

Policies
And
Procedures
Manual

2016

First Baptist Church West Jefferson

(revised 2022)

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Officers

TRUSTEES

PURPOSE

Since no unincorporated church may legally hold property in the name of the church, churches must hold their real property in the name of the Trustees. Trustees legally represent and administer real property assets under the authority and direction (as voted on by the church in a regular or called business session) of the church and laws of North Carolina.

MEMBERSHIP

Trustees shall consist of three mature members of the church with a reasonable amount of business experience. Trustees will be recommended by the Leadership Development Committee and elected by the Church at the December business session. The term shall be six years (beginning in January after December business session elections) with one member rotating off every two years.

TASKS

- Sign legal papers as representatives of the church.
- Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on the church property. This information will be kept in a safe deposit box with reference copies filed in the church office.
- Counsel with church officers and committees in matters related to church property.
- Review all insurance policies semi-annually to ensure that proper coverage is maintained.
- Review church inventory, mortgaged loans, policies and procedures, etc. on a semi-annual basis.

DEACONS

PURPOSE

Deacons are to be servants and spiritual leaders of the church, not a ruling body, and lead the church in carrying out its vision and mission.

MEMBERSHIP

The church should have fifteen active deacons, who have been chosen from the adult resident members of the church (age eighteen and above) and that possess the scriptural qualifications of deacon. The church chooses each deacon for a term of three years, with one-third (5) of the deacon number being chosen annually at the December Church business session. After the completion of a full three-year term, said deacons shall not be eligible to be chosen until after the lapse of two years. Nominations for the deacon ministry shall be held on the Sunday before the Thanksgiving holiday each year. Three weeks prior to said Sunday the membership shall be furnished a list of names of persons eligible to serve. From the eligible list of names, any church member may sponsor candidates for deacon nomination. Sponsorship will include: 1.) gaining consent and signature of candidate on the Deacon Sponsor Form (found in appendices), 2.) turn form into church secretary or Deacon Chair by the Monday prior to the Deacon election. In the event of inclement weather, or other unavoidable disruptions to the nomination, the deacons and pastor may reschedule the nomination process. New deacons are to be ordained on a date following their election as set by the pastor and active deacons.

Vacancies in the active deacon membership shall be filled by nomination for the unexpired term of the vacancy. In such cases the active deacons will submit at least one name in nomination to the church no later than the second regular business session after the vacancy occurs. Deacons chosen to fill such vacancies shall be eligible for regular nomination as deacon if they have served less than one year when the interim term expires.

DEACONS, continued

TASKS

- Assist the pastor and pastoral staff in serving the needs of the church in five primary areas:
 - Hospital and Convalescence
 - Grief and Sympathy
 - Homebound and Long-term Care
 - Visitors and New Members
 - Senior Adults
- Provide spiritual leadership and guidance to the church in its ministries and missions.

CHURCH CLERK/ ASSISTANT CLERK

PURPOSE

Preserving the records of the church

MEMBERSHIP

The Church Clerk and the Assistant Church Clerk will be recommended by the Leadership Development Committee and elected annually by the Church at the December business session and shall serve one year from January through December, following the election.

TASKS

- Record and maintain the records of all Church business sessions.
- Preserve records for present and future use.
- Correspond with other churches and members.
- Provide for Church history.

TREASURER/ASSISTANT TREASURER

PURPOSE

To ensure that appropriate financial records are maintained and that the Church membership has a timely awareness of the financial condition of the Church.

MEMBERSHIP

The Treasurer and Assistant Treasurer shall be recommended by the Leadership Development Committee, then shall be elected annually at the December business session and shall serve a term of one year from January through the next December following the election.

TASKS

- The Treasurer shall be an ex-officio member of the Stewardship Committee.
- The Treasurer shall work in close cooperation with the Stewardship Committee in all areas relating to financial matters and policies of the Church, including budget formulation.
- The Treasurer will work with the Financial Secretary to make monthly reports to the Stewardship Committee and to the church reflecting the current financial status of the Church.
- The Treasurer will work with the Financial Secretary to ensure the counting of the weekly offering is accurate and deposited in a timely manner.
- The Treasurer will sign out going checks.
- The Assistant Treasurer will assist the Treasurer with the tasks of the office or, in the absence of the Treasurer, serve as Treasurer.

LIBRARIAN/ASSISTANT LIBRARIAN

PURPOSE

To provide the church fellowship with a collection of resources, in various formats, that will assist spiritual growth.

MEMBERSHIP

The Church Librarian and Assistant Church Librarian shall be recommended by the Leadership Development Committee and elected annually by the Church at the December business session and shall serve one year from January through December, following the election.

SERVICE

Anyone whose heart desires to serve in our Library Ministry is encouraged to contact the Librarian or Assistant Librarian.

TASKS

- Organize and maintain resources in a collection to meet these needs.
- Ensure the collection is easily accessible to the membership.
- Assess the information needs of the membership.
- Publicize reading and new materials in the Sunday bulletin, Church Newsletter and on bulletin boards.

current Library Team members are listed in the Leadership Development Report

DISCIPLESHIP DIRECTOR

PURPOSE

To assist the pastor and associate pastor in overseeing the discipleship ministry of the church.

MEMBERSHIP

The Discipleship Director shall be recommended by the Leadership Development Committee, elected annually at the December business session, and serve a term of one year from January through the next December following the election.

TASKS

- Partner with the pastor and associate pastor in coordinating and directing the various discipleship programs of the church.
- Assist discipleship leaders (Sunday School teachers, small group leaders, etc.) with identifying and selecting appropriate discipleship resources for their particular program, and order materials as needed and requested.
- Evaluate current discipleship programs and recommend new discipleship programs and leadership as deemed necessary.

COMMITTEES

PERSONNEL

PURPOSE

To address and manage matters concerning both the professional church leadership staff and the support staff personnel.

MEMBERSHIP

The Personnel Committee shall consist of six members serving staggered three-year terms such that two members rotate off the committee each year. Members will be recommended by the Leadership Development Committee and elected by the Church at the December business session. Coordinator will be elected by the members of the committee.

TASKS

- Bring before the church recommendations to add or delete positions to/from the church staff.
- Maintain current job descriptions for each paid position and present recommended changes to the church for approval.
- Develop applications and review applicants for any vacant position and present recommendations to the church for filling a vacancy.
- Maintain the option to appoint an ad hoc committee (approved by the church) for the purpose of filling a vacant or expected vacant position.
- Work with and through the pastor when dealing with personnel matters. The pastor leads the professional staff and the support staff who are held accountable to him.
- Recommend salaries and yearly salary adjustments for all church employees to the church's Stewardship Committee.
- Develop an evaluation instrument and evaluate paid church staff members on a yearly basis.
- Maintain a personnel manual* with job descriptions and other personnel information.

*FBCWJ Personnel Manual may be obtained by request through the church office.

LEADERSHIP DEVELOPMENT

PURPOSE

To assist in the development of leaders in the church to help carry out the vision and mission of the church, and annually present, for church approval, persons to fill all church leadership positions.

MEMBERSHIP

Membership will consist of six members serving three-year terms, such that two members rotate off the committee each year. Members will be recommended by the Leadership Development Committee and elected by the Church at the December business session.

TASKS

- Assist the pastor and staff in identifying and selecting church-leadership-training programs and opportunities for the church membership.
- Work with the pastor and staff to schedule and plan/organize church-leadership-training events, and encourage church members to attend these events to discover, discern, and develop as leaders involved in the vision and mission of FBCWJ.
- Develop and maintain an updated list of the spiritual gifts, skills, and passions of the current church membership.
- Secure agreement of nominees for all church leadership positions, including chairs and coordinators of committees, councils, and ministry teams.
- Present annually, a list of said nominees to church membership for election at the December Church business session.
- Present nominees to church to fill vacancies as required.

PROPERTIES AND SPACE

BUILDING AND GROUNDS MAINTENANCE & UPKEEP

PURPOSE

To oversee and maintain all Church buildings and grounds and be responsible for all maintenance and repair required for the upkeep of the church facilities & property. To give attention to the state of repairs and appearance of the buildings and grounds and make such repairs and improvements included in the church budget or otherwise authorized by the church.

MEMBERSHIP

Membership will consist of three members recommended by the Leadership Development Committee and elected by the Church at the December business session, serving staggered, three-year terms.

RELATIONSHIPS

The committee will elect a chair who will also serve as a member of the Church Council. The committee consults with church staff and pertinent committees as they relate to maintenance and upkeep.

DUTIES

- Provide for the needed maintenance and repair of Church facilities and property.
- Maintain a prioritized list of repairs, maintenance, and appearance improvement items needed to be made to the Church property for which the committee is responsible.
- Inspect properties and make recommendations relative to needed improvements and general upkeep of the building, grounds and parking.
- Submit to the Stewardship Committee request for funding.
- Make expenditures as prescribed within the Church budget.
- Secure church approval for expenditures exceeding budgeted amounts.
- Meet as often as needed but not less than quarterly.
- Provide a written report of deliberations, activities and recommendations to the Church Council and at monthly business sessions.

PROPERTIES AND SPACE

PROPERTY AND SPACE PLANNING

PURPOSE

To provide dynamic planning for the church's properties and facilities in a way that helps the church fulfill its vision and mission statements.

MEMBERSHIP

Membership will consist of six members; three members recommended by the Leadership Development Committee and elected by the Church at the December business session, serving staggered, three-year terms. Other members will be the Coordinators of Communication and Technology, Transportation, and Foods and Kitchen.

RELATIONSHIPS

The committee will elect a chair who will also serve as a member of the Church Council. The committee consults with church leaders (Pastor, Associate Pastor, Deacon Chair, etc.) and pertinent committees as they relate to long range planning for church property and space.

DUTIES

- Organize, meet, plan, and work to present (annually) a dynamic plan for the church's properties and spaces to the church council and church business session.
- Verify progress on the plan quarterly, following its adoption by the church, by contacting the responsible committees, persons or parties designated by the plan.
- Initiate action to purchase, sell, or manage church property.
- Determine how building space is to be utilized.
- Meet as often as needed, but at least quarterly.
- Submit to the Stewardship Committee request for funding.
- Make expenditures as prescribed within the Church budget.
- Secure Church approval and lead capital campaigns for expenditures exceeding budgeted amounts.
- Provide a written report of deliberations, activities and recommendations to the Church Council and at church business sessions.

COMMUNICATIONS AND TECHNOLOGY COORDINATOR

PURPOSE

Communications and Technology oversees and makes recommendations to the Church concerning the use of technology, needed equipment and systems and related issues.

Communications and Technology Coordinator and Co-Coordinator will be recommended by the Leadership Development Committee and elected by the Church at the December business session. The Coordinator will serve as a member of the Properties and Space Committee.

SERVICE

Those who have a heart and desire for service, with some background or knowledge of the equipment and the software involved, and willing to receive training, may serve as volunteers of the Communications and Technology Committee by contacting the Coordinator or Co-Coordinator.

TASKS

- Assist all church groups in the use of technology equipment when requested and when the assistance is feasible.
- Research and recommend to the Church purchases of Technological equipment coordinating with other committees as appropriate.
- Maintain and update the Church website, which may require the use of outside consultants/firms.
- Provide instruction in the use of equipment and processes.
- Oversee the required maintenance of Church-owned equipment and systems and ensure that such maintenance is accomplished in a timely manner.
- To evaluate needs as technology advances and recommend required changes to equipment and systems.

TRANSPORTATION COORDINATOR

PURPOSE

Provides for the maintenance of Church-owned transportation equipment and to ensure the transportation needs of the Church are met.

The Transportation Ministry will consist of a Coordinator that will be recommended by the Leadership Development Committee and elected by the Church at the December business session. Coordinator will serve as a member of the Properties and Space Committee.

SERVICE

Those who have a heart and desire of service may serve as volunteers with the Transportation Ministry by contacting the Coordinator.

TASKS

- Create and monitor schedules for vehicle use.
- Oversee the required maintenance on Church-owned transportation equipment and systems and ensure that such maintenance is accomplished in a timely manner. This maintenance will include regular maintenance of vehicles:
 - Inspections
 - Oil & fluids
 - Tires
 - Cleaning
- Develop regulatory procedures for:
 - Uses
 - Drivers
 - Create logs for signing out vehicles
 - Use of transportation vehicles not owned by the church.

Guidelines and forms in Appendix

FOODS AND KITCHEN COORDINATORS

PURPOSE

The Foods and Kitchen Ministry oversees the Church kitchen, its equipment and supplies and to assist the church and leadership of event committees in the providing and serving of meals or refreshments for special events, with volunteers who are adequately trained in areas including safety and sanitation.

The Foods and Kitchen Ministry will consist of a Coordinator and Co-Coordinator selected by the Leadership Development Committee. Coordinator will serve as a member of the Properties and Space Committee.

SERVICE

Those who have a heart and desire of service may serve as volunteers with the Foods and Kitchen Ministry by contacting the Coordinator or Co-Coordinator.

TASKS

- Coordinate with other Church committees and groups to ensure that the kitchen has adequate supplies for Church events.
- Staff, set up, serve and clean up for Church-wide luncheons, meals, parties, receptions, etc.
- Coordinate with the Properties and Space Committee concerning kitchen equipment maintenance and /or replacement needs.
- Develop, post and publicize in the Policies and Procedures Manual practices necessary for the proper use and care of the kitchen and its equipment.
- Coordinate volunteers by their gifts in the work of the Food and Kitchen Ministry.

STEWARDSHIP

PURPOSE

To provide leadership in developing and managing the financial plans and affairs of the church.

MEMBERSHIP

Membership will consist of six members: two current deacons appointed annually by the Deacon body; the Church Treasurer; and three members recommended by the Leadership Development Committee and elected by the Church at the December business session, serving staggered, three-year terms. Coordinator will be elected by the members of the committee.

TASKS

- With the assistance of the church financial secretary, and through input from church committees and groups, annually prepare a budget to be approved by the congregation. The proposed budget shall be presented, first, to the Deacon body during its October meeting. Once endorsed by that body, the proposal shall be presented to all members of the church through email, US mail, or otherwise, in order for it to be reviewed prior to presentation by the Stewardship Committee for approval during the November business session.
- During its meetings (their frequency determined by the committee), review monthly financial transactions, offerings receipts, and requests for funding outside the approved budget.
- Devise a secure process of receiving, counting, depositing of offerings, investing as appropriate and select individuals who will oversee, count, and verify weekly deposits of offerings.
- Ensure a system of check writing and disbursements which protects the church's resources and the individuals signing checks, as well.
- Provide for audits of the books and records, as needed.
- Provide, along with the Church Treasurer, reports concerning any financial matters to the congregation, as needed and appropriate, during church business sessions.
- Through regular communications, actions, and emphases, encourage a spirit of giving.
- Provide advice, leadership, and recommendation concerning any financial matter coming before the church.

CHURCH DOCUMENTS

PURPOSE

To maintain, periodically review, and to keep the Guiding Documents, which include the Constitution, Bylaws and Policies and Procedure Manual, up to date.

MEMBERSHIP

The Church Documents Committee shall consist of three members, serving staggered three year terms, such that one member is rotating off each year. Members will be recommended by the Leadership Development Committee and elected by the Church at the December business session. Coordinator will be elected by the members of the committee.

TASKS

- Consider any changes or amendments to the Guiding Documents and present potential changes in an acceptable format to the church membership for vote.
- Serve as a resource to other committees, ministry groups, councils and church members for questions about the Guiding Documents.
- Ensure that an up to date version of the Guiding Documents is maintained and readily available to any church member.
- Annually review the Policies and Procedure Manual for up-to-date information.

CONGREGATION INFORMATION

PURPOSE

To oversee, coordinate, and manage the information on the congregation's members, visitors, and attendees.

MEMBERSHIP

Consists of a coordinator and no less than 3 and no more than 5 members recommended by the Leadership Development Committee and elected annually at the church's December Business Session.

TASKS

- Create, maintain, and update a pictorial directory.
- Develop a comprehensive listing of those actively involved in FBCWJ with their preferred contact information and update this information quarterly.
- Create a secure reference tool for the congregation's information data.
- Maintain a current functional on-call system.
- Collaborate with staff and lay leaders on congregational information.

SAFETY AND SECURITY COMMITTEE

PURPOSE

To oversee the overall safety and security of the people and ministries of First Baptist Church of West Jefferson in a way that reflects the vision and mission of the church.

MEMBERSHIP

Membership will consist of five members, who will be recommended by the Leadership Development Committee and elected by the Church at the November or December business session, serving staggered, three-year terms. One member will be elected from the active deacons. The committee should also have representation from the children and youth ministries—either one from each (2) or one who represents both. Then, two or three members will be at-large members. The committee should elect a chair, vice or co-chair, and a secretary to keep record of meetings. Pastor and Associate Pastor will be ex-officio members.

RELATIONSHIPS

The committee chair will serve as a member of the Church Council. The committee will consult with church leaders (Pastor, Associate Pastor, Deacon Chair, etc.) and pertinent committees (Properties and Space Planning, Building and Grounds Maintenance & Upkeep, Stewardship, Youth and Children's Councils, etc.) as they relate to the safety and security of the church and its ministries.

Safety and Security Committee, continued

TASKS and/or DUTIES

- Meet at least once a month, and on an as-needed basis.
- Create and implement organized plans for various emergencies that might occur during church events and/or activities (fire evacuations, natural disasters, medical emergencies, active shooter, etc.).
- Develop and oversee safety policies and procedures for *all* church facilities and church activities and ministries.
- Recruit and train church volunteers to assist in the committee's work. (For example: teams to monitor during Sunday and Wednesday activities, etc.).
- Provide, coordinate, and participate in annual training on safety, security, emergencies, etc. This includes domestic violence, child and sexual abuse, CPR/AED, First-Aid, etc.
- Assist church staff and personnel committee on vetting all church employees and volunteers (for example: background checks, interviews, etc.).
- Conduct an annual safety audit of all church facilities and ministries—which should include a review and evaluation of all existing emergency plans and safety policies and procedures.
- Recommend any improvements related to the safety and security of the church.

COUNCILS

CHURCH COUNCIL

PURPOSE

To be a clearinghouse for ideas, proposed programs, requests, and information affecting the church's ministries and activities. The council shall have no authority to govern, but should be utilized to evaluate, coordinate, vet, and consider matters related to the church's life and ministry.

MEMBERSHIP

Membership shall consist of the chairs of all church committees, coordinators/directors of ministry teams and church programs, church officers, and church staff. The pastor shall serve as leader of the Church Council.

TASKS

- Meet at least once per quarter.
- Prepare and coordinate the church calendar.
- Discuss, evaluate and vet the ministries, programs, and activities of the church.
- Determine and direct matters related to the church's life and ministries to the appropriate committee(s), officers, ministry team leaders and/or church staff.

MUSIC MINISTRY

PURPOSE

To assist the Church and staff in developing a comprehensive music ministry of education and worship.

MEMBERSHIP

Membership will consist of the Music Ministry Director, directors of the various church choirs, instrumentalists, Sanctuary Choir president and three members recommended by the Leadership Development Committee and elected by the Church at the December business session. Members will serve three-year staggered terms. Coordinator will be elected by the members of the committee.

TASKS

- Assist the ministerial staff in developing and implementing the music ministry of the Church.
- Recommend policies concerning the use of musical instruments and sound equipment.
- Assist the staff in maintaining, purchasing, and caring for all musical equipment and furnishings.
- Set standards for the type of music used in weddings and other church functions. Funerals should be of sacred content.
- Assist the ministerial staff in the evaluation of worship services and recommend the highest level of worship methods to meet the needs and desires of the congregation.

Wedding and usage Guidelines in Appendix

Policy for payment of non-staff or supply musicians in Appendix

CHILDREN'S MINISTRY

PURPOSE

To oversee the First Baptist Church West Jefferson's Children's Ministry

MEMBERSHIP

Sunday School, Mission Friends, Mission Kids, Cherub Choir and Children's Choir Leadership, Nursery, Children's Church and VBS Coordinators and parent at-large members

TASKS

- To evaluate and make changes and/or additions to FBCWJ Children's Ministry Educational Opportunities – Sunday School, Cherub and Children's Choirs, Mission Friends and Mission Kids
- To plan additional children's ministry fellowship and learning opportunities throughout the year
- To evaluate and make changes and/or additions to Children's Ministry Policies and Procedures
- Meetings will be called by the Associate Pastor of Youth and Children as needed but will meet at least twice a year

YOUTH MINISTRY

PURPOSE

To oversee and serve with the First Baptist Church West Jefferson's Youth Ministry

MEMBERSHIP

Sunday School, Missions and Topical and Bible Study Leadership, Associate Pastor for Children and Youth and at-large members consisting of parents and church members who volunteer to serve.

TASKS

- To evaluate and make changes and/or additions to FBCWJ Youth Ministry Educational Opportunities – Sunday School, Missions and Topical and Bible Studies.
- To plan and lead with assistance from the Associate Pastor additional youth ministry fellowship and learning opportunities throughout the year.
- To evaluate and plan fellowship and recreational opportunities for FBCWJ Youth and Sunday School groups
- To evaluate and make changes and/or additions to Youth Ministry Policies and Procedures.
- Meetings will be called by the Youth Council Team Leader and/or Associate Pastor as needed to plan.

MISSION AND MINISTRY IDEAS

PURPOSE

To vet new ministry ideas in the congregation and bring recommendations to the church for new ministries.

MEMBERSHIP

This council will consist of the Pastor, Associate Pastor, WMU Director, Baptist Men's Director, Deacon Chair, and a member-at-large, from the congregation.

TASKS

- Meet with church members who have ideas for new ministries.
- Vet new ministry ideas.
- Recommend funding for the new ministry idea from the Missions Budget (Mission Projects).

MINISTRY TEAMS

MINISTRY TEAMS

MISSION

COMMUNITY

ASHE COUNTY CHILDREN'S CHRISTMAS PROJECT

MINISTRY DESCRIPTION: Each year, nearly \$100,000 is spent providing children in Ashe County with Christmas gifts such as bicycles, books and board games with the help of community members who purchase the gifts and approximately 25 local churches and organizations who assist with wrapping.

Volunteers also help organize the presents into the gym of Ashe Family Central in preparation for distribution day.

CONTACT: Brenda McMillan 336-657-04144 mcmillanbo@yahoo.com
Bobbie Bryson 704-661-8329 bobteebo@bellsouth.net

VOLUNTEER NEEDS:

1. Congregation members select a provided name and purchase gifts for the child deemed as needy by the social services.
2. Monetary donations to help with the purchase of bicycles, helmets, and other gifts.
3. Wrappers to prepare gifts for distribution. This is usually the first full week of December!
4. Movers to move large bags of gifts from storage location to the distribution location.

ASHE REALLY CARES – ARC

MINISTRY DESCRIPTION: ASHE REALLY CARES - ARC- Director Mrs. Pat Miller
336.846.5234 ARC is a food and clothing ministry for Ashe County, NC
ashereallycares@yahoo.com

CONTACT: Sandra Hollingsworth 336-877-7755 svh55@hotmail.com

VOLUNTEER NEEDS:

Volunteers are needed to:

Pick up free food items at Food Lion and deliver to ARC

To help with food distribution at ARC

Help with unloading Second Harvest Food Bank deliveries that arrive weekly

Persons are desperately needed to sort and hang clothing items

Donations of:

travel size toiletries

kids and adult clothing items

men's clothing

shoes

linens

pots and pans for cooking

Christmas gifts to elderly and children who "fall through the cracks"

A SAFE HOME FOR EVERYONE (A.S.H.E.)

MINISTRY DESCRIPTION: A.S.H.E. provides 24 hour crisis response services and support for survivors of domestic violence and sexual assault in Ashe County, NC. The Church representative serves as a liaison to be in communication with sponsoring agency (The Partnership of Ashe) to identify needs of those served that we might assist with.

CONTACT: Dee Petersen 336-877-7727 dpetersen1946@gmail.com

VOLUNTEER NEEDS:

Donation of supply needs of those served as identified by The Partnership of Ashe

ASHE FOOD PANTRY

MINISTRY DESCRIPTION: Ashe Food Pantry, Inc. is an ecumenical organization whose mission is to provide food for those in need throughout our extended community. Multiple pantry programs operate under Ashe Food Pantry: The Main Pantry, Children's Pantry and Backpack Outreach, Wilkes Community College (Ashe Campus) Pantry, Northwest Ashe Mobile Pantry, and the Ashe Memorial Hospital Pantry. Ashe Food Pantry, Inc. is supported by donations and grants from various businesses and foundations, churches, and individuals. As with all food pantries, we depend upon the public's continued support in the form of time, money, and food. With your help much has been done to alleviate hunger in Ashe County – much remains to be done as we continue to identify and address needs in our community.

CONTACT: Jenny Summey 336-246-9266 jsummey1@gmail.com

VOLUNTEER NEEDS:

- The prayers of God's people in this ministry.
- The willingness of God's people to share their talents in this ministry. (volunteering at one of the pantry programs, picking up food, stocking shelves at pantries, delivering food to homes, advocating for this mission, ...)
- The prayerful consideration of financial support to Ashe Food Pantry programs.

BAPTIST MEN

MINISTRY DESCRIPTION: “Every Christian sharing God’s love with hurting people through word and deed”. We accomplish this by involving members of our church and community in local, national & international mission opportunities. Our current focal areas include:

- Handyman ministry
- Sponsorship of a Mission Day for our church
- Disaster Relief
- Firewood ministry (Woodchucks) for those in need in the community
- College Student Ministry

CONTACT: Tery Monroe 336-977-2676 terrymonroenc@gmail.com

VOLUNTEER NEEDS: We meet on the 3rd Tuesday of every month at First Baptist Church West Jefferson in the fellowship hall, 7:00pm and our meetings are open to all men. Come join us as we strive to use our gifts & talents in service to God’s people in need.

BENEVOLENCE

MINISTRY DESCRIPTION: Benevolence Mission Team is a ministry that provides financial support to people in need, when referred by a local community agency.

The Benevolence Mission Team will consist of dedicated individuals who desire involvement on the team. The Benevolence Mission Team Coordinator will be selected by the team members and will serve one year. There is no limit in the number of members who can serve on the Benevolence Mission Team.

TEAM COORDINATOR: Ken Gardner 336-246-2940 mnms@skybest.com

RESPONSIBILITIES OF THE BENEVOLENCE MISSION TEAM COORDINATOR:

- Assist the secretary of First Baptist Church as needed.
- Receive and review monthly Benevolence Comparison Chart/Request from the church secretary.
- Call needed meetings and report to the Benevolence Mission Team

PROCEDURE:

- An individual in need contacts a local agency requesting financial assistance.
- The local agency then contacts the secretary of First Baptist Church WJ with the request.
- The secretary writes a check to cover the request. Checks are written only to businesses. No checks will be written to an individual.
- Financial assistance up to \$200.00 per calendar year may be provided.
- The Benevolence Mission Team will be notified if an agency refers an individual more than once per calendar year and/or if the amount requested by a local agency is over \$200.00. The Benevolence Mission Team will approve such a request.
- The secretary sends a monthly Benevolence Comparison Chart/Request to the Team Coordinator.

CAMP NEW HOPE

MINISTRY DESCRIPTION: Located in the beautiful mountains of Ashe County, between West Jefferson and Glendale Springs, North Carolina, Camp New Hope is a privately owned, nonprofit, no-charge facility for families who have children with life-threatening medical conditions. This unique and rustic five-bedroom lodge will provide families with all the comforts of home, and more.

CONTACT: Becky Lopp 336-246-5081 rlopp@embarqmail.com

VOLUNTEER NEEDS:

- Baked goods: cakes, brownies, cookies,
- help with mowing the grass
- monetary donations

HABITAT FOR HUMANITY

MINISTRY DESCRIPTION: Ashe County Habitat for Humanity is a housing ministry that works in partnership with the people of Ashe County to eliminate substandard housing by building safe, affordable, decent housing for families in need.

Ashe County Habitat for Humanity (ACHFH) became an affiliate of Habitat for Humanity International in October, 2008. Since then our focus has been on raising community awareness about our organization, raising funds, and building homes. Ashe County Habitat is incorporating “green technologies” in our homes to reduce energy costs and to foster good environmental stewardship in the community.

The US Department of Health and Human Services statistics report that approximately 19% of the residents of Ashe County live at or below the poverty level. There is a definite need for affordable housing in our county and it is ACHFH’s goal to address that need. Habitat offers a hand up, not a hand out.

CONTACT: Walt Petersen 336-877-7727 waltpetersen@gmail.com

VOLUNTEER NEEDS: ACHFH is entirely “staffed” by dedicated volunteers who work hard to make home ownership a reality for our chosen families. The entire Board of Directors, all committee heads and all volunteers are part-time or full-time residents of Ashe County. Volunteers work to pick up donated items, man the ReSale Store and assist with home construction. Board members and Committee Chairpersons can be reached by leaving a message at 336-846-2525

We welcome volunteers of any or no skill level who are over the age of 16. Please bear in mind that volunteers age 16 and 17 must have a signed youth waiver in order to volunteer. All adult volunteers will also be asked to sign a volunteer release form. We generally work on Mondays and Saturdays beginning at 9:00 am. Call the Ashe Habitat office to see when our next work day at the site will be!

You don’t have to swing a hammer to be an essential part of our work! We depend heavily on the generous efforts of our volunteers behind the scenes and outside of the construction site as well.

AMOREM

HOSPICE

(formally CALDWELL HOSPICE AND PALLIATIVE CARE)

MINISTRY DESCRIPTION: The mission of Amorem is to provide a loving, caring atmosphere for the terminally ill, their caregivers, and families in a location appropriate for their respective needs; to relieve the emotional and physical pain of those who come into our care; to project an attitude of goodness and openness to the community so that all who need us will feel welcome and confident of our professional abilities and advocacy for patient-directed care until life's end; to educate the community about hospice, and to serve as a leading resource for dying and grief issues. Hospice acknowledges our Christian basis, and as such, our overall purpose is to demonstrate the unqualified love of Jesus Christ in all that we do.

Amorem is a not-for-profit organization licensed by the State of North Carolina, certified by Medicare and accredited by the Accreditation Commission for Health Care.

CONTACT: Tommy Simmons h 336-846-6956 c 336-995-0750
tommymimmons55@yahoo.com

VOLUNTEER NEEDS:

There are needs for volunteers to assist patients and families according to the direction of Amorem. All volunteers participate in a training program provided by Amorem before they work with any families.

HOSPITALITY HOUSE

MINISTRY DESCRIPTION: Hospitality House, a nonprofit crisis agency, serves seven counties (Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, Yancey) in northwestern North Carolina helping those living in crisis, poverty and homelessness rebuild their lives.

The organization provides housing, nutrition and prevention in a safe, nurturing and healthy environment through the following programs:

- Emergency Shelter Services
- Long-Term Transitional Housing
- Family Housing
- Permanent Supportive Housing
- Rock Haven Independent Living Facility
- Bread of Life Community Kitchen
- Food Box Pantry - A Second Harvest Food Bank Program
- WeCAN - a crisis intervention and homeless prevention program
- BREMCO's Operation Round-Up
- NRLP's Good Neighbor Round Up Program

Since 1984, Hospitality House has been a place to get a hand up, not a handout. Residents receive supportive services to address employment, education, housing and medical needs. Other services are coordinated with area agencies to meet the physical, social and emotional needs of the clients. Each resident is required to be substance-free and to take an active role in the house, help with chores and participate in daily meetings.

Through the provisions of food, shelter and supportive services the goal is for every adult and child to leave empowered and equipped with the skills that will allow them to transition from crisis to stability, poverty to sustainability and homelessness to self-sufficiency.

CONTACT:

VOLUNTEER NEEDS: There are no hands on needs for volunteers; however, the main need is for financial support for all of the programs provided. A main fundraiser is the Christmas Honor Card that is available each year for purchase. The art for this card is donated each year by a professional artist

OPERATION CHRISTMAS CHILD

MINISTRY DESCRIPTION: A small shoebox can have a big impact. What goes into the box is fun, but what comes out of it is eternal. Be a part of changing children's lives all over the world in Jesus' Name through the power of a simple gift with Operation Christmas Child. Sponsor: Samaritan's Purse. First Baptist Church West Jefferson serves as a drop off point for Ashe County.

CONTACT: Natasha Parsons 828-406-1626 parsons.nm@outlook.com

VOLUNTEER NEEDS:

Volunteers are needed for national collection week which is always the third week in November. Our church serves as the relay center collecting all boxes for Ashe and any surrounding counties that wish to drop their shoe boxes at our location. We normally set our hours of operation in the late spring of the year and then begin to enlist volunteers in the month of October.

Volunteer responsibilities would include collection of shoeboxes from community members, church groups, or other organizations that choose to drop their boxes at First Baptist Church West Jefferson. Volunteers will collect, count and document, and place shoeboxes into larger cartons which are delivered to the Boone processing center upon completion of national collection week.

Each year we seek a volunteer that would be willing to drive a truck that Hometown Furniture allows us to use, taking boxes of shoeboxes to the processing center in Boone.

SHOES FOR KIDS

MINISTRY DESCRIPTION: The program provides new shoes to local children in need. Children who qualify for free or reduced lunches in area schools qualify for the program. Organizers use 100 percent of all donations to buy shoes for Ashe County children.

CONTACT: Melody Rector 704-906-8850 TimandMelody@skybest.com
, Martin Little 336-877-6688 MDLittles@skybest.com.

VOLUNTEER NEEDS:

Monetary donations

TRUNK OR TREAT

MINISTRY DESCRIPTION: Church wide event, trunk-or-treat event held on Halloween has been a part of First Baptist Church Activities for more than a decade. Each year, trunks are set up in the church's parking lot, just waiting to be visited by hundreds of kids. The church also gives out hot chocolate, and hayrides around town. Trunk-or-treat is open to the general public.

CONTACT INFORMATION: Carol Griffith 336-588-0348 archiecarolgriffith@gmail.com

Travis Birdsell, Andy Elliott, John Smith

VOLUNTEER NEEDS:

- Individuals or groups to sponsor trunks
- Monetary donations
- Donations of candy
- Individuals to: serve hot chocolate, take candy to trunks, greet and give directions to guests, assist at hayrides.

MINISTRY TEAMS

SERVICE

GREETERS

PURPOSE

The Greeters Ministry welcomes and assists congregational members, guests and leaders before services.

Coordinators for the Greeters Ministries will be recommended by the Leadership Development Committee and elected by the Church at the December business session.

SERVICE

Greeters will be volunteers interested in using their spiritual gifts to meet the purpose of the Greeters Ministry. Please Contact Coordinators.

TASKS

- Coordinators will enlist and train an adequate number of Greeters
- Obtain ID tags for volunteers. There should be a minimum of four greeters/Sunday.
- Ensure that all needed greeters are present before each service. This schedule will be posted in the weekly church bulletin. In order that proper scheduling may be accomplished:
 - There will be a minimum of four greeters per Sunday: two for Sunday School, duty beginning at 9:30 and two for the 11:00 service, duty beginning at 10:30. Greeters are scheduled by coordinator and serve as rotation dictates.
- Greet and welcome all members and visitors upon their entering the church.
- Promote a spirit of fellowship and friendliness for each service.

COORDINATOR: Billie Gardner 336-246-2940 mnms@skybest.com

Hospitality

PURPOSE

To provide flowers and related decorations to enhance the congregational worship services held in the sanctuary and events sponsored by the church. To work with the Food and Kitchen Coordinator when the event requires meals or refreshments.

MEMBERSHIP

Coordinators shall be recommended by the Leadership Development Committee and elected annually by the Church at the December business session and shall serve one year from January through December following the election.

SERVICE

Those who have a heart and desire to serve with the Hospitality Team may contact the coordinators.

COORDINATOR: Vickie Mincey 336-877-2511 vickijmincey@gmail.com

USHERS

PURPOSE

The Ushers Ministry assists congregational members, guests and leaders before, during and after services. Coordinators for the Ushers Ministries will be recommended by the Leadership Development Committee and elected by the Church at the December business session.

SERVICE

Ushers will be volunteers interested in using their spiritual gifts to meet the purpose of the Ushers Ministry. Please Contact Coordinators.

TASKS

- Coordinators will enlist and train an adequate number of Ushers, obtaining ID tags for volunteers. There should be a minimum of eight ushers.
- Ensure that all needed Ushers are present before and during each service. This schedule will be posted in the weekly church bulletin. In order that proper scheduling may be accomplished.
- Groups of four Ushers should alternate on a monthly basis. If the scheduled volunteer will be absent for their service date, it becomes his/her responsibility to secure a replacement.
- Ushers should be on duty at 10.30.
- Greet and welcome all members and visitors upon their entering the church.
- Promote a spirit of fellowship and friendliness for each service.
- Assist those who may have to leave during a service for any reason.
- Ensure pews and chairs are in proper order for worship and that all supplies are available in ample quantities for the ushers to function properly; i.e. offering plates, visitor cards, and bulletins.

COORDINATOR: Dan McMillan 336-877-8095 dfmcmill@gmail.com

CHURCH HISTORY

PURPOSE

To document, for permanent record, historical facts including: founding of our church, its pastors, membership, baptisms, deacon elections, and history associated with the operation and function of the church.

Coordinators shall be recommended by the Leadership Development Committee and elected annually by the Church at the December business session and shall serve one year from January through December, following the election.

SERVICE

Those who have the heart and desire to serve with the Church History Ministry Team may contact the coordinators.

TASKS

- Develop and maintain a complete history of the church.
- Ensure that the church history is available to the membership in a usable form.

COORDINATORS: Joy Campbell 336-977-0256, joylynn@skybest.com

Monte DeBoard 336-977-2533, monted@skybest.com

TASTE BUDDIES

MINISTRY DESCRIPTION: Taste Buddies is a ministry that provides Christ-centered activities addressing the spiritual, social, physical, and emotional needs of those at First Baptist Church West Jefferson and in our surrounding community. All are invited, so join us for inspiration, fellowship, fun, and food through monthly outings such as tours, trips, luncheons, dinners, theater, and spiritual growth activities. If you would like to RSVP for an event, or would like to request more information please contact us.

CONTACT: Planning -- Linda and Larry Rousseau 336-877-0654, lbrou@hotmail.com

Transportation -- Rick and Jane Gardner 336-467-1621, rickenjane@skybest.com

BREAD BREAKERS

MINISTRY DESCRIPTION:

- An opportunity for intergenerational fellowship through “breaking bread together”. Bread Breakers is a wonderful time to gather together, meet new people while sharing a meal together. Participants are not required to cook, may plan a meal out or host another family to cook at their house.

Who: 3 couples or 3 families units (may be single)

What: 3 meals

Where: 1 meal sponsored by each participant's (doesn't have to be dinner or in a home)

When: Have all 3 meals within a designated time frame.

Contact: Maggi Birdsell 828-773-4162(c), maggi.birdsell@gmail.com

MINISTRY TEAMS

TEACHING

current teaching team members are listed in the Leadership Development Report

NURSERY TEAM

PURPOSE

To oversee and organize the operation of the nursery team.

TASKS

- The church will provide two (2) paid nursery workers for Sundays, Wednesdays and other special times. Those who volunteer for the nursery team may be asked to assist in the nursery during high volume times.
- The church will provide light snacks and water, infant care products, art materials, books and toys. Notify the coordinator(s) of the nursery team if any of the items need replenishing.
- Educate young children about the Bible and apply it to the child in a manner that will have meaning for him or her using provided literature (as selected by the nursery team) as a guide.
- Recommend to the Building and Grounds Maintenance & Upkeep Committee any facility or equipment needs to accomplish the purpose.
- Monitor environment and keep play areas safe for children

Guidelines and forms in Appendices

CHILDREN'S MINISTRY

Children's Ministry Birth-grade 6

Sunday School

Preschool and Children's Sunday School classes, birth-age 2, age 3-K, grades 1-3 and grades 4-6 meet each Sunday from 9:45 – 10:45 a.m. Sunday is a time spent to introduce children to the Bible, its stories and characters, and to help children to apply these teachings in life as well as answer the tough questions they have about God's Word and following Jesus. Sunday School is an interactive and activity-oriented time between teachers and students.

Cherub Choir and Children's Choir

The Cherub Choir (age 3 – 1st grade) and Children's Choir (2nd grade-6th grade) meet each Wednesday night (during the school year) from 6:00 p.m. – 6:30 p.m. These choirs provide musical and worship leadership training. The choirs lead worship services and also present musicals several times a year.

Mission Friends and Mission Kids

Mission Kids and Mission Friends meet each Wednesday night (during the school year) from 6:30-7:00 p.m. These programs seek to provide children with alternating large-group and small-group experiences each week. The lesson each week focuses on missionaries and missions through storytelling along with interactive activities, snacks, games and experiments. Local mission activities such as collecting for local mission partnerships, visiting local partnerships, making cards and crafts for and visiting shut-ins and/or nursing home patients, making shoeboxes for Samaritan's Purse, annual lock-in, etc are a part of our Wednesday night mission opportunities also.

Fellowship/Learning Opportunities

Throughout the year Egg hunts, Summer Activities and Camps, Corn Maze Trips, Trunk or Treat and Christmas outings are planned for children and families to fellowship together.

Note: On Wednesdays when school is out for a workday/holiday or inclement weather we will not meet!!

VACATION BIBLE SCHOOL TEACHING TEAM

The VBS teaching team will plan, coordinate and execute FBCWJ's annual Vacation Bible School for the children of the community.

The team will consist of six individuals who volunteer and/or are recruited to be a part of the VBS teaching team. One individual will be named VBS director.

- The VBS Teaching Team will execute the tasks below:
- Preliminary Duties
 - After reviewing curriculum from 2-3 sources, order a starter kit for the curriculum the team believes FBCWJ is most interested in using.
 - After receiving the starter kit and confirming the desire to use the curriculum, order materials for teachers, students and support staff well in advance of the VBS date.
 - Select a date for the event and begin publicizing the date ASAP.
 - Begin asking for volunteers to participate in staffing of VBS. This includes teachers and all support staff. If necessary, contact individuals keeping in mind the expertise, experience and talents of church members.
 - Develop a daily schedule for VBS, assign classrooms and complete other organizational duties to ensure the safety of the participants.
- During VBS
 - Be available to answer questions as they arise.
 - Provide support for those in challenging situations.
 - Observe activities and make adjustments as necessary.
- After VBS
 - Ensure the building has been properly cleaned and all items returned to their original placement.
 - Provide a timely summary of attendance, expenses and other data. This information will be used in the planning for next year's event.

YOUTH MINISTRY

Grades 7-12

Sunday School

Our Youth Sunday School has combined with West Jefferson United Methodist Church and Mt. Jefferson Presbyterian Church. We meet each Sunday from 9:45 – 10:45 a.m. at Bohemia. Leadership from all three churches teaches on a rotation basis. Classes are offered for Middle School and High School. Topics are related to the Christian year as well as hard topics youth face today. This Bible Study used the Bible, technology and interaction with the topics to apply to daily life.

Youth Missions

Youth Missions meet each Wednesday night (during the school year) from 6:00-7:00 p.m. Once a month, mission's literature about a mission theme and missionaries is taught and discussed. The other Wednesdays are used for mission projects on the missions theme or community projects and visit our shut-ins. Also Youth Missions plans Mission Trips and community projects during the year in addition to Wednesday night Youth Missions.

Fellowship/Learning Opportunities

Throughout the year retreats, camps and fellowship outings and get-togethers are planned for additional learning and fellowship among our youth ministry and families.

Note: On Wednesdays when school is out for a workday/holiday or inclement weather we will not meet!!

APPENDICES

Music Standards for Weddings

All ceremony music must be appropriate to Christian theology and worship.

Church musician(s) should be contacted at least three months in advance. Music and wedding fee will be agreed upon during a consultation between the bride, groom and musician(s).

Prelude Music

Prelude music should begin no more than thirty minutes before the wedding. Selections will be made for the entrance of the grandparents, parents, wedding party, and the bride. It is not necessary to have a different piece for each group, but this may be adjusted as desired.

Vocal Music

Vocal music should be tasteful and worshipful. We recommend:

- Any text taken directly from the Bible;
- Liturgical prayers set to music;
- Any text which mentions God in some way other than in exclamation;
- Any text which capitalizes the words 'he, him,' or 'his;'
- Any text which illustrates your desire to bring honor to the marriage;
- Any hymn other than one with an obviously non-applicable theme;
- Any music appropriate for Sunday worship services;

We discourage:

- Secular songs. Any non-sacred music must be pre-approved by the FBCWJ Pastor and/or Music Ministry Director.
-

Outside Musicians

All music must be approved by the FBCWJ Pastor and/or Music Ministry Director. Any Non-staff musician(s) using a church instrument must be pre-approved by the FBCWJ Music Ministry Director.

Recorded Music

Recorded music can be used; however any staff musicians' fee will remain the same regardless of how many prerecorded pieces are played. FBCWJ sound technician(s) must be utilized to operate the sound system. The Sound Technician's fee will be agreed upon during a consultation with the bride and groom. We suggest saving recorded music for the reception.

Music Standards for Weddings, continued

Availability

If none of the church musicians are available, it will be their responsibility to schedule a substitute for the service. The bride and groom will then have a consultation with that substitute to agree upon music. Non-staff musicians must be approved by the Music Ministry Director before using the church instruments.

Payment of Wedding Fee

Payments to the musician(s) and sound technician(s) are separate from the monies paid to the church.

Policy for the Use of Non-staff and Supply Musicians in Worship Services

The Music Ministry Director (MMD), working in coordination with the ministerial staff, is responsible for organizing the worship music required for church worship services. The services of the two staff musicians (organist and pianist/accompanist) shall be coordinated by the MMD to provide instrumental music for worship. Working within the budget, the MMD is also responsible for the administering of funds for paying non-staff and supply musicians when used in worship services.

If the MMD wishes to hire a non-staff or supply musician for special music, that musician will be paid a fee of \$50 for each service in which he/she plays. Fees shall be paid only to musicians whose service is requested specifically by the MMD.

With the approval of the MMD, anyone wishing to offer a musical performance for a worship service shall offer it to the church as a gift of service to the Lord and the congregation. It will be an unpaid performance. All requests for payment will be submitted in writing to the MMD on the first day of the month for review and approval. The approved payment requests will then be turned over to the church secretary for payment.

In the event of cancellation of worship services, non-staff musicians will not be paid, but will be rescheduled. Staff organist and pianist/accompanist will be paid.

***Revised February 2019**

Music Standards for Funerals

All ceremony music must be appropriate to Christian theology and worship. The “standard” services provided include all music during the service – prelude, hymns, special music, and postlude.

Vocal and Instrumental Music

Vocal and instrumental music should be tasteful and worshipful. We recommend:

- Any text taken directly from the Bible;
- Liturgical prayers set to music;
- Any text which mentions God in some way other than in exclamation;
- Any text which capitalizes the words ‘he, him,’ or ‘his;’
- Any text which illustrates your desire to bring honor to the deceased ;
- Any hymn other than one with an obviously non-applicable theme;
- Any music appropriate for Sunday worship services;

Any non-sacred music must be pre-approved by the FBCWJ Pastor and/or Music Ministry Director.

Recorded Music

Recorded music can be used but must be approved by the FBCWJ Pastor and/or Music Ministry Director. Given adequate notice FBCWJ sound technician(s) or staff member(s) must be utilized to operate the sound system at no cost.

Payment of Funeral Fees

The church will secure an instrumentalist and will pay \$75.00 for the service of the instrumentalist/musician for the funeral of church members. This fee will include all services at the church or funeral home for church members. An additional fee of \$25.00 will be paid from a special fund if vocalist(s) require accompaniment. Music for the vocalist(s) and any requested hymns should be delivered to the organist through the Pastor after the Pastor’s planning meeting.

For nonmembers the church and/or Music Ministry Director will secure and provide an instrumentalist for the family with pay provided by the family of the deceased through the funeral home for a fee of \$75.

***Revised February 2019**

Transportation Ministry

The 2015 Transportation Committee of First Baptist Church West Jefferson submits the following revised guidelines and regulations for the church activity vehicles and trailer as of 2016:

1. Matters of the Transportation Vehicles and trailer will be attended to by the Coordinator of Transportation, who will also serve on the Properties and Space Committee. An ad hoc committee will be formed as needed for major acquisitions or items of major interest.
2. A calendar will be kept in the secretary's office on a first come basis. If there are conflicting dates, the groups should discuss with each other.
3. All drivers must be 21 years of age or older. CDL licenses are required for vehicles with a passenger capacity of 15 or more.
4. There will be two sets of keys. These keys will be locked in the copy room of the church's main office. Upon completing a trip, the vehicle must be locked and the key(s) be returned to that office.
5. An account has been set up with the Ashe County Motors for regular maintenance and inspections.
6. The Transportation Coordinator will be responsible for checking on routine maintenance of the activity vehicles and report any needed repairs to Ashe County Motors. Any additional maintenance of vehicles while on the road will be the responsibility of the driver.
7. The driver will be responsible for the cleaning of the vehicles at the end of the trip. If a driver finds vehicles in an unclean condition, please contact the Transportation Coordinator.
8. Driver is responsible for the refueling of the vehicle at the return of a trip. All receipts are to be turned into the church secretary.

Transportation Ministry (cont')

9. All gas purchases for reimbursement are the responsibility of the driver. Receipts are to be turned into the church secretary or to check out the church credit card turning in all receipts as soon as possible after purchases.

10. All donations for gas or the vehicle fund should be turned into the church office or used for purchasing gas on trips.

11. It is suggested that for trips of more than 4 hours one way, that an alternate driver be on the van to share driving duties.

Use/Purpose:

The above mentioned vehicles/trailer shall be referred to as the First Baptist Church "Activity Vehicles" The activity vehicles shall be used to provide necessary transportation for any and all recognized church activities/ministries that take members off our church premises.

Use of an activity vehicle/trailer shall be available to any recognized group or organization within the membership of First Baptist Church West Jefferson provided that group or organization meets the above mentioned requirements. Due to the risks involved, the activity vehicle/trailer cannot be rented, leased or loaned out to any group or organization outside First Baptist Church West Jefferson. Any exceptions to this provision shall be studied, reviewed and approved by the Transportation Coordinator. The Transportation Coordinator is open for any and all suggestions in order for the activity vehicles/trailer to be most utilized by the membership of First Baptist Church West Jefferson.

FIRST BAPTIST CHURCH OF WEST JEFFERSON, NC

NURSERY GUIDELINES

All parameters and guidelines put forth by the Preschool/Nursery Committee are intended to create the healthiest environment possible for each child in the areas of spiritual formation and safety. We appreciate your commitment to cooperating with us and working alongside us to ensure that we are able to maintain a healthy environment of Christian spiritual formation and safety for all children participating in this provided service at First Baptist Church West Jefferson, NC.

- **Ages:** 0-2 Years Old
- All parents with children ages 0-2 have the option of nursery care Sundays 9:45 a.m. – 12 p.m. and Wednesdays 5:45 p.m.-7 p.m.
- The Nursery will keep a registration booklet on file with each child's relevant information. Parents are responsible for providing the appropriate information needed on each child on their first visit and updating any new relevant information on subsequent visits to the nursery. Each Sunday, the parent or guardian who delivers the child to the Nursery is responsible for signing-in and out their child on a weekly sign-in sheet.
- Children will be kept in the nursery until the parent or guardian picks them up.

PRESCHOOL AND CHILDREN'S INFORMATION SHEET

Date _____

Child's Full Name _____

Name used to address child _____ Date of birth _____

Parents/Guardians Names _____

Mailing Address _____

Home Address (if different from mailing address) _____

Email Address _____

Phone Number _____

With whom does the child live? _____

Medical Information

List any allergies and type of reaction _____

In case of accidental exposure to allergens, what steps should be taken? _____

List any medical information that your child's teachers should know. _____

Security Information

List who has permission to pick up your child _____

Is there anyone who should NOT pick up your child? _____

PRESCHOOL AND CHILDREN'S INFORMATION SHEET (CONTINUED)

In case of an emergency and a parent/legal guardian can not be reached whom should we contact?

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Special Instructions or Information:

Permission/Medical Release Form

First Baptist Church West Jefferson, NC

I, _____, understand and agree that during travel with the First Baptist Church West Jefferson Children and Youth Ministry, on all events for 2021, that these are the procedures that are followed.

In the case of an emergency while the named individual is in the care of First Baptist Church, the church will notify the emergency persons listed below immediately. In the event the church is unable to reach these persons immediately, the church party responsible and or its designated staff is authorized to seek and obtain medical attention, treatment, and services as may be deemed necessary. I agree to assume responsibility for payment of all medical costs incurred.

Child/Youth

Full Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Home Phone: _____

Cell Phone: _____ SSN: _____

Date of Birth / Age: _____ / _____ Parents Names: _____

In Case Of Emergency Notify

1. Name _____ Hm Phone _____ Work _____ Cell _____

2. Name _____ Hm Phone _____ Work _____ Cell _____

Relationship of the Above to the Participant:

1. _____ 2. _____

***Insurance Information* (Please attach a copy of your Insurance Card)**

Company Name _____

Policy No./Group No. _____

Policy Holder's Name _____

Name of Family Physician _____ Phone _____

Permission/Medical Release Form (cont')

**First Baptist Church
West Jefferson, NC**

Allergies *(Please list any allergies to medicines/ foods/ or otherwise)*

Restrictions *(Please list any activities needing restriction)*

Can this person swim? _____

Other Restrictions:

Medical History *(Please describe any health problems)*

Medication

Date of Last Tetanus Shot: _____

Are you required to take any medications on a daily basis? _____ Yes _____ No

If YES, please give details and instructions.

Photo Release First Baptist Church West Jefferson

By signing below and attending a First Baptist Church West Jefferson event, I agree that pictures or video may be taken of me or my child/youth. By virtue of my signature I grant First Baptist Church the right to take pictures of my child and to use them as they see fit without further permission or compensation. Permission is granted unless a signed statement is on file with the church office stating otherwise than stated here.

SIGN IN PRESENCE OF NOTARY, PLEASE

Signature of Participant (If participant is 18 years old or older) Date

Printed Name of Participant

Signature of Primary Guardian (If participant is under 18 years old) Date

Printed Name of Primary Guardian

Given under my hand this _____ day of _____, 20____.

_____, North Carolina

Notary Public

