

Union Chapel Baptist Church
2437 Zebulon Road
Zebulon, North Carolina
27597

BY-LAWS

Of

Union Chapel Baptist Church of Zebulon Inc.

Revision Approved: September 24, 2017

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BY-LAWS
OF
UNION CHAPEL BAPTIST CHURCH OF ZEBULON, INC.
(A Nonprofit Corporation)

PREAMBLE

We declare and establish these By-Laws to preserve and perpetuate the principles of our common Christian faith and to govern this body in an orderly and Biblical manner. These By-Laws seek to preserve the liberties of each individual church member and the freedom of action of this body to accomplish its God-given purpose.

ARTICLE I - NAME

This body will be known as the Union Chapel Baptist Church of Zebulon, Inc. hereinafter referred to in this document as Union Chapel Baptist Church (UCBC).

Whenever the words Union Chapel Baptist Church are used in these By-Laws, any amendment thereto or any other official action of the church corporation, it shall signify the legal organization of Union Chapel Baptist Church as established in the Articles of Incorporation and herein.

ARTICLE II – PURPOSE/MISSION STATEMENT

The purpose of this church is to proclaim the gospel of Christ in such a way that person(s) might come to be born into Christ's Kingdom; to provide opportunities of growth for born again believers through worship, fellowship, education, and service and to minister to the Spiritual, emotional, and physical needs of its members and others in our local community and around the world.

ARTICLE III - AFFILIATIONS

This church is a free, autonomous, independent body, congregational in nature, with authority to determine for itself in the manner set forth in the Articles of Incorporation and these By-Laws, free of any outside control, authority or power, whether governmental or otherwise, the use of its property and all policies.

Union Chapel Baptist Church is a Southern Baptist Church and as such we recognize and sustain the obligations of mutual counsel and cooperation that are common among Southern Baptist churches.

Upon the adoption of these By-Laws, Union Chapel Baptist Church shall be deemed to be in friendly cooperation with the aims and purposes of the Tar River Baptist Association, the Baptist

State Convention of North Carolina, and the Southern Baptist Convention as set forth in the Articles of Incorporation and By-Laws of these autonomous bodies. Through duly elected messengers we will participate in their deliberative assemblies; and shall, as we are able, support the missionary, benevolent, and educational programs of each religious body.

In order to discontinue any affiliation or cooperation, the following procedure will be necessary and followed. A Church Conference will be convened for the purpose of voting on terminating our affiliation with the Tar River Association, and/or discontinuing our cooperation with the Baptist State Convention, and/or the Southern Baptist Convention will require that a written notice stating the purpose and time of the conference be sent to each member in good standing, age eighteen (18) and older, of the church. A motion to terminate or discontinue any affiliation must receive an affirmative vote by three-fourths of the members in good standing, age eighteen (18) and older. The church does not recognize absentee voting. Therefore, in order to cast an official vote, a member in good standing, age eighteen (18) and older, must be present at the Church Conference during which the motion is presented.

ARTICLE IV - DOCTRINAL STATEMENT

Union Chapel Baptist Church receives the Scriptures as its authority in matters of faith and practice. Its understanding of the Christian truth as contained therein is in essential accord with the belief of Baptist Churches in general. The church acknowledges the supremacy of Jesus Christ as Savior and shall endeavor to propagate his Gospel by the teaching and preaching ministry.

We also subscribe to the doctrinal statements of June 14, 2000 "THE BAPTIST FAITH AND MESSAGE" as adopted by the Southern Baptist Convention. We voluntarily band ourselves together as a body of believers in Jesus Christ, personally committed to sharing the good news of salvation to a lost world. (A copy of the "Baptist Faith and Message" is available in the Church Office.)

ARTICLE V - COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels and this 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; to strive for the advancement of this church; in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expense of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our deportment; to avoid all

tattling, backbiting and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as beverages; to abstain from the use of substances harmful to our bodies; to use our influence to combat the abuse of all such harmful substances; and to be zealous in our efforts to advance the kingdom of our Savior.

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

ARTICLE VI - GOVERNMENT

The government of Union Chapel Baptist Church shall be congregational in nature, and the final authority for the operation and management of the affairs of this church, spiritual and temporal, shall be vested in the membership of the church, which authority shall be exercised in the manner set forth in the By-Laws. Members alone shall have the authority to adopt and amend the By-Laws, approve budgets, incur indebtedness, procure or sell church-owned assets, and govern and conduct the affairs of this church. In its governance, Union Chapel Baptist Church is an independent church, congregational in nature, which shall have the authority to determine its policies, uses of property, and ministries, independent of any outside control, authority, or power. In order to carry out effectively the purposes set forth above, the Church will have full power and authority to purchase, lease, acquire by gift, devise, or bequest and to hold, mortgage, convey and dispose of all kinds of property, both real and personal. The members, age eighteen (18) and older, present and voting at any regular or special Church Conference will constitute a quorum for the transaction of all church business. Each member, age eighteen (18) and older, shall have one vote in all church matters and is duty-bound to vote his/her Christian conviction in all matters.

The fiscal year of Union Chapel Baptist Church shall be January 1 - December 31. The Church Year of Union Chapel Baptist Church shall be September 1 - August 31.

ARTICLE VII - MEMBERSHIP

Section 1. Members

Union Chapel Baptist Church is comprised of persons who profess a personal faith in Jesus Christ as their Savior and Lord, have been baptized by believer's baptism (immersion) according to the New Testament, and actively follow the Lord Jesus Christ in discipleship.

Section 2. Membership Process

A person seeking membership in Union Chapel Baptist Church is requested to advise the pastor of his/her intentions. After the conversation with the pastor, a person shall become a member upon presenting him/herself during a worship service for membership and completing the New Member Orientation as described in Article VII - Membership, Section 3. A member will have the rights as defined in Article VII - Membership, Section 4. A person will be considered for membership by any of the following ways:

a. Profession of Faith

A person, who accepts Jesus Christ as Savior and Lord, gives testimony to that conversion experience, is subsequently baptized by immersion, completes the New Member Orientation and affirms the purposes and the covenant of Union Chapel Baptist Church shall be accepted into full membership of Union Chapel Baptist Church.

b. Personal Statement

A person who has been baptized by believer's baptism (immersion) in a New Testament church but who has no transferable church membership gives satisfactory evidence of a personal Christian faith, completes the New Member Orientation, and affirms the purposes and the covenant of Union Chapel Baptist Church shall be accepted into full membership of Union Chapel Baptist Church.

c. Letter

A person from a New Testament church of like faith who has been baptized by believer's baptism (immersion) and Union Chapel Baptist Church receives a "Letter of Good Standing and Transfer" from that church, completes the New Member Orientation and affirms the purposes and the covenant of Union Chapel Baptist Church shall be accepted into full membership of Union Chapel Baptist Church.

Section 3. New Member Orientation

A person seeking full membership in Union Chapel Baptist Church must participate in the New Member Orientation as developed and implemented by the Senior Pastor and the lay leaders. The New Member Orientation will include providing each person with information pertaining to the vision, purpose, covenant, ministries, budget and financial policies, By-Laws and stewardship of Union Chapel Baptist Church.

Section 4. Rights of Members

Every member of Union Chapel Baptist Church, age eighteen (18) and older, in good standing is entitled to one vote on all matters requiring a vote of the congregation provided the member is present. Proxy and absentee voting are prohibited and there shall be no cumulative voting rights. Every member, regardless of age, may participate in the ordinances of the church as administered by the church.

Section 5. Responsibilities of Members

Every member of Union Chapel Baptist Church is expected to be faithful in discipleship and service based on his/her giftedness. Recognizing that Christians are ministers of reconciliation, all members are expected to be active Christians in the work of the church and in the world.

Section 6. Expectations of a Member “in Good Standing”

Members have a Biblical mandate to be faithful in all their duties as a Christian; to attend faithfully the congregational services; to practice Biblical stewardship by giving regularly to the support of the church and to share their giftedness in the organized work and ministry.

a. Rights

Members, age eighteen (18) and older, that are considered to be “in Good Standing”, may participate and have the right to vote in all transactions of the church. A new member may *not* have his/her voting rights until s/he is baptized or upon receipt of his/her letter of transfer from the church that currently holds his/her membership, and s/he is given the right hand of fellowship. Members younger than eighteen (18) years of age will be acknowledged and received into the membership and have all of the rights to participate in the work and ministry of the church but will not be eligible to vote in the Business Meetings. (See General Guidelines for All Committees in Article IX - Organization for Ministry, Section 7)

b. Continuance of Membership

The continuance of membership shall be subject to the Principles and usages of the Baptist church as follows:

- i. Any member in good standing who desires a transfer of membership letter and a recommendation to any other Baptist church of like faith and order is entitled to receive one upon his/her request.
- ii. If a member in good standing requests to be released from his/her covenant obligation and relationships to this church for reasons which the church deems satisfactory, such a request may be granted, and his/her name be removed from the membership rolls.
- iii. The church may also, after due notice and kindly effort to make such action unnecessary, place a member on the inactive list. If a member has not faithfully attended church functions or met the expectations of a member in good standing, s/he is placed on the inactive members list. A member who is on the inactive list does not have any voting right, privileges of purchasing a grave plot in the church cemetery, or use of the church facilities for any reason. The exception to this action would be if the member(s) have been providentially hindered due to health reasons, military service, attending college, etc. In this case, they would not be placed on the inactive list. A non-resident member will also be placed on the inactive list.
- iv. The name of a member who has been on the inactive list for eighteen (18) months will be removed from the inactive list and placed on the “former member list”. A former member forfeits all rights or privileges of membership. A list of the former

members will be maintained and retained by the Church Clerk.

- v. Church organizations or ministry groups (Sunday School, Discipleship Training, etc.) may remove the names from their rolls of those not attending for six (6) months, unless they have been providentially hindered due to the reasons noted in the previous paragraph.
- vi. Should a member become an offense to the church and to its good name by reason of immoral or un-Christian conduct, or by persistent breach of covenant vows, or non-support of the church, the church may terminate his/her membership. A recommendation to terminate will occur only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and reconciliation. The Church Clerk will inform the member by letter of the action of the church to terminate him or her.
- vii. Should a group of members cause a division in the membership and leave to form another church, their membership in Union Chapel Baptist Church will immediately be terminated and all rights of membership forfeited. The Church Clerk will write a letter of dismissal to each member participating in such an action.
- viii. A member desiring a transfer/dismissal letter should write for a letter of transfer. Upon granting the request by the Church Conference, the Church Clerk will prepare a letter of transfer to the requesting church.
- ix. If questions or concerns for termination of membership(s) arise, the Deacons will review and make recommendations to the Church Conference.

Section 7. Discipline of Members

Union Chapel Baptist Church will make every effort to adhere to the principles of church discipline as set forth in Matthew 18:15-17. The guiding motivation behind church discipline is love.

Section 8. Termination of Membership

Membership shall be terminated in the following ways:

- a. Death

The Church Clerk shall remove the name of any member from Union Chapel Baptist Church's roll upon the death of that member.

- b. Letter

Letters of dismissal may be granted to another Baptist church for members in good

standing. When letters are granted, membership in Union Chapel Baptist Church will be terminated.

c. Erasure

Upon receipt of reliable information that a member has joined a church of another faith and order, the Church Clerk shall remove the person from membership rolls of Union Chapel Baptist Church.

d. Resignation

A member may resign from the membership by making his/her intentions known in a letter to the Church Clerk. Such resignation shall be effective as of the date the request is received.

e. Removal

A member may be removed only after all of the following has occurred:

- i. An exhaustion of all faithful and practical efforts for repentance and reconciliation;
- ii. A recommendation for removal by the Deacons;
- iii. Due notice and opportunity to the member for a hearing before the Church Conference; and
- iv. Upon a three-fourths (3/4) vote of the members, age eighteen (18) and older, present and voting in favor of the recommendation for removal at a Church Conference.

Section 9. Restoration

The church may restore the membership of any removed person, upon request of the individual and by vote of the church upon evidence of the person's repentance and reformation. The Deacon Ministry Team shall handle the evaluation of such evidence. Restoration of such membership shall be by a favorable vote of three-fourths of the members present and voting at a Church Conference. This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusion self-government in all phases of the spiritual and temporal life of this church.

Section 10. Reproach to the Church

Any person that brings a reproach upon the church whether immoral or otherwise and holds office in the church will step down from his or her position of office until such time as they have made proper restitution, been nominated back to the office by the nominating committee, and approved by the church.

ARTICLE VIII - MEETINGS

Section 1. Sunday and Wednesday Services

The church shall meet regularly each Sunday morning and night and Wednesday for worship, preaching, teaching, evangelism, and fellowship.

The church may meet on any other day(s) it so determines. The services will be open to everyone and shall be conducted under the direction of the Senior Pastor.

The Lord's Supper shall be observed at least once per quarter.

Any Sunday or Wednesday service may be postponed or cancelled by the Senior Pastor in consultation with the Chairman of Deacons, and the Sunday School Director. Cancellation of a service may be necessary due to weather conditions, unforeseen or conflicting circumstances, or for whatever reason deemed necessary.

Also, other meetings involving the membership or authorized groups within the church may be set according to the needs of the congregation.

Other meetings involving the entire membership or authorized groups within the church may be postponed by the person in charge. Postponement of a meeting may be necessary due to weather conditions or for unforeseen or conflicting circumstances.

Section 2. Special Events

All church meetings that are essential to the accomplishment of the purposes of Union Chapel Baptist Church shall be publicized in advance to the entire church and listed on the Church Event Calendar. For example, Bible Studies, Class meetings, Youth activities, Mission meetings, Baby/Wedding showers, etc.

Section 3. Regular Church Conferences

Church Conferences shall be held quarterly as needed. The membership shall be informed of the date and time of the meeting at least a week prior to the day of the meeting.

Moderator

The Moderator of the Church Conference shall be the Senior Pastor. The church shall affirm annually the Senior Pastor to be its Moderator. The Moderator will be the presiding officer of the Regular and Special Conferences. The Moderator (Senior Pastor) will also be responsible for coordinating the preparation of the agenda for the conferences and for making arrangements for informing the membership of the schedule for the conferences.

Vice-Moderator

The Vice-Moderator of the Church Conferences shall be the Vice-Chairman of the Deacons. The church shall affirm annually the Vice-Chairman of the Deacons to be its Vice-Moderator.

The Vice-Moderator will serve as the presiding officer of the Regular and Special Church Conferences in the absence of the Moderator (Senior Pastor) or if he needs to step aside for any reason (a matter pertaining to him) or if the church is without a pastor. He will also be responsible for coordinating the preparation of the agenda for the conferences that he is to be the presiding officer and for making arrangements for informing the membership of the schedule for the conferences.

In the absence of both the Moderator and Vice-Moderator, the Chairman of the Deacons or the Church Clerk shall preside.

Section 4. Special Church Conferences

A Special Church Conference may be called to consider any matter requiring immediate action by informing the members at least a week prior to the day of the meeting. The members will be informed of the subject and/or reason for the meeting, date, time and location of the meeting. Only the business matters announced in the notification of the special meeting shall be discussed. Any two of the following may call a special Church Conference: (1) Senior Pastor or (2) Deacons.

Section 5. Quorum

Those members “in good standing”, age eighteen (18) and older, in attendance at a previously publicized regular or special called Church Conference will constitute a quorum. Unless specified otherwise, church approval of any issue requires a *simple* (50% plus one vote) majority vote of those members, age eighteen (18) and older, present and voting.

Section 6. Polity and Parliamentary Rules

The government of Union Chapel Baptist Church resides in the body of believers who compose it. It is subject to the control of no other ecclesiastical body. Union Chapel Baptist Church will seek to conduct its business under the Lordship of Jesus Christ and according to the spirit of the New Testament. Should questions arise as to parliamentary procedure Union Chapel Baptist Church, will refer to the rules stated in Roberts Rules of Order Newly Revised except that the Moderator may, absent objection, deviate from such rules in the interest of efficiency, Christian fellowship and justice.

Failure to hold Church Conferences as scheduled herein, do not affect forfeiture or dissolution of the corporation. The minutes of all meetings, prepared, signed by the Church Clerk, and approved by the Church Conference at the next conference shall be the property of the church, kept at the church office and available upon request to all members.

ARTICLE IX - ORGANIZATION FOR MINISTRY

Section 1. Ministries

a. Definition of a Ministry

A ministry is an attempt to accomplish the vision and one or more purposes of Union Chapel Baptist Church or may be a new endeavor seeking to meet a pressing or newly discovered need. Church approval is required if church assets or funds are necessary for the starting or continuation of a ministry.

b. Evaluation of Ministries

The Leadership Team (comprised of chairman of committees and ministry groups) will annually evaluate all church approved ministries and make recommendations to the church concerning their contribution and viability to the ongoing purposes of the church. An evaluation of a ministry may occur at any time during the year. However, all ministries must have been evaluated prior to or in conjunction with the development and compilation of the Unified Church Budget for the next fiscal year.

Section 2. Church Staff

The church shall call or employ such staff, as the church shall need.

a. Pastor

A pastor shall be called to serve until he or the church requests that the relationship is dissolved. In either case, at least thirty days notice shall be given of termination of the relationship unless otherwise mutually agreed upon, with both pastor and church seeking to follow the will of God through the leadership of the Holy Spirit.

i. Call:

The call of the pastor shall take place at a meeting especially set for the purpose of which at least one week's public notice has been given. The election shall be upon the recommendation of the *ad hoc* Search Committee, which has been approved by the church. The Search Committee is to seek out and nominate a pastor. The committee shall bring only one name at a time for the consideration of the church. No pastoral candidate shall be recommended and nominated except by the committee. Election shall be by secret ballot with an affirmative vote of seventy-five (75) percent of those members in good standing, age eighteen (18) and older, present and voting necessary for the extension of a call. Should the minister recommended by the Search Committee fail to receive seventy-five (75) percent of the affirmative votes, the committee will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate.

ii. Duties and Responsibilities:

The pastor shall be in charge of the welfare and oversight of the church. He shall be an ex-officio member of all organizations, departments, and committees. He may call a special meeting of the deacons or any committee according to procedures which are set forth in the By-Laws. He shall conduct Christian services on stated and on special occasions, administer the ordinances, and minister to the spiritual needs of the members of the church and community.

The members of the church, believing in a free pulpit, provide that no hindrance shall be placed on the free exercise of the pulpit so that the Gospel may be preached without human interference.

The pastor shall have complete charge of the pulpit ministry of the church and shall, in cooperation with the Deacons, provide the pulpit supply when he is absent, and shall arrange for ministers to assist in revival meetings and workers to assist in other services required by the church.

iii. Vacating the position:

Should the pastor receive a call from God to vacate his position at Union Chapel Baptist Church for another opportunity for ministry, he shall give the Deacons and the church membership a written notice thirty days prior to his date of departure.

iv. Dismiss:

Should a controversy arise between the member(s) of the church and its pastor and the member(s) of the church desire to dismiss the pastor, the Deacons shall first hear the charges at a closed meeting and then follow the procedures as outlined in Matthew 18:15-18. The move to dismiss the call of a pastor shall take place at a special called meeting of the membership. A notice of the special called meeting shall be given at least one week prior to the meeting. Seventy-five (75) percent of those members in good standing, age eighteen (18) and older, present and voting in the affirmative shall be sufficient for termination. If the vote is seventy-five (75) percent affirmative, the church shall grant the pastor thirty days financial remuneration if he is removed. Financial remuneration is defined as base salary, housing allowance, medical/health insurance, and annuity (retirement). The pastor shall have the opportunity to answer the charges brought against him at the special meeting for removal, and all voices shall be heard.

v. Compensation and Benefits:

The individual being called shall be offered a customized Compensation and Benefits package, which will be negotiated during the hiring process. The Compensation and Benefits package may include such items as are listed in the financial remuneration definition above, vacation, absences, and additional

benefits.

b. Other Ministerial Staff

The church may call and employ other ministerial staff as the church determines the need for such offices. The Personnel Committee, in consultation with the Senior Pastor, will be responsible for writing a job description when the need for any new position arises. The Personnel Committee and Senior Pastor shall have the responsibility to search for and hire new and vacant staff positions. They shall have the option to nominate and recommend to the church a special search team to search for any new or vacant position. The Church Conference shall approve any such special search team and its members and its role.

c. Non-Ministerial Support Staff

Non-ministerial support staff shall be employed as the church determines the need for their services. The non-ministerial support staff may be members of Union Chapel Baptist Church. The Personnel Committee shall have the authority to employ and terminate services of non-ministerial support staff members. Such employment and/or termination shall be with the recommendation of the Senior Pastor, the supervising staff member and, as appropriate, with the consultation of the related ministry groups of the church.

Financial Secretary

The position of Financial Secretary is classified as a non-ministerial support staff. If the position is filled by a member of the church as a volunteer and elected by the membership then the requirement of not being a church member is *temporarily* waived. However, the requirement must be adhered to when hiring a person as Financial Secretary. This position can be outsourced.

As a non-paying position, the Financial Secretary is elected by the church annually in the same manner and timeframe as other volunteers. The term of office is for one year. A member can serve three consecutive one-year terms. S/he would be eligible to be nominated for the Financial Secretary position after the lapse of one year.

The Financial Secretary will be responsible for recording all the monies received and disbursed by Union Chapel Baptist Church, if filled by a non-paid volunteer.

The Financial Secretary will receive the invoices or other support documents needed for preparing checks. The Financial Secretary will prepare all checks for the church.

Recorder

The Recorder will maintain the individual contribution record for each member.

As a non-paying position, the Recorder is elected by the church annually in the same manner and timeframe as other volunteers. The term of office is for one year. A member can serve three consecutive one-year terms. S/he would be eligible to be nominated for the Recorder position after the lapse of one year.

Section 3. Officers

The officers of Union Chapel Baptist Church shall be the President, Vice-President, Secretary, and Treasurer. These four officers also serve as the Trustees of Union Chapel Baptist Church. The church shall also elect an Assistant Secretary and an Assistant Treasurer.

All of these shall be elected by the church and shall be members in good standing at the time of their election.

The Nominating Committee will present nominees for the officers to the church for a vote of affirmation and support for their ministry commitment to Union Chapel Baptist Church. Officers shall serve for one year or until successors are elected. Officers shall not be personally liable for the debts, liabilities or other obligations of the corporation. Union Chapel Baptist Church shall maintain adequate liability insurance coverage. Officers shall perform the duties prescribed by these By-Laws and such other duties as prescribed by the parliamentary authority as adopted by Union Chapel Baptist Church.

a. President and Trustee

The Chairman of the Trustees shall serve as President and as Trustee.

The church shall elect a President to represent the church in all matters of legal responsibility regarding the purchase, improvement, and the disposal of church property, as authorized by the church. The President shall execute all legal papers relating to the church as the church may direct. The President shall have no authority or power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action; neither shall the President have control over the use of church property, except by vote of the church.

b. Vice-President and Trustee

The Vice-Chairman of the Trustees shall serve as Vice-President and as Trustee.

The church shall elect a Vice-President to represent the church in the absence of the President. The Vice-President shall have no authority or power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action; neither shall the Vice-President have control over the use of church property, except by vote of the church.

c. Secretary and Trustee

The Church Clerk shall serve as Secretary and as Trustee.

The Secretary shall keep accurate written records of all church business, preserve all church documents, and maintain a correct roster of the church membership, including all baptisms. The Church Clerk shall attest all legal documents as required. The Church Clerk shall attend (or be represented by the Assistant Church Clerk) at all Church Conferences and record the official minutes of the conferences. The Church Clerk shall give required notices of all conferences where notice is appropriate. The Church Clerk shall maintain a list of all members of Union Chapel Baptist Church.

d. Assistant Secretary

The Assistant Church Clerk shall serve as Assistant Secretary.

The church shall elect an Assistant Church Clerk to serve as needed in the absence of the Church Clerk.

e. Treasurer and Trustee

The church shall elect a Treasurer annually. The Treasurer could also serve as Trustee.

The Treasurer is responsible for reviewing all the supporting documents associated with each check, assuring that the expenditure is for the ministries of the church and approved by the appropriate Committee Chairman or Ministry Leader. The Treasurer is authorized to sign checks issued by Union Chapel Baptist Church in accordance with the Financial Policies and Procedures.

f. Assistant Treasurer

The church shall elect an Assistant Treasurer annually. If a vacancy occurs at Treasurer, the Assistant Treasurer would be eligible to be elected to fill it.

The Assistant Treasurer will perform the duties of the Treasurer when the Treasurer is absent or not available or when needed. The Assistant Treasurer will be responsible for signing checks and performing the regular duties of the Treasurer as described in e. (Treasurer and Trustee) above.

Section 4. Deacons

The number of deacons on hand to serve the church shall always be seven based on the scripture, Acts 6:3, "But select from among you, brethren, seven men of good reputation, full of the spirit and of wisdom...". There shall be one additional deacon for every 100 members of the church for the first 200 and three additional deacons for each additional 100 members up to 500 members; and then as many other deacons as the church may require. These men shall be elected from the membership and in accordance with God's Word as given in Acts 6:1-7, I Timothy 3:8-13, and Titus 1:5-9.

a. Election

When it becomes necessary to fill vacancies within the active deacons, the Deacon Board will solicit recommendations from the membership on two successive Sundays. Members will be asked to complete a Deacon Nomination form for candidate(s) in the church that they believe have the necessary Biblical qualifications for deacons. The active deacons will screen the names submitted by the membership and select a slate of potential candidates. The deacons, along with the pastor, will personally interview all candidates to determine their qualifications according to I Timothy 3 and Acts 6:1-5, their ability to carry out the functions of a deacon, and their willingness to serve, if elected. Deacon vacancies can be filled as needed.

After the pastor and active deacons have carried out the necessary investigation of the potential candidates, the active deacons will submit a final slate of nominations to the membership for election.

Election will be by secret ballot and three-fourths vote of those present will be necessary to elect a candidate to the office of deacon.

A deacon of the church will be expected to attend all scheduled or called meetings unless providentially hindered. A deacon that is unable to attend the meetings or otherwise carry out the duties of a deacon due to age, health, or personal reasons may request of the deacon board to be placed on an inactive status. At such time the church, in accordance to the church By-Laws, shall elect a qualified member to serve the remaining term (a full term is three years) of the vacated position. No one will be considered eligible to be a deacon who has not been a member of the church for at least two (2) years preceding the appointment. A deacon may serve a second term after a lapse of one (1) year.

b. Servant Leadership

In accordance with the meaning of the word deacon and the practice of the New Testament, deacons are to be servants of the church. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.

c. Duties and Responsibilities

All deacons serving on the deacon board will be expected to fulfill the duties of a deacon as specified below:

- i. The deacons shall seek to know the physical and spiritual needs of the members of the church.
- ii. The deacon shall serve as a general pulpit committee in case of the absence or illness of the pastor, subject to advice and consent of the pastor, if available.

- iii. Deacons shall assist the pastor in visitation and disciplinary action when requested by the Pastor.
- iv. The deacons shall convene monthly for consideration of the spiritual needs of the church.
- v. The deacons shall have charge of the place of worship and shall see that it is in readiness each week.
- vi. The deacons shall provide assistance to the pastor in observance of the ordinances of the church.
- vii. A deacon who absents himself from as many as four (4) regular meetings per year unless providentially hindered and after review by the deacon board may be asked to vacate his office.
- viii. The deacons are expected to help prevent dissention in the church, to advise the pastor of illness of members, dissatisfaction of members, and other spiritual or moral problems.
- ix. All matters considered by the deacons in meetings concerning personalities or problems shall be held in strict confidence by all deacons. Any deacons violating this confidence shall be expected to resign immediately for the good of the church.
- x. The church and the scriptures instructs the deacons that they are not to consider themselves as business managers or a governing body of the church, but as spiritual leaders and requests them to faithfully perform their duties in light of scriptural admonitions.
- xi. Harmony and understanding being the strength of all institutions, the deacons are to be cooperative and endeavor to create an environment conducive to spiritual growth. They are to remember the words of our Lord, "He who will be great among you, let him be your servant."
- xii. The deacons, at their discretion, may call for reports from any officers, department, or others in order to find the general condition of the church, so as to make necessary recommendations to the church. Any member of the church may, by request, appear before the deacons to air any matter.
- xiii. The deacons shall elect a secretary who shall keep record of recommendations of the deacons. The minutes shall be kept in a permanent binder.
- xiv. All deacons shall be bound by the majority vote of the deacons on any issue, and all support the decision of the majority.

- xv. A deacon shall be someone that tithes and gives generously of his blessings, one who supports the services with attendance, not less than twenty-one (21) years of age, a man full of wisdom and the Holy Spirit, not greedy or given to much wine, not double tongued, and one who rules his own home.

Section 5. Ministries Leadership Council

The Ministries Leadership Council shall be comprised of the Senior Pastor, all other called ministerial staff, and the chairman of each committee or leader of each core ministry area. The Senior Pastor shall serve as Chairman of the Ministries Leadership Council. The Ministries Leadership Council serves as the coordinating body for planning, programs, and promotion of all church ministries. The Ministries Leadership Council shall meet at least quarterly. The Council shall elect from within itself a Vice-Chairman. In the absence of the Senior Pastor, the Vice-Chairman will serve as Chairman of the Ministries Leadership Council. The Ministries Leadership Council shall take action on matters requiring church approval only after such approval has been obtained.

Section 6. Ministry Leaders

Sunday School Director

The director of the Sunday School shall have general oversight of the entire department, and shall administer its affairs, subject to the approval of the local church. He shall acquaint himself with the best methods of religious education and endeavor to adopt them in this school. It shall be his duty to counsel quarterly with his teachers and officers through officers and teachers meetings, giving advice and receiving suggestions from his co-workers. The Sunday School Director shall be an ex-officio member of the Nominating Committee. The Sunday School Director will only serve on the Nominating Committee until all of the teaching and leading positions associated with the Sunday School are filled or met.

Woman's Missionary Union Director

The Woman's Missionary Union (WMU) Director shall have supervision of the WMU as to its conduct and direction. The WMU Director shall seek to enlist all the girls and women of the church in a program of missionary training, giving and activity, according to plans promoted by the Woman's Missionary Union, Auxiliary to the Southern Baptist Convention. The nominating committee will nominate and the church will elect a WMU Director with the organizational body of the WMU selecting a slate of officers.

Men's Ministry Director

The director of the Men's Ministry shall have supervision of the ministry group as to its conduct and direction. He shall promote the work of the Men's Ministry and seek to enlist the men and boys of the church in mission training, giving, activities and work of our Lord Jesus Christ. The nominating committee will nominate and the church will elect a director for the Men's Ministry with the organizational body of the Men's Ministry selecting a slate of officers.

Section 7. Ministry Committees

The church shall elect such committees as may be deemed necessary to carry out the various phases of the work and ministry of the church efficiently and effectively.

General Guidelines For All Committees

- a. No member of Union Chapel Baptist Church shall serve in a leadership role (chairman) of more than one committee or ministry group at the same time.
- b. There must be a quorum for any committee to be an official meeting. A quorum is defined as a simple majority of regular members present.
- c. Vacancies occurring during the church year may be filled at the beginning of the next year unless those remaining on the committee determine that the absence compromises the objective and mission of the committee. If a member of a committee resigns prior to completing the term, a letter from the member would be sent to the Chairman of the Nominating Committee. The letter will be for the Nominating Committee and would not be shared with the membership during the Church Conferences. To fill such a vacancy, the Nominating Committee shall make a recommendation to the church for election at the earliest available Church Conference.
- d. Each committee or ministry group shall prepare a written report to be included in the church Book of Reports to be shared at the annual Church Conference of the year.
- e. The Senior Pastor shall serve as an ex-officio member of all committees or ministry groups.
- f. Each committee shall meet at least quarterly and report at the business meeting.

Standing Committees

The church shall have at all times the following Standing Committees:

- a. Nominating Committee

The responsibility of the Nominating Committee is to identify members who are willing to commit to serve the work and ministry of Union Chapel Baptist Church as a member of a committee, Sunday School, or other ministry group. The Nominating Committee will present its recommendations to the church for approval.

The Nominating Committee shall consist of six (6) members and the Sunday School Director as an ex-officio member until the teaching and leadership needs of the Sunday School are fulfilled. The Ministries Leadership Council will recommend the members of the Nominating Committee to the church for approval. Members of the committee shall serve for a period of two (2) years with one-half rotating off each year.

The committee shall elect its Chairman at its first meeting.

b. Missions Committee

The responsibility of the Missions Committee is to plan and coordinate the ministry programs and activities necessary for fulfilling the evangelism purpose embraced by the church.

The Missions Committee shall consist of three (3) at-large members and the Pastor, Chairman of the Deacons, and Sunday School Director. The at-large members shall serve a three-year term with one member rotating off each year. The Nominating Committee will recommend members to serve to the church.

The committee shall elect its Chairman from one of the three at-large members at its first meeting.

c. Finance Committee

The responsibility of the Finance Committee is to have the stewardship oversight of all of the financial matters of the church. The committee will coordinate and compile the annual Unified Budget for the church. The committee will also be responsible for presenting the annual budget to the church for consideration and approval. The advice of the Finance Committee shall be sought before taking a proposal to the church that will require the use of church funds. The committee is also responsible for monitoring financial integrity, promoting stewardship, preparing and presenting annual reports to the congregation of all receipts and disbursements, develop policies and procedures for handling of all financial assets; work with the pastor and other staff in financial matters, and deal with any special financial matters that arise.

The Financial Secretary will serve as an ex-officio member of the team.

The Finance Committee shall consist of five (5) members. Each member will serve a three (3) year term with two (or one-third) members rotating off each year. The Nominating Committee will recommend members to serve to the church.

The pastor and treasurer will serve as ex-officio members of this committee. They shall be invited and expected to attend all meetings of the committee.

The committee shall elect its Chairman at its first meeting.

d. Program Committee

The responsibility of the Program Committee is to plan and coordinate the various programs that embrace the work and ministry and the purpose of the church.

The Program Committee shall consist of six (6) members. The Nominating Committee will recommend members to serve to the church.

The committee shall elect its Chairman at its first meeting.

e. Building and Grounds Committee

The responsibility of the Building and Grounds Committee consists of planning and coordinating the ongoing maintenance of the facilities and grounds of the church.

The Building and Grounds Committee shall consist of three (3) members. The Nominating Committee will recommend members to serve to the church.

The committee shall elect its Chairman at its first meeting.

f. Benevolence Committee

The Benevolence Committee shall consist of the Deacon Board.

g. Personnel Committee

The responsibility of the Personnel Committee is to negotiate the Compensation and Benefits packages, write Job Descriptions, and conduct Performance Reviews for all of the church staff positions.

The Personnel Committee will consist of three (3) at-large members and the Pastor, Chairman of the Deacons, and Sunday School Director. The at-large members shall serve a three-year term with one member rotating off each year.

The committee shall elect its Chairman from one of the three at-large members at its first meeting.

ARTICLE X - ORDINANCES

Section 1. Baptism

Union Chapel Baptist Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord. Baptism shall be by immersion, except in cases of physical inability. Baptism shall be administered under the supervision of the Senior Pastor. Baptism shall be administered as an act of worship.

Section 2. Lord's Supper

The church shall observe the Lord's Supper not less than quarterly, unless otherwise scheduled by the church. The Senior Pastor and the Deacons shall administer the Lord's Supper.

ARTICLE XI - POLICIES AND PROCEDURES

Section 1. Policies

Union Chapel Baptist Church shall write policy documents that deal with personnel matters, financial matters and property matters as the need arises for these policies. When policies are written and approved by the church they immediately become a part of the Operating Policy of the church. The By-Laws of the church should be changed to reflect any new policy impact on any given area in the By-Laws. A simple reference system may be used and the policies must be kept on file in the church office and accessible to all church members on proper notice.

Operating Policies (attached documents)

- a. UCBC Cemetery Rules and Regulations, dated September 24, 2017
- b. UCBC Facilities Usage Policy and Procedures, dated September 24, 2017
- c. UCBC Wedding Policy and Procedures, dated September 24, 2017
- d. UCBC Children's and Nursery/Toddlers Ministries Policy and Procedures, dated September 24, 2017
- e. UCBC Youth Ministry Policy and Procedures, dated September 24, 2017
- f. UCBC Van Policy and Procedures, dated September 24, 2017

Section 2. Procedures

Procedures for Union Chapel Baptist Church may be written documents or generally understood operating procedures. Written procedures will be kept on file in the church office and accessible to all church members on proper notice. However, since certain procedures may be construed to be generally understood operating procedures, should a question or dispute arise concerning a policy that cannot be resolved, the Ministries Leadership Council will be responsible for clarifying the procedure and preparing a written copy which will be read to the Church Conference and unless the church objects it will be filed as a written procedures document.

ARTICLE XII - ADOPTION AND AMENDMENTS

Section 1. Adoption

These By-Laws shall be considered adopted and in immediate effect of and when a majority of the members in good standing, age eighteen (18) and older, present at the church conference at which vote is taken and shall vote in favor of them. The vote shall be taken not less than thirty (30) days after formal presentation of the By-Laws to the church.

Section 2. Amendments

These By-Laws may be amended, altered, or repealed by a majority vote of the members, age eighteen (18) and older, present at any regular church conference of the church, provided; however, that notice and proposal of such amendment, alteration, or repeal must be given in

writing at the preceding regular church conference or mailed to each member not less than thirty (30) days in advance of the meeting at which a vote is to be taken.

Section 3. Adoption and Repeal of Previous By-Laws

The adoption of these By-Laws shall affect a repeal of all previously adopted rules in conflict herewith, provided; however, that no actions taken by the church prior to this date shall be invalidated by the adoption of these By-Laws.

Section 4. File Copy and Availability of Copies

A copy of the Articles of Incorporation and the By-Laws shall be kept at all times by the Church Clerk among her/his records and another copy shall be kept in the church office, and all amendments to or revisions thereof shall, after passage by the church, be prepared by the Church Clerk and placed with the copies of the Articles of Incorporation and By-Laws and made available to the church members generally upon request.

Section 5. Requirement for Future Reviews

The Church Clerk and the Deacons shall make a complete review of the By-Laws as often as deemed necessary but no less than three (3) years after each major revision.

Adopted by the Church Conference held on September 24, 2017.

UNION CHAPEL BAPTIST CHURCH

CEMETERY RULES AND REGULATIONS

September 24, 2017

Grave Plots

- Only one person can be buried in a casket within a grave plot. An exception can be made only if the second person has been cremated with the ashes in an urn. The urn can be buried in the same grave plot only if the marker protrudes no more than one (1) inch above the ground at the highest point. This action must meet the cemetery committee and the church body's approval prior to burial. Only one casket and one urn per gravesite are permitted, unless a columbarium is used.
- Grave plots can be purchased by active church members only.
- Grave plots currently sell for \$150 per plot (price is subject to change).
- Grave plots are for immediate family members only – Husband/Wife/Children.
- If a member has been removed via section 8e of Article VII of the UCBC By-Laws, they will forfeit their grave plot in the church cemetery. The church clerk will reimburse the value of the plot at the time it was purchased. If a removed member is restored to membership as described in Article VII, Section 9 of the UCBC By-Laws, then they may once again purchase a grave plot in the church cemetery at the current rate.

Mausoleums

- Mausoleums are allowed in the cemetery providing the dimensions do not exceed the grave plot area (4' x 9' per grave plot). Be mindful that a headstone placed at the foot of a mausoleum on the next row may impair reading any inscription at the foot of the mausoleum. It is recommended that inscriptions be placed at the head of the mausoleum.

Headstones and Footstones

- Headstones are not to exceed the width of the grave plot(s).
- Headstones should be rectangular in shape and protrude above the ground at a reasonable height.
- Footstones should not protrude above the ground more than 1" at the highest point to avoid potential damage from grass mowing.
- Headstones must be in line and uniform with other headstones in the same row. If there is only plastic or metal marker, it too must be in line with headstones on that row.
- Weed killer will be sprayed periodically around headstones to reduce unwanted grass growth and to reduce potential damage from mowing.
- UCBC assumes no liability for any damage to headstones or footstones as a result of non-compliance with the rules.

UNION CHAPEL BAPTIST CHURCH

CEMETERY RULES AND REGULATIONS (Cont'd.)

September 24, 2017

Columbariums

A columbarium (also known as a cremation memorial) is defined as a granite structure with niches (compartments) designed to inter cremated human remains that are in an urn. Because of the limited number of grave plots left in the cemetery, columbariums will be allowed under the following conditions:

- Only one columbarium per grave plot.
- Maximum dimensions are 36 inches wide by 20 inches deep by 48 inches high.
- Columbarium will be placed at the head of the grave plot and will be subject to the rules regarding headstones under the heading “Headstones and Footstones”.
- Columbarium will have a maximum of four (4) niches (compartments) and will contain no more than two (2) urns per niche, for a total of eight (8) urns maximum per columbarium.
- Inscriptions are limited to individual’s name, birth date and death date for each niche.
- All columbarium designs must be approved by the cemetery committee before erecting on grave plot.
- Absolutely no glass components will be allowed on columbariums.
- Columbariums will also be subject to rules regarding headstones under “Flowers” and “Decorations” headings in the Cemetery Rules and Regulations.
- Columbariums are not allowed on grave plots that contain a casket.

Flowers

- No living planted flowers, shrubs, or other live greenery is allowed in the cemetery.
- Artificial flowers are allowed but must be securely affixed to the top of the headstones in a fashion so that they would not be blown off by the wind.
- Artificial flowers in vases must be placed as close to the headstone as possible and be affixed as not to be blown off by the wind.
- Flowers are considered “seasonal”, meaning they should be changed accordingly. Artificial flowers that are left on a grave for an extended period of time tend to fade and deteriorate and are susceptible to have leaves and blooms blown off by the wind causing an unsightly appearance in the cemetery.
- Flowers that have been blown off by the wind will be discarded.
- Only one flower per grave plot either affixed to the top of the headstone or in a vase as close to the headstone as possible. Exceptions can be made for special occasions (i.e. birthday, anniversary, etc.)
- Live flowers used during the funeral may be placed on the gravesite after burial but must be removed from the cemetery within 14 days.
- Removal and disposal of such flowers is the surviving family’s responsibility. UCBC does not remove these flowers nor does it offer a disposal site for such flowers.

UNION CHAPEL BAPTIST CHURCH
CEMETERY RULES AND REGULATIONS (Cont'd.)

September 24, 2017

Decorations

- For now, other types of decorations are allowed but only if placed as close to the headstone as possible. Decorations must be affixed in a manner to which they will not be blown over by the wind. Any decorations that are not in compliance will be discarded.
- Maximum number of other types of decorations is two (2).
- Small flags are allowed but must be placed as close to the headstone as possible and be affixed in a manner to which they will not be blown off by the wind. Any flags that are not in compliance will be discarded.
- US Flags are allowed for appropriate holidays and special occasions, but should be removed accordingly. US Flags should be placed as close as possible to the headstone and affixed in a manner to which they will not be blown off by the wind.
- No decorations or flowers are allowed at the footstones unless the footstone is the sole marker for the grave.
- No rocks of any size or shape are allowed on gravesites except for granite or marble headstones and footstones. Small rocks propose a mowing hazard to which the potential for personal injury and property damage may occur.

The cemetery committee and church body may add, delete, or amend these rules as appropriate.

UNION CHAPEL BAPTIST CHURCH

FACILITIES USAGE POLICY AND PROCEDURES

September 24, 2017

The following policies, procedures, and agreement apply to any church member responsible for the use of Union Chapel Baptist Church's facilities.

Section 1. Policy

The use of the facilities at Union Chapel Baptist Church is restricted to the organizations, members, ministries, and mission of Union Chapel.

The church has the discretion as to the approval of the function. Examples are Sunday School Outreach Ministries being conducted by the church.

The church needs to protect the use of the facilities. If open to the public, for other uses, the church could be set up for lawsuits.

Section 2. Procedures

Scheduling

The Union Chapel Baptist Church Facility Coordinator will be contacted with regards to scheduling the use of the church facilities. The date and time of the event will be confirmed with the Facility Coordinator.

Use of the Church Facilities

- a. The sanctuary and fellowship hall are available to be used by active church members for the purposes of church oriented events. For example, Sunday School Class Meetings, Youth Outreach Events, WMU Meetings, etc.
- b. If any questions or issues arise regarding the appropriateness of the event, the Deacon Board, in conjunction with the Senior Pastor, will be the deciding body.
- c. The facilities are not available for use by non-church members.
- d. A refundable \$100.00 deposit is to be paid to the church treasurer no later than seven days in advance of the ceremony to secure the facilities for the ceremony.
- e. The person(s) reserving the facilities will be responsible for cleaning and restoring the facilities to their predetermined condition and for any damages incurred while using the facilities.
 1. The person(s) reserving the facilities and the janitor will conduct a walk through inspection at a time agreed upon before the ceremony to determine the condition of the facilities. Imperfections will be noted, at this time, by both parties (i.e., spots on carpet, walls, etc.).

UNION CHAPEL BAPTIST CHURCH

FACILITIES USAGE POLICY AND PROCEDURES (Cont'd.)

September 24, 2017

2. Following the ceremony, at a time agreed upon, the person(s) reserving the facilities and the janitor will conduct another walk through inspection to determine the condition of the facilities. The deposit will then be refunded or prorated based on the janitor's findings.

Use of the Fellowship Hall

- a. The person(s) using the fellowship hall should familiarize themselves with the stove and oven before attempting to use them.
- b. Cleanup guidelines are located in the kitchen and must be followed.
- c. No alcoholic beverages are permitted in the fellowship hall or on the church premises.

UNION CHAPEL BAPTIST CHURCH

WEDDING POLICY AND PROCEDURES

September 24, 2017

The following procedures are designed to assist couples in their planning for weddings at Union Chapel Baptist Church. The church wants to help make weddings memorable and sacred.

1. The Meaning of Marriage

- a. Marriage is both a holy and a covenantal union that unites one man and one woman for their lifetimes. Any other kind of marital relationship (i.e., civil unions and/or homosexual marriage), whether or not recognized legally, finds itself in direct rebellion of God's perfect design for human sexuality and companionship.
- b. Union Chapel Baptist Church completely affirms and articulates its view, belief, and practice of marriage through the following resolutions: The Baptist Faith and Message, Article XVIII. The Family, (June 14, 2000); The Kansas City Declaration on Marriage, (November 12, 2003); and *Let No Man Put Asunder: A Resolution in Defense of Marriage*, (May 17, 2004).
- c. As a free and autonomous religious body, we reserve our right to refuse any request to perform a marriage, civil union, or wedding service that conflict with our understanding of marriage.

Genesis 1:26-28; 2:15-25; 3:1-20; Leviticus 18:22; Proverbs 12:4; 18:22; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; Colossians 3:18-19; Titus 2:4-5; Hebrews 13:4; 1 Peter 3:1-7

2. Ministerial Procedures

- a. The couple shall schedule their wedding date and time directly with the pastor. This scheduling procedure is to be initiated by the couple and will not be satisfied by simply reserving the church facilities for the ceremony.
- b. The pastor is required to produce a copy of the marriage policies and procedures he employs. This church, without having to affirm or agree with any or all of them, will respect the pastor's personal convictions and decisions regarding performing wedding ceremonies, in as far as his policies and procedures do not conflict with the stated policies and procedures of Union Chapel Baptist Church, as articulated in this document.
- c. Union Chapel Baptist Church affirms and respects its pastor's right to marry or not to marry any couple who requests a wedding. The pastor reserves the right, at any time, not to marry a couple. If this right is exercised by the pastor, he will immediately contact the couple at the time of his decision and make them aware of it.

UNION CHAPEL BAPTIST CHURCH

WEDDING POLICY AND PROCEDURES (Cont'd.)

September 24, 2017

- d. A guest minister may officiate the wedding ceremony at Union Chapel Baptist if the pastor of this church is notified of the request and gives his expressed approval. If the pastor's approval is granted, he will contact the guest minister and personally invite him to perform the ceremony at the church.
- e. Premarital counseling requirements are left to the discretion of the minister performing the ceremony. If that minister is the pastor of the church, the couple is responsible for scheduling these sessions with him.

3. Scheduling

- a. The Union Chapel Baptist Church Facility Coordinator will be contacted with regards to planning a wedding and the use of the church facilities. Date and time of wedding, rehearsal, and reception will be confirmed. The responsible party for the wedding will obtain a copy of the Union Chapel Baptist Church Wedding Policy and Procedures.

4. Use of Church Facilities

- a. The sanctuary and fellowship hall are available to active church members for weddings and vow renewals.
- b. The facilities are not available for use by non-church members.
- c. A refundable \$100.00 deposit is to be paid to the church treasurer no later than seven days in advance of the ceremony to secure the facilities for the ceremony.
- d. The person(s) reserving the facilities will be responsible for cleaning and restoring the facilities to their predetermined condition and for any damages incurred while using the facilities.
 - 1. The person(s) reserving the facilities and the janitor will conduct a walk through inspection at a time agreed upon before the ceremony to determine the condition of the facilities. Imperfections will be noted, at this time, by both parties (i.e., spots on carpet, walls, etc.).
 - 2. Following the ceremony, at a time agreed upon, the person(s) reserving the facilities and the janitor will conduct another walk through inspection to determine the condition of the facilities. The deposit will then be refunded or prorated based upon the janitor's findings.

5. Church Furnishings

- a. Person(s) reserving the facilities will be responsible for removing all equipment and floral arrangements brought in for the ceremony in a timely manner. They are also responsible for any damages done to church facilities and furnishings by their equipment.

UNION CHAPEL BAPTIST CHURCH

WEDDING POLICY AND PROCEDURES (Cont'd.)

September 24, 2017

- b. Candles should be used only in an approved manner to prevent wax from dripping onto carpet and to reduce the potential for fire.
- c. Care should be taken not to drag furniture across carpet or floors.
- d. The person(s) reserving the facilities will be responsible for securing, cleaning, and replacing church furnishings and/or any items moved or removed from sanctuary, fellowship hall, or any other rooms within the church for the ceremony.

6. Fellowship Hall

- a. The church fellowship hall may be used by active church members for wedding receptions and should be reserved at the time of scheduling the wedding.
- b. Non-church members may not reserve the fellowship hall.
- c. Person(s) reserving the fellowship hall will provide any and all serving equipment and utensils (i.e. plates, cups, forks, knives, spoons, pots, pans, serving dishes, punch bowls, etc.).
- d. Person(s) reserving the fellowship hall should familiarize themselves with the stove/oven before attempting to use them.
- e. Cleanup guidelines are located in the kitchen and must be followed.
- f. No alcoholic beverages are permitted in the fellowship hall or on the church premises.

7. Use of the Church's Audio/Visual Equipment

- a. If the couple would like to use any of the church's audio/visual equipment for their wedding ceremony, they shall schedule their wedding date and time directly with the Chairperson of the Audio/Visual Ministry Committee. This scheduling procedure is to be initiated by the couple and will not be satisfied by simply reserving the church facilities for the ceremony.
- b. The couple shall discuss fees with the Audio/Visual Engineer for services rendered.
- c. If the couple wants an audio and/or video recording of the wedding ceremony produced by the church, they must provide or purchase the tape(s) used to record the service. These cassettes will not be provided by the church. The couple may however, employ the recording services of an outside contractor. The outside audio/visual contractor may not use the church's audio/visual equipment without the express permission of the Chairperson of the Audio/Visual Ministry Committee.

8. Photography

- a. Photography, including videos, should not interfere with the sacredness of the wedding ceremony.

UNION CHAPEL BAPTIST CHURCH

WEDDING POLICY AND PROCEDURES (Cont'd.)

September 24, 2017

9. Music

- a. In keeping with Union Chapel Baptist Church standards, all music should be appropriate for Christian worship.
- b. The Wedding Coordinator will contact the Pastor, or the Music Coordinator and/or designee who will approve music used in the ceremony.
- c. It is the Wedding Coordinator's responsibility to contact the church pianist and/or organist for availability of their time, as well as to negotiate their fees.

UNION CHAPEL BAPTIST CHURCH

CHILDREN'S AND NURSERY/TODDLERS MINISTRIES POLICY AND PROCEDURES

September 24, 2017

The following policies, procedures, and agreement apply to any adult participating in the children activities of Union Chapel Baptist Church. A child is defined as age 4 years through sixth (6) grade. A toddler is defined as age 2 years through 3 years. An infant is defined as birth through 23 months.

Children's Ministry

- All adults will have a current background check conducted by UCBC.
- 2 Adults will exist in each classroom.
- No one may serve as a helper who is under the age of fifteen (15).
- One (1) adult will accompany children leaving the classroom at all times.
- Teachers will arrive 15 minutes prior to the start time for the class.
- Upon arrival a Check In/Out System will be followed.
- Children's Program Director will provide additional guidelines for conduct, discipline, snacks, etc.

Nursery/Toddlers Ministry

- All adults will have a current background check conducted by UCBC.
- Three (3) Adult Nursery/Toddler workers will exist in the Nursery/Toddler area during Sunday School and Sunday morning church services. During other times (i.e. Wednesday evening, or special events) Nursery/Toddler workers may be provided on an as needed basis. One (1) Adult minimum for every three (3) toddlers or (1) infant/(2) toddler combination, with a relief adult available. If only toddler services are required One (1) Adult minimum for every four (4) toddlers and a relief adult available. To arrange for this service, please contact the Children's Program Director, at least one week prior to the event.
- No one may serve as a helper who is under the age of fifteen (15).
- Male workers/helpers are not allowed to change diapers for infants.
- One (1) adult will accompany children leaving the classroom at all times.
- In order for a child to move from the Nursery to the Toddler area the child must be potty trained, able to follow instructions, and a minimum of 2 years of age.
- When a parent drops off an infant to the Nursery they must provide a diaper bag with the following items: One (1) change of clothes, Breast Milk or Formula bottle, snacks, pacifier (if needed), disinfectant wipes, and a change of diapers. It is suggested that the bottle, snack container, and clothes be labeled with the child's name. If the parent is dropping off a toddler who is utilizing pull-ups then spares are to be provided in a backpack/diaper bag. Sippy cups are allowed in the toddler area, labeled appropriately.
- A child who is running a fever is not allowed in the Nursery/Toddler area.
- Nursery/Toddler workers do not administer any medications of any kind. The parent is responsible to perform this duty.

UNION CHAPEL BAPTIST CHURCH

CHILDREN'S AND NURSERY/TODDLERS MINISTRIES POLICY AND PROCEDURES (Cont'd.)

September 24, 2017

- Workers will arrive 15 minutes prior to the start time for the class. They will wash their hands prior to serving as a Nursery/Toddler worker.
- Upon arrival a Check In/Out System will be followed (parents will provide a phone number in order to reach them and must remain in close proximity).
- No adult or teenager may remain in the Nursery/Toddler area unless they are serving as a Nursery/Toddler worker or are a parent of a child who is receiving care.
- Children's Program Director will provide additional guidelines for conduct, discipline, snacks, etc.

UNION CHAPEL BAPTIST CHURCH
YOUTH MINISTRY POLICY AND PROCEDURES

September 24, 2017

The following policies, procedures, and agreement apply to any adult participating in the youth activities of Union Chapel Baptist Church. A youth is defined as seventh (7th) grade through twelfth (12th) grade.

- All adults will have a current background check conducted by UCBC.
- 2 Adult teachers will exist in each classroom.
- Teachers will arrive 15 minutes prior to the start time for the class.
- No one can serve as a helper who is under the age of eighteen (18).
- Youth will be supervised at all times.
- Upon arrival a Check In/Out System will be followed.
- Youth Program Director will provide additional guidelines for conduct, discipline, snacks, etc.

UNION CHAPEL BAPTIST CHURCH

VAN POLICY AND PROCEDURES

September 24, 2017

The following policies, procedures, and agreement apply to any adult participating in the van usage activities of Union Chapel Baptist Church.

- The Van Ministry Director will coordinate the usage of the van(s).
- The Driver will be a minimum of twenty-four (24) years of age.
- UCBC will conduct a driver's record verification, and a background check before authorizing driving use of the van.
- All traffic laws will be obeyed while driving the van.
- UCBC will be responsible for the acceptability of the van driver.
- There will be two adults serving as van attendants (one (1) will be the driver) when children utilize the van.
- All adults will fill out background check permission forms and UCBC will conduct the background check of each adult prior to participation as a van attendant.
- Parents will fill out a consent form prior to their child/ren utilizing the van.
- A parent must accompany children below the age of 4 years. The parent is responsible for providing an appropriate car seat or booster seat for a child less than 40 pounds and less than 4 years of age.
- All students must be toilet trained.
- Children less than forty pounds even when greater than four (4) years of age must use the UCBC provided booster seats. Children older than four (4) years and less than eighty pounds in weight must use a booster seat. At age eight this requirement is no longer required.
- Children eight (8) years old or greater than eighty pounds may use the seat belts provided in the van.
- The Van Ministry Director shall provide additional guidelines for van usage, conduct, discipline, etc.