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OFFICE SCHEDULE

1. Normal office hours are from 9:00 a.m. to 5:00 p.m. Monday through Friday.
2. The following holidays will be observed by HCBC. The office will be closed and all full time staff will have the day off with full pay on:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The Friday after Thanksgiving

Christmas Eve

Christmas Day

3. If the holiday falls on Saturday, the proceeding Friday will be observed as a holiday. If the holiday falls on Sunday, the following Monday will be observed as a holiday.

VACATION POLICY

1. All employees of the church are eligible for vacation on the following basis:
 - a. Vacation time will be pro-rated during the first year of employment. (EX. Hire date of June 1 = 1 week vacation)
 - b. Two weeks during the first six years of employment.
 - c. Three weeks after six years employment.
2. The vacation year shall run from January 1 to December 31 of each year.
3. Those who are eligible for three weeks vacation must have completed six years of employment before January 1 of the year of eligibility.
4. Vacation time must be taken during the year of eligibility. Employees cannot take pay in lieu of vacation time and vacation time cannot be carried over into the next year.
5. Vacations may be taken in consecutive days or in one-day increments. Each week's vacation includes only one Sunday. Each week's vacation includes the number of days that are normally worked by the employee (Ex. Full-time employee's vacation week equals five days. Part-time employee's

vacation week would be determined by the number of days that are worked each week).

6. Requests for vacation time should be submitted to the church office as far in advance as possible. Approval of vacation requests will be based upon whether it conflicts with other staff vacations or scheduled church events.
7. Time away for training, conferences, mission trips, or revivals must have the approval of each staff person's supervisor. Time for these events is not counted as vacation time.

MINISTRY TEAM COVENANT

In order to support the mission and vision of Holly Creek Baptist Church

I commit myself to: Spiritual Growth (Eph. 4:1)

To order my conduct in keeping with spiritual principles of the Christian life that I may be faithful and effective in my service.

I commit myself to: Minister (Gal. 4:1)

To my class, ministry team, and fellow workers by making weekly ministry contacts.
(phone, cards, home visits)

I commit myself to: Pray (I Thes. 5:17)

For my ministry team and fellow ministry leaders during my daily quiet time. I will also pray for our Church and community because, through prayer, all things are possible.

I commit myself to: Prepare (II Tim. 2:15)

Because without preparation, true ministry cannot take place.

I commit myself to: Outreach (Prov. 11:30)

Because my visit could be the one needed to draw a family to Christ, I commit to attend one outreach night each month.

I commit myself to: Teach God's Word (Matt. 19:14)

Because everyone deserves to hear about Jesus and His love for them.

I commit myself to: Punctuality (15 min. Rule) (I Cor. 4:2)

Because it is a testimony and witness to the importance of all Christ related ministry.

I commit myself to: Tithing (Mal. 3:10)

Because contributing regularly to the financial needs of the Church is a part of the obedient Christian life.

I commit myself to: Regular Attendance (Heb. 10:24-25)

Because faithfulness in public worship is a testimony that what I have taught is right and true, thus I lead by example.

I commit myself to: Personal Education (Rom. 12:1)

Because I cannot effectively take others where I have not been, I commit myself to attend all ministry specific meetings and a minimum of one training program each year or as offered.

This is my covenant with the Lord and my church for my term of service in the ministry position in which I volunteered.

Signature _____ Date _____ Philippians 4:13

TEACHER/WORKER REQUIREMENTS

Volunteers and Staff Working with Minors Ages Birth through 18 at HCBC

1. A person that has a personal relationship with Jesus Christ that is evident/reflected in their personal and public life.
2. A person that is a member in good standing at HCBC. The senior pastor or the appropriate committee appointed by the senior pastor must approve any person that is not a member.
3. A person who will guide, love, encourage, and work with students of all ages, other teachers, workers, and the administrative staff of HCBC.
4. A person with a desire and a vision to see young men and women come to know Christ as Savior and see them become established in the Christian faith.
5. A person who is faithful in Church attendance, in outreach and evangelism ministries, teacher meetings, and trainings.
6. A person that has been approved through the HCBC certification process. Process is as follows:
 1. Complete all parts of the HCBC Background Information form.
 2. Be approved by the pastor, appropriate ministry leader or committee that the pastor or Church has appointed.
7. A person that will commit to one year (Church calendar year June 1st – May 31st) of ministry service.
8. A person that will commit to follow the guidelines of the HCBC Ministry Team Covenant.

GENERAL CHURCH GUIDELINES

FOR VOLUNTEERS AND STAFF WORKING WITH MINORS AGES BIRTH THROUGH 18 AT HCBC

1. Our church guidelines require that two (2) approved workers be present up to the age of 18. The two-worker rule applies not only in classroom settings, but also class and ministry functions on and off church properties, including traveling in a vehicle to or from a church sponsored or approved event.
2. If you arrive in your class and you find that the other ministry leader will not be attending, please leave your classroom door open and notify your Department Ministry Leader as soon as possible.
3. Youth volunteers are permitted to work with children's ministries including Children's Worship, Sunday School, Children's Choir, Middle School Ministries, etc. after they have met the following requirements.
 - a. They have been approved by the ministry leader;
 - b. Are 16 years of age or older,
 - c. and work under the direct supervision of an adult.
4. Workers will be in the ministry area(s) to greet students and parents and receive students a minimum of fifteen minutes before class or event starting time.
5. Younger ministry groups (grades 5 and under) will only release students to appropriate adult (other ministry leaders, parent or guardian) at the end of their ministry's allotted time. Students will not be allowed to leave on their own.
6. Ministry leaders and teachers are required to follow HCBC approved and provided curriculum unless the Sunday School leadership team approves alternate curriculum.

MINISTRY SUBSTITUTION POLICY

1. If you should need a substitute for your class/ministry event, please contact the appropriate ministry leader prior to the date the substitute will be needed. The ministry leader will assist you in filling the need from the Teacher/Worker resource list.
2. In the event of an emergency, please contact the appropriate ministry leader as soon as possible.

MINISTRY DISCIPLINE POLICY

1. Physical forms of discipline are considered inappropriate and will result in automatic removal of leader from his/her position. This includes pushing, pinching or firm grabbing.
2. Yelling or screaming at a child, making threats or using humiliation are also considered inappropriate forms of discipline.
3. If a student is removed from a ministry setting the Department Ministry Leader must be notified. The student must be taken to an open or public area. A confined area such as a bathroom, stairwell, etc. is inappropriate.
4. If the student is to be addressed about behavioral or other issues it will be done in clear sight and within hearing distance of the Department Ministry Leader or another appropriate adult.
5. If “time out” is an option, the student must be placed in an open public place and in the care of an appropriate adult at all times.
6. If further discipline is necessary, the student should be placed in the care of his/her parent(s) or guardian with an adequate explanation provided to the parent or guardian as to why the action has been taken. (The two-worker rule applies here as well).
7. Our goal is for restoration of the student, not punishment!

TRANSPORTATION POLICY:

See HCBC Policy & Procedure manual page 26.

STUDENT MINISTRY GOALS:

1. Plan and participate in at least two ministry fellowships (outside of your classroom) per year. Classes may combine for these events.
2. Encourage your students! Suggestions include sending birthday cards and acknowledge special events in the life of your students.
3. Be sensitive to those life changing events such as death and divorce.
4. Don't take any student for granted! The students that attend every Sunday need encouragement and attention. Reward those students who are faithful in attendance.

OFF CAMPUS ACTIVITIES

1. All activities off campus that involve students 18 years of age or under must be approved by the appropriate Department Ministry Leader.
2. All students 18 years of age and under participating in an off campus event must provide an appropriate permission form (provided by HCBC) signed by their parents or legal guardian.
3. All off campus activities scheduled require a minimum of two approved workers to be present at all times. This also includes students that are in transit.

GUIDELINES FOR REPORTING SUSPECTED ABUSE/NEGLECT:

The policy of HCBC is to report all suspected child abuse. If you suspect that a child may be suffering from abuse or neglect, notify the appropriate Department Ministry Leader as soon as reasonably possible. The Ministry Leader will then notify the church ministry staff as soon as reasonably possible.

MINISTER OF MUSIC
JOB DESCRIPTION

1. The Minister of Music will be responsible for the music ministry of the church. He will work under the direction of the Pastor as well as with paid and volunteer leaders of the church in the accomplishment of this task. The Minister of Music will work with the Pastor in planning worship services. This individual is responsible for coordination of the music for all worship services. This minister will be responsible for the music library and will seek to promote music training for the choir as well as for individuals who make up the choir. He is responsible for providing guidance and support for all music programs of the church. The Minister of Music will assist the Pastor in preaching and pastoral ministry as assigned by the Pastor.
2. The Budget and Finance Committee will recommend the compensation for this position to the church.
3. The person filling this position will be elected for an indefinite period of time. The termination of this person's role in this position may take place by a vote of the church upon the Pastor's request or by the resignation of the individual. A two week notice should be given in either situation.
4. The Minister of Music will be given paid vacation in accordance with the church vacation policy. A reasonable amount of time off may be taken for training, outside speaking engagements, and personal matters. This time off will be by mutual agreement between the Pastor and the Minister of Music.

MINISTER OF EDUCATION AND EVANGELISM
JOB DESCRIPTION

1. The Minister of Education and Evangelism will be responsible for leading the educational and evangelism ministries of the church. He will work under the direction of the Pastor and with volunteer leaders in the church in accomplishing this task. He will serve as director of the various programs or will work with other individuals who have been elected to these positions. This minister will seek to develop and utilize lay leadership in the various ministries. He will seek to develop programs that exhibit a balance of education, ministry and evangelism. All programs and activities in the areas of education and evangelism will be under the guidance of this minister. The Minister of Education and Evangelism will assist the Pastor in preaching and pastoral ministry as assigned by the Pastor.
2. The compensation for this position will be recommended to the church by the Budget & Finance Committee.
3. The person filling this position will be elected for an indefinite period of time. The termination of this person's role in this position may take place by a vote of the church upon the Pastor's request or by the resignation of the individual. A two week notice should be given in either situation or two weeks compensation shall be provided by the church.
4. The Minister of Education and Evangelism will be given paid vacation according to the church vacation policy. A reasonable amount of time off may be taken for training, outside speaking engagements, and personal matters. This time off will be by mutual agreement between the Pastor and Minister of Education and Evangelism.

CHILDREN'S MINISTER
JOB DESCRIPTION

1. The Children's Minister will be responsible for leading the Children's Ministries of the church. He/she will work under the direction of the Pastor and with volunteer leaders of the church in the accomplishment of this task. He/she will serve as the director of the various programs or will work with other individuals who have been elected to these positions. This minister will seek to develop and utilize lay leadership in the various ministries. He/she will seek to develop programs that exhibit a balance of education, ministry and evangelism. All programs and activities in the areas of children will be under the guidance of this minister. The Children's Minister will assist the Pastor in preaching and other pastoral ministry as assigned by the Pastor.
2. The compensation for this position will be recommended to the church by the Budget & Finance Committee.
3. The person filling this position will be elected for an indefinite period of time. The termination of this person's role in this position may take place by a vote of the church upon the Pastor's request or by the resignation of the individual. A two week notice should be given in either situation or two weeks compensation will be provided by the church.
4. The Children's Minister will be given paid vacation according to the church vacation policy. A reasonable amount of time off may be taken for training, outside speaking engagements, and personal matters. This time off will be by mutual agreement between the Pastor and the Children's Minister.

HIGH SCHOOL MINISTER JOB DESCRIPTION

1. The High School Minister will be responsible for leading the high school youth ministries of the church. He will work under the direction of the Pastor and with volunteer leaders of the church in the accomplishment of this task. He will serve as the director of the various programs or work with other individuals who have been elected to these positions. This minister will seek to develop and utilize lay leadership in the various ministries. He will seek to develop programs that exhibit a balance of education, ministry and evangelism. All programs and activities in the areas of high school youth will be under the guidance of this minister. The High School Minister will assist the Pastor in preaching and pastoral ministry as assigned by the Pastor.
2. The compensation for this position will be recommended to the church by the Budget & Finance Committee.
3. The person filling this position will be elected for an indefinite period of time. The termination of this person's role in this position may take place by a vote of the church upon the Pastor's request or by the resignation of the individual. A two week notice should be given in either situation or two weeks compensation will be provided by the church.
4. The High School Minister will be given paid vacation according to the church vacation policy. A reasonable amount of time off may be taken for training, outside speaking engagements, and personal matters. This time off will be by mutual agreement between the Pastor and the High School Minister.

MIDDLE SCHOOL MINISTER
JOB DESCRIPTION

1. The Middle School Minister will be responsible for leading the middle school youth ministries of the church. He will work under the direction of the Pastor and with volunteer leaders of the church in the accomplishment of this task. He will serve as the director of the various programs or will work with other individuals who have been elected to these positions. This minister will seek to develop and utilize lay leadership in the various ministries. He will seek to develop programs that exhibit a balance of education, ministry and evangelism. All programs and activities in the areas of middle school youth will be under the guidance of this minister. The Middle School Minister will assist the Pastor in preaching and pastoral ministry as assigned by the Pastor.
2. The compensation for this position will be recommended to the church by the Budget & Finance Committee.
3. The person filling this position will be elected for an indefinite period of time. The termination of this person's role in this position may take place by a vote of the church upon the Pastor's request or by the resignation of the individual. A two week notice should be given in either situation or two weeks compensation will be provided by the church.
4. The Middle School Minister will be given paid vacation according to the church vacation policy. A reasonable amount of time off may be taken for training, outside speaking engagements, and personal matters. This time off will be by mutual agreement between the Pastor and the Middle School Minister.

ORGANIST
JOB DESCRIPTION

1. The Organist is responsible to the Minister of Music for serving as organist for all church services. These responsibilities include but are not limited to:
 - a. The Organist will play for all services of the church, both regular and special, unless otherwise excused by the Minister of Music.
 - b. The Organist will serve as accompanist for the adult choir in regular and special rehearsals and performances as assigned.
 - c. The Organist will serve as accompanist for ensembles and soloist as requested by the Minister of Music.
 - d. The Organist will perform other related responsibilities as assigned by the Minister of Music.
2. Compensation for the Organist will be determined by the Budget and Finance Committee and included in the church budget.
3. The Organist will be recruited by the Minister of Music with the approval of the Pastor and Deacons. Termination of this relationship may be by the resignation of the Organist or at the request of the Minister of Music with the approval of the Pastor. In either case, two weeks notice will be given or two weeks compensation will be provided.
4. The Organist will be allowed paid vacation in accordance with the church vacation policy. Other time off for sickness and personal needs is acceptable subject to the approval of the Minister of Music. Excessive absences for reasons other than sickness may be cause for the prorating of compensation accordingly.

PIANIST
JOB DESCRIPTION

1. The Pianist is responsible to the Minister of Music for serving as Pianist for all church services.
 - a. The Pianist will play for all services of the church, both regular and special, unless otherwise excused by the Minister of Music.
 - b. The Pianist will serve as accompanist for the adult choir in regular and special rehearsals and performances as assigned.
 - c. The Pianist will serve as accompanist for ensembles and soloists as requested by the Minister of Music.
 - d. The Pianist will perform other related responsibilities as assigned by the Minister of Music.
2. Compensation for the Pianist will be determined by the Budget and Finance Committee.
3. The Pianist will be recruited by the Minister of Music with the approval of the Pastor and Deacons. Termination of this relationship may be by the resignation of the Pianist or at the request of the Minister of Music with the approval of the Pastor. In either case, two weeks notice will be given or two weeks compensation will be provided.
4. The Pianist will be allowed paid vacation in accordance with the church vacation policy. Other time off for sickness and personal needs is acceptable subject to the approval of the Minister of Music. Excessive absences for reasons other than sickness may be cause for the prorating of compensation accordingly.

CUSTODIAN
JOB DESCRIPTION

1. The Custodian is responsible for cleaning the church facilities and preparing them for all scheduled church activities. This includes heating and cooling, unlocking and locking the facilities, and any other matters that are necessary for the comfortable and safe operation of the facilities. The custodian will report to the Pastor or to a designated staff member.
2. The Custodian will report, in writing, any repairs or other maintenance needs to the Chairman of the Building and Grounds Committee.
3. A task list will be prepared by the Building and Grounds Committee and will be reviewed annually or more often as needed. The Custodian will follow this list in the fulfillment of his or her duties.
4. The salary for this position will be established by the Budget and Finance Committee and incorporated into the annual budget.
5. The Custodian is hired for an indefinite period of time by the Pastor and the Building and Grounds Committee. The employment of the Custodian may be terminated by the resignation of the Custodian or at the request of the Pastor after consultation with the Building and Grounds Committee.
6. Vacation time will be provided in accordance with the church vacation policy.

FINANCIAL SECRETARY JOB DESCRIPTION

1. The Financial Secretary serves as the church treasurer and fulfills the responsibilities of that office as specified in the Church By- Laws. This includes, but is not limited to, maintaining current and accurate records of all financial transactions by the church. This includes, but is not limited to, monthly reports presented to the church by the fifteenth of each month and annual individual giving records. The Financial Secretary will also monitor credit card usage. Any discrepancies should be reported to the Pastor and the Finance Committee Chair. Assistant treasurers, ushers, and other volunteers approved by the church may be used to assist in these task's. The Financial Secretary reports to the Pastor in the discharge of his or her duties.
2. The Financial Secretary will function in complete compliance with church policy as established in the Church By-Laws, the budget, or a specific vote of the church body. The Financial Secretary will issue no check nor make any purchase that has not been authorized by the church in one of these ways.
3. The Financial Secretary serves as recording secretary for the Budget and Finance Committee.
4. Compensation for this position will be established by the Budget and Finance Committee and incorporated into the church budget.
5. The Pastor, with approval of the Deacons and the Budget and Finance Committee, recruits the Financial Secretary. Employment in this position is for an indefinite period of time. Employment may be terminated by the resignation of the Financial Secretary or at the Pastor's request upon approval of the Deacons and the Budget and Finance Committee. A two week notice or two weeks of compensation will be provided by the church.
6. Vacation time will be provided in accordance with the church vacation policy.

MINISTRY ASSISTANT
JOB DESCRIPTION

1. The Ministry Assistant is responsible for the duties normally associated with the church office. These include, but are not limited to, preparing the church bulletin, preparing and mailing church correspondence, receiving and forwarding telephone calls, and serving as the Church Receptionist.
2. The Ministry Assistant serves as the Church Clerk and is responsible for the duties associated with this position as specified in the Church By-Laws. These duties include, but are not limited to, recording and maintaining minutes of all church business meetings, maintaining a current and accurate church membership record, and preparing the annual church profile for the associational minutes.
3. The Ministry Assistant is responsible for scheduling the use of church facilities, the use of church vans, and the use of church equipment by various groups or individual within the church.
4. The Ministry Assistant will perform clerical functions for various organizational leaders in the church as time and workload permits. Assignments from the Pastor take priority over other requests.
5. The Ministry Assistant works under the supervision of, and reports to, the Pastor.
6. The salary for the Ministry Assistant position is established by the Budget and Finance Committee and incorporated into the annual budget.
7. The Pastor, upon approval from the Deacons, will recruit the Ministry Assistant. The Ministry Assistant is employed for an indefinite period of time. The termination of this employment will be either upon the resignation of the secretary or upon the request of the Pastor with approval by the Deacons with two weeks notice or two weeks compensation from the church.

PRIVACY & CONFIDENTIALITY POLICY

HCBC does not share personal information with any third parties without proper authorization. This applies to e-mail addresses, mail forms and all other personal information. Personal information given to the church will not be shared except to the extent necessary to complete transactions associated with our ministry, or if we believe that it is appropriate to share such information in order to comply with the law, or to protect the rights, property or safety of the church, the staff members, or the congregation. According to the church policy, the congregation is anyone who is visiting, attending, is a member or is participating in a church ministry, whether on or off site.

We may maintain a list of e-mail addresses to which we send updates about events at HCBC and its associated ministries. Members of this list may choose to un-subscribe by sending us their request.

BEREAVEMENT GUIDELINES FOR CHURCH FAMILY

In the event of a death in church member's family, the following guidelines shall be observed. The Ministry Assistant will notify the grief support team and order the funeral flowers.

In the death of a mother, father, wife, husband, brother, sister or child of a church member, the choice of a deli tray or a meal will be furnished. This will be done unless the deceased is closely affiliated with another church or living out of the area. Scheduling and providing these meals will be the responsibility of the Grief Support team.

Funeral flowers will be sent to the funeral home or Memorial Bibles provided from HCBC in the death of a mother, father, wife, husband, sister, brother or child of a church member.

MISSION TRIPS

Mission trips are an exciting opportunity for all Christians to learn more about missions from firsthand experience. It is an honor for HCBC to be represented in mission projects around the world. Therefore, members are encouraged to prayerfully consider the possibility of being involved in a mission trip as the opportunity arises.

While the church encourages participation in mission trips and is delighted to provide prayer and material support, the following guidelines are provided to help provide a consistent program of mission support.

1. Anyone desiring to lead a mission team from the church shall discuss the trip with the Pastor as soon as plans are beginning to be made if at all possible.
2. After a consultation between the Deacons and Pastor, the amount and method of support will be provided under the guidelines of the church budget.
3. While the church is delighted to provide assistance for mission trips, it does not assume responsibility for the full expense of the mission trip.
4. The individual who commits to making a mission trip assumes responsibility for the cost of the trip.
5. Those participating in mission trips shall share their experience with the Pastor upon their return and with the congregation at the Pastor's request.
6. Individuals participating in mission trips with other groups are encouraged to share their involvement with the Pastor as soon as they have made a commitment to the project. The Pastor and Deacons will share this information with the church and recommend the appropriate level of support.

7. HCBC assumes no liability or responsibility for those going on mission trips with other groups although HCBC may provide funds to help those who participate.

GUIDELINES FOR CHURCH VEHICLE USE

1. Vans, buses & trailers, hereafter referred to as vehicles, may be used for transportation by the various programs within the church for church related activities. Requests for the use of transportation equipment must be scheduled through the church office. Persons requesting the vehicle will be responsible for securing and returning the key. Groups using the vehicle will be responsible for cleaning the interior before it is returned to the church.
2. Vehicles may be used by the staff as needed for church related business. Insurance regulations do not permit the lending or personal use of church vehicles.
3. Keys will be given to those who drive the regularly scheduled routes. Additional keys will be kept in the church office and checked out as needed.
4. Drivers for the vans are not required to have a CDL license, but are required to meet the following criteria:
 - a. Be at least 25 years of age but less than 65 years of age.
 - b. Be in good physical health, having no condition that would impair the safe operation of the vehicle.
 - c. Have a good driving record.
 - d. Present a valid driver's license when securing keys.
 - e. Be approved by the church insurance company.
 - f. Drivers for buses are required to have a valid CDL license and must comply with A through E above.
5. The operation of transportation equipment will be in compliance with insurance company regulations and State Laws at all times.
6. A police accident report is required any time there is an accident involving church transportation vehicles.
7. Drivers should not exceed the legal, manufacturer or stated maximum passenger capacity riding in the vehicle at any time.

8. A pre-trip inspection of the vehicle should be done before every trip.
9. A post-trip walk-through inspection should be done at the end of every trip.
10. Passengers are required to wear seat belts at all times. Failure to do so can result in the loss of riding privileges.
11. Two adults should be on the vehicle at all times when passengers are being transported.
12. If the vehicle needs to be towed, contact a professional towing service.
13. In the event of iced road conditions when church services have not been canceled, the decision to run the vehicle route will be made by the vehicle ministry director and the church office. Drivers must contact the vehicle ministry director before beginning the route.
14. Vehicle drivers may be reimbursed for fuel purchases. A receipt must accompany any request for reimbursement.
15. Authorized personnel may have access to a fuel card as approved by the Financial Secretary.
16. A copy of the Guidelines for Church Vehicles will remain in all church vehicles and will be given to anyone requesting use of a church vehicle.

Visitors to, attendees of, and participants in any ministry of Holly Creek Baptist Church are welcomed into fellowship with and consent to be covered and protected by the bylaws of the church.

Acts 2:42

GUIDELINES FOR USING CHURCH EQUIPMENT

1. Anyone who wishes to use church equipment (tables, chairs, etc.) must check those items out with the Ministry Assistant. Contact the church office.
2. Equipment must be checked in at the church office with the church office when returned.
3. Any person who checks out church equipment is responsible for returning the equipment in the same condition.
4. Any person who borrows church equipment is responsible to replace any equipment that is damaged while in his or her possession.
5. The equipment must be returned within the time that was agreed upon when it was checked out.
6. The Minister of Music must approve the use of any music or sound equipment.

GUIDELINES FOR USING CHURCH FACILITIES EXCLUDING CLC BUILDING

1. Any use of the church facilities must be scheduled through the church office.
2. The person who schedules the use of church facilities is responsible for securing access to the building and for seeing that the following guidelines are followed.
3. All activities shall be under adult supervision.
4. The curfew will be 11:00 pm. Except for church lock-ins.
5. The use of tobacco or un-prescribed drugs are not permitted on the church property.
7. Use of the church facilities, excluding the CLC, for activities that are not church related (showers, birthday parties, etc) will require a \$50.00 fee to offset utility and maintenance expenses. This fee must be paid before the facilities can be reserved. This fee may be waived for community interest events.
8. Any music used at activities must be appropriate in nature and volume for a church facility.
9. Children must not be allowed to play in the educational facilities nor left unattended in any part of the building.
10. Food or drink is not permitted in the worship center at any time.
11. Every part of the facility that is used must be cleaned and left in the same condition in which it was found.

12. Any trash must be placed in the dumpster located at the rear of the building.
13. All tables, chairs or other equipment must be returned to its proper place.
14. The person who reserves the building is responsible for seeing that the building is locked at the time of his or her departure. Arrangements must be made with the Ministry Assistant concerning this matter.

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Acts 2:42

USE POLICIES FOR THE CHRISTIAN LIFE CENTER

GENERAL GUIDELINES

1. The Ministry Assistant is responsible for scheduling all activities that will take place in the CLC. Scheduling must be done through the church office during normal office hours.
2. All activities in the CLC will be in accordance with the guidelines for using church facilities of the Church Operations Manual.
3. Furnishings and equipment from the CLC will not be loaned for outside use.
4. All groups using the CLC will be expected to take reasonable care of the building and equipment and to help conserve utility costs by:
 - a. Leaving thermostats set as adjusted by the custodian.
 - b. Operating all equipment according to the instructions provided by the office or posted on the equipment.
5. Small group activities may be directed to classrooms as determined by the church office.
6. All activities must be conducted under adult (21 years) supervision.
7. The CLC will be available as a walking track during normal office hours. Those wishing to take advantage of this opportunity are asked to notify the office before using the building.
8. Tennis shoes should be worn for basketball, volleyball, and other sport activities.
9. Shirts and shoes are required for all activities in the CLC.
10. Only sporting equipment approved for indoor use is permitted for use in the CLC. Examples: roller blades, baseball bats, etc. would not be permitted.

11. Pets are not allowed in the CLC. Service animals are permitted.

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Acts 2:42

ALL CHURCH RELATED ACTIVITIES IN THE CHRISTIAN LIFE CENTER

1. Church-related activities include those events that are scheduled by the church or by recognized organizations of the church. The church reserves the right to cancel or move any event due to church wide unforeseen scheduling conflicts.
2. There will be no charge for facility use for church related activities.
3. The program or ministry directors will be responsible for scheduling the building through the office as well as for securing keys and making arrangements for the building to be locked with lights and utilities adjusted at the close of the event.
4. Church groups who use the building are expected to place all trash in dumpster located at the rear of the buildings and to return the tables, chairs and other equipment to its appropriate place.

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NON-CHURCH RELATED ACTIVITIES IN THE CLC

1. Non-church related activities include any activity that is not sponsored by one of the organizations of HCBC. This would include activities that are led by members of HCBC.
2. Church related events will take precedence over non-church related events. The church reserves the right to cancel or amend any non-church related event.
3. Fees will be charged for non-church related use of the CLC. These fees are to offset the cost of utilities and maintenance. Fees will be as follows.
 - a. \$50 per hour for the gym area with a \$100 minimum.
 - b. \$25 for the use of the kitchen.This must be approved by the Pastor or designated staff member.
4. Fees may be waived for community interest events. This must be approved by a staff member.
5. The CLC will be available for organized team practices as long as they do not conflict with church activities. It will not be available for use on Wednesday and Sunday.
6. The CLC will not be available for organized sporting events that are not church related.

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GUIDELINES FOR BENEVOLENCE FUND

1. Anyone requesting financial assistance must come by the church office personally and fill out an application.
2. Any information provided in the application, or information derived from any investigation from information provided on the application, will be used in deciding whether the applicant is entitled any assistance or how much assistance the applicant is entitled to
3. Normally, monetary funds will not be given to any individual applying for assistance.
4. Only power, food, heating fuel, water and rent payments can be handled through the church office.
5. If the applicant is approved for assistance, a check will be made payable to and mailed directly to the provider.
6. Food will be distributed through the benevolence pantry provided by the church, if available.
7. The church office is approved to handle financial assistance up to and including \$100.00.
8. Any special needs other than those needs set forth above, will be handled by the deacons of the church.
9. The deacons are authorized to address needs up to and including \$500.00. Approval for any amount exceeding \$500.00 must be approved by a vote of the church body.
10. Any information derived from the application for assistance may be shared with other agencies or churches as deemed necessary.

11. HCBC will only give assistance to an individual or family one time in a twelve-month period unless the deacons of the church approve the request.
12. In our effort to coordinate any financial assistance, it is recommended that all Sunday School classes inform the deacons through the church office of all benevolence activity.
13. A monthly report of all benevolence activity will be made available to the Deacon Chair by the church office.

WEDDING POLICIES
HOLLY CREEK BAPTIST CHURCH
422 HOLLY CREEK COOL SPRINGS ROAD
CHATSWORTH, GA 30705

Dear Bride Elect:

On behalf of the membership of Holly Creek Baptist Church, we would like to congratulate you on this special occasion in your life, and to express our pleasure in your choice of a church wedding. Our prayer is that your marriage will be happy and Christ-centered, and that the blessings of our Lord will always accompany you and your husband as you attempt to live your lives for Him.

Our church will do its very best to make this holy, sacred, and happy occasion all that you wish it to be. However, it should be noted that careful planning usually results in a more meaningful event for you, your family, and your friends.

The attached policies have been developed to assure full communication between our church and all parties involved, and to enhance the meaningfulness of your wedding. They have been fully approved by the membership of Holly Creek Baptist Church.

The application form must be filled out, signed, and returned before any public announcements of your wedding plans are released. This enables all of us to avoid any conflict of schedule or misunderstandings. Please remember that all fees must be paid in full before any church facility may be used.

Regardless of your choice concerning the use of this facility, we wish the very best for you and will be praying that your marriage will be strong, loving, committed, and Christ honoring. May God bless you on this special occasion in your life.

The Pastor, Staff and Membership
of Holly Creek Baptist Church

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WEDDING POLICY

1. Before making any definite plans or public announcements regarding your church wedding, the following must be done:
 - a. Secure from the church office and read “Wedding Policy for Holly Creek Baptist Church”.
 - b. If the Pastor and/or staff are to participate, the date must be cleared with them.
 - c. Fill out, sign, and return the “Application for Use of the Holly Creek Church Facilities for Wedding”. Only after this form has been filled out and cleared on the calendar shall the date be considered confirmed.
 - d. It is necessary to consult the Pastor of HCBC when plans include using someone other than one of the staff members of HCBC to conduct the wedding ceremony.
2. Holiday weddings should be avoided, if possible, to avoid scheduling conflicts.
3. Saturday evening weddings shall not be scheduled later than 4:00 p.m. (this allows time for the facilities to be made ready for Sunday).
4. A wedding is a worship service. Members of the wedding party are expected to recognize this and conduct themselves at all times in a manner befitting the atmosphere of the place of worship. Anyone involved in the wedding or wedding rehearsal must refrain from irreverent language and discourteous action.
5. Tobacco use is not permitted in any of our church buildings.
6. Members of the wedding party must refrain from using alcoholic beverages prior to and during any activity held at the church. No alcoholic beverages may be served on the church premises at any time. To avoid any embarrassment, it is suggested that this policy be called to the attention of all members of the wedding party.

7. All those involved in the wedding rehearsal, as well as the wedding, are expected to dress in the proper attire for a worship service.
8. Confetti, rice, and like materials may not be thrown inside the church buildings, or on the covered carpeted area and steps in the front of the church. Because of the hazard involved in walking on rice, the use of this is prohibited inside the buildings, and is discouraged outside the buildings. The use of birdseed and/or bubbles is encouraged. The bride and groom are responsible for seeing that the church grounds and parking areas are left clean following the wedding/reception.
9. The bride and groom are responsible for replacing any platform furniture that was moved for decorating purposes, excluding the pulpit and sound equipment. The furniture should be moved before the rehearsal. All furniture is to be lifted in moving. No furniture is to be pulled across the carpet at any time. This must be done under the direct supervision of the HCBC Custodial personnel. The bride and groom are responsible for any damage to the furniture and/or carpet. Should any breakage or damage occur to any church equipment, the church must be reimbursed at the present purchase price.
10. The sound equipment that is used must be used by the church's sound technicians.
11. The church will gladly use flowers from weddings in the worship services on Sunday.
12. Announcements (even those directly concerning church events) in the Sunday services are kept to a minimum to avoid infringement on worship time. For this reason, wedding announcements will, upon a request, be printed in the church bulletin. Such a request should be directed to the church office at least two (2) weeks in advance of the printed publication. This procedure not only conserves time in the worship service but also conveys the invitation to the total church family rather than to those present on a given Sunday.

13. Any questions concerning these policies and/or scheduling of wedding dates may be handled by calling the church office during the day at 706-695-8522. Remember that no dates are confirmed until the application has been properly filled out and cleared on the church calendar.

FACILITIES AVAILABLE

1. The main auditorium may be used for church weddings.
2. The church Christian Life Center is available for after-rehearsal activities and receptions. The choir room and classrooms are available for use as dressing rooms for the wedding party.

FINANCIAL POLICY

1. For members of Holly Creek Baptist Church (when the bride or groom is a member or the child or parent of a member).
 - a. There is no charge for the use of the church facilities.
 - b. There is a \$100.00 custodial charge that includes services for the rehearsal, wedding and reception.
 - c. If the Christian Life Center is used for after-rehearsal activities, there will be an additional fee of \$50.00 for the custodial personnel.
 - d. If the sound system is to be used, it must be operated by one of the church sound technicians. There is a \$50.00 fee for this service.
 - e. All fees are to be paid at the time you reserve the facilities, and can be paid in one (1) check made payable to Holly Creek Baptist Church.
2. For non-members of Holly Creek Baptist Church. Neither the bride nor the groom is a member of the church.

- a. There is a \$200.00 fee for the use of the facilities for the rehearsal, \$200.00 fee for the use of the facilities for the wedding, and a \$200.00 fee for the use of the facilities for the reception.
 - b. There will be an additional \$100.00 fee for the use of the facilities for the rehearsal dinner.
 - c. Custodial and sound technician fees are the same as for members. (See fee schedule for members)
3. Any honoraria to others involved in the wedding (Minister, Director, Musicians, etc.) is left to the discretion of the bride and groom.
 4. All checks must be made payable in advance to the church and must be delivered to the church office at least two (2) weeks prior to the event to secure the use of the facility.
 5. In the event that any wedding is cancelled, all monies paid shall be refunded in full, providing the church office and persons involved are notified at least 48 hours in advance.
 6. If we do not hear from you within thirty (30) days after picking up this policy, we will assume that you have decided not to use our facilities.

WEDDING FLOWERS

It is the responsibility of the bride to instruct the florist she has chosen with our church wedding policies. Please give the second copy of "TO THE FLORIST" to your chosen florist, and have him/her sign it and return it to the church office.

MINISTER

If you are not using our Pastor, you must have the Minister you have chosen contact our Pastor before your wedding can be placed on the church calendar. If you plan to use our Pastor, you must make arrangements to meet with him before we can place your wedding on the church calendar.

WEDDING MUSIC

If you are not using our Pastor, your choice of wedding music must be approved by the Pastor or designated staff member prior to your wedding.

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CHRISTMAS FRUIT BASKET POLICY

Holly Creek Baptist Church will distribute Christmas fruit baskets using the following guidelines:

1. Member – widow or widower attending Holly Creek Baptist Church or a shut-in.
2. Non-Member – widow or widower regularly attending Holly Creek Baptist Church and not receiving assistance from any other church.
3. Parent of attending member – widow or widower not affiliated with any other church or receiving assistance from any other church. The member of Holly Creek Baptist Church must request a basket.
4. Goodwill Ministry – Reviewed annually. An attending member of Holly Creek Baptist church must request a basket for a person with a need (illness, financial, family tragedy, etc.). The member must explain the situation.