

POLICY MANUAL



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CSBC Policy Manual

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MEMBERSHIP

Process for Adding Members

All persons desiring to unite with Center Street Baptist Church Shall:

1. Express an interest in becoming a member by filling out a decision card or talking to a person from the Leadership. (Leadership is defined by the Constitution)
2. One of the pastoral staff will meet with the prospective member to determine their interest in becoming a member. At this time, the process of membership will be explained to the prospective member.
3. The prospective adult member must complete the Discovering Center Street Baptist Church class. Younger members shall complete the Discovering CSBC class upon reaching teenage years.
4. The prospective member must fill out a membership application.
5. Two persons from any of the Leadership, will meet with the prospective member in a relaxed setting, preferably outside of the church.. This meeting would consist of the prospective member giving testimony of conversion and Christian experience, and affirm acceptance of and adherence to the Articles of Faith, constitution and covenant of this church.
6. Upon the recommendation of the Leadership, the prospective member shall give their testimony at some public meeting of the church. At the discretion of the leadership, some prospective members may be deemed unable to give a traditional testimony of their spiritual journey to Christ (e.g. young children, the mentally handicapped). For such people, a series of guided questions to the applicant by the leadership may be substituted for the testimony. The congregation shall vote to determine the prospective member's acceptance into membership of Center Street Baptist Church.
7. It shall be deemed proper to receive members or grant letters at any meeting of the church when there is a quorum.

Member Responsibilities

1. Only active members shall be entitled to vote or hold office.
2. Only active adult members shall serve as regular teachers in the church, Sunday Bible school or other groups. A non-member may be admitted to the teaching staff upon recommendation by Pastors or Overseers and vote of the church members at a regular or called meeting.
3. The church shall conduct classes for new members and those members who reach voting age. These shall be taught by someone from the Leadership. They shall include instruction on such things as the ordinances, church government, responsibilities of church members, stewardship, prayer, Bible reading, witnessing for Christ, the General Association of Regular Baptist Churches, basic doctrines of Center Street Baptist Church (including separation to God from worldliness and apostasy).
4. Any member of this church who moves from this community or area and does not soon transfer his membership to another church shall communicate with this church periodically, not less than once a year. If he is not heard from within a year he shall be placed on the inactive membership list. Note: The inactive membership list is intended for those who because of military service, education, short-term job assignment, sickness, or disciplinary restoration cannot take part in the regular life of the church.

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Discipline Of Members

1. It is vital to the testimony of this church and the glory of our Lord that the purity of the church be preserved and its peace protected. With these ends in view, any member should attempt to restore another member they know to be living in disregard of his Biblical and covenant obligations.
2. The Leadership shall promptly deal with any member disturbing the peace of the church by mischievous and unchristian methods.
3. When a member is walking disorderly, he shall be dealt with on the basis of Matthew 18 and 1 Corinthians 5. If the member will not respond positively according to these measures, his case shall be brought before the church by recommendation of the Leadership. He shall have opportunity to present his case before the church. Depending on the situation, the result of church discipline will be to remove the person from membership or to be placed on the inactive list by vote of the church. Restoration to active membership shall be by vote of the church after satisfactory evidence is given of scriptural repentance and confession.
4. At the end of each quarter, the Leadership shall review the membership roll for those not fulfilling their church Covenant. Faithful efforts shall be made by the active membership body to restore any such person to fellowship. If efforts to reclaim the member are not successful, upon recommendation of the Leadership and vote of the church, he shall be moved from active membership to the inactive membership list. Restoration to active membership shall be by vote of the church only after there is satisfactory evidence of a renewed spiritual walk. All active members shall make a sincere effort to reclaim spiritually, those on the inactive list.
5. A special business meeting shall be required for disciplinary action. Such a meeting shall be announced by letter to the members of voting age at least two weeks in advance.
6. If a member desires to prefer charges against another member, including violation of covenant obligations or of immoral, improper or unchristian conduct, such charges must be submitted to the Leadership in writing, and must be duly signed by the accuser. (Matt. 18:15-17; I Cor. 6:1-11). In order to prevent unnecessary public scandal, the Leadership may hear the charges, pro and con, in any disciplinary case, if this is mutually satisfactory with the accused and the accuser. The Leadership shall determine further action.

Dismissal Of Members

1. Dismissal shall be only by vote of the church congregation, or because of death.
2. Any member in good standing may be granted a letter of transfer to any church of like doctrine and practice upon its request. The letter shall be sent to the church with which the member wishes to unite.
3. A letter of dismissal without recommendation may be sent to any other member.

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MEETINGS

Public Worship

1. Public worship services shall be held regularly on Sunday. These services shall not normally be given over to anything but prayer and the preaching and teaching of the Word, with an appropriate musical ministry.
2. It shall be the practice of this church to observe the Lord's Supper at least once a month.
3. Any special presentation or any cancellation shall be subject to approval by the Leadership.
4. The services of this church shall not be merged into union services with other organizations that do not hold to our Statements of Belief (CSBC Constitution).
5. At least once each week there shall be a meeting time for prayer and praise.
6. Periodically at a regular service, it would be appropriate that the church covenant be read.

Business Meetings

1. The official church year shall begin the 1st day of March and close on the last day of February.
2. The annual meeting shall be held on the 3rd Sunday evening in March. Fourth quarter and Annual written reports are to be submitted in advance so that copies will be available to all members for review one week prior to the business meeting .
3. The Semi-annual meeting shall be held on the 3rd Sunday evening in September. Second quarter written reports are to be submitted in advance so that copies will be available for all members at the time of the business meeting.
4. First and third quarter written reports shall be presented to the church office for publication, to be available for members by the last Sunday of June and December respectively.
5. The day for business meetings may be changed at the discretion of the church.
6. Special business meetings may be called by the Leadership at any time, provided public notice be given of the same on the Sunday preceding; except as otherwise stipulated in this constitution, or required by state law.
7. Special meetings may be called by any seven unrelated families who are voting members of the church, and requested through the church clerk. Such request shall contain the particulars of the meeting are clearly stated in the notice, and no other business shall be transacted in such a meeting.
8. Only members fifteen years of age and above shall be eligible to vote. Only those members of eligible age by State Law shall be eligible to vote upon corporate matters such as buying, selling, or mortgaging of property, and election of Board of Overseers.

Order of Business Meetings

A suggested order of business follows:

1. Reading and approval of minutes of previous meeting
2. Clerk's Report
3. Financial treasurers' report and secretaries
4. Report of Leadership
5. Reports from departments of church
6. Reports from committees
7. Unfinished business

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8. New business
9. Adjournment

Rules of Order of Business

Meetings of the Board of Overseers, Deacons, or the membership of Center Street Baptist Church shall be conducted according to *The Modern Rules of Order*, Donald A Tortorice, Pennsylvania Bar Institute.

ADMINISTRATION

Finance

1. All monies collected during or for activities of CSBC shall be counted, recorded and deposited in bank accounts by the church Financial Treasurer.
 - a) All monies received in regular church offerings shall be counted and a permanent record kept weekly. This shall be the responsibility of two persons from the Board of Overseers or as designated by that board. The monies shall then be submitted to the Financial Treasurer.
 - b) Specific persons shall be assigned from other departments (i.e., Youth, Sunday School) to count and record monies received. The monies shall then be submitted to the Financial Treasurer.
 - c) Monies received in regular worship services shall be divided according to the percent of budget or as designated by the giver.
2. A statement of each donor's account shall be given to him at the end of each year by the church financial secretary.
3. The Board of Overseers shall review all staff salaries on an annual basis.
4. The deacons shall administer the deacons' fund.

Payment Voucher Procedure

1. Anyone purchasing something for the church should have authorization from the "chairperson" or secretary for the account from which the purchase will ultimately be made.
2. When a purchase is made, a voucher should be filed out and given to the financial treasurer, or the person in charge of the account.
3. The voucher shall describe what has been purchased, the amount, the account from which it is to be paid (if possible), and the receipt from the purchase (or charge slip). There should be an indication whether the payment is to be made to the person (reimbursement) or the merchant, or that the bill will be sent to the church.

Vacation, Conferences, and Salary

1. Vacation & Holidays – see Vacation Policy at end of this document.
2. Pastoral staff and family may attend family camp for one week, which shall not be considered as vacation.
3. Pastoral staff and family may be sent by the church to the Annual Conference of the Iowa Association of Regular Baptist Churches and the General Association of Regular Baptist Churches National Conference. Every effort shall be made by the church to pay reasonable expenses. This is not to be considered as part of the pastor's vacation.

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4. When the senior pastor plans to be gone over a Sunday, he is responsible to arrange a pulpit supply and notify the Board of Overseers. Absences not under the provision of this section are to be approved by the Board of Overseers.
5. Salary review – Senior pastor evaluation to be done in January by the evaluation committee. Other staff evaluations are to be done in January by the senior pastor.

Medical/Dental Insurance Coverage

CSBC will pay premium for Group, Family, or Individual insurance coverage for full time staff. The insurance provider and plan will be at the discretion of CSBC with the following provisions.

1. Insured is responsible:
 - To use network or group affiliated medical providers
 - For patient co-payment when visiting medical provider
 - For a \$300 per person deductible
2. CSBC will then cover:
 - 80% of costs above the deductible (Insured 20%) until expense reaches insurance deductible (either individual or Family).
3. After Insurance deductible is reached, responsibility is between Insured and insurance provider: (Insurance % - Family % as outlined in current policy)
4. When \$1500 out of pocket maximum (OPM) is reached, CSBC will cover difference until insurance OPM is reached.
5. Insurance provider then covers 100%

STAFF, OFFICES, & COMMITTEES

Staff Positions

Positions of employment are established and filled according the Constitution.

Essential Offices

| | |
|--------------------------------|---|
| Overseers: | Appointed and affirmed annually, 2-year term per Constitution |
| Deacons: | Appointed and affirmed annually, 2-year term per Constitution |
| Financial Treasurer: | Appointed and affirmed annually, 1-year term per Constitution |
| General Fund Secretary: | Appointed and affirmed annually, 1-year term per Constitution |
| Missions Fund Secretary: | Appointed and affirmed annually, 1-year term |
| Clerk: | Appointed and affirmed annually, 1-year term |
| Deaconess: | Appointed and affirmed annually, 3-year term |
| Sunday School Superintendent: | Appointed and affirmed annually, 1-year term |
| Assistant S.S. Superintendent: | Appointed and affirmed annually, 1-year term |
| Head Usher: | Appointed and affirmed annually, 1-year term |

Other assistants or support positions may be established by the respective departments and approved by Overseers.

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Nominations for the above offices will be held annually according to the Constitution.

Missionary Committee

Refer to the Missions Policy of the church.

Additional Committees

1. Committees shall be appointed and/or dissolved by the Board of Overseers as deemed necessary.
2. When a building committee is needed, it shall be nominated by the Board of Overseers and elected by the church.
3. All committees shall report quarterly and annually to the church unless otherwise instructed.
4. Job descriptions for all committees shall be reviewed by the Board of Overseers and kept on file in the church office.

Job and Position Descriptions

Job Descriptions for the positions, offices, and committees will be established as needed and maintained with other church documents.

GENERAL POLICIES

Use of the Church Property and Name

1. Use of the property for other than regularly scheduled meetings or active ministry functions shall first be approved by the Board of Overseers.
2. All gatherings off the church property held in the name of the church shall be subject to the approval of the Board of Overseers.
3. No secret society will be permitted to hold services in this church. The funeral of any person so associated may be held in the church if conducted by an approved minister. The society may take charge of the remainder of the service after the body leaves the church.
4. No pastor or pulpit orator will be permitted to preach in the church who fails to confess clearly the fundamentals of the faith once delivered unto the saints (Jude 3). Any visiting speaker must have the approval of the Board of Overseers.

ORDINATION

1. When, in the judgment of the Leadership, a man in this membership is called to the Christian ministry, this board may recommend to the church that a council, composed of a pastor and two messengers from churches of like faith and practice, be called for the purpose of examining the candidate. This council shall be called by church action.
2. The ordination council shall thoroughly examine every candidate in regard to his Christian experience, call to the ministry, reputation, character, doctrinal convictions, and demonstrated efficiency in Christian service; and it shall be advised of his educational background.

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3. The council shall make a recommendation to the church as to the advisability of ordaining the candidate, whereupon the church may proceed with the ordination.
4. This church shall not ordain any man who has not served at least six months as pastor, assistant pastor, or in definite Christian work showing reasonable evidence of God's call to the ministry nor any man who does not conform to the qualifications of a pastor as set forth in I Timothy 3:1-7 and Titus 1:6-9; nor any man who is not a member of this church at the time of application for ordination.
5. The ordination of any man shall be considered by this church to be valid only as long as he adheres to the essential doctrinal convictions and moral conduct that were the basis for his ordination, regardless of what church granted it. If, in the judgment of this church, any man becomes doctrinally unsound or morally unfit for the ministry, the Board of Overseers may recommend discipline, even to the revoking of his ordination credentials.
6. To revoke an ordination, a hearing shall be conducted in the spirit of I Corinthians 13. The minister under trial shall have the privilege of presenting his defense to the church within sixty days after the decision of the Board of Overseers. Only then shall final action be taken by the church in the case, and that before the membership of the minister under such discipline or revocation is terminated. If, in the judgment of the church, a minister ordained by this church becomes unfit for the ministry subsequent to his leaving the membership of this church, the church may authorize a certified letter to the man notifying him that this church no longer honors or recognized his credentials and may request the return of the certificate.

CHANGES TO POLICY MANUAL

This Policy Manual may be changed or modified by membership vote at any scheduled or called business meeting if the proposed changes have been communicated to the membership at least 4 weeks before

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CSBC Holiday/Vacation plan

1. Participants

This plan covers all persons receiving a payment for employment whether full-time or part-time. Holiday/vacation benefits applicable to either group are defined separately. Full-time is 36 hours a week or more. Part-time is anything less than 36 hours per week.

2. Vacation year

Holiday/vacation year is from 1 January through 31 December. Scheduling of vacations by the pastoral staff is at their discretion, with approval by the Board for major times away. Other staff must coordinate their vacation with the pastoral staff. The Board shall be notified about any staff vacation.

Holidays are to be taken according to the schedule outlined later.

3. Eligibility

The time of eligibility is based on the length of continuous service as of 31 December in the year before vacation year.

New full-time staff who start work before 1 June receive 5 days of vacation during the remainder of that year, before 31 December. Full-time staff who start after 1 June receive no scheduled vacation during the remainder of that year.

Vacation not taken by the end of the vacation year will not be carried over into any subsequent year. There will be no payment issued for vacation not taken.

4. Vacation schedule for full-time staff, pastoral

Based on a five day work week.

| Amount of Service, continuous (as of 31 December) | Total Vacation Days (year following 31 December) |
|--|---|
| 1 Day | 10 [†] |
| 6 Months | 15* |
| 1 Year | 15* |
| 5 Years | 18 |
| 6 Years | 19 |
| 7 Years | 20 |
| 8 Years | 21 |
| 9 Years | 22 |
| 10 Years | 23 |
| over 10 Years | 24 |

[†] Not more than one Sunday off.
Years 1-6, not more than 3 Sundays off.

* Not more than two Sundays off.
Years 7+, not more than 4 Sundays off.

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5. Vacation schedule for full-time staff, non-pastoral

Based on a five day work week.

| Amount of Service, continuous (as of 31 December) | Total Vacation Days (year following 31 December) |
|--|---|
| 1 Day | 5 |
| 6 Months | 5 |
| 1 Year | 8 |
| 5 Years | 10 |
| 6 Years | 11 |
| 7 Years | 12 |
| 8 Years | 13 |
| 9 Years | 14 |
| 10 Years | 15 |
| over 10 Years | 15 |

6. Holiday schedule, full-time staff only

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas. If any of these Holidays falls on a Sunday or normal staff “day off”, any other day in the week adjacent to the Holiday may be taken.

7. Vacation schedule for part-time staff, all

| Years of Service | Average Weekly Hours | Hours of Vacation |
|------------------|----------------------|-------------------|
| 0 – 5 | less than 10 | not eligible |
| | 11 – 20 | 20 |
| | 21 – 30 | 30 |
| | 31 – 36 | 36 |
| 6 – 15 | less than 10 | not eligible |
| | 11 – 20 | 30 |
| | 21 – 30 | 40 |
| | 31 – 36 | 46 |
| 16 & Over | less than 10 | not eligible |
| | 11 – 20 | 40 |
| | 21 – 30 | 50 |
| | 31 – 36 | 56 |