



BOOK OF REPORTS

Business Meeting – July 19, 2020

COMMITTEES:

PG	
1	Cover Sheet
2	Prior Minutes
3-6	Financials
7	Dan Mefford – Pastor of Administration and Technology
8	Youth Report
9-10	Wednesday Night Children's Program/VBS/Children's Church/Senior Adults/St. Joseph Baptist Association/Andrew County Ministries/Christian Challenge
11	Attendance Report/Church Hostess/Membership/WOM 1/WOM 2
12	Building & Grounds Committee Description
13-14	Building Appearance Committee Description
15-16	Personnel Board Committee Description
17-18	Nominating Committee Recommendations

- **Call to order** (Prayer)
- **Approval of previous month's minutes**
- **Finance Reports** (no motion, just approval)
- **Staff Reports**
- **Old Business**
- **New Business**
 - Approval of Building & Grounds Committee Description, Building Appearance Committee Description, & Personnel Board Committee Description.
 - Nominating Committee Recommendations.
- **Motions to adjourn** (Prayer)

Please note: This book is a collection of reports for the upcoming business meeting session. Any motions or recommendation for action that are listed in this book will be voted on at the appropriate time in the meeting and will not be included in the vote to accept the reports themselves.

Business Meeting Minutes

May 2020

First Baptist Church

The May 2020 Business Meeting of First Baptist Church opened with prayer by Bro. Abbott. Bro. Jason called the meeting to order.

The March 2020 Business Meeting Minutes were approved as printed – Motion by Tim Kelley, 2nd by Judy Gibson – all approved.

Staff Reports were accepted as printed.

The Finance Report was gone over by Tim Kelley. Finance report was approved.

- Annie Armstrong Easter Offering we were above our goal. We brought in \$2531.
- March – Bus Barn - \$14,727.75; BFT – \$59,927.19; General - \$84,701.72
- April – Bus Barn - \$14,851.03; BFT - \$59,929.64; General - \$91,645.47

New Business:

- There was no new business discussed at this meeting.

Connie Birdsong has a sewing machine to sell cheap or give away. Roberta will put this in the next Enlightener.

Stephanie asked about Judgement House. Bro. Jason said it is on hold as of right now due to the COVID-19 Pandemic. If we can think of another way to do Judgement House, then we should look into it.

Motion made by Judy Gibson to adjourn and seconded by Doug Watson.

MAY 2020

	A	B	C	D	E	F	G
1			FINANCIAL REPORT				
2				"MAY 2020			
3		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL
4	GEN	10592.09	10213.44	11430.90	5720.39	11841.94	49798.76
5	WED SUP						0.00
6	CHILDREN'S TRAINING						0.00
7	YOUTH		100.00				100.00
8	MEMORIAL					535.00	535.00
9	SR ADULT / TOTH						0.00
10	MADGE TR/CHILD HM						0.00
11	ANNIE ARMSTRONG	100.00		100.00			200.00
12	COLE MacCAULEY	100.00				100.00	200.00
13	BENEVOLENCE			50.00		50.00	100.00
14	OFFICE SUPPLIES			183.00	40.00		223.00
15							0.00
16							0.00
17							0.00
18							0.00
19							0.00
20							0.00
21							0.00
22	MISSIONS						0.00
23	BFT/CONTINGENCY			100.00			100.00
24	TOTAL RECEIPTS	10792.09	10313.44	11863.90	5760.39	12526.94	51256.76
25							
26	MISSIONS	BEG BAL	RECEIVE	DISB	END BAL		PAID YTD
27	MISSION SUPPORT 4	1351.44	1991.95	1351.44	1991.95		
28							
29	SPEC & LOCAL 2.5	7647.65	1244.97	305.19	8587.43		
30	SM GRP EV DISC 1	-45.82	497.99	241.68	210.49		
31	MO. BAPT. CONV 2	726.67	995.98	726.67	995.98		
32	ST. JOE BAPT	363.33	497.99	363.33	497.99		
33	MWSU BSU	363.34	497.99	363.34	497.99		
34	NWMSU BSU 1	363.34	497.99	363.34	497.99		
35	AND CO MIN	181.67	248.99	181.67	249.00		
36	GRANDOAKS .5	181.67	248.99	181.67	249.00		
37	COLE McCAULEY \$2	250.00	200.00	250.00	200.00		
38	MISSION TOTAL 13.5%		6922.83	4328.33	13977.80		
39		BEG BAL	RECEIVE	DISB	END BAL		
40	JULIA YOUNG				0.00		
41	PLAY ON				0.00		
42	YOUTH (DESIGNATE	1169.42	100.00	0.00	1269.42		
43	MEMORIAL	3956.05	535.00	0.00	4491.05		
44	WOUNDED WARRIO	1018.38			1018.38		
45							
46	DES & NON BUDGET			19981.91			
47							
48	TOTAL BUDGET EXP			25206.48			
49	TOTAL EXPENSE			49516.72			

1. The first part of the report discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part of the report details the various methods used to collect and analyze data. It includes a description of the survey process, the selection of participants, and the statistical techniques employed to interpret the results.

3. The third part of the report presents the findings of the study. It shows that there is a significant correlation between the variables being studied, which supports the hypothesis that was tested.

4. The fourth part of the report discusses the implications of the findings. It suggests that the results can be used to inform decision-making and to develop strategies to improve the company's performance.

5. The fifth part of the report concludes the study and provides a summary of the key points. It also includes a list of references and a list of appendices.

Category	Item	Value	Unit	Notes
1	Item 1	100	kg	Weight of Item 1
2	Item 2	200	kg	Weight of Item 2
3	Item 3	300	kg	Weight of Item 3
4	Item 4	400	kg	Weight of Item 4
5	Item 5	500	kg	Weight of Item 5
6	Item 6	600	kg	Weight of Item 6
7	Item 7	700	kg	Weight of Item 7
8	Item 8	800	kg	Weight of Item 8
9	Item 9	900	kg	Weight of Item 9
10	Item 10	1000	kg	Weight of Item 10
11	Item 11	1100	kg	Weight of Item 11
12	Item 12	1200	kg	Weight of Item 12
13	Item 13	1300	kg	Weight of Item 13
14	Item 14	1400	kg	Weight of Item 14
15	Item 15	1500	kg	Weight of Item 15
16	Item 16	1600	kg	Weight of Item 16
17	Item 17	1700	kg	Weight of Item 17
18	Item 18	1800	kg	Weight of Item 18
19	Item 19	1900	kg	Weight of Item 19
20	Item 20	2000	kg	Weight of Item 20

MAY 2020

	A	B	C	D	E	F	G
50	MINISTRIES	BUDGET		BEG BAL	RECEIPTS	DISB	END BAL
51	ACTIVITIES & DRAMA	500		73.00		350.00	-277.00
52	CHILDREN'S TRAINING	4000		3387.88	0.00	0.00	3387.88
53	BENEVOLENCE	2000		1413.36	100.00	0.00	1513.36
54	CAMP	2000		2000.00		0.00	2000.00
55	CHILDREN CHURCH	400		375.34		0.00	375.34
56	CHUR VAN	3000		2524.98		0.00	2524.98
57	KIT SUPP	5000		3747.27	0.00	19.30	3727.97
58	MEDIA	250		250.00		0.00	250.00
59	MEMORIAL	500		500.00		0.00	500.00
60	MENS MINISTRY	500		387.56	0.00	0.00	387.56
61	MUSIC	1600		1600.00	0.00	0.00	1600.00
62	SENIOR ADULT	500		213.00		0.00	213.00
63	SUNDAY SCHOOL LI	6000		2606.93		60.49	2546.44
64	VBS	2000		2001.10	100.00	0.00	2101.10
65	WMU - MISSION ED	400		400.00		0.00	400.00
66	WOMEN'S MINISTRY	700		374.56		0.00	374.56
67	WORSHIP	2500		621.57		465.92	155.65
68	YOUTH	7000		4110.54		0.00	4110.54
69							
70	BUSINESS & OFFICE						
71	COMPUTER/ OFF MC	5000		2909.71		441.21	2468.50
72	GEN PROM	750		-13.10		0.00	-13.10
73	OFF EQUIP	7000		6212.29		514.00	5698.29
74	OFF SUPP	3500		193.88	223.00	194.56	222.32
75				0.00		0.00	0.00
76	POSTAGE	4000		2040.00		22.75	2017.25
77	BUILDING						
78	BLD & GRD	6000		-2116.45		99.62	-2216.07
79	BLD APPR	400		280.14		0.00	280.14
80	GRND CARE	3500		2030.00		300.00	1730.00
81	INS P&LIAB	20000		15785.55		0.00	15785.55
82	JAN SUPP	3500		2291.40		126.50	2164.90
83	REPAIRS/ AC	2000		1074.46		2900.00	-1825.54
84	UTILITIES	27000		17164.86		2217.94	14946.92
85	SAL PAST	75000		50986.05		5662.32	45323.73
86	SAL STAFF	158708		114927		10287.73	104639
87	YOUTH SEMINARY	3600		3600.00			3600.00
88	FED DEP	15000		11209.34		1544.14	9665.20
89	STATE DEP	2000		2000.00		0.00	2000.00
90	TOTAL	375808		258718		25206.48	232378
91							
92	LOANS				BUS	BFT	GEN
93	BUILDING FUND/		BEG BALANCE		14851.03	59929.64	91497.37
94	CONTINGENCY FUND		INTEREST		0.59	2.06	4.72
95			RECEIPTS		1950.00	100.00	51156.76
96	BUS BARN RECEIPTS.		DISBURSEMENTS		1827.32	59427.19	48032.58
97	BUS BARN PAYMENT		END BALANCE		14974.30	604.51	94626.27

June
2020

	A	B	C	D	E	F	G
1			FINANCIAL REPORT				
2				"JUNE 2020			
3		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL
4	GEN	10881.95	7400.94	6989.59	9603.89		34876.37
5	WED SUP						0.00
6	CHILDREN'S TRAINING						0.00
7	YOUTH			10.00			10.00
8	MEMORIAL	50.00		45.00			95.00
9	SR ADULT / TOTH						0.00
10	CHILD HOME						0.00
11	MADGE TRUEX						0.00
12	SPECIAL OFFERING						0.00
13	INSURANCE REFUND	28.40					28.40
14	CAR SHOW		29.00	200.00			229.00
15	SOFTBALL		142.50	30.00	26.00		198.50
16	COLE McCAULEY				100.00		100.00
17							0.00
18							0.00
19							0.00
20							0.00
21							0.00
22	MISSIONS						0.00
23	BFT/CONTINGENCY			50.00			50.00
24	TOTAL RECEIPTS	10960.35	7572.44	7324.59	9729.89	0.00	35587.27
25							
26	MISSIONS	BEG BAL	RECEIVE	DISB	END BAL		PAID YTD
27	MISSION SUPPORT 4%	1991.95	1395.05	1991.95	1395.05		
28							
29	SPEC & LOCAL 2.5%	8587.43	871.91	1061.06	8398.28		
30	SM GRP EV DISC 1 %	210.49	348.76	0.00	559.25		
31	MO. BAPT. CONV 2%	995.98	697.53	995.98	697.53		
32	ST. JOE BAPT 1%	497.99	348.76	497.99	348.76		
33	MWSU BSU 1%	497.99	348.76	497.99	348.76		
34	NWMSU BSU 1%	497.99	348.76	497.99	348.76		
35	AND CO MIN .5%	249.00	174.38	249.00	174.38		
36	GRANDOAKS .5%	249.00	174.38	249.00	174.38		
37	COLE McCAULEY \$250	250.00	100.00	200.00	150.00		
38	MISSION TOTAL 13.5%		4808.31	6240.96	12595.15		
39		BEG BAL	RECEIVE	DISB	END BAL		
40	JULIA YOUNG				0.00		
41	PLAY ON				0.00		
42	YOUTH (DESIGNATED)	1269.42	10.00	0.00	1279.42		
43	MEMORIAL	4491.05	95.00	0.00	4586.05		
44	WOUNDED WARRIOR	1018.38			1018.38		
45							
46	DES & NON BUDGET			636.50			
47							
48	TOTAL BUDGET EXP			26849.54			
49	TOTAL EXPENSE			33727.00			

June
2020

	A	B	C	D	E	F	G
50	MINISTRIES	BUDGET		BEG BAL	RECEIPTS	DISB	END BAL
51	ACTIVITIES & DRAMA	500		-277.00	198.50	136.82	-215.32
52	CHILDREN'S TRAINING	4000		3387.88	0.00	0.00	3387.88
53	BENEVOLENCE	2000		1513.36	229.00	0.00	1742.36
54	CAMP	2000		2000.00		0.00	2000.00
55	CHILDREN CHURCH	400		375.34		0.00	375.34
56	CHUR VAN	3000		2524.98		0.00	2524.98
57	KIT SUPP	5000		3727.97	0.00	239.41	3488.56
58	MEDIA	250		250.00		0.00	250.00
59	MEMORIAL	500		500.00		0.00	500.00
60	MENS MINISTRY	500		387.56	0.00	0.00	387.56
61	MUSIC	1600		1600.00	198.50	470.02	1328.48
62	SENIOR ADULT	500		213.00		0.00	213.00
63	SUNDAY SCHOOL LIT	6000		2546.44		60.49	2485.95
64	VBS	2000		2101.10	28.40	243.90	1885.60
65	WMU - MISSION ED	400		400.00		0.00	400.00
66	WOMEN'S MINISTRY	700		374.56		0.00	374.56
67	WORSHIP	2500		155.65		595.99	-440.34
68	YOUTH	7000		4110.54		580.10	3530.44
69							
70	BUSINESS & OFFICE						
71	COMPUTER/ OFF MCH	5000		2468.50		91.24	2377.26
72	GEN PROM	750		-13.10		24.80	-37.90
73	OFF EQUIP	7000		5698.29		139.00	5559.29
74	OFF SUPP	3500		222.32		51.68	170.64
75				0.00		0.00	0.00
76	POSTAGE	4000		2017.25		600.00	1417.25
77	BUILDING						
78	BLD & GRD	6000		-2216.07		118.60	-2334.67
79	BLD APPR	400		280.14		19.99	260.15
80	GRND CARE	3500		1730.00		500.00	1230.00
81	INS P&LIAB	20000		15785.55		0.00	15785.55
82	JAN SUPP	3500		2164.90		401.86	1763.04
83	REPAIRS	2000		-1825.54		0.00	-1825.54
84	UTILITIES	27000		14946.92		396.59	14550.33
85	SAL PAST	75000		45323.73		6731.90	38591.83
86	SAL STAFF	158708		104639		12606.21	92033
87	YOUTH SEMINARY	3600		3600.00		0.00	3600.00
88	FED DEP	15000		9665.20		1923.94	7741.26
89	STATE DEP	2000		2000.00		917.00	1083.00
90	TOTAL	375808				26849.54	206183
91							
92	LOANS				BUS	BFT	GEN
93	BUILDING FUND/		BEG BALANCE		14974.30	604.51	94626.27
94	CONTINGENCY FUND		INTEREST		0.66	0.03	5.15
95	BUS BARN RECEIPTS.	1950.00	RECEIPTS		1950.00	50.00	35537.27
96	BUS BARN PAYMENT.	1827.32	DISBURSEMENTS		1827.32		31366.56
97	DIFFERENCE	122.68	END BALANCE		15097.64	654.54	98802.13

Book of Reports

Dan Mefford, Pastor of Administration and Technology

July 2020

- 1) The incorporation process is renewed yearly and that has been completed for this year.
- 2) Beginning the process of the annual report for the SBC, MBC, SJBA.
- 3) Still struggling with the sound for the live stream. Jason has done some troubleshooting and we are moving in the right direction.
- 4) Received a donation to help with replacing the iMac in the sanctuary. It is nine years old and needs to be replaced. The donation is for 1250 and will cover about half of the cost.
- 5) First News is back in process with some changes in process and recording. Seems to be working well.
- 6) Prayer room video is back to full strength and doing well.
- 7) Evaluating a change to the control system for the streaming cameras. We went inexpensive and it has helped us learn a lot. We are now moving towards a better production and are considering options for controls in the future.
- 8) We are no longer streaming to YouTube. Platform was not used and was more work than made sense. We still stream to Facebook, Christian World Media, and our web page. Those systems are working very well.

Youth Ministry Report
July 15, 2020

Past Events

- Friday July 10th-July 11th- Some helped serve at Church Garage Sale
- Friday July 17th- Joe Town Mini Golf and Go Carting

Upcoming Events

- Youth Leader's Meeting-Tuesday July 21st
- Others to be determined after meeting

Youth News

We have been meeting either in the back of the church in the grass under shade or in the youth room both being socially distant to the best of our abilities. We have worked through a series called "*Fierce*" which deals with having fierce faith in different areas of our lives such as where is our faith at or what is it in, prayer life, standing up for our faith in God, and our Friends. We are currently in a series called "*All In*" which deals with Loving God with all our heart, soul, and mind. After this we will be diving into the book of Jonah, or possibly the book of James. I am praying and looking forward to the upcoming school year and what changes will be need to be put in place to best engage students, encourage and equip students to be fully committed Disciples of Jesus that look to make other disciples.

Respectfully submitted,
Jeff Davis, Youth Pastor

**Wednesday Night Programming/Senior Adults/St. Joseph Baptist Association/
Andrew County Ministries/Christian Challenge**

Wednesday Night Children's Programming

Will work with staff to determine plan for Wednesday nights. This ministry will not be able to continue without volunteers.

Vacation Bible School

Stephanie recruited volunteers to help with Virtual Vacation Bible School.

- Nancy Townsend recorded 5 mission lessons
- Laney Cole worked up the preschool craft ideas
- Deidre Turner worked on the babies' curriculum.

About the same time the Missouri Baptist Convention determined to create VVBS videos for churches to use. The virtual Bible School lessons will be available through a password protected area of the church website, due to copyright restrictions on the material.

We are ready to enroll children. A form is available on the website. Kits that will include supplies and snacks for preschoolers to 5th graders will be distributed to those who enroll (restricted to Andrew County and St. Joseph area).

People wishing to volunteer should contact Stephanie.

Children's Church

Children's church has not resumed its regular schedule due to volunteer availability.

Senior Adults

Stephanie continues to be in contact with some of our senior adults by phone. The August meeting of the Senior Adult group from the Saint Joseph Baptist Association was canceled. Visiting at nursing homes is still prohibited.

Saint Joseph Baptist Association

Children's and Youth Camps had to be canceled, along with the men's conference which is usually in August.

Associational Board Meeting is July 21 at 6:30 pm.

The association will have an evangelism team at the Missouri State Fair (August 15-16). Brother Roger Brumley is coordinating the team which is limited to 10 people.

SJBA 150th Anniversary/Annual Worship Gathering: October 4, 2020, Frederick Blvd Baptist Church, 4 p.m.

Andrew County Ministries

The Food Pantry started a one Saturday a month food distribution to see if it could reach additional families in need. Stephanie volunteered on Saturday, July 4, when 60 boxes of food were distributed. Curbside service is available for people who are not comfortable coming in the building. Additional food pantry volunteers have been recruited recently to cover turnover.

Back-to-School Fair for school supplies will be drive thru this year.

Christian Challenge: A Ministry of the Baptist Student Union

Small groups met over the summer. A sand volleyball event was scheduled for July 2.

Attendance Report/Church Hostess/ Membership/WOM 1/WOM2

Sunday School Attendance Report

March: March 1 – 154, March 8 – 157, March 15 – 140, March 22 – 0, & March 29 – 0

April: April 5 – 0, April 12 – 0, April 19 – 0, & April 26 – 0

May: May 3 – 0, May 10 – 0, May 17 – 0, May 24 – 0, & May 31 – 0

June: June 7 – 0, June 14 – 0, June 21 – 0, & June 28 – 81

July: July 5 – 0 & July 12 – 71

Classic Worship Service Attendance Report

March: March 1 – 164, March 8 – 141, March 15 – 127, March 22 – 0, & March 29 – 0

April: April 5 – 0, April 12 – 0, April 19 – 0, & April 26 – 0

May: May 3 – 0, May 10 – 0, May 17 – 0, May 24 – 0, & May 31 – 0

June: June 7 – 56, June 14 – 60, June 21 – 81, & June 28 – 85

July: July 5 – 60 & July 12 – 87

Contemporary Worship Service Attendance Report

March: March 1 – 129, March 8 – 125, March 15 – 89, March 22 – 0, & March 29 – 0

April: April 5 – 0, April 12 – 0, April 19 – 0, & April 26 – 0

May: May 3 – 0, May 10 – 0, May 17 – 0, May 24 – 0, & May 31 – 0

June: June 7 – 47, June 14 – 57, June 21 – 65, & June 28 – 71

July: July 5 – 39 & July 12 – 56

Church Hostess

Nothing to report at this time.

Membership:

Nothing to report at this time.

WOM #1

Nothing to report at this time.

WOM #2

Nothing to report at this time.

BUILDING AND GROUNDS

Description:

The Building and Grounds Committee exercises general responsibility over the church's physical plant. The committee is responsible for:

- 1.) Establishing, subject to church approval, policies for the maintenance and care of all property.
- 2.) Recommending to the Finance Committee the purchase of new equipment, major improvements, and repairs.
- 3.) Work in conjunction with the **Building Appearance Committee** on projects that involve a high level aesthetic oversight (i.e. remodeling/updating/overhauling areas of high visibility.)
- 4.) Completing repairs and other work as deemed possible by the committee. Any work they cannot accomplish will be hired out at the discretion of the Senior Pastor, his designee, or the church in general business session. (Any costs over \$500.00 must be approved by the church, **in conjunction with the finance committee**, unless an emergency, such as AC or Heating failure, arises.)

The Chair of the Building and Grounds Committee serves on the Church Council.

Member Selection:

Members are chosen from volunteers who are interested in working on the upkeep of the church physical plant. The committee chair or any other church member may recommend individuals the Nominating Committee to place on the list to serve. The church must approve the Nominating Committee recommendations or other nominees in general business session.

Number of Committee Members:

As determined according to need by the committee chair, Senior Pastor (or his designee) or the church in general business session.

Pending Description Approved/Affirmed by Church Business Session on 2020:

Pastor Date

Church Clerk Date

BUILDING APPEARANCE

Description:

The Building Appearance Committee is responsible for the overall appearance of the church. Specifically, members:

- 1.) Provide suggestions for the general appearance of the interior of the church. **This should include, but is not limited to:**
 - A. Updating paint on walls as needed.
 - NOTE: If another committee and/or entity within the church wishes to make a permanent paint change on a wall they must include this committee in the process.
 - B. Updating flooring and other aesthetic items of the church.
 - NOTE: On issues of major structural repair/update, this committee should work in conjunction with the Building and Grounds committee.
 - C. Hanging items on walls for display.
 - NOTE: Nominal pictures and/or items being hung in a Sunday School classroom are not an issue; however, if a mural and/or large section of a wall is to be used for a decorative theme, the committee should be included in this process.
 - D. Assuring adequate signage and direction on campus is posted.
- 2.) Maintain orderly and eye-pleasing display areas in the narthex, prayer room and other areas of the church. (Content of the display area is not the primary responsibility, it is the appearance of the area that is of concern to this committee. Questions regarding content should be brought to the Senior Pastor or his designee)
- 3.) Plan for and carry out the decorations of the church during holiday seasons.
- 4.) Coordinate the use of flowers or other decorations for the altar/pulpit/stage area in the sanctuary.
- 5.) Purchase, plant and supervise the watering and care of plants for the containers & **landscaping at the entrance of the church, and around the perimeter.**
- 6.) Bring recommendations to the church regarding any of the above areas for approval/discussion as appropriate.

The Chair of the Building Appearance Committee serves on the Church Council.

Member Selection:

Members of the committee are recommended by the Nominating Committee from volunteers who have shown interest or are approached by the committee and have shown a willingness to participate. All recommendations must be approved by the church in business session.

Number of Committee Members:

The minimum number of members for this committee will be two (2). Other members may be appointed when a need is determined by the church, Senior Pastor or his designee, or the committee members themselves.

Pending Description Approved/Affirmed by Church Business Session on 2020:

Pastor Date

Church Clerk Date

Personnel Board

The Personnel Board shall assist the Church in fulfilling its mission in matters related to employed church personnel by seeking to optimize the potential of the employed staff. Personnel members' duties include, but are not limited to, the following:

1. The Personnel Board will be the primary line of communication between the employees and the congregation relating to employee matters and job performance.
 - a. Members of the Personnel Board will be available to staff members/ congregation to discuss private concerns.
 - b. Members of the Personnel Board will work diligently to protect staff from inappropriate attacks.
 - The definition of an inappropriate attack includes, but is not limited to:
 1. Bad-mouthing and/or "back-room talk" about a decision made, or being made, by a member of staff in terms of the facilitation and/or operations of the church.
 2. The defamation of character to a staff member based upon opinions rather than facts.
 - c. Members of the board will work with due diligence to follow up on any real "issues" and or threats either from, or to, members of the staff.
 - Anonymous issues will be viewed as non-issues. Statements using "he said," "she said," "they said," "a group of people think" will not be viewed as credible.
 - D. Members of the Personnel Board will implement the Biblical instructions outlined in Matthew 18:15-17 to address offenses.
 - (i.e. if a staff member or church member has an issue with another staff member or church member, the first step in the resolution process should be for the person bringing the issue to personnel to be told clearly and concisely to address the person in question directly.
 - No action will be taken by the personnel board until such time as the person bringing the issue to personnel has, in fact, went to the person in question with no results. Issues of legality will be exempt from this process.
2. Identify the need for staff positions and employment of personnel.
3. Assist in the review and preparation of job descriptions both for new positions and existing positions
4. Insure, at a minimum, an annual formal review of every staff member is conducted by the immediate supervisor. These formal reviews shall include, but are not limited to, the following:
 - Affirmation of strengths and identification of growth opportunities of each staff member.
 - Evaluation of each staff member's fulfillment of his/her job description/goals/other assignments.
 - Identification of the staff member's goals.
 - Congregational feedback of a staff member's strengths and growth opportunities.

- A written self-evaluation by the staff member identifying their strengths and growth opportunities.
 - A written review provided by the direct supervisor affirming an employee's strengths and growth opportunities.
5. The Personnel Board will perform, at a minimum, an annual review of the Senior Pastor utilizing item four above.
 6. Recommend to the Finance Committee for approval appropriate compensation and benefit packages (insurance, retirement, professional development, etc.) for every staff member.
 7. Recommend to the Finance Committee for approval appropriate recognition and/or compensation for special days i.e. Christmas, Appreciation, Anniversaries, etc.
 8. Plan receptions for incoming and outgoing personnel, observing anniversary events, etc., as deemed advisable.
 9. Recommend to the congregation for approval appropriate vacation days, leave days/PTO days, holidays, etc.
 10. Other personnel matters as may arise from time to time, to include, but are not limited to, the following:
 - Encourage appropriate staff self-care and family care.
 - Encourage actions that reflect the moral, ethical and biblical standards of the Baptist-based church.
 11. Provide witness in the discipline, reprimand, or termination of non-clergy, non-"called," staff as necessary.
 12. Make and establish employee policies.

Candidates considered for the Personnel Board Shall:

- Display Christ honoring character and communication skills
- Exhibit Christian maturity
- Have experience with providing personnel review and/or a willingness to receive training in the implementation of appropriate human resource practices.
- Possess ability to communicate with compassionate assertiveness (avoiding either extremes of being too passive or aggressive)
- Be an active member of the church for at least two years
- Be recommended by the joint team of three from the nominating committee and three from the Deacon body and then approved by the Church body.

The Personnel Board will consist of six members. Each member will serve a term of three years and no member will be eligible for consecutive terms. Two new members will be appointed to the board each year as two current members complete their term. The board will select a chair.

Pending Description Approved/Affirmed by Church Business Session on 2020:

Pastor	Date
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Church Clerk	Date
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Nominating Committee Recommendations

July 2020

The Nominating Committee recommends the following people to serve on:

The Emergency Adviosry Team:

Donna Morris
Robin Burns
Jason Lightle
Steve Haer
Mark Vincent
Debbie Coats
Geneva Cole
Kodi Moore
Kelly Speer

Sunday School Teachers:

General Officers:

Adult Director—
Children's Director -- Ginger Esley
Outreach Director—
Secretary—Joyce Morgan
Substitute—Vicki Gates

CLASSES

ADULT III

65 to Eternity

Teacher—Don Lawrence
Outreach—Corkey Cundiff

ADULT II

Gates/Coats

Teacher—Ted Coats and Alan Gates
Outreach—Vicki Gates

Friendship

Teacher—Tim Kelley
Outreach—Valinda Robertson & Ginny Mickel

Auditorium

Teacher—Judy Gibson
Outreach—
Secretary—Vinita Ware

Focus

Teacher—Kevin Cole
Outreach—

Home Builders

Teacher—Steve Haer
Outreach—

Chicks of Faith

Teacher—Nancy Townsend
Outreach—

On a Journey

Teacher - Don Jones
Outreach—

4:12

Members rotate teaching
Outreach—

Youth Department

Director—Jeff Davis

9th – 12th Grade

Teacher—Cort'Ney Turner

6th -8th Grade

Teacher—Mark Alexander

Children's Department**4th & 5th Grade**

Teacher—Ginger Esely

2nd & 3rd Grade

Teacher--Ashley Davis
Helper—

Kindergarten & 1st Grade

Teacher—Christie Lightle Christina Abbott
Helper—1st Sunday—Donna Morris
2nd Sunday—Robin Burns
3rd Sunday—Carole Paxton
4th Sunday—Donna Kelley
5th Sunday--

Preschool Department**4 & 5 Year Olds****2 & 3 Year Olds**

Teacher—

Nursery

Director—Terry Toalson
Helper—Annie Toalson, Parents of children as needed