the member will be placed on the Inactive Members list and will cease to have the privileges of membership.
8. This procedure ensures that every member will have at least four (4) written contacts prior to being placed on inactive status. The Board action will be accomplished by the acceptance of the written Clerk's Report.

Watch Care (Friends of the Church) – Adopted per Executive Board Meeting 06/03/2019

The Church may accept into its fellowship persons who do not wish to become full-fledged members of the Church, but who support the Mission and Vision of the Church and want to study God’s word. **Such persons, excluding college students and persons in transition because of job/relocation can join under Watch Care for six (6) months. Watch Care members may attend worship service, Sunday school, weekly bible classes and church activities, but cannot join a ministry (choirs, youth department, young adults, ushers) or serve on a committee.**

Removal

By majority vote, the Executive Board may remove any Member (full-fledge or Watch Care), from the rolls of the church for disloyalty or unbecoming conduct. Disloyalty or unbecoming conduct includes, but is not limited to:

1. Undermining of Pearly Gate Baptist Church Bylaws or policies
2. Discrediting the church
3. Misusing resources, funds, and / or programs of the church
4. Unethical behavior

Location of Critical Documents

All corporate documents shall be maintained in a safe environment, such as a locked fireproof box in the church office or a safety deposit box. Corporate documents include, but are not necessarily limited to the Federal EIN, the 501(c)3 documents and state sales tax exemption documents. A current membership list along with contact information and minutes of all Congregational and Board Meetings minutes will also be maintained in a safe environment. The Treasurer, Clerk and Pastor shall have access to all critical documents.

RecordsRetention

Pearly Gate will follow, unless otherwise governed by legal statute or specified by any issuing authority, the following record retention schedule:

<u>Records</u>	<u>Retention Periods</u>
Membership/Inactive Membership	Indefinitely
Bills/Utilities	Current and prior year
Personnel Files	Seven years
Property	Seven years
Contributions	Seven years
Gift Data	Indefinitely
Real Estate/Land	Indefinitely
Baptisms	Indefinitely
Holy Unions/Weddings	Indefinitely

Communications and Media

Effective communication plays an essential role in churches as it provides a means for gaining and maintaining support through message development, marketing, and public and community relations.

External Media

It is policy of Pearly Gate Baptist Church to protect the identity of its congregants from the

media, unless persons specifically agree to have their pictures taken or have their names identified.

In order to provide this protection, the following procedures shall be followed:

- Any person from the media seeking to conduct an interview and/or any outside organization requesting a speaker shall be directed to the Pastor, or in his absence, the Executive Board.
- Any person or group wishing to contact the media on behalf of the church must first obtain approval from the Pastor or, in his absence, the Executive Board.
- The Pastor or pastor's designee will inform the media of the rules by which they may take video, photographs, or interview congregants which are:
 - The media will be advised that they are on private property and they shall only be allowed to stay if they agree to follow the rules/procedures.
 - If they are present during a worship service or other special event, they should conduct themselves in a manner that will not disrupt the service/event.
 - All congregants shall be informed of media presence prior to the service/event.
 - No visual images shall be recorded during Communion/Sermons. To ensure this, all video cameras shall have their lenses turned to the floor and photographers shall turn off cameras or place lens caps on their cameras.
 - No videos or photographs, or interviews that identify a congregant shall be allowed unless specifically authorized by the subject(s).

Advertising

Pearly Gate Baptist Church will not accept funds for any church publication. Only those advertisements which are in good taste and respectful of our community will be accepted. The Pastor or Pastor's designee will have final approval of all advertisements.

The Executive Board shall set advertising rates to be used for the bulletin, newsletter or other brochure/media. Special consideration may be given to individuals, community groups, and non-profit groups, and the Pastor or Pastor's designee has the authority to reduce or waive advertising fees.

Official Website

Pearly Gate will protect and ensure that privacy concerns are respected and that the church remains a safe place for Members and Friends. Material published on the Church's web page shall identify individuals only where appropriate and then, only with written permission.

Written permissions will be obtained from the individuals concerned prior to publishing surnames, photographs, or personal information such as home / work addresses, email addresses, and phone / fax numbers.

Computer Information Systems

Purchased software and software documentation may be copied only as specified by the vendor. No versions of any purchased software are permitted beyond the number the church has purchased.

Personnel, Members and Friends of the Church may not purchase or write their own software for use in the Church without authorization. The downloading of any unauthorized software to church-owned hardware is also not permitted. Any violation of this policy subjects the offender to immediate discharge and/or the reimbursement of all costs associated with such action.

Prohibited Use of Email/Internet

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about any individual's race, age, disability, religion, national origin, or physical attributes, or shall be transmitted. No abusive, profane, or offensive language is to be transmitted through the Church's e-mail or internet system.

Further, electronic media may not be used for any purpose that is illegal, against church policy, or contrary to the Church's best interests. Solicitation of non-church business, or any use of the Church e-mail or internet for personal gain, is prohibited.

Password Controls

Types of Passwords

Pearly Gate Baptist Church shall use two kinds of passwords: one assigned by the database administrator and one that is self-assigned. A person authorized to use a self-assigned password will be assigned a temporary password but may then change that password to one of his/her own choosing after the initial log in. Only those persons approved by the database administrator will be authorized for user-assigned passwords.

- Changing of Passwords
All passwords will be changed from one to twelve times per year by the authority of the database administrator, who may call for a password change any time there is a need.
- Password Coding
Passwords will be limited to no more than ten alphanumeric characters. At no time will a person or ministry/program name be part of the password.
- Proprietorship of Computer Software
All software developed on behalf of the Church is the exclusive property of the Church. Personnel have no proprietary interest in any such programs they develop. All programming effort and documentation is the exclusive property of the Church as long as the hardware/software used belongs to the Church.
- Pearly Gate may publicize its position on social issues, but must not link that position to specific candidates.

We realize that as a church we must be very careful in walking the line between addressing an issue and endorsing or criticizing a particular candidate and the candidate's position on an issue.

Our Pastor(s) (have) to be particularly careful in making statements of this type since they may be viewed as an agent(s) of the Church. If the Pastor does wish to make a political endorsement

despite the risk, he will qualify any such remarks by explicitly stating that they are being made in a private capacity and not as an agent of the Church, and that the Church has not taken any action to endorse or express its opposition to any candidate.

General Procedures

Announcements

All announcements must be approved by Pastor, prior to being announced to the congregation, which include but not limited to:

- Worship Service
- Church webpage
- Media Ministry – Announcements
- Placing advertisements in or around the church properties

Death Occurrence

- Call the Pastor – Church
- Schedule Funeral. The date must be approved by Pastor (If at Pearly Gate Baptist Church)
- Pastor needs to see program 24hr before service
- Pearly Gate policy is closed casket – all viewing will be prior to funeral service
- Pearly Gate will provide a small meal for the (church members’) immediate family (repast) – Please call the church with number of family members to be served 72 hours prior to funeral
- Non – Members must be APPROVED, which incurs a fee
- If a funeral is for an extended family member of the church, please notify the church secretary.
- Flowers will ONLY be ordered for members’ immediate family (parents, siblings, grandparents).

Sick – Shut In

- Notify church secretary, if not on weekends
- On weekends if urgent call Pastor - If not urgent call the church and leave a voice mail
- On voice mail please leave:
 - Name of member
 - Name of hospital
 - Room Number
 - Contact Information

Procedure for the Payne’s Pantry

- Building is open from 10am -1pm; on Mondays and the 2nd& 4th Saturday’s of the month
- All donations can be dropped off in the Church Secretary’s office; Monday – Friday 8:30am – 4:30pm or at the Pantry during those designated times listed above.
- All those who desire a receipt must pick it up at the church office.

- In case of emergency or dire need please contact the church office

Members Assistance

Those members, who need assistance, please call the church. A minister will get in contact with you to address your needs. Assistance to members will be documented.

ADDENDUM

BY LAWS – #98096-00696

Page 15:

Membership, #6, the word **Transgender** has been added to first sentence, which now reads as follows:

Any member professing to be Gay, Homosexual, Lesbian, Bisexual or Transgender will not be permitted to hold any office in the church, deacon board, choir, or any other auxiliary official.