

Lexington Baptist Church

Constitution

By-Laws

Policy Manual

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PART I - CONSTITUTION and BYLAWS

CONSTITUTION

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to the other churches.

I. NAME

This body shall be known as the LEXINGTON BAPTIST CHURCH of Corpus Christi, Texas, located at 3525 South Padre Island Drive.

This church is organized and shall be operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code as a non-profit religious organization.

II. OBJECTIVES

The objectives for Lexington Baptist Church are as follows:

- 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 be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership leading to an increasingly meaningful fellowship with God and fellow believers.
- To help people experience a growing knowledge of God and man.
- To be a church that ministers unselfishly to persons in the community and the world in Jesus' name.
- To be a church whose purpose is for its members to be Christlike in their daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

III. STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" adopted by the Southern Baptist Convention of 1963. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

Marriage is a biblical institution established by God as described by scripture. We believe the biblical ideal for marriage is the uniting of one man and one woman in covenant commitment. Accordingly, this church's pastors and staff will not officiate in same-sex unions or same-sex marriages, nor will its property or resources be used for such purposes.

IV. RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual council and cooperation which are common among Southern Baptist churches. Insofar as is practical, this church will cooperate with, and support the Southern Baptist Convention and its affiliates, the Corpus Christi Baptist Association, and the General Baptist Convention of Texas.

V. 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, the Son, and the Holy Spirit, we do now, in the presence of God and His assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ. We engage, therefore, by the aid of the Holy Spirit to:

- walk together in Christian love,
- strive for the advancement of this church in knowledge, holiness, and comfort,
- promote its prosperity and spirituality,
- sustain its worship, ordinances, discipline, and doctrines,
- contribute cheerfully and regularly to the support of the ministry, expenses of the church, relief of the poor, and spread of the gospel through all nations,
- maintain family and personal devotions,
- educate our children in God's word,
- seek the salvation of our kindred and acquaintances,
- walk circumspectly in the world,
- act justly in our dealings,
- be faithful in our engagements and exemplary in our deportment,
- avoid all tattling, backbiting and excessive anger,
- abstain from the sale and excessive use of intoxicating beverages,
- be zealous in our efforts to advance the kingdom of our Savior,
- watch over one another in brotherly love
- remember one another in prayer,
- aid one another in sickness and distress,
- cultivate Christian sympathy in feeling and Christian courtesy in speech,
- be slow to take offense and always ready for reconciliation while being mindful of our Savior to secure it without delay, and
- unite with another church as soon as possible when we remove from this place so we can carry out the spirit of this covenant and the principles of God's work.

BYLAWS

With a firm conviction that we are saved by the grace of the Lord Jesus Christ and believing that we can best serve Him and advance His kingdom on earth by proceeding in an orderly manner, we the members of Lexington Baptist Church, Corpus Christi, Texas, do hereby establish and adopt the following bylaws:

ARTICLE 1 – MEETINGS

SECTION 1. This church shall meet regularly on Sunday morning, Sunday evening, and Wednesday evening for preaching, prayer, instruction, evangelism, and for the worship of Almighty God. The meetings shall be open to all people, members and non-members.

SECTION 2. The date and hour of any service may be changed by the action of the church taken at least one week prior to such service or meeting.

SECTION 3. The regular business meeting of the church shall be scheduled and held once a quarter. Business meetings must be announced at least two weeks prior to each meeting. A special business meeting may be called by the Pastor/Moderator at any regular meeting of the church.

SECTION 4. The procedure for all regular business meetings shall be as follows:

- . devotion and prayer,
- . minutes of the previous meeting read and corrected,
- . unfinished business,
- . reports of officers and/or directors,
- . reports of committees,
- . new business,
- . adjournment.

SECTION 5. It shall be the duty of the Pastor/Moderator to keep order and to state and explain motions. The Pastor/Moderator only votes when a tie occurs, whereupon his vote is the deciding vote.

SECTION 6. Fifteen or more members shall constitute a quorum. The majority vote of those present shall decide all questions unless otherwise provided for in these bylaws.

ARTICLE II – MEMBERSHIP

SECTION 1. All members shall subscribe to the church covenant, believe in the fundamental principles of the Christian faith as contained in the Holy Scriptures, and accept the New Testament as the sole doctrine of Baptists. They shall subscribe to the policy of this church in the promotion of the Baptist principles by supporting the work of the Southern Baptist Convention and the General Baptist Convention of Texas.

SECTION 2. Membership to this church may be attained by ordinance of baptism after a public profession of faith, by letter from any church of like faith and order, by restoration after having been dropped, or by the applicant's statement of faith.

Section 3. Membership to this church shall be terminated by letter of transfer to another like church, by not being heard from for a period of three years, by exclusion (joining a church of another denomination), or by death.

ARTICLE III – LEADERSHIP

SECTION 1. The New Testament requires in Acts 6:3 that the leadership of the church should be of “honest report, full of the Holy Spirit and wisdom;” therefore, any person elected to hold a position in this church shall:

- be a member of this church,
- have a good report both within and without of the church,
- attend church services regularly, and
- support regularly and systematically the financial program of the church to the best of his/her ability.

SECTION 2. It shall be the policy of this church to ask for the resignation of any officer of the church or committee organizations for any one of the following reasons:

- conduct unbecoming a Christian,
- criticism of other officers or church members with harmful intent,
- unfaithfulness in the performance of duties and responsibilities of his position, or
- failure to cooperate with the whole program as adopted by the church.

ARTICLE IV – PASTOR

SECTION 1. The Pastor is the spiritual leader of the church. It shall be his duty to conduct the worship service of the church, to visit the known sick and distressed among the membership of the church, and to cooperate with the leadership of the church and church staff. In addition, it shall also be his duty to visit prospective members and extend them an invitation to join our church. A more detailed list of expectations may be found in the Job Descriptions section of this manual.

SECTION 2. In the event of a vacancy in the office of Pastor, the church body shall elect a Pastor Search Committee. It shall be the “Search” Committee’s duty to seek out the Lord’s man and recommend this candidate. After one week’s notification to the church, the candidate shall be invited to preach on a Sunday in view of a call as Pastor. Voting by the church body shall take place immediately after the Sunday service conducted by the candidate.

SECTION 3. In the event of a vacancy in the office of Pastor, the Deacon Body shall select a Pulpit Supply Committee of at least 3 members. It shall be the duty of this committee to assure a temporary preacher will be in the pulpit each service.

SECTION 4. In the event of a vacancy in the office of Pastor, the Chairman of the Deacons shall become the Moderator for business meetings. The Personnel Committee or its designee shall act as Chief Administrator of the church.

ARTICLE V – DEACONS

SECTION 1. The qualifications for deacons shall be based on the scripture as found in Acts 6 and I Timothy 3.

SECTION 2. It shall be the duty of the deacons, in cooperation with the Pastor, to have the general supervision of the moral, spiritual, and temporal welfare of the congregation. The qualifications and duties for deacons are further explained in the General Policies section of this manual.

SECTION 3. The deacons shall meet once a quarter or more as needed.

ARTICLE VI – GENERAL OFFICERS

SECTION 1. The moderator of business meetings shall be the Pastor. In the absence of the Pastor, the Chairman of the Deacons shall preside at business meetings. In the absence of both, another deacon officer or deacon (if an officer is not present) shall preside.

SECTION 2. The church shall have no less than 3 trustees elected annually by the church upon recommendation of the nominating committee. It shall be the duties of the trustees to hold in trust all property and to execute (after being authorized by the church) all deeds of conveyance, mortgages, and other legal documents affecting the church property.

SECTION 3. The Ministry Assistant shall assist the Pastor by keeping accurate records and files pertaining to church business as well as handling any church correspondence. A complete explanation of qualifications and duties for the Ministry Assistant can be found in the Job Descriptions section of this manual.

SECTION 4. It shall be the duty of the Finance Committee or its designee to supervise the receipts for all monies belonging to the church and to pay all bills ordered by the church as far as the funds in hand permit. A true record of all receipts and disbursements shall be presented at the regular business meetings. A copy of this report must be kept in the church office.

ARTICLE VII – COMMITTEES

SECTION 1. Committee members shall be elected by the church body each year and are authorized extensions of the church body. They are granted the authority to conduct the general affairs of each specific committee. However, the church body may consider specific matters and decisions of any committee at any time.

SECTION 2. The selection of members and objectives for each committee may be found in the Committee Manual section.

ARTICLE VIII – MINISTRY TEAMS

SECTION 1. Ministry teams are authorized extensions of the church body. They are granted the authority to conduct the general affairs of each specific team. However, the church body may consider specific matters and decisions of any team at any time.

SECTION 2. The selection of members and objectives for each Ministry Team may be found in the Ministry Team Manual.

ARTICLE IX – AMENDMENTS

After due notice (at least two Sundays), this constitution, bylaws or any part of this manual may be amended, supplemented, or deleted at any regular or special business meeting of this church. Such amendments or changes shall become effective upon the vote of approval by at least two-thirds of a quorum. (Quorum = minimum of 45 church members)

PART II - GENERAL POLICIES

BENEVOLENCE FUND POLICY

This Deacon Benevolence Fund is an officially recognized and designated permanent fund. As such, it is an approved recipient for designated giving. It has no budget for either income or expense. Its receipts consist entirely of designated giving; its expenses consist of funds disbursed for its stated intended purposes at the direction of the Deacon Benevolence Committee, the Deacon Chairman, or the Deacon Body.

DEACON BENEVOLENCE COMMITTEE

The Deacon Benevolence Committee is a subcommittee of the Deacon Body. Its members serve at the appointment of the Chairman of the Deacons for a term of one year. There is no restriction on the number of consecutive years a deacon member may serve on this committee. The Deacon Benevolence Committee does not consist of a fixed number of members; however, it is recommended that at least two deacons serve on this committee.

PURPOSE

The purpose of this policy is to set forth the responsibilities of the Deacon Benevolence Committee and the guidelines for discharging those responsibilities. It is not intended to cover all circumstances under which monies may be disbursed from said fund, only those which involve the Deacon Benevolence Committee. This committee will make any decisions to disburse funds from said account according to the rules and guidelines set forth. The sole purpose of the deacon fund is to meet people's basic needs as these funds are available.

OVERSIGHT AND ACCOUNTABILITY

The Deacon Benevolence Committee has responsibility for this benevolence fund. This committee is accountable to the Deacon Body and will interface with the Chairman of the Deacons.

INCOME

The only regular source of income for this deacon fund is the retiring offering which is taken following a primary worship service at which the Lord's Supper is served. This is a standing arrangement; however, it is prudent for the Chairman of the Deacons to coordinate the collection of this offering with those overseeing the worship service to ensure the offering is announced, appropriately designated for the deacon fund, and collected.

Gifts intended for the deacon fund can simply be designated as such any time a gift is given. Members of the congregation, however, will not be encouraged to give to the deacon fund in lieu of giving to the general fund of the church.

GUIDELINES FOR DISBURSEMENT

The benevolence fund is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. Assistance from the benevolence fund is intended to be a one-time gift. In unusual circumstances, the Deacon Benevolence Committee may decide to help more than one time. Under no circumstance is a gift from the deacon fund to be considered a loan. No gift may be repaid, either in part or in full, in money or in labor.

If the recipient desires to give to the church at a later time, this individual shall be encouraged to give directly to the general fund of the church. At the discretion of the Deacon Benevolence Committee, the individual may be informed that the deacon fund accepts designated giving, but only if the Committee discerns that the person understands this is not a payback of what was originally given.

Those requesting assistance must be willing to give the Deacon Benevolence Committee permission to follow up on any of the information provided to the Committee. The Committee will be sensitive to confidential issues.

RECIPIENTS

Financial assistance is intended for the members of Lexington Baptist Church. Exceptions may be made by the Deacon Benevolence Committee.

CRITERIA

The stated purpose of the deacon fund is to meet peoples' basic needs. Normally, these needs are defined as:

- lodging
- food
- clothing
- emergency medical treatment

Needs that may *NOT* be met by the deacon fund include:

- school expenses, business investments, or anything that brings financial profit to the Individual or family
- payment on credit cards. Exceptions can be made when an individual has had to use a credit card in a crisis or emergency (e.g., hospitalization, death, etc.)
- needs of individuals who are wanted by the law or payments for fines as a result of breaking the law
- housing for unmarried couples
- legal fees
- penalties relating to late payments or irresponsible actions
- private school fees or tuition

DISBURSEMENT PROCEDURES

A Request for Assistance Application may be obtained from the church office and must be completed by the person requesting help or by someone who is assisting the person in need. In either case, the person must be in the presence of a representative of the church. The church representative taking the request will record references and contacts to collaborate the need. Upon receipt of said application by the Deacon Benevolence Committee, the Committee will review the request and make a decision. The applicant will then be informed of the decision and a check will be written and disbursed. Checks from the deacon fund will be payable to vendors, homeowners' associations, etc., rather than to the applicant. This process may take up to a week to complete.

BUILDING USE POLICIES

The buildings on Lexington Baptist Church grounds are devoted to the worship and service of God. The membership of the church, therefore, adopted the following policies as a means of assuring that the sacred purpose of these facilities will be respected and utilized to the greatest effectiveness for God's glory and the advancement of His Kingdom.

The church facilities are to be employed primarily for the ministry of the Lexington Baptist Church body but may be available to other Christian groups and character building organizations. Arrangements for use of facilities for church related activities shall be made through the church office. Non-ministry activities by church members will be handled in the same manner as non-church activities. The following policies will be adhered to in all circumstances.

SMOKING, ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES

Tobacco and like products (e.g. vaping, etc.) will not be allowed inside the church building by any group using church facilities. Alcoholic beverages and illegal substances are not permitted on the grounds owned or operated by Lexington Baptist Church. Any problems or questions should be addressed to the Pastor or Ministry Assistant.

NON-CHURCH ACTIVITIES

Non-church activities require an application for use given to the Properties Committee Chairman for consideration. The family, group, or organization scheduling the area for a non-church related activity will be responsible for any damage to the property. *All areas must be left in good order.*

Proper respect and care should be exercised toward all facilities, equipment, supplies, and instruments of the church.

DISPLAYS

Do not use tacks, nails, staples, adhesive tape, or any item that would leave a hole or deface any structure. Extreme caution must be exercised to protect the properties or furnishings.

FEES

A fee will be charged for functions not related to the ministry of Lexington Baptist Church. Fees will be assessed based on the number of agreed upon expenses. These include a fee for the use of different areas of the church, a door fee for someone to open the building and lock up after an event, and a janitorial fee which may vary depending on the size of the group or the area requested.

All fees will be due before the date of the scheduled event.

SANCTUARY

The sanctuary may be utilized for funerals for both members and non-members without charge.

The sanctuary may also be utilized for weddings that meet the criteria described in the church's Statement of Faith. An application will be required and fees will be assessed for both members and non-members.

*Church personnel must be present if furniture is to be moved. Someone from the Sound Booth Ministry must be present prior to moving any sound equipment.

WARREN BUILDING and JACKSON BUILDING

The Sunday School organization has priority with regard to the use of space. Each Sunday School classroom shall have a room arrangement chart posted in the room which will clearly depict the location of all moveable equipment or furnishings in the room. Any equipment or furnishings moved or removed for any activities other than Sunday School should be replaced to reflect the original room arrangement upon completion of the event.

All organizations are responsible for securing, maintaining, and keeping their needed supplies and materials in an orderly manner. Appropriation of available storage space and use of wall space must be approved by the church's Ministry Assistant. The Sunday School organization will again have priority.

MUSIC SUITE

A room arrangement chart is posted in the music suite designating the standard arrangement for furnishings and equipment. Any group using the music suite is responsible for restoring the area to the standard arrangement at the completion of their event or meeting.

At no time should instruments, music, music supplies, equipment, or other such items indigenous to the music suite be removed from the music suite without prior consent from the Worship Leader (Minister of Music) or Properties Committee Chairman.

FELLOWSHIP HALL

The fellowship hall is a separate area. The kitchen area is connected to the fellowship hall; however, utilization of the kitchen stove and warming tables is not allowed. *Custodial services do not include cleaning of the kitchen area.*

PRESCHOOL AREA

Use of the preschool area requires permission from the Preschool Committee.

CHILDREN'S POLICIES

GENERAL POLICIES

1. The children's division includes children from first grade through sixth grade. No children over the age of 12 will be cared for by care givers.
2. Paid childcare for children in this category will be provided for Women's Bible Study on Wednesday mornings during the summer and upon request for events such as adult fellowships.
3. Paid childcare will be provided fifteen minutes before a scheduled service or event and fifteen minutes after said service or event is scheduled to end. No childcare will be provided after 10:00 p.m. for any function unless prior approval is given by the Children's Committee and the time is agreeable to the worker(s).
4. Reservations for childcare must be made at least 7 days in advance. Reservations must be made through the Children's Committee Chairperson. This childcare can only be done under the supervision of personnel authorized by the Children's Committee.
5. For other than regular church functions, no childcare shall be provided for less than three children.
6. All accidents shall be promptly reported.

DISCIPLINE

Parents should encourage their child to be well-mannered and respectful of equipment as well as to other children and workers. Christian behavior is best learned by modeling. If problems arise, appropriate measures will be taken: speaking to a child, having a child apologize, time-out, etc. If a child becomes too disruptive, removal from the classroom is an alternative. You will be informed immediately if your child is having too difficult a time. This will be a last resort. Workers try to handle each situation so it does not escalate. They encourage all children to participate in the activities and let each one know that we care about his/her feelings by giving special attention when and where it is needed.

SICK POLICY

To keep all children healthy, we offer the following guidelines for parents in determining when to keep their child home. Please be aware, childcare workers are not to administer any medication to children. If your child has any of the following symptoms, he may not be brought to church:

- Temperature of 100 degrees or higher
- Vomiting within 24 hours
- A runny nose with green mucous
- Diarrhea within 24 hours
- Croupy cough

This policy also applies to all childcare givers. We appreciate your cooperation in adhering to this policy for the health of all our children and childcare providers.

SPECIAL NEEDS

Communication between parents and teachers is important. To alert teachers of any special needs or allergies, please inform the childcare worker verbally and in writing.

WORKER POLICIES

1. It is understood that all workers, paid and volunteer, must be believers in Jesus Christ as personal Savior.
2. All childcare workers must be at least eighteen years of age. High school students over the age of sixteen may be used under direct supervision of an adult.
3. Paid childcare workers shall use the time clock at the beginning and end of each service or event.
4. Each childcare worker is responsible for his/her room. Materials should be put away, furniture should be replaced to original position, lights turned out, and all appropriate doors locked before leaving the building.
5. Paid childcare workers should be certified in CPR and First Aid.
6. At NO time shall a worker leave children unattended.
7. Adequate supervision of children in the playground is required. (One worker per 5 children). Appropriate use of playground equipment is required.
8. In case of absence, the Children's Committee Chairperson should be notified. Substitutes are not to be sent by individual workers.
9. All paid and volunteer workers must complete and pass a background check.
10. If conflicts arise, please refer all concerns or questions to the Children's Committee.

DEACON QUALIFICATION POLICIES

GENERAL QUALIFICATIONS

It is easily assumed from Acts 6:1-8 that the men chosen were exemplary disciples. It is reasonable to expect general qualifications that characterize any “good” church member. The deacon should:

- be a man who is regular in his attendance to worship services of his church. (Hebrews 10:25)
- be a man who is active and obedient to the great commission. (Matthew 28:18-20)
- hold to the belief that all he has is God’s. (Genesis 1:1, Romans 12:1)
- give a tenth directly back to God through the church. (Deuteronomy 14:22)
- represent the best of human leadership since deacons are to be “appointed over the business.” (Acts 6:3)

SPECIFIC QUALIFICATIONS OF A DEACON

The Bible does give us some specific qualifications for those who would serve as deacons. These qualifications are found in Acts and Timothy.

Acts 6:3-8

1. *“honest report”*

The word translated “honest report” is translated elsewhere in the Bible as “witness.” Thus, the requirement is that men should have a good witness about this man; that the consensus of opinion is good about him. Whatever a man may be, if people outside the church cannot or will not say good things about him, his potentialities as a deacon are doubtful.

2. *“full of the Holy Spirit”*

This commandment is probably the most neglected commandment in the modern church. Every believer is to be filled with the Holy Spirit (Ephesians 5:18). To be full represents whole heartedness, total sincerity, complete dedication. To be full of the Holy Spirit is to be wholly yielded to His direction and will and to be fully dedicated to Him. This expression is not an attitude or an act but a relationship. When one is “filled,” Jesus is real.

3. *“full of wisdom”*

This certainly would not exclude common sense. However, coming on the heels of the phrase “full of the spirit,” it means full of spiritual wisdom, full of light and insight that comes when one is inhabited by God’s Spirit. There is no better leadership available to men than the leadership of the Holy Spirit. The church, especially, needs the leadership of the Holy Spirit through the deacon body.

I Timothy 3:8-13

1. *“Grave”*

This is a word that means “venerable” and “honorable;” it does not describe the shape of a man’s face or the length of his countenance. A deacon candidate is not to develop a severe, stern, cold, callous personality. Neither is he to be a light, frivolous, fickle person. The personality of our Lord was serious and sober; yet, warm and tender. “Let that mind be in you that was in Jesus Christ.” (Phil. 2:5)

2. *“Not double tongued”*

This means saying one thing to one person and something else to another. A deacon should be steadfast in his convictions and responsible in his speech. He has the responsibility for speaking for righteous causes and for being slow to anger. His word is always honest. He must not be a liar who says anything just to get along, to gain popularity, or to get his way. Gossiping, idle talking, and slander are not part of his nature.

3. *“Not given to much wine”*

This is sometimes translated “temperate.” A deacon’s life should be free from any excess (spending, eating, drinking, etc.) that would injure his family and make ineffective his witness. Not only should a deacon abstain from the use of alcoholic drink, he should openly oppose liquor traffic. John the Baptist, undoubtedly, was a Nazarite (Luke 1:15, 7:33). One of the three definite characteristics of the biblical Nazarenes was total abstinence. This was done in order to wholly consecrate one’s self to God (Numbers 6). The man who desires to become a Baptist deacon should be willing to accept the biblical tradition of the ancient Nazarenes in total abstinence.

4. *“Not greedy of filthy lucre”*

This is a solemn warning against covetousness. Thus, a deacon must be careful how he makes a living. Love of money and material possessions is a condition of the heart. Rather than being one who has an obsession for material possessions, a deacon must recognize that all he has is of God. To be dishonest about the tithe would be “greedy of filthy lucre.”

5. *“Holding the mystery of the faith in a pure conscience”*

Sound doctrinal convictions should characterize a deacon. “Mystery” means “revealed secrets” and is referring to the full revelation of God which is in Jesus Christ. Nothing is more important in the deacon’s life than what he believes. There is a great difference between a man’s opinion and his convictions. An opinion is an idea he holds, while a conviction is an idea that holds him. What a deacon believes is important because it will determine the kind of life he will present to the world.

6. *“First be proved”*

The church should not just elect any and everyone to this office. The men should be men who have already proven that they are temperate, honest, tithers, full of the Holy Spirit, etc. The men elected should have already proven that they support our Lord, the Kingdom of God, the church, and their Pastor with their time, energy and financial resources.

7. *“Being found blameless”*

This obviously does not mean perfection. We would have no deacons or preachers if that were so. It does mean that no charge of dishonesty, immorality, or heresy could be brought against the candidate. The deacon will represent his Lord and the church as a blameless example. He must be free from serious flaws in his character and spiritual life.

8. *“Husband of one wife”*

This does not mean that a deacon must be married as some have interpreted. Paul, himself, was not married. This is, however, a clear, literal prohibition against polygamy or bigamy. The deacon is reminded of his commitment to the sanctity of the marriage bond. He is also demanded to maintain a healthy view of the home.

9. *“Ruling their children and their houses well”*

Aside from God and His revelations to man, the home is the foundation of social order. Marriage and family relationships rank second only to man’s relationship with God. The deacon candidate should be a man committed to his wife and children. If a man cannot love and guide his own family well, why should the family of God be committed into his care? Let us observe that our Lord always treated women and children as first class citizens. Our Lord was always the leader, never the dictator or tyrant. The duties of the deacon are to relieve the Pastor of certain duties and to be directly engaged in the “business of the church” (Acts 6). Caring for the needs of the family of God is one of the most fulfilling tasks a person can ever give himself, thus the qualifications for the office of deacon are high.

REQUIREMENTS FOR THE DEACON’S WIFE

I Timothy 3

1. *“Not a slanderer”*

The deacon’s wife is one of those women in the church that has the privilege of communication. Surely there is nothing that can destroy a deacon’s usefulness more quickly than a wife who has a careless or malicious tongue.

2. *“Grave”*

This is the same word as for a deacon. There should be enough stability in her character, worthwhileness in her personal bearing, and genuineness in her faith to attract the respect of the people in the church.

3. *“Sober”*

This means “temperate.” It is a descriptive of a life well lived, a life lived in perfect balance, a life that abstains from the hurtful and harmful, and a life that treats the good things of life with moderation that God would approve.

4. *“Faithful in all things”*

This indicates faithfulness in her obedience and encouragement of her husband in his career and his service as a deacon, faithfulness to her Lord and her church fellowship, and faithfulness in the caring of her family.

FULL ACCOUNTABLE REIMBURSEMENT POLICY

The following resolution was duly adopted by Lexington Baptist Church.

Whereas, income tax regulations 1.162-17 and 1.274-5T(f) provided that an employee “need not report on his tax return” expenses paid or incurred by him solely for the benefit of his employer for which he is required to account and does account to his employer and which are charged directly or indirectly to the employer; and

Whereas, income tax regulation 1.274-5T(f) further provides that “an adequate accounting means the submission to the employer an account book, diary, statement of expense, or similar record maintained by the employee in which the information as to each element of expenditure (amount, time, place, business purpose, and business relationship) is recorded at or near the time of the expenditure together with supporting documentary evidence, in a manner which conforms to all the ‘adequate records’ requirements” set forth in the regulation; and

Whereas; Lexington Baptist Church desires to establish a reimbursement policy pursuant to regulations 1.162-17 and 1.274-5T(f); be it therefore resolved, that Lexington Baptist Church hereby adopts a reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f) upon the following terms and conditions:

1. Any employee now or hereafter employed by Lexington Baptist Church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the church if the following conditions are satisfied: (a) the expenses are reasonable in amount; (b) the employee documents the amount, time, place, business purpose, and business relationship of each such expense with the income tax return; and (c) the employee documents such expenses by providing the church with an accounting of such expenses using the approved expense report, no less frequently than monthly.
2. Reimbursements shall be paid out of the church funds and not by adding the amount of business expenses to paychecks.
3. Reimbursable business and professional expenses include local transportation, overnight travel (including lodging and meals), entertainment, books, subscriptions, and education, and may be subject to approval by the Finance Committee.
4. The church shall not include in an employee’s W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and the employee should not report the amount of any such reimbursement as income on form 1040.
5. Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this reimbursement policy must be returned to the church within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
6. If, for any reason, the church’s reimbursements are less than the amount of business and professional expenses properly substantiated by an employee, the church will report no part of the reimbursement on the employee’s W-2, and the employee may deduct the unreimbursed expenses as allowed by law.

7. Under no circumstances will the church reimburse an employee for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this policy.
8. All receipts and other documentary evidence used by an employee to substantiate the business nature and amount of his business and professional expenses incurred on behalf of the church shall be retained by the church.
9. This policy shall remain in effect as long as the employee is employed by Lexington Baptist Church and, if amended, shall be re-signed by all employees as necessary.

LOVE OFFERING PROTOCOL

Events such as concerts, special guest speakers, missionary visits, etc. may be hosted at the church and incorporate a *LOVE OFFERING* as a means of financial support. Each event is unique and circumstances may arise that would require modifications to the handling of love offerings. The following protocol is a recommendation by the Finance Committee as to the handling of the funds collected for the event/individual.

1. The Coordinator of the event shall provide the Ministry Assistant with contact information for the group/individual for follow-up.
2. The Ministry Assistant shall obtain the tax id number or social security number of the group/individual and ascertain how the group/individual would like the funds to be handled for the event.
3. The Ministry Assistant shall arrange for counters and two check signers to be available at an event in which the group/individual is expecting to receive funds at the end of the event. If the Ministry Assistant is not available to write a check after an event or the group/individual does not require payment immediately after an event, the offering will be sealed and placed in the church safe and processed on the next earliest possible day when counters and check signers are available.

PERSONNEL POLICIES

STATEMENT OF PHILOSOPHY

The members and staff of Lexington Baptist Church will remember the spiritual nature of all church work and conduct themselves toward each other and the work of the church accordingly. The purpose of this policy is to help define and enhance employment relationships at LBC within the context of the New Testament. The church is responsible to love, care for and support its employees. The employees are responsible to always do their work as unto the Lord. All are to have the servant heart so beautifully exemplified in our Lord Jesus Christ.

REFERENCE AND BACKGROUND CHECKS

All applicants for employment and candidates to serve as a called minister in the church must agree to reference and background checks. Included will be a check of criminal record and driver's license. Applicants being considered for work in sensitive or high security jobs (such as bookkeeping or childcare) must meet any applicable special security clearance requirements specified for such jobs. Failure or inability to meet and/or comply with any special security requirements will result in rejection of the applicant.

GENERAL

The personnel of Lexington Baptist Church shall be categorized as follows:

FULL-TIME SALARIED MINISTER. This category shall consist of any ordained full-time minister of the church. (e.g. Pastor.)

PART-TIME SALARIED MINISTER. This category shall consist of the part-time ministers of the church. (e.g. Worship Leader, Youth Minister)

FULL-TIME HOURLY STAFF. This category shall consist of those employees authorized to work 33 to 40 hours per week. (e.g. Ministry Assistant)

PART-TIME HOURLY STAFF. This category shall consist of all employees not included in any other category and work fewer than 33 hours per week. (e.g. custodian, nursery workers).

ADMINISTRATION

The Personnel Committee, in cooperation with the Pastor, shall be responsible for the administration of all paid employees of LBC. Such administration shall include, but not be limited to, job description development, employment, performance reviews, salary and benefits recommendations, and termination. The Pastor shall be accountable to the Personnel Committee with respect to the scope of administration set forth in this policy. Any employment or termination of ministerial staff will require church body approval by majority vote. In the event the position of Pastor is vacant, the Personnel Committee or its designee shall act as Chief Administrator.

All employees of LBC shall fulfill their responsibilities as set forth in their approved job descriptions. Job descriptions are subject to change as the needs of the church change. However, any change in job descriptions must be made by the Personnel Committee in consultation with the affected employee's supervisor and the affected employee, as well as be approved by a majority vote of the church body. The Personnel Committee may seek the

assistance of other committees or organizations within the church as appropriate to aid in personnel administration responsibilities.

An employee or immediate family member cannot serve on the Personnel Committee or Finance Committee or any other committee where such service could constitute a conflict of interest.

CHURCH RELATIONSHIPS

Salaried personnel shall serve cooperatively in ministry with the whole church and its programs under the leadership of the Pastor and the appropriate committees. If an ordained deacon becomes a full-time employee of LBC, he shall no longer function as an active member of the deacon body.

HIRING PROTOCOL

Ministerial staff shall be recruited and recommended to the church body for hiring by a duly appointed search committee. This search committee shall be independent of the Personnel Committee. However, individual members of the Personnel Committee may be selected as a member of the search committee. Non-ministerial staff shall be recruited and recommended to the Personnel Committee for hiring by their prospective supervisor.

PROBATION

All employees shall serve a ninety-day probationary period before regular employment commences. During the probationary period, the employee or the church can terminate employment without cause.

RESIGNATION

Employees are expected to give at least two weeks' notice of their intent to resign. The employee's supervisor, in consultation with the Pastor and the employee will determine the effective date of resignation. Any and all monies owed the church will be deducted from the employee's final check.

ANNUAL PERFORMANCE EVALUATIONS

All employees of Lexington Baptist Church will have annual performance evaluations. These evaluations shall be done by the appropriate supervisor or committee and given to the Personnel Committee by October 1. These evaluations shall then be used to assist in determining recommendations for the new year.

The following evaluators, along with the Personnel Committee (PC), shall be responsible for annual written evaluations on employees.

EVALUATION OF

Pastor
Ministry Assistant
Worship Leader
Youth Leader/s
Nursery Workers
Custodians & Groundskeepers

EVALUATOR

Deacons/PC
Pastor/ PC
Pastor/Music Committee/PC
Pastor/Youth Committee/PC
Pre-School Committee/PC
Properties Committee/PC

GUIDELINES FOR CONFIDENTIALITY

During employment at Lexington Baptist Church, an employee may have access on a regular basis to information of a highly sensitive and confidential nature. An employee of the church is in a position of trust and has an obligation to the Church and to those to whom we minister to see that the confidential information is strictly maintained and protected. An employee may not disclose or duplicate or use this information except as required by law and in the performance of his/her duties. Failure to adhere to these necessary standards may result in disciplinary action. This obligation of confidentiality continues even after an employee is no longer employed by the Church.

PRIVACY

Lexington Baptist Church provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning. Such resources include desks and their contents, locks, computers, computer system databases, communication systems, e-mail, voice mail, lockers, file cabinets, etc. These resources are the property of LBC and are not private. Therefore, any church technology, including computers, shall be used for church business only.

Users should not have any expectation of privacy as to his or her Internet usage. Internet usage patterns and history may be regularly monitored. All files stored on LBC resources are open to examinations necessary to ensure compliance with this Internet Usage Policy. Any infraction of these policies constitutes a misuse of church assets and, therefore, is considered a violation of LBC's Personnel Policy. Any such infraction may result in termination or other disciplinary actions.

TERMINATION OF EMPLOYMENT

Any termination request shall be accompanied by written documentation (e.g. performance evaluations, excessive absences).

Non-ministerial and all hourly employees' terminations shall be initiated by the immediate supervisor and approved by the Personnel Committee.

The Pastor shall initiate ministerial staff terminations. The Pastor shall make the recommendation to the Personnel Committee and the Personnel Committee shall present the recommendation to the church body. Two weeks' notice must be given to the church body prior to voting. The recommendation must carry a majority vote by the church body.

Termination of the Pastor shall be initiated by the Personnel Committee and presented to the church body. Two weeks' notice must be given to the church body prior to voting. The recommendation must carry a majority vote by the church body.

WORK SCHEDULE

The normal working hours for full-time ministerial staff shall be 9:00 a.m. until 4:30 p.m. on four scheduled weekdays with one hour allowed for lunch. Sunday is considered a full work day and each minister on staff shall be in attendance at all activities scheduled for the entire church body unless directed by the Pastor and shall be available for ministry as needed. Specific assignments on Sundays shall be set forth in job descriptions, in employment contracts,

or in written directives from the Pastor. The Pastor shall schedule one week day per week as “off work” and so coordinate the schedule with the Personnel Committee. Limited reimbursement for a cell phone shall be provided for the Pastor. Ministry often requires time outside “normal” working hours and all ministerial staff should fully recognize this fact as a part of normal responsibility.

Normal working hours for part-time salaried ministers shall be set forth in individual employment contracts and/or job descriptions.

Normal working hours for full-time hourly staff shall be 8:30 a.m. until 4:30 p.m. Monday through Thursday with one hour (12:00 – 1:00) for lunch. Friday work hours are 8:30 a.m. until noon. Biweekly payroll will be based on employee timecards verified by the time clock provided.

Normal working hours for part-time hourly staff shall be set forth in employment contracts and/or job descriptions. Biweekly payroll will be based on employee timecards verified by the time clock provided.

SALARY AND BENEFITS

The Personnel Committee shall make recommendations to the Finance Committee regarding salary and benefit package for the Pastor. After consultation with the Pastor and appropriate committee chairpersons, the Personnel Committee shall make recommendations to the Finance Committee regarding salaries and benefit packages for employees. All salary and benefit recommendations must be preceded by an employee performance evaluation. Upon the approval by the Finance Committee, the recommendations shall be presented to the church body and must be passed by a majority vote.

The church shall provide Worker’s Compensation Insurance for all employees. The church shall pay the employer’s portion of Social Security (FICA) taxes and shall withhold the employee’s portion from the paychecks of employees as prescribed by federal law. Certain employee groups may be allowed, under federal law, different treatment than described above.

VACATION

The scheduling of vacation time will be subject to approval by the Pastor and the Personnel Committee to ensure availability of appropriate staff. Time away requests must be submitted on the appropriate form. Hourly employees must request time off at least one week in advance and have their substitute scheduled with the approval of the Pastor and the Personnel Committee. The Pastor shall schedule his vacation time at least two weeks in advance to the Personnel Committee and provide a pulpit supply to the deacon body.

Full-time salaried and full-time hourly staff shall be eligible for vacation time upon completion of their probationary periods. Vacation time will be prorated the first year of employment if the hire date follows the first month of the calendar year. Vacation time may not be accumulated from year to year, taken in year prior to entitlement, or forfeited in lieu of additional salary. Accrual shall be by calendar year. Vacation allowances are as follows:

YEARS OF SERVICE at LBC

1 – 5 years
6 – 10 years
11+ years

VACATION ALLOWANCE

2 week equivalents*, including two Sundays
3 week equivalents*, including three Sundays
4 week equivalents*, including four Sundays

*A workweek equivalent shall be that amount of time the employee is scheduled to work in a normal Sunday through Friday workweek.

Employees who terminate their service with LBC will be compensated for unused vacation days that have accrued on a pro-rata basis in the year of termination. In the event vacation days have been taken prior to the employee's termination, adjustments for such vacation days shall be deducted from the final paycheck on a pro-rata basis.

The Ministry Assistant shall be responsible for tracking time off for each employee with vacation benefits. The tracking form will also include any time off by each employee and turned in quarterly to the Pastor and Personnel Committee.

HOLIDAYS

The following are paid holidays for full-time salaried ministers, part-time salaried ministers, and full-time hourly employees.

- New Year's Eve
- New Year's Day (Dec 31 if Jan 1 is a Sat; Jan 2 if Jan 1 is a Sunday)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas (Dec 24 & 25 if Dec 25 is a Sat; Dec 25 & 26 if Dec 25 is a Sunday)

*The Personnel Committee, in consultation with the Pastor, shall determine any adjustments to the holiday schedule.

PROFESSIONAL DEVELOPMENT AND MINISTERIAL LEADERSHIP

The Pastor shall be allowed two separate workweek equivalents for professional development activities per calendar year. Such activities may not occupy more than one workweek equivalent, including Sunday, per 30-day period. The primary purpose of the Pastor's attendance is to further or enhance the ministry of Jesus Christ and His Church as understood by Lexington Baptist Church.

The Pastor shall be allowed up to one workweek equivalent, including one Sunday, per calendar year for leadership participation in revival, camp, and seminar or retreat activities outside of, or apart from, the ministry of Lexington Baptist Church.

Attendance by the Pastor at any of the activities described above shall be subject to the approval of the Personnel Committee.

Part-time and hourly employees shall be allowed professional development opportunities pursuant to approval by their supervisor and budget constraints.

ABSENCES

The Pastor and the Ministry Assistant shall be allowed 12 days of sick leave per calendar year. Part-time salaried ministers are allowed 2 workweek equivalents sick leave per calendar year. Sick leave may be prorated during the first year of employment. Absences in excess of

allowable sick leave shall be paid as vacation time until that time is exhausted and will then be treated as leave without pay. The Personnel Committee may consider extenuating circumstances. Sick leave may be used only for legitimate illness of the employee or employee's immediate family (spouse or children) or for medical appointments which must be scheduled during working hours. Sick leave must be used in increments of half day or one full day.

Up to five sick leave days per year may be used as personal leave days without meeting the illness requirements above. Personal leave days cannot be taken for the purpose of extending vacation time or holidays or taken on Sundays.

Three days off with pay shall be granted for a death in the family of the employee or spouse of the employee. The Personnel Committee may give consideration for any special circumstances.

Sick leave and personal days may not be accumulated from year to year, taken for entitlement, or forfeited in lieu of additional salary. Accrual shall be by calendar year.

Time off with pay shall be granted for jury duty.

The Ministry Assistant shall be responsible for tracking absences of employees on the quarterly tracking form.

DRESS CODE

Ministers and office personnel shall dress professionally at all times while on the job.

PAY SCHEDULE

All employees shall be paid twice monthly, the 15th and the last working day of the month. If the pay date falls during a weekend, payroll checks will be issued on the Friday before.

SAFETY

Each employee is expected to help provide for his/her own safety and the safety of others and is required to report to his supervisor or other appropriate personnel any unsafe conditions or any accident that he/she observes.

TRAVEL

Employees will be compensated for approved related travel at the IRS established rate. For further information, see the "Full Accountable Reimbursement Policy."

ANNIVERSARY RECOGNITION

It is appropriate for the church to recognize and appreciate the service of its Pastor. All anniversaries will be observed by publication in the church newsletter and in the appropriate Sunday morning service. A reception as well as a monetary gift is recommended using the following schedule:

5	-year Anniversary	25% of monthly salary
10	- year Anniversary	50% of monthly salary
15-	-year Anniversary	75% of monthly salary
20+	-year Anniversary	100% of monthly salary

Other full-time employees, upon recommendation of the Personnel Committee, may be recognized in a similar manner but will be limited to an anniversary gift every five years not to exceed 25% of their monthly wages.

The Personnel Committee shall recommend to the Finance Committee a budget item to facilitate the above described anniversary gifts and shall advise the church of upcoming anniversaries to allow appropriate time for executing an anniversary plan.

PRESCHOOL POLICIES

GENERAL POLICIES

1. The preschool division includes children from birth through kindergarten. Upon the child's fourth birthday, parents shall begin transitioning the child into Sunday morning church service. Childcare through five years of age will be provided for all other regular church services.
2. The ratio of workers to preschool children shall be 1 to 4 or 1 to 5, depending on the age of the children.
3. Childcare will be provided fifteen minutes before a scheduled service or event and fifteen minutes after said service or event is scheduled to end. No childcare will be provided after 10:00 p.m. for any function unless prior approval is given by the Preschool Committee and the time is agreeable to the preschool worker(s).
4. Use of the preschool facilities by groups other than a recognized church organization of Lexington Baptist Church or CCBA will NOT be permitted.
5. Reservations for childcare, other than regularly scheduled services, must be made at least 7 days in advance. Reservations must be made through the Preschool Committee Chairperson. This childcare can only be done under the supervision of personnel authorized by the Preschool Committee.
6. Only preschool workers and parents (or any adults in charge) are to be permitted in the preschool rooms at any time. Preschool workers will receive and release children at the door to parent or guardian (not siblings).
7. For other than regular church functions, no childcare shall be provided for less than three children.
8. Parents will be contacted if an injury occurs while in childcare.

DISCIPLINE

Parents should encourage their child to be well-mannered and respectful of toys and equipment as well as respectful to other children and workers. Christian behavior is best learned by modeling. If problems arise, appropriate measures will be taken: speaking to child, having a child apologize, time-out, etc. If a child becomes too disruptive, removal from the classroom is an alternative. If we believe your child is having too difficult a time, you will be informed. These methods are used as a last resort. Workers try to handle each situation so it does not escalate. Workers encourage all children to participate in the activities and let each one know that we care about his/her feelings by giving special attention when and where it is needed.

SICK POLICY

To keep all children healthy, we offer the following guidelines for parents in determining when to keep their child home. Please be aware, childcare workers are not to administer any medication to children. If your child has been exposed to any contagious diseases or has any of the following symptoms, he may not be admitted to class:

- temperature of 100 degrees or higher
- vomiting within 24 hours
- a runny nose with green mucous
- diarrhea within 24 hours
- croupy cough

This policy also applies to all childcare givers. We appreciate your cooperation in adhering to this policy for the health of all our children and childcare providers.

SPECIAL NEEDS

Communication between parents and teachers is important. To alert teachers of any special need or allergies, please write them on the Child Information Card and give it to the teacher. If the child is “potty” trained or learning, please make a note on the same card.

TOYS, BLANKETS, AND SNACKS

It is difficult for children at this age to understand the concept of sharing, therefore, toys, food, and blankets should not be brought to the preschool area. It is not necessary to send food. Snacks and drinks are provided in every class. Meals should be fed to children at home before bringing them to church.

WORKER POLICIES

1. All preschool workers, paid and volunteer, must be at least eighteen years of age and pass a background check.
2. Paid workers should use the time clock at the beginning and end of each service or event.
3. Each worker is responsible for his/her room. Toys and furniture should be disinfected, materials put away, lights turned out, and all the appropriate doors locked before leaving the building.
4. Workers must wash hands after each diaper change, wiping noses, toddler “potty” breaks, etc.
5. All paid workers shall be certified in CPR and First Aid.
6. Other than those being cared for, no children are to be in the preschool rooms unless special permission is given by the preschool committee.
7. At NO time will a worker be permitted to leave children, awake or asleep, unattended.
8. Adequate supervision of children in the playground area is required.

9. In case of absence, the preschool director should be contacted as early as possible. Substitutes are not to be sent by individual workers.
10. If conflicts should arise, please refer all concerns or questions to the preschool committee.

PART III - JOB DESCRIPTIONS

PASTOR

PRINCIPAL FUNCTION

The Pastor is responsible for proclaiming the Gospel of Christ and encouraging the local church body to do so, for guiding the spiritual development of the congregation, for providing pastoral care in meeting the needs of persons in the church and community, and for providing administrative leadership for the church. All duties and ministries are to be undergirded with prayer and Bible study.

JOB CLASSIFICATION

This is a full-time salaried minister position.

QUALIFICATIONS

- A college degree - a seminary degree preferred.
- Licensing and ordination by a Baptist church.
- A personal conviction of calling to the pastoral ministry.
- A commitment to biblical Christian principles and teachings both professionally and personally.
- Experience as pastor of a Baptist church or a comparable Baptist denomination service position.
- Ability to speak, read, and write English.
- Exceptional speaking skills and the ability to speak confidently before groups.
- Quality leadership skills.
- Exceptional administrative skills, including the ability to supervise, monitor, evaluate, and provide feedback to staff.
- The ability to listen effectively and communicate clearly, both orally and in written form.
- Basic ability to use computer software, such as word processing and email.
- Sufficient good health to perform duties properly.
- Passing criminal and sexual misconduct background checks.

RESPONSIBILITIES

A pastor must lead or delegate the leadership of the congregational services through planning, coordinating, and evaluating said services with the other staff.

Worship Ministry

- Prepare and deliver sermons for worship services or arrange for someone else to perform this function.
- Be ultimately responsible for special worship services: Independence Day, Easter, Christmas Eve, Christmas, etc.

- Be ultimately responsible for and lead special occasions and emphasis: stewardship, missions, etc.
- Be ultimately responsible for securing guest speakers and opportunities for the worship services.
- Plan for and provide leadership in the observance of the church ordinances.

Pastoral Ministry

- Lead the staff and the church in a caring ministry for persons in the church and the community.
- Conduct funeral services and wedding ceremonies or share and delegate to others on the staff responsibilities in these areas.
- Spend time visiting members who are in the hospital, nursing homes, etc.
- Spend time visiting prospects.
- Be available nights and weekends, if possible, for emergency pastoral care. This responsibility may be shared or delegated to other staff members, deacons, or other lay leaders as appropriate.

Discipleship Ministry and Training

- Prepare special teaching series to equip church members for the work of service.
- Coordinate leadership training for present and potential Sunday School staff.
- Lead in developing, scheduling, and promoting discipleship training classes, as well as teaching selected courses, as appropriate.
- Assist in the selection of Sunday School staff and discipleship training leaders.
- Model fellowship and communication for the Sunday School staff and discipleship training leaders.
- Provide guidance in the selection and purchase of curriculum and related materials for Sunday School and discipleship training.
- Submit annual needs to the Budget and Finance Committee.
- Plan, schedule, and promote special programs, events, and activities.

Evangelism Ministry

- Serve as an evangelist and lead the congregation in seeking the salvation of the lost and nurturing of the saved.
- Organize and participate in regular church outreach programs.
- Lead the staff and church members to become involved in missions through prayer and missions' offerings as well as personal involvement in missions' activities at the local, state, national, and international levels.

Administration

- Provide guidance for coordinating and evaluating the total church program.
- Serve as church administrator, giving supervision to and evaluating other members of the church staff as set forth in the Personnel Policies Manual.
- Work with deacons and committees as they perform their assigned responsibilities, including the Deacon Family Ministry Program.
- Moderate church business meetings.
- Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational developments; and represent the church in civic matters.
- Serve as ex-officio member and staff advisor of all church committees and ministry teams.
- Provide input to the budget process.
- Comply with all established church policies and procedures as well as all applicable state and federal laws.
- Oversee the planning and administration of Vacation Bible School or its equivalent.

MINISTRY ASSISTANT

PRINCIPAL FUNCTION

The primary function of the Ministry Assistant is to assist the staff and church body as a receptionist, a secretary, and an accountant.

JOB CLASSIFICATION

This is a full-time hourly staff position requiring 33 hours per week.

QUALIFICATIONS

- Professing believer of the Lord Jesus Christ.
- Knowledgeable in Baptist ordinances and beliefs.
- Proficient with computer skills.
- Demonstrates good organizational skills.
- Maintains calm demeanor when working with staff, church members, and the community.
- Demonstrates good written and verbal skills.
- Maintains posted office hours.
- Practices appropriate phone etiquette.
- Keeps accurate records.
- Complete and pass a background check.

RESPONSIBILITIES

- Receive and route all telephone calls, messages, and faxes sent to the church office.
- Welcome all visitors to the church office.
- Serve as secretary to the church staff.
- Record and process new church members.
- Record all professions of faith and baptisms.
- Provide new member packets for new church members.
- Complete the annual church profile report to the Corpus Christi Baptist Association.
- Ensure contact is made within a week to first-time guests in worship services.
- Prepare reports from committees and programs for church business meetings.
- Keep the official church calendar and advise appropriate parties of potential conflicts.
- Prepare and print the weekly church bulletin.
- Prepare and print the church newsletters and deliver them to the post office.
- Be thoroughly knowledgeable of the contents of the and the church committee policies and procedures.
- Receive or write all requisitions for purchases.
- Purchase items assigned by the church staff or committee chairpersons.
- Maintain the coke machine and supervise its monies.
- Receive all shipments and deliveries to the church office.
- Prepare requisition reports twice each month for the Finance Committee.

- Prepare financial reports for business meetings.
- Prepare and distribute individual member contribution reports annually.
- Enter all financial transactions into the appropriate accounts in the computer financial programs.
- Balance all accounts monthly.
- Post individual weekly financial contributions to appropriate computer software programs.
- Receive and analyze all invoices.
- Print checks, prepare payroll, and pay approved invoices twice monthly.
- Disburse checks after obtaining two approved signatures for each check.
- Pay payroll taxes.
- Pay mission gifts.
- Record all payments and transactions in appropriate budget accounts using designated computer programs.
- Inform staff and appropriate persons (Family Deacon, Sunday School Teacher, Hospitality Committee, etc.) of hospital stays, deaths, and births or any other needs.
- Minister to transients as needed.

WORSHIP LEADER

PRINCIPAL FUNCTION

The principal function of the Worship Leader is to coordinate evangelism, fellowship, discipleship, ministry, and worship purposes for Music Ministries of Lexington Baptist Church.

JOB CLASSIFICATION

This is a part-time salaried position.

QUALIFICATIONS

- Experienced Jesus Christ as personal Lord and Savior.
- Participate in ongoing training in music, theology, religion, or other related fields as requested by the Music Committee and/or Pastor.
- Has practical and theoretical knowledge of Southern Baptist educational structures and programs.
- Demonstrates proficiency with music technology, terminology, rehearsal techniques, and worship leadership skills.
- Demonstrates ability to lead Christian people in worship of God.
- Able to communicate effectively with all parties involved in the music ministries including, but not limited to, church staff, related committee members, musicians, teenagers, and parents.
- Complete and pass a background check.

RESPONSIBILITIES

- Be ultimately responsible for and give general supervision to the music program.
- Promote worship through music.
- Provide congregational singing and special music for worship services and special events.
- Lead in the selection and enlistment of praise band members.
- Be responsible for the suggestions of related budget needs to the music committee.
- Communicate on a regular basis with the Pastor and the Music Committee.
- Attend all committee meetings related to the music ministries of the church.
- Establish and maintain, together with the worship related committees, policies for music ministries.
- Comply with all established church policies and procedures.
- Coordinate, upon request, music for funerals of church members.

ALLOWANCES

- Position is entitled to two weeks' vacation after probationary period, preferably not two consecutive Sundays.
- Two sick leave Sundays per calendar year are also allowed. Absences in excess of allowable sick leave shall be paid as vacation time until that time is exhausted and then it is treated as leave without pay.

YOUTH LEADER

PRINCIPAL FUNCTION

The primary function of Youth Leader is to maintain and focus on the youth ministry at Lexington Baptist Church.

JOB CLASSIFICATION

This is a part-time salaried position.

QUALIFICATIONS

- Experienced Jesus Christ as personal Savior and Lord.
- Experienced with and knowledge of working with teenagers in a Christian setting.
- Capable of planning, scheduling, and coordinating youth events consistent with the purposes of Lexington Baptist Church's Youth Ministry.
- Has practical and theoretical knowledge of Southern Baptist educational structures and programs.
- Capable of communicating effectively with all parties involved in Youth Ministries, including, but not limited to, church staff, related committee members, teenagers, and parents.
- Demonstrates willingness to attend training in theology, religion, youth ministry or other related field as directed by the Youth Committee and/or Pastor.
- Complete and pass a background check.

RESPONSIBILITIES

- Be responsible for evangelism, worship, discipleship, fellowship, and ministry for grades 7 through 12.
- Serve as Youth Sunday School Director
- Coordinate with the Pastor and Youth Committee for the purchase of curriculum and educational resources for the youth
- Plan and direct the youth ministries of the church.
- Plan and conduct activities and programs appropriate for the spiritual growth of the youth of the church including activities purposed for worship, discipleship, fellowship, and ministry.
- Ensure weekly, ongoing night programs for the youth.
- Make an effort to become involved in the lives of youth outside the realm of church activities.
- Provide transportation of teens to and from youth events when needed.
- Serve as an example to youth in speech, in life, in love and in purity.
- Attend all committee meetings related to the youth of the church.
- Establish and maintain policies for youth ministries.
- Attend or provide sponsors, at least one male and one female, for all youth events, including summer youth camp.

*All planning and coordinating of youth activities shall be accomplished with the knowledge and aid of the Youth Committee.

CUSTODIAN

PRINCIPAL FUNCTION

The Custodian shall perform the day to day custodial duties and be responsible for cleaning in and around the buildings of Lexington Baptist Church.

JOB CLASSIFICATION

This is a part-time hourly position of no more than 32 hours per week.

QUALIFICATIONS

- Has completed high school.
- Demonstrates some knowledge in light maintenance.
- Is available at times that would allow fulfillment of responsibilities.
- Completes and passes a background check.

RESPONSIBILITIES

- Arrange and set up tables, chairs, and other furniture per instructions.
- Maintain the cleanliness of church facilities and buildings. *
- Do light maintenance. **
- Remove and/or replace offering envelopes and other items in the pockets in the pews in the worship center.
- Maintain an inventory of cleaning supplies in designated areas of the church.
- Be available for setting up and cleaning for special events.
- Report any maintenance problems to the Properties Committee and/or Ministry Assistant.
- Work under the direction of the Properties Committee and/or Ministry Assistant.

*Cleaning shall be defined as mopping, waxing, and vacuuming of floors, light carpet cleaning, washing windows, and dusting.

**Light maintenance requires changing light bulbs, minor repairs to restroom facilities, general upkeep of custodial implements, etc.

PRE-SCHOOL/CHILDREN'S WORKER

PRINCIPAL FUNCTION

The primary function of a pre-school and/or children's worker is to provide a safe and caring environment for all children so parents can enjoy their worship experience.

JOB CLASSIFICATION

These are part-time hourly positions.

QUALIFICATIONS

- Must be at least 18 years of age.
- Must have a caring heart for children.
- Must complete and pass a background check. (Paid and/or volunteer workers.)

RESPONSIBILITIES

- Provide childcare for all regularly scheduled church services for children under the age of four.
- Provide childcare for elementary aged children on Wednesday mornings during the summer or special church events where children are not expected to attend with parents.
- Use the church time clock to document time worked. (Paid workers.)
- Be present in rooms fifteen minutes prior to a scheduled service or event.
- Maintain cleanliness in each room. *
- Be present with children at all times. Never leave a child unattended.
- Maintain professional actions at all times - no corporal punishment and no personal phone calls.
- Assure proper behavior is maintained when using the playground area. The playground area may be used with a ratio of 1 worker for 3 children with one worker at the slide to make sure it is used properly.
- Use the playground separately for different age groups.
- Contact proper supervisor when an absence must occur. Substitutes should not be sent by workers.
- Contact proper supervisor if conflicts arise.

*Cleanliness in each pre-school room includes disinfecting toys and beds after each use. Sheets are to be changed and all materials removed from counter tops before leaving. Lights should be turned off and doors secured before leaving the building.

PART IV - COMMITTEE MANUAL

COMMITTEES GENERAL INFORMATION

1. Committees shall be composed of six church members recommended by the Nominating Committee and elected by the church body before the beginning of each calendar year.
2. A committee chairman shall be selected at the first meeting of the committee.
3. Committee members shall be elected for staggering three-year terms. At the end of the three-year term, a member may rotate off the committee or be recommended by the Nominating Committee for another three-year term.
4. Committees desiring financial support for their work must submit a detailed budget request for consideration to the church office by October 1 of each year.
5. Committee recommendations that are to be presented to the church must be submitted to the church office in time to be printed for the church conference.
6. The Pastor is an ex-officio member of all committees.

CHILDREN'S COMMITTEE

The primary function of the Children's Committee is to encourage the spiritual growth of children in first grade through sixth grade, including kindergarten students when possible.

OBJECTIVES:

- Teach children about God's love for them while encouraging them to ask Jesus into their hearts.
- Teach children biblical principles and how to apply these principles.
- Plan and coordinate at least three events or fellowships that further the teaching of God's love and apply biblical principles.
- Use discretion when using social media, including Face Book, as outreach tools.
- Involve children in more worship and mission activities.

FINANCE COMMITTEE

The primary function of the Finance Committee is to maintain and manage the fiscal responsibilities of the church.

OBJECTIVES:

- Review yearly budget requests and submit final budget recommendations to the church.
- Review financial reports prepared by the Ministry Assistant pertaining to revenues, expenses, and restricted accounts.
- Review and maintain insurance policies, including workman's compensation, liability insurance, building insurance, and windstorm insurance.
- Present an overview of financial reports at business meetings.
- Review requests for expenditures not included in the approved annual budget.
- Maintain adequate authorized signers with the church's financial institution for check writing purposes.
- Review and monitor contractual obligations of the church such as office equipment, advertising, and credit accounts.

OBJECTIVES FOR THE FINANCE COMMITTEE CHAIRPERSON:

- Review the financial condition of the church weekly.
- Review and approve bills and payroll on the fifteenth and the last day of each month.
- Inform committee members of any special financial needs or circumstances.
- Review and approve monthly reconciliation of bank accounts performed by the Ministry Assistant.

MUSIC AND WORSHIP COMMITTEE

The primary function of the Music and Worship Committee is to promote discipleship and community through the music ministry of the church.

Objectives:

- Be a "sounding board" for the Worship Leader (Minister of Music) in decisions regarding music and worship, special services, and the music budget.
- Seek to plant deep truths of God into the hearts of the people that will assist them in difficult times through hymns and worship practices of the congregation.
- Assist believers of all ages and stages by engaging in intergenerational worship using music, scripture reading, and various other means.
- Foster growth of believers through discipleship and mentoring, especially when it comes to worship and music, both on and off the platform.
- Seek to evangelize unbelievers through music that is relevant, honest, and real while not ignoring the church's musical history.

NOMINATING COMMITTEE

The primary function of the Nominating Committee is to lead in the staffing of all church elected positions.

OBJECTIVES:

- Select, interview and enlist Sunday School leaders and teachers.
- Seek and enlist workers to serve on church elected committees or ministry teams.
- Distribute church leadership according to priority needs where their talents and gifts can best be used.
- Present workers to the church for election.
- Select and recommend members for special or ad hoc committees.

PERSONNEL COMMITTEE

The primary function of the Personnel Committee is to develop and recommend personnel policies and procedures for the church employees.

OBJECTIVES:

- Evaluate positions and recommend additions/deletions of positions and present these recommendations before the church for approval.
- Review, update, and develop job descriptions for positions needed as approved by the church.
- Work with the Finance Committee to determine possible compensation for positions approved by the church.
- Receive recommendations from committees charged with the responsibility of filling a paid position in the church, full or part-time.
- Work with the Search Committee and Finance Committee to develop a package for prospective pastoral candidates and other staff positions.
- Establish policies to assist the church to make ministry and work of the church staff and employees effective and meaningful.
- Recommend policies that include, but are not limited to, compensation, benefits, workplace guidelines, and performance standards.
- Provide the congregation information and updates regarding personnel issues essential for the church to make final decisions regarding the hiring or dismissal of personnel. Confidentiality shall be maintained throughout this process.
- Serve or appoint a designee from the committee to serve as Chief Administrator of the church in the absence of a pastor.

PRESCHOOL COMMITTEE

The primary function of the Preschool Committee is to coordinate all personnel and activities of the church as they relate to preschool children.

OBJECTIVES:

- Recommend and publicize preschool policies and procedures.
- Supervise the implementation of preschool policies.
- Oversee the dispersal of all preschool committee accounts.
- Recommend candidates for paid workers to the personnel committee.
- Provide proper training for preschool workers.
- Supply adequate supervision of employed and volunteer workers.
- Be readily available to review needs, suggestions, and problems with parents and family members or other related individuals or groups regarding preschool work.
- Ensure all workers and volunteers meet all the requirements listed in the Preschool Policies including passing a background check.

PROPERTIES COMMITTEE

The primary function of the Properties Committee is to provide for the maintenance and upkeep of the church buildings and grounds.

OBJECTIVES:

- Hire a custodian.
- Oversee general maintenance of the church as funds are available.
- Make necessary minor repairs.
- Oversee professional repairmen on major repairs (plumbers, electricians, a.c. repairmen, etc.).
- Ensure grounds are maintained (mowing and other yardwork).
- Oversee the Building Use Policies.

YOUTH COMMITTEE

The primary function of the Youth Committee is to support youth in becoming disciples of Christ and helping them to disciple others for Christ.

OBJECTIVES:

- Oversee the activities of the youth program at Lexington Baptist Church.
- Provide at least one male and one female adult for all youth activities, making sure there is one sponsor for every five youth.
- Calendar all youth activities with appropriate staff members.
- Oversee spending of budget funds.
- Ensure all workers and volunteers pass a background check.
- Meet with the Youth Minister at least once a month to review upcoming events.

PART V - MINISTRY TEAM MANUAL

MINISTRY TEAMS GENERAL INFORMATION

1. Ministry team members are church members who volunteer and are elected by the church body to serve for an indefinite period of time.
2. A chairperson shall be selected at the first meeting of each ministry team.
3. Any ministry team desiring financial support for its work must submit a detailed budget request to the church office by October 1 each year.
4. Ministry team recommendations that are to be presented to the church must be submitted to the church office in time to be printed for the church conference.
5. The Pastor is an ex-officio member on all ministry teams.

AUDIO/ VISUAL MINISTRY (SOUND)

The primary function of the Audio/Visual or Sound Ministry is to provide technological support for any church service or function where such equipment is needed.

OBJECTIVES:

- Provide audio/visual equipment operated by qualified persons, authorized by the Audio/Visual Ministry Team or Worship Leader.
- Request all audio/visual purchases through the Worship Leader (Music Director) and provide for said approved purchases through the music budget.
- Schedule team members for church events in which audio/visual equipment is needed. (Requests for audio/visual use other than regularly scheduled church services should be made in the church office at least 7 days in advance.)
- Include rehearsal times for musicians when scheduling operators.
- Allow rehearsal times for pre-recorded accompaniment and/or media. (Audio/Visual Ministry Team members cannot accept responsibility for the sound reproduction of pre-recorded accompaniment and/or media which are not professionally reproduced.)
- Check audio/visual equipment in the sanctuary before every regularly scheduled service to ensure all needed components are in proper working order.

***Audio/visual equipment should not be removed, disassembled or handled by any persons other than authorized ministry team personnel without prior consent.

BAPTISM MINISTRY

The primary function of the Baptism Ministry Team is to oversee all operations involved in a baptismal service.

OBJECTIVES:

- Provide baptismal linens for baptismal candidates.
- Keep baptismal linens in good condition and purchase new ones when needed.
- Have baptismal linens cleaned and returned to storage after each use.
- Make sure baptistery is filled for each baptismal service and report any malfunction of equipment to the church office.
- Assist candidates during the baptismal service.

COUNTING MINISTRY

The primary function of the Counting Ministry Team is to count and deposit all monies given in tithe or in any other designated offering.

OBJECTIVES:

- Receive and deposit tithes, offerings, and any monies from the safe each Monday morning or the next business day after Sunday.
- Prepare and sign the weekly financial report form and file it with the Ministry Assistant.
- Return verified deposit slips to the church office.

FLOWER MINISTRY

The primary function of the Flower Ministry Team is to provide flower arrangements for the church or for funerals of church members or their families.

OBJECTIVES:

- Oversee spending from budget for any church activity or funeral requiring a floral arrangement.
- Order floral arrangements for funerals of church members or their immediate families.
- Request a memorial be sent in lieu of flowers at the request of a bereaved church family.
- Provide floral arrangements, live or artificial, for any church activity requiring a floral arrangement.
- Decorate the worship center and fellowship hall for Christmas.

HOSPITALITY MINISTRY

The primary function of the Hospitality Ministry is to oversee the kitchen and pantry area when needed for church functions.

OBJECTIVES:

- Keep the pantry stocked with paper goods to be used for church activities.
- Coordinate food and workers for church-wide fellowships.
- Coordinate meals, as needed, for bereaved church families.
- Oversee spending from budget for hospitality activities and funeral ministry.
- Have at least one person on the team with a Food Handler's Permit.

MISSIONS MINISTRY

The primary function of the Missions Ministry is to educate and facilitate involvement of our church as a body and as individuals in missions giving and missions participation on a local, state, and world missions level.

OBJECTIVES:

- Facilitate missions giving through organizations such as, but not limited to, the Southern Baptist Convention, the Baptist General Convention of Texas.
- Provide information and opportunities for supporting other missions activities, such as: Corpus Christi Crisis Pregnancy Center, Operation Christmas Child Shoe Boxes, South Texas Children's Home Ministries, Baptist Student Ministries, local schools, and other local organizations.

USHER MINISTRY

The primary function of the Usher Ministry Team is to assist any person needing assistance before and during any church service.

OBJECTIVES:

- Greet and seat people as they arrive for a worship service.
- Pass out bulletins as people enter the sanctuary.
- Take up offerings and place them in the church safe.