

GENERAL POLICIES AND ~~PROVISION~~ PROCEDURES

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Table of Contents

GENERAL POLICIES AND PROVISION PROCEDURES	1
Article I Firearms	1
Section 1 State Law	1
Article II Financial Policies	1
Section 1 General.....	1
Section 2 Counting and Receipt Duties.....	1
Section 3 Expenditures Procedures	3
Section 4 Budget Guidelines	4
Section 5 Designated Funds and Gifts.....	4
Article III Nursery, Pre-School, Children Ministry Policies.....	5
Section 1 Mission and Vision.....	5
Section 2 Nursery/Pre-School Ministry Duties	5
Section 3 Children's Ministry	5
Section 4 Worker Enlistment and Screening.....	6
Section 5 Expectations of Workers or Volunteers.....	6
Section 6 Security	7
Section 7 Emergency Procedures	7
Section 8 Discipline.....	8
Section 9 Corrective Action	8
Section 10 Child Illness.....	9
Section 11 Nursery and Pre-School Policies	9
Section 12 Policy Against Child Abuse	10
Section 13 Worker and Child Protection Protocol	10
Section 14 Continuing Education	11
Article IV Youth Ministry Policies	11
Section 1 Introduction	11
Section 2 Worship and Small Group Behavior	11
Section 3 Respect Toward Leaders	12

Section 4	Personal Display of Affection (PDA).....	12
Section 5	Church Sponsored Activities Away from the Church.....	12
Section 6	General Youth Policies.....	13
Section 7	Dress Code.....	14
Section 8	The Two-Adult Rule.....	14
Section 9	Physical Discipline.....	14
Article V	Conference/Event/Camp Cost.....	14
Section 1	Conferences.....	14
Section 2	Camp.....	14
Section 3	Mission Trips.....	15
Article VI	Adult Leader Policies.....	15
Section 1	The Positions of Youth Ministry.....	15
Section 2	Applications.....	15
Section 3	Conclusion.....	16
Article VII	Sexual Misconduct Policies.....	16
Section 1	Definitions.....	17
Section 2	Recruiting Staff and V Volunteers.....	18
Section 3	Supervision of Volunteers and Staff.....	18
Section 4	One on One Contact with Children.....	19
Section 5	Initial Reporting of Suspicious Activity to the Senior Pastor.....	19
Section 6	Responding to Allegations of Abuse.....	19
Article VIII	Building Policies.....	20
Section 1	Independent Organizations Sharing Church Facilities.....	20
Section 2	Priorities.....	20
Section 3	Reservation and Fees.....	21
Section 4	Sanctuary.....	22
Section 5	Fellowship Hall.....	23
Section 6	Kitchen.....	24
Section 7	Classroom.....	25
Section 8	Gym/Basketball Court	
Article IX	Use of Church Vehicles.....	26
Section 1	General.....	26
Section 2	Vehicle Driver(s).....	27
Section 3	Vehicle Safety.....	27
Article X	Wedding Policy.....	28

Section 1	Purpose	28
Section 2	Arrangements.....	28
Section 3	No Exceptions May Be Made To This Policy	29
Section 4	General requirement	29
Section 5	Counseling:	29
Section 6	Covenant.....	30
Section 7	Members of DFBC Reservation	30
Section 8	Fee Payments.....	31
Section 9	Custodian.....	32
Section 10	Sound System and Lighting.....	32
Section 11	Wedding Music.....	33
Section 12	Wedding Photography and Videography	33
Section 13	Decorations	34
Section 14	Rehearsals and Wedding Day	35
Section 15	Responsibility for Safekeeping of Personal Items.....	35
Forms		36
Offering Count Form		36
Designated Account Expenditure Form.....		37
Sexual Misconduct Information Form		38
Medical Release Form		39
Dardanelle First Baptist Church Background Check Authorization.....		40
Request for Reservations for Facility Use		41
Vehicle Usage Rule Form.....		42
Wedding Application Form		43
Worksheet for Order of Wedding Service		44

GENERAL POLICIES AND ~~PROVISION~~ PROCEDURES

Article I Firearms

Section 1 State Law

Arkansas Code Annotate 5-73-~~306~~ 322(15B) states, "this subchapter does not preclude a Church or other place of worship from determining who may carry a concealed handgun into the Church or other place of worship". As such Dardanelle First Baptist Church allows certified law officers, correction officers, registered commissioned security guards or concealed handgun licensees, to carry guns onto and into Church property.

Article II Financial Policies

Section 1 General

Functions and responsibilities are divided so as no one performs an important accounting function without someone else's being aware of the action. Receiving and depositing funds should be kept separate from the disbursing and record keeping process.

Section 2 Counting and Receipt Duties

1. Prepare an annual budget for any needed supplies.
2. Determine if all persons handing cash need to be adequately bonded.
3. Require an annual audit of financial records, procedures, and reports.
4. Safeguard and ensure the privacy of accounting records, keeping them in a place where they will not be destroyed, altered, or tampered with.
6. Make regular reports to Church members concerning receipts and expenditures.
7. Counting Team members are elected through the Nomination Committee process.
8. Individuals will ensure confidentiality.
9. If less than two (2) counters are available, place tithes and offerings in safe until adequate number of counters are available.

A. Worship Offering Receipts (Sunday Morning)

- Offerings are taken by ushers at close of morning worship service.
- Offerings are taken to secretary's office for initial count.

- ~~Four (4)~~ **Two (2)** members of the Counting Team will be present.
- Restrictively endorse all checks promptly after receiving them. The endorsement should state “For deposit only,” the name of the Church, and the account number.

B. Mail Offering Receipts

- Mail picked up by Church Treasurer/Secretary or staff member.
- Open mail in Church office.
- Offering received in mail will be recorded on tithe envelope or documented for Counting Team to add to the designated fund intended.
- Money or Check will be placed in the Church Safe until Sunday for counting **committee team**, if the amount is greater than \$200.00 deposit will be made mid week. The receipt should show clearly the date, payer, amount, purpose, and account number to which it should be recorded.
- All receipts, cash, and checks are verified by a second person before depositing into bank.

C. Other Receipts

- Money or offering given directly to staff or brought to the Church office will be placed in Church safe, unless amount is greater than \$200.00, then deposit will be made mid week.
- Regardless of the source or timing of an offering, all offerings are counted and deposited with the Sunday Offerings, unless amount is greater than \$200.00.
- Every Financial Receipts Report should reflect the Sunday Morning deposit total.
- **All money or offerings shall be placed in tithe envelop, with all information possible.**

D. Sunday Count of Offerings

- Fill out Dardanelle First Baptist Church Offering Count form. This form is located at the end of this document as all forms that require signatures for acknowledgement purposes and must be kept on file for Church records. See page 35.
- The Financial Receipts Report will be placed on the secretary desk for financial break-down purposes.
- The deposit slip and offering will be placed in locked bank bag and placed in the night deposit of the bank directly after Counting Team has completed the deposit.

E. Monday Retrieval

1. The Secretary/Treasurer will go to bank on the following Monday or next day the bank will be open and retrieve deposit slip from bank.

2. Information from the count is recorded on a Financial Receipts Report, also a carbon copy ~~is if keep~~ kept at the office for verification purposes.
3. Individual offering envelopes are given to the financial Treasurer/Secretary to record gifts in the financial system. Sunday these are placed in the Church Safe for privacy.

F. Banking Account

Dardanelle First Baptist Church maintains one (1) bank account. This is the Church's operating account in accordance with the adopted/amended Church budget including any items voted on by the Church body which are non-emergency and non-budgeted items. Any designated funds are tracked by in house accounting.

G. Reconcile/Audit

Treasurer or elected knowledgeable member shall perform the monthly bank reconciliation which includes verifying there is a deposit matching every Financial Receipts Report. Yearly an audit should be made by a certified accountant as to the Churches journals and bank account.

Section 3 Expenditures Procedures

1. Any expenditure must be submitted for ~~approved~~ approval and receipt received before funds will be paid to reimburse money spent.
2. Credit cards are issued to Ministers or Church staff. When used, receipts are turned in as soon as possible to the ~~Treasure/Secretary~~ Secretary/Treasurer for account documentation in order to make budget and audit determinations.
3. Financial system will then be updated to reflect the ~~posting of~~ budgeting accounts affected effected.
4. Checks require two (2) signatures for expense payment. Signatory's shall be voted on by the Church body and documented in the Church minutes. A copy of the minutes are sent to the bank to update the proper signature authority.
5. Accounts Payable checks are written by the Secretary/Treasurer and signed by the authorized signers on the bank account and sent to ~~vendor~~ payee in a timely manner.
6. Payroll checks can be written biweekly or as determined by the ~~Church administrator~~ Secretary/Treasurer. Time sheets are required for hourly employees. Hourly employees will initial by their name to verify number of hours worked.

7. Dardanelle First Baptist Church will maintain a petty cash account in the Secretary/Treasurer's office. An up to date accounting will be kept of petty cash and will be reviewed by the Finance Committee.

Section 4 Budget Guidelines

Each ministry shall submit its budget request to the Secretary/Treasurer for the next fiscal year by September 15. Failure to meet this deadline will give the Finance Committee the sole discretion to determine the budget for the ministry. Proposed budget will be made available by first Sunday in November for member review. Announcements will be made on two (2) separate Sunday mornings in November informing the Church that voting on the next year's fiscal budget will take place at the December business meeting.

Section 5 Designated Funds and Gifts

Dardanelle First Baptist Church adopts this policy in order to comply with IRS legal standards of charitable contributions.

1. Givers are strongly encouraged to support first and foremost the unified budget of the Church with regular tithes and other freewill offerings.
2. The Church will receive designated giving only to areas which are Church approved or are already part of the Church approved unified budget. No designated gifts will be received until the Church approves that fund. Any designated funds will be rolled over to the general fund after eighteen (18) months if the funds have not been used.
3. Each designated account must have an existing committee or team of the Church that approves expenditures. Each committee will report regularly to the Finance Committee how the money is used, which will become part of the regular finance report to the Church.
4. Each designated account must be general in nature (Mission Trips, Mission Offerings, Evangelism, Building Improvements, New Equipment, Benevolence, College Scholarships, Ministry projects, etc.) and not specific in nature (a microphone fund, curtain fund, etc.).
5. Members' suggestions for fund use may be considered, but the decision must be based on the best use in context of the Church's ministries. Members will submit their suggestion on the Designated Account Expenditure form. See page 36.
6. If a designated gift does not meet this policy guideline, the donor will need to send that gift to that charitable organization or go and purchase the item.
7. Non-cash gifts to the Church will be acknowledged with a letter of appreciation which can be used by the donor along with proof of value to deduct it from their

taxes. All non-cash gifts become property of the Church and may be used or sold at the Church's discretion.

The Finance Committee must ensure that the policies adopted by the Church are being followed. Review of line items will be done on a monthly/quarterly basis to ensure that the budget is being followed that was voted on by the Church.

Article III Nursery, Pre-School, Children Ministry Policies

Section 1 Mission and Vision

To provide a safe, effective Christ-centered program for infants, pre-school, and school-age children through 5th 6th grade where children are led to be fully-devoted followers of Christ. The parent members of our Church are encouraged to actively participate in the ministry needs of our children through volunteer and support efforts.

Section 2 Nursery/Pre-School Ministry Duties

The Coordinator will be the chairman of the team. The purpose of this team is to assist the Nursery/Pre-school Coordinator in ministering to the young children of our Church and community.

Duties:

1. To coordinate and calendar schedule activities.
2. To set goals for the nursery/pre-school ministry.
3. To prepare a plan of action to carry out the work of the nursery/pre-school ministry.
4. To request resources needed to carry out the nursery/pre-school ministry.
5. To manage the nursery/pre-school ministry budget.

Section 3 Children's Ministry

The purpose of this team is to assist the Children's Minister in ministering to the children of our Church and community.

Duties:

1. To coordinate and calendar schedule activities.
2. To set goals for the children's ministry.

3. To prepare a plan of action to carry out the work of the children's ministry.
4. To request resources needed to carry out the children's ministry.
5. To manage the children's ministry budget.

Section 4 Worker Enlistment and Screening

Any person working with children, whether paid staff, or volunteer, must consent to a background check. Workers are screened using the following procedures:

1. Dardanelle First Baptist Church (DFBC) uses a public data service to screen for possible criminal history and/or registered sex-offender information. DFBC evaluates the availability of public data of this type and is open to suggestions regarding any additional public data available on its volunteers and employees.
2. All children's ministry paid-staff must submit to an interview by the Senior Pastor and Personnel Committee members.
3. Individuals who have been arrested for, charged with, or are on deferred adjudication or probation for, or have been convicted of sexually-oriented or sex-related crimes (misdemeanor or felony) cannot serve in any area of Children's Ministry.
4. DFBC reserves the right to revoke any volunteer's ability to serve in the Children's Ministry with or without notice at any time for any reason or for no reason at all.

Section 5 Expectations of Workers or Volunteers

1. Must have consented to Background-Check and acknowledged having received and read Nursery, Pre-School, Children's Ministry Policies and Sexual Misconduct Policy (See attached form, page 37).
2. Must arrive prior to scheduled activities so that children are properly supervised. Must exemplify Christ-like behavior, modeling patience, love, and care in both speech and action.
3. Must remain at the children's ministry event until the last child is with their parent or guardian.
4. All children's workers, volunteers, and children participating in DFBC activities where delayed parental contact may occur, should have a completed Medical Release form on-file in the Church office. This is especially true for those participating in off-site activities such as day

trips, day camps, over-night camps, mission trips, etc. (See attached form, page 38).

Section 6 Security

Please adhere to the following guidelines for issues regarding child safety:

- 1. Strangers in the Area** - If there are any questions or concerns associated with a stranger in the area, a staff member or security person should be notified immediately to question the stranger. Observe child behaviors for signs of proper recognition of, and comfort with, anyone seeking their attention.
- 2. Child Custody Issues** - Due to the nature of child custody laws, volunteers and other workers must act diligently in making sure the correct people are picking-up their children. Please be aware that only parents with custody of their child, or a properly-designated appointee, may pick up the child.

Section 7 Emergency Procedures

Please adhere to the following guidelines for issues regarding emergency concerns:

- 1. Medical concerns** - Immediately report any medical needs or concerns to a staff member. Someone should remain with the victim. Apply first-aid (CPR when necessary) if knowledgeable. Activate the EMS as needed by calling 911.
- 2. Weather Alert** - If there is fear of dangerous weather, be alert for instructions from staff and seek shelter in a protected area of the building (away from windows, doors and external walls). Do not incite panic among children.
- 3. Fire** - The first priority is child and worker safety. Do not attempt to extinguish a fire until everyone is safely evacuated. Lead children from the building through the nearest exit.
- 4. Missing Child** - In the event that a child is determined to be missing, immediately notify a staff member, and the child's parent. Conduct a calm thorough search. A staff member will notify outside-authorities if it is determined to be necessary.
- 5. Media Involvement** - If asked by a media member for a statement, please direct them to the Senior Pastor. It is important to not say anything that could be mistaken or misquoted by an interviewer.

Section 8 Discipline

Discipline within a classroom, or during transport or Church activities should be maintained. Physical discipline, such as "spanking", is never permitted; however, physical restraint to prevent a child from doing something disruptive or dangerous is permitted, and in limited instances may be necessary. Direction, affirmation, and encouragement are always appropriate. Discuss the infraction with the child and remind them of the need to obey the rules. The Children's Minister or other staff members shall advise workers on the best age-appropriate discipline methods. Please adhere to the following guidelines for issues requiring disciplinary action:

1. **Maintain Consistency** - Discipline must be consistent to be effective. Do not threaten a consequence unless you intend to follow-through. Remind children of the rules frequently.
2. **Respond Promptly** - Immediately respond to inappropriate behavior. Correct a behavior the first time and every time.
3. **Resolution** - Seek both a resolution and reconciliation.
4. **Acknowledge and Reward** - Recognize and encourage children who are behaving within the rules.
5. **Plan Thoroughly** - Often the best deterrent to a discipline issue is a well-planned lesson or activity.
6. **Time-Out** - When discipline is warranted, it may be appropriate to place the child in "time-out" away from the planned activity (but within the same room) and for approximately one minute per year of age.
7. **Worker Call for Parent Help** - A parent/guardian should be called from the sanctuary or other areas of the facility when the child is completely inconsolable (after 10 minutes of care), incorrigible, or a danger to himself or others. The staff will notify the parent and discuss appropriate actions.
8. **Worker Initiated Discipline Issue** - In the event of a worker initiated discipline situation, the worker should contact a staff member and set-up a time to discuss the incident. The staff member will notify the parent to discuss the appropriate action regarding the incidents.

Section 9 Corrective Action

It is recommended that all corrective action be witnessed by two adults. Please adhere to the following guidelines for "steps" when corrective action becomes necessary:

1. Correct the child verbally, move the child's seat, sit the child next to an adult, suspend participation (time-out), refer to a staff member, parental contact, followed by temporary removal, or standing removal until an agreed-upon date (per parental conference).
2. If a child's behavior warrants further action (rebellion, etc.), the child's parent will be asked to remove the child from the activity. If a parent is not on the premises, a phone call will be made.

Section 10 Child Illness

For the protection of all children, a child with signs of illness evident within the previous 24- hour period should not participate in group activities. Any child who becomes ill during group activity will be isolated and the parent notified. The following are considered signs of illness: Fever (100 degrees or higher), vomiting and/or diarrhea, common cold or flu symptoms, sore throat, skin infections, "pink eye", head lice.

Section 11 Nursery and Pre-School Policies

The following policies and procedures pertain specifically to the Nursery and pre-school childcare ministry of Dardanelle First Baptist Church:

1. The infant's name should be placed on the diaper bag and all bottles. Name tags are available if needed.
2. **Parent**/Guardians of bed babies are required to leave clear instructions concerning care for infant, such as formula, feeding frequency, etc. Disposable diapers are required for use at Church.
3. Parents/**Guardians** who desire to check on their child while the child is in Nursery/Pre-School care should do so through the door window, in order not to disturb or upset the class. If a parent/**guardian** is needed, he/she will be notified.
5. No person under Sixteen (16) years of age shall work in the preschool area.
6. Food and/or drinks are occasionally served in the preschool area; parents/**guardians** should notify workers of any food allergies.
7. Transfer of children within the pre-school program will be based on the needs of the children and available space, rather than strictly age or birthday.
8. The adult responsible for children **ren** in nursery must be on campus while child is in nursery care.

9. All situations not covered in the Nursery/Pre-School Policy will be considered by the Nursery/Pre-School Coordinator as the need arises.

Section 12 Policy Against Child Abuse

We support and maintain an environment free of child abuse and neglect. DFBC reserves the right to refuse membership, to dismiss or to exclude from affiliation with DFBC any person who is, or has been, convicted of child abuse or neglect of any child. DFBC will neither condone nor tolerate:

1. Infliction of bodily injury upon any child or physically-abusive behavior toward a child.
2. Physical neglect of a child, including failure to provide adequate safety measures, care and supervision in relation to Church activities.
3. Emotional mistreatment of children, including verbal abuse and/or verbal attacks

Child abuse is a serious crime and DFBC intends to prosecute child abuse in any form to the fullest extent of the law. Anyone that observes suspected violations of this policy should immediately report the incident to an appropriate staff minister (Children's, Youth, or Pastoral). (See reporting requirements in Sexual Misconduct Policy.)

Section 13 Worker and Child Protection Protocol

Dardanelle First Baptist Church (DFBC) intends to ensure the health, safety and well-being of children and children's workers (volunteer and staff). Therefore, as a precaution and to ensure strict accountability from one adult to another, the following rules should be followed:

1. Two or more adults should remain in supervisory position around children at all times (classroom, transportation, ministry activities).
2. Help a child use the restroom only if the child is three (3) years of age or younger, and leave the outer-door of the restroom open. If the child is over three (3) years of age, the helper should check the restroom for occupants before the child enters, and then wait outside the door.
3. Limit "touch" to what is absolutely necessary, or to what is appropriate to healthy ministry.

Using good-judgment, the following would be considered appropriate touch:

- brief arm around the shoulder
- walking hand-in-hand as protective guidance
- carrying small children 'piggy-back"
- brief congratulatory or greeting hugs
- soft "pat" on the back or shoulder
- hand-shakes and "high-fives" or similar interactions

The following would be considered inappropriate touch:

- Never touch a child in anger or disgust
- Never touch a child in any manner that may be construed as sexually suggestive or between the "belly-button and knee"
- Never touch a child's "private parts".

Section 14 Continuing Education

Continuing education is an important, effective, and essential step in fulfilling the responsibilities associated with child ministry. Workers and volunteers will have periodic opportunities to attend training sessions related to child advocacy, child development, discipline techniques, Heimlich maneuver, CPR, etc. Volunteers and workers are encouraged to attend at least one training session per year.

Article IV Youth Ministry Policies

Section 1 Introduction

The Youth Ministry of Dardanelle First Baptist Church desires to see youths come to know Christ, grow deeper in their faith, and then share their faith with others. We want to provide a ministry encouraging atmosphere of Christ-like, unconditional love, affirmation and more motivation to grow in their walk with Christ. We desire that our youths feel welcome, comfortable, and safe as they come to worship the lord. Our goal is to do all we can to minister to the individual needs of every youth so they will "Grow in the grace and knowledge of our Lord and Savior Jesus Christ." (2 Peter 3:18). For this to happen and for our group to function, healthy parameters are important.

Section 2 Worship and Small Group Behavior

Times of teaching and worship are primary in Church life. Youths need to study and worship in an atmosphere where this is possible without hindrance. Leaders have a responsibility to maintain such an atmosphere.

Youths making study or worship difficult or impossible for those around them will be moved to an alternate location. Generally, this will mean spending the remainder of the time with the Youth Minister, Youth Ministry Sponsor, or their parents. Before dismissing a youth from a service or small group, leaders will tell the youth that his,/her behavior warrants dismissal. Youths who choose to continue disrupting will then be dismissed. In all cases leaders will inform parents when a dismissal has taken place. This

is especially true for junior high youths. In most cases, a youth who has been dismissed from a group will be welcome at the next meeting.

At the same time, leaders will try to discover what is motivating a youth to misbehave.

Section 3 Respect Toward Leaders

Youths choosing to participate in youth activities agree to follow the instructions of leaders. Obeying instructions and exhibiting respect for leaders is a condition for remaining at an activity, event, or service.

Section 4 Personal Display of Affection (PDA)

There will be no displays of physical affection such as kissing, holding hands, sitting on laps, etc. so as to not provide a stumbling block to others.

Section 5 Church Sponsored Activities Away from the Church

All youths and sponsors traveling away from the Church campus for a Church-sponsored activity should have a fully completed medical release form on file with the Youth Minister. Medical release forms are completed on a yearly basis as provided by the Youth Minister.

The Church assumes heavy responsibility when taking youths out of town. Obeying and respecting sponsors is essential for the youth group to function well. A serious breakdown in these areas will result in the youth returning home to parents. Whenever possible, a leader will provide transportation home for the youth.

If that is not logistically possible, the youth's parents can provide transportation or pay for commercial transportation home. Parents agree to support the sponsor's decisions about sending a youth home, knowing that only those present on the trip can know all the variables involved.

The Church may provide adult-driven vehicles for activities away from the Church. Church leaders will announce when it is possible for youths to drive their own vehicles. Parents have the responsibility to clarify with their youth whether riding in a youth-driven vehicle is an option. Church leaders cannot be responsible for the safety of youth-driven vehicles and cannot guarantee the quality of driving. Also, Church leaders cannot be responsible for youths who leave activities in youth-driven vehicles. The timely return of youths to Church can only be guaranteed in Church-provided transportation. Local activities may be subject to the "go as you came" rule. You may ride with the person with whom you arrived at the Church. All other youths must ride in provided transportation.

Church-provided vehicles must have a seatbelt available for every passenger. Seatbelts must be worn at all times.

The Church is not responsible for any impromptu gatherings initiated by youths.

It is the recommendation of the youth ministry staff that youths take advantage of transportation provided by Dardanelle First Baptist Church and otherwise not ride together.

Note: DFBC's insurance policy does not cover drivers under the age of 25.

Section 6 General Youth Policies

- 1. Personal Items** - DFBC is not responsible for loss of or damage to purses, wallets, cell phones, tablets or other electronics or personal items which a youth brings to the Church premises.
- 2. Vandalism** - DFBC expects parents to ensure their teenager pays for any vandalism or willful damage he/she has done to all property on or away from Church premises.
- 3. Weapons** - The physical safety of our youths is one of DFBC's top priorities. The unlawful possession of a gun, knife, or other dangerous weapon is not permitted at Church activities **by youth**.
- 4. Bullying** - DFBC is committed to being a safe environment. Acts of bullying of any type are prohibited.
- 5. Location of Youths** - Church leaders can only be responsible for youths who are actually in an area designated for a youth activity. Therefore, it is the policy of our Youth Ministry that all youths on Church property must remain in the area where the announced activity is taking place. Youths will not be allowed to roam around the Church buildings or the Church property. In the event the youth is requested to leave the premises, the parent **guardian** will be notified. The youth will not be allowed to return for the event.
- 6. Methods of Discipline** - If a youth misbehaves and creates disruption or a behavioral issue the Youth Minister or a Youth Ministry sponsor will take one or more of the following actions (in no particular order) to correct the situation:
 - Verbal correction
 - Cooling-off time
 - Seating change
 - Temporary confiscation of items that disrupt the ministering process, i.e. cell phones and other electronic devices
 - Contacting the youth's parents
 - Parent-Minister conference
 - Withdrawal of privileges such as trips or extra youth activities

- Other strategies and consequences as determined by the Youth Minister

Section 7 Dress Code

The intent of the dress code is to encourage modesty. It is the responsibility of parents to ensure their youth dresses modestly. Please remember that we are to glorify God, not ourselves, by what we wear.

Section 8 The Two-Adult Rule

Every attempt should be made so that no adult of either sex is alone with a youth of either sex. Two or more adults must be in the car when transporting a single youth. One-on-one counseling should be done in areas where others are visibly present. At least two adults should remain on Church property when only one youth is present. One adult and one youth may not occupy lodging rooms.

In the event where a Youth Ministry Sponsor needs to provide transportation to or from a youth's home, the Sponsor MUST call the parent ahead of time to get permission to travel alone.

Section 9 Physical Discipline

By law parents cannot assign Church leaders to physically discipline youths. Therefore, leaders will only make physical contact with a youth in order to prevent greater harm, such as during a fight or an attempt to harm oneself.

Article V Conference/Event/Camp Cost

DFBC is committed to keeping activities as affordable as possible. DFBC Youth Ministries will not charge more than it costs to host/participate in an event. Youth costs are not to generate profit. Frequently DFBC will attempt to defer the cost as much as possible. It is our desire to allow youths to attend events that will help strengthen their faith. Therefore scholarships and other special funding maybe available through the Youth Minister.

Section 1 Conferences

DFBC Youth Ministries may attend various conferences each year. Youths are expected to pay the cost for these expenses (including hotel, meals, conference admittance, etc). DFBC may from time to time offer members funding up to one half of travel expenses.

Section 2 Camp

Each summer DFBC Youth Ministries may attend camp. Church members **maybe** **may be** subsidized to pay the price for camp whereas non-members are required to pay the full amount.

If a youth is an active and regular participant in DFBC Youth Ministries, but not a member, they may be eligible for member pricing.

Section 3 Mission Trips

Mission trips will be made as affordable as possible. DFBC's mission team may independently elect to help offset the cost of mission work. If they decide to do so, mission trip costs will reflect that assistance.

Article VI Adult Leader Policies

Section 1 The Positions of Youth Ministry

In a society increasingly filled with moral breakdown, we must surround our youths at all times with adults who are emotionally, morally and spiritually healthy. DFBC's ministry to junior high and high school youths must be channeled through seasoned adults and college youths who are committed to following the teachings of the Bible as stated in the Church By-Laws. Adults working with our youths are defined in one of the following groups:

- 1. Church Staff** - The Youth Minister (under the guidance, leadership, and authority of the Senior Pastor) makes ultimate decisions regarding DFBC Youth Ministry and is responsible for those decisions to the Senior Pastor and Church membership.
- 2. Youth Ministry Team** - The Youth Ministry Team is comprised of at least four (4) adult Church members who meet monthly to discuss ongoing and upcoming youth events and issues. They assist the Youth Minister in planning and implementing Youth Ministry at DFBC.
- 3. Youth Ministry Sponsors** - Adults who have been approved by the Youth Minister, having filled out a Youth Sponsor Application and submitted to a background check. Sponsors work under the leadership of the Youth Minister and help to oversee youth ministry events.

Section 2 Applications

Parents and other adults desiring to serve as a Youth Ministry Sponsor must fill out an application to work with youths in any capacity. Applicants must submit to a background check and be willing to pay a minimal fee for running a background check if required.

The Youth Minister and Youth Ministry Team will consider approving an adult as a sponsor if:

1. The adult is an active member of Dardanelle First Baptist Church. If they are a college youth away from DFBC for extended periods of time there must be evidence of participation within a Church located where they go to school.
2. The adult exhibits a thorough knowledge of the Bible and doctrine of DFBC and at all times demonstrates a respect for the Church, Youth Minister, Church staff, members, and other adults.
3. The adult has made a clear commitment to avoid any romantic gestures toward any youths and agrees to never develop or pursue a romantic interest in any youth in or outside of the Youth Ministry. Any sponsor who develops a romantic interest in a youth in or outside of our youth ministry automatically relinquishes all duties as a sponsor immediately.
4. The adult agrees and abides by DFBC doctrine, fills out the required application, submits to a background check, and abides by the sexual misconduct policy.
5. The adult has a growing relationship with Jesus Christ.

The Youth Minister reserves the right to remove any adult from the list of approved sponsors at any time conditions warrant.

Section 3 Conclusion

These policies are provided as a proactive way to ensure clear communication among the Youth Ministry Family. Our goal is to provide a safe, positive, and loving environment. It is our desire to partner with you, as a parent of the youths under our care, to guide and train up your youth in God's Word. As your youth's spiritual leaders, you are called by God to teach your youth His ways. We do not intend to replace you in any way, but to encourage, support, and come alongside you in that calling.

To keep you up to date with happenings of the Youth Ministry, we offer several forms of communication such as newsletters, the Church website, text message alert, Facebook, and Twitter. Please check with the Youth Minister to find out how to access these resources.

Article VII Sexual Misconduct Policies

Dardanelle First Baptist Church of Dardanelle, Arkansas, is a spiritual community which takes seriously its responsibility to provide a safe and nurturing environment for all persons who participate in our ministries. All program staff and volunteers who are in leadership roles in these ministries are living out their belief in Jesus Christ as Savior and

Lord and have been baptized and are faithful to Dardanelle First Baptist Church's role in nurturing our members in the Christian faith. Each plays a key role in fostering spiritual development of individuals and families in our Church community.

The disturbing and traumatic rise of physical and sexual abuse of infants, children and youth has claimed the attention of our nation and society. The following statements reflect the commitment of Dardanelle First Baptist Church to provide a safe environment for all infants, children, youth and volunteers who participate in Church-sponsored ministries.

In an effort to provide a safe community for staff volunteers, children and youth, the Church requires all volunteers who work with infants, children and youth and all staff to commit themselves to the Policy on Sexual Misconduct adopted by Dardanelle First Baptist Church, to review Dardanelle First Baptist Church's Policy and to sign the Sexual Misconduct Information Form as well as a Background Check authorization. (Page 37 & 39).

Section 1 Definitions

Sexual misconduct is defined as:

1. Child sexual abuse includes, but is not limited to, any contact or interaction between a child (17 years or younger) and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. Any legitimate child sexual abuse allegations will be reported to the police immediately.
2. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: a) Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in an institution; b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such performance by creating an intimidating, hostile or offensive working environment.
3. Rape or sexual contact by force, threat or intimidation.
4. Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling, possession on Church property of pornographic or sexually graphic materials, accessing pornographic or sexually graphic web sites on Church property) that is offensive or injurious to the physical or emotional health of another.

5. Sexual malfeasance is defined as sexual conduct within a ministerial or professional relation. Sexual conduct involves unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict Church professionals from having normal, mutual social, intimate or marital relationships.

Section 2 Recruiting Staff and volunteers

As part of the hiring process of all paid staff, it will be ensured by the Personnel Committee that all such candidates shall be made aware of this Sexual Misconduct Policy and it will be a condition of employment with DFBC that all persons hired will agree to comply with all provisions herein.

1. Those responsible for employing staff shall conduct a criminal background check before employment with special regard to allegations of sexual misconduct.
2. The Personnel Committee and/or Administrator, shall see to it that all new staff, before employment, receive Dardanelle First Baptist Church's Policy on Sexual Misconduct and require completion of the Sexual Misconduct Information Form, (pg 37 &39) which will be kept in that employee's file, indicating that no civil, criminal, nor ecclesiastical complaint has ever been sustained or is pending against them for sexual misconduct and that they have never resigned or been terminated from a position for reasons related to sexual misconduct. Those with a history of sexual misconduct will NOT be employed.
3. The Policy on Sexual Misconduct shall be reviewed by the Personnel Committee and/or Administrator with all current staff and all future staff at the time they are hired. Also, the Ministerial Staff shall ensure that all teachers, youth leaders and volunteers working with infants, children and youth read and agree to follow the Policy on Sexual Misconduct before they start their responsibilities. All volunteers working with infants, children or youth shall sign the Sexual Misconduct Information Form prior to beginning their volunteer service; those with a history of sexual misconduct shall Not be allowed to work with infants, children or youth.

Section 3 Supervision of Volunteers and Staff

1. The minister or supervisor who is responsible for recruiting volunteers working with infants, children and youth (i.e. nursery workers, teachers and youth leaders) will strive to recruit leader teams rather than just one person.
2. The administrator or nursery supervisors who are responsible for recruiting volunteers working with infants, children and youth (i.e. nursery workers, teachers and youth leaders) is strongly encouraged to recruit those who have been

members or participants in the life of Dardanelle First Baptist Church for at least six months.

3. Staff and volunteers are required to immediately report any behavior which seems inappropriate or abusive **shall be reported to youth pastor**.

Section 4 One on One Contact with Children

It is the policy of Dardanelle First Baptist Church that all Church personnel shall have present with them at least one witness when dealing with any child about any matter.

Section 5 Initial Reporting of Suspicious Activity to the Senior Pastor

1. Any suspicious activity must be reported immediately to the Senior Pastor, **if available, otherwise the youth pastor**, who will then contact the Personnel Committee and Deacons.
- 3.2** The alleged abuser will be required to refrain from all infant, children and youth activities or activities that would involve the alleged victim until it is determined that no such sexual misconduct occurred. If sexual misconduct is found to have occurred, the person will no longer be eligible for employment or volunteer service at the Church.
- 2.3** The Senior Pastor, **if available, otherwise the youth pastor**, along with the Personnel Committee Chairman and Deacon Chairman, shall determine if there is reasonable belief that the report is credible and that it constitutes an allegation of sexual misconduct. If so, then one of said individuals will immediately contact the proper authorities and report the allegation.
4. If no reasonable cause is determined, persons making this decision have the option to recommend other appropriate actions, e.g., further investigation, a review of process in that program, further education, or reconciliation where appropriate.

Section 6 Responding to Allegations of Abuse

The following steps should be taken if there is reasonable cause to suspect child abuse:

1. Local law enforcement authorities will be contacted immediately as required by law and a copy of all documentation will be provided them. These authorities shall be afforded complete cooperation by the Church's staff and members.
2. ~~A Spokesperson will be appointed by the~~ **The** Senior Pastor. ~~This person~~ must present a clear position statement of the Church regarding child abuse and include policies and established safeguards. ~~This person will have ongoing consultation~~

with the **The** Senior Pastor **and** will be the only person communicating to the press and authorities.

3. ~~The spokesperson, in consultation with~~ **The** Senior Pastor, will provide information to the congregation.
4. The pastoral staff will provide appropriate pastoral care and support to all involved including referring persons where appropriate.

Article VIII Building Policies

Section 1 Independent Organizations Sharing Church Facilities

The Church **may** from time to time **may** make agreements with Independent Organizations (Entities) for the use of Church facilities to the mutual benefit of both. The agreement shall be in writing and the Organization **sharing using** the facilities shall agree to oversight by the staff and/or a committee of Dardanelle First Baptist Church. The written agreement must be approved by the Church and signed by the Church **trustees official** and representatives of the Independent Organization before the organization begins to operate on Church property.

The **operation conduct** of Independent Organizations shall meet all legal requirements for the type of operation being conducted on Church property, **and** Members of Independent Organizations participating in organization events on Church property shall exhibit behavior consistent with Dardanelle First Baptist Church beliefs and Biblical principles and policies.

Section 2 Priorities

The Administrator will insure that uses of all Church property are consistent with the mission of the Church. Use of the buildings shall be prioritized in the following order:

- A.1.** Ministries/organizations from within the Church
- B.2.** Activities involving Church members (i.e. weddings, receptions, showers, funerals, funeral luncheons, reunions, etc.)
- D. 3.** Ministry groups from outside the Church (i.e. Ministers, Association, etc.)
- C.4.** Activities reserved by persons outside the Church and paid for according to Fee chart (below).
- F. 5.** Other appropriate groups from outside the Church (i.e. schools, Scouts, etc.)

Section 3 **Reservation and Fees**

In order to coordinate and save the date on the Church calendar, the following procedure must be followed:

- A. Complete a **Request for Reservation for Facility Use** **the Facility Use Request Form** in obtained from the Church office using the following information, see page 40: Attach check for rental and cleanup to form. **The c** Cleanup fee will be returned if facility is **satisfactorily** cleaned after use by user.

• **Fee Chart**

The following fees apply to the use of Dardanelle First Baptist Church facilities.

Facility Fees	Church Member*	Non-Member
Sanctuary	No Fee \$75	\$300
Fellowship Hall	No Fee \$50	\$100 \$150
Fellowship Hall Kitchen	No Fee \$15	\$50 \$100
Fellowship Hall & Kitchen	No Fee \$50	\$150
Classroom	No Fee \$15	\$50
Activity Building Gym	\$75	\$300
Activity Building Conference Room	\$50	\$200
Activity Building Kitchen	\$50	\$150
Playground	No Fee	\$50

*This fee is for replacement of consumables and cleaning.

Personnel Fees	Charges
Custodian (cleaning)	
Sanctuary	\$100
Fellowship Hall	\$50
Fellowship Kitchen	\$50
Classroom	\$50
Activity Building Gym	\$100
Activity Building Conference Room	\$50
Activity Building Kitchen	\$100
Sound/Lighting Technician	\$50
Media Technician	\$50

Rules for Facility Use

- There will be no use of tobacco products **in on the Church buildings property**.

- No one may be allowed in any of our facilities if “under the influence” of any controlled substance.
- The use of nails, screws, glue, glitter or adhesive tape without permission is prohibited in all Church buildings.
- Return all furniture and moveable items to their original position.
- Bag all trash and put in dumpster.
- Vacuum/Sweep floors.
- Turn off lights, ~~set security,~~ lock all exterior doors.
- All Sunday school classrooms must be ~~re-set and ready for use~~ **returned to pre-use condition.**
- The piano and furnishings in the Sanctuary cannot be moved for piano recitals or concerts except by permission of the ~~Minister of Music or~~ Senior Pastor.
- **All minors must have adult supervision in all areas at all time.**

Rules of Equipment & Materials

All Church equipment and materials must be used for ministry functions of the Church.

- If permission is obtained in advance from the ~~Administrator~~ **Senior Pastor, after consultation appropriate committee,** equipment and materials may be utilized off-premises, but ONLY for Church-sponsored events.
- For periods lasting longer than 24 hours, the requesting member is responsible for security, maintenance, and return of the equipment or materials to the original place.
- The ~~Administrator~~ **Secretary/Treasurer** will keep a record of the equipment and materials checked out.
- The use of equipment and materials by non-authorized persons will NOT be permitted.
- ~~The Minister of Music must approve musical equipment use.~~ **Approval must be obtained from owner(s) of musical equipment prior to use.**

Section 4 Sanctuary

A. Request for Use

Requests for sanctuary use must be submitted and approved by **the Senior Pastor.**
See page 40.

B. Use of the Sanctuary

The sanctuary is considered a holy place of worship and only events that honor God will be approved. The sanctuary is generally used for, but not limited to, the following purposes:

- Church-sponsored events
- Weddings

- Funerals
- Conferences
- Seminars
- Simulcasts
- Recitals, etc.

C. Fees

Church members and non-members: See **Fee Chart Section 3.**

D. Sanctuary Requests

The sanctuary is considered a holy place of worship and respect for the sanctuary is encouraged by following these requests:

- Dress in a modest, respectful manner
- No food or drinks (except bottled water) unless approved by **the Senior Pastor.**
- No horseplay (chasing, excessive playfulness)
- No unsupervised children playing on Church equipment/instruments
- No standing on chairs
- No moving Church equipment/instruments/furniture without permission from **staff in charge the Senior Pastor.**
- "Police" the area around where you sit. Clean up after yourself - used tissues, discarded bulletins, papers, wrappers, etc.

Section 5 Fellowship Hall

A. Request for Use

Requests for fellowship hall use must be submitted and approved by **the Senior Pastor.** See page 40.

B. Fees

Church members and non-members: See **Fee Chart Section 3.**

C. Tables

The Church has both round and oblong tables for use. If tables are changed out for a specific event, when the event concludes, the original tables must be reset in the manner in which they were found.

Floors must be swept or vacuumed and any spills mopped up.

If cloth tablecloths are used, they must be promptly dry cleaned and returned in ready-to-use condition.

Section 6 **Kitchens**

A. **Request for Use**

Requests for kitchen use must be submitted and approved by **the Senior Pastor**.

See page 40.

If used for food prep, there must be someone in the group knowledgeable of "how to" use all equipment., ~~including tea making machine. This will be under the control of the Hospitality Team.~~

B. **Fees**

Church members and non-members: See **Fee Chart Section 3**.

C. **Cleanup**

Cleanup of the kitchen is the responsibility of the utilizing group/person. This includes

- Washing and drying all dishes and utensils.
- Returning dishes and utensils to storage locations.
- Emptying and cleaning coffee and tea makers.
- Disposing of all leftover food and drink.
- Taking out trash and replacing trash bags.
- Wiping down all countertops and tables, and wiping up any spills on the floor.
- ~~Place~~ **Make arrangements to ensure** all soiled dishcloths, towels, ~~and,~~ potholders, ~~and etc.~~ **are assigned to someone to clean and returned to kitchen. in plastic laundry basket located in kitchen area.**

D. **Borrowing Kitchen Items**

No items should be borrowed from the kitchen without the express permission of **the Church administration**. In the rare instance that a kitchen item is borrowed, the equipment must be returned promptly, **cleaned and** in good working condition.

F. **Food ~~and~~ Items Available for **General Church** Use**

Food items available for general kitchen use include coffee, tea, sugar, sweetener, salt, pepper, **etc.**

Other food items present in the freezer, refrigerator and pantry may be designated for use by other ministries, **and must be labeled and dated by user/owner** and may not be used by others without permission. **Personal use of Church freezer, refrigerator, and pantry is prohibited unless approved by the Senior Pastor.**

Paper goods (plates, saucers, bowls, napkins, cups) and plastic utensils are available for reasonable use (a few people) for ministry activities within the Church; however, arrangements should be made with **the Senior Pastor** for excess use of these items.

G. Outside Groups

Any damaged or broken kitchen items may be assessed a charge at the discretion of **the Senior Pastor**.

Section 7 Classroom

A. Request for Use

Requests for classroom use must be submitted and approved by **the Senior Pastor**.
See page 40.

B. Use of Classroom Space

Classrooms may be reserved for small group events/meetings

C. Fees

Church members and non-members: See **Fee Chart Section 3**

D. Classroom **Requests Use**

The following applies to use of classroom space:

- If furniture is moved, it must be re-set in its original state.
- If audio visual equipment is utilized, user must get permission and instruction for use from **the Church staff** personnel prior to the event.
- Classroom must be left clean and ready for use.

Section 8 Gym/Basketball Court

A. Request for Use

Requests for Gym/Basketball court use must be submitted and approved by the Church. See page 40.

B. Use of Gym/Basketball Court Space

Gym/Basketball Court may be reserved for group events/meetings, recreational activities and civic events, as deemed appropriate by the Senior Pastor.

C. Fees

Church members and non-members: See Section 3

D. Gym/Basketball Court Use

The following applies to use of this space:

- If furniture (tables, chairs, etc. is moved or used, they must be re-stored in its original state.
- If audio visual equipment is utilized, user must get permission and instruction for use from Church personnel prior to the event.
- Area must be left clean and ready for use.

Article IX Use of Church Vehicles

Section 1 General

The Church vehicles will be registered in the name of DFBC and in the custody of the ~~Administrator~~ Church. The Finance Committee must authorize all repairs/replacements beyond normal service, except for emergency repairs with input from the Transportation Team. and The Secretary/Treasurer will be responsible for adequate insurance and license licensing.

- A. Use of Church vehicles will be limited to ministries, organizations, and activities related to the ministry of DFBC.
- B. The vehicles may be reserved on a first come, first served basis.
- C. The ~~Administrator~~ Church is responsible for maintaining adequate rules and regulations for vehicle's operation and usage and can restrict any group that is found to be abusive and negligent in its use. Continued operation of/or disposition of the Church vehicles is contingent upon the decision of the ~~Administrator~~ Church through Finance Committee and Transportation Team input.
- D. The Church vehicles will not be used to transport freight, furniture or other large or bulky items.
- E. The keys to the vehicles are not to be duplicated. Report lost keys to church office.
- F. Passengers are responsible for their personal possessions on all trips.

Section 2 Vehicle Driver(s)

All Church vehicles must be operated by a qualified driver holding the proper driver's license required to operate the vehicle being used.

- A.** Driver(s) must be added to Church insurance before driving any Church vehicle.
- B.** Any traffic violations incurred while driving Church vehicles are the sole responsibility of the driver.
- C.** Upon completion of the trip, the driver must fill the fuel tank, and return the vehicle to the Church. Vehicle must be returned with interior clean, and all trash removed. Gas is to be purchased with the Church's credit card.
- D.** Driver is to lock vehicle before returning key and credit card to the Church office.
- E.** Driver and/or group leader will have full authority for keeping order and discipline in the vehicle at all times.
- F.** In the event of an accident, the driver will be responsible for filling an appropriate police report and reporting any accident to the Church office as soon as safely possible. Pertinent emergency telephone numbers are included in the vehicle packet.

A copy of the Vehicle Usage Rule Form is to be furnished to driver(s). Vehicle Usage Rule Form is located at the end of this document. See page 41.

Section 3 Vehicle Safety

- A.** For Safety purposes, Emergency Equipment containing a fire extinguisher, first aid kit and reflective triangles are located in the vehicle. The driver should be aware of the Emergency equipment location and operations before each trip.
- B.** Passenger limitation for all Church vehicles shall adhere to the manufacture's specifications for that vehicle.
- C.** All drivers shall adhere to the rules of the road for the jurisdiction in which they are driving "follow the speed limits".
- D.** There will be no smoking in the vehicle at any time.
- E.** Driver and passengers must keep their seat belts fastened while vehicle is moving.
- F.** The Church vehicles are not to be used for towing without permission from Church administrator.

G. Children under 6 years of age or 60 lbs. must be in a child safety seat, per state law.

H. All drivers shall not text **or communicate without hands free devices** while operating a Church vehicle or transporting people for Church purposes.

Article X Wedding Policy

Section 1 Purpose

To insure that this sacred event is a beautiful and happy occasion. The Christian wedding is a service of worship. Therefore, only those weddings promoting the joining of a man and woman in Holy Matrimony will be performed in this facility. To further insure the meaning of the wedding as a service of worship, the Church family of Dardanelle First Baptist Church has established the following policies as regulations.

Section 2 Arrangements

- A.** The Senior Pastor shall approve all weddings. All arrangements shall be made with the Senior Pastor's secretary. She has the responsibility to make sure the wedding is placed on the official Church calendar.
- B.** Office hours: 8:00 a.m. – 4:15 p.m. Monday through Thursday. Closed on Friday.
- C.** The party will be given a copy of the DFBC Wedding Policy.
- D.** Tentative dates may be cleared by telephone, but complete and final arrangements **MUST** be made in person in order to avoid the possibility of misunderstanding or error on the part of any concerned.

*Dates will be reserved only when a completed Wedding Application Form has been submitted and all appropriate fees have been paid. See page 42.

- E.** No rehearsals, weddings, or receptions will be scheduled on Sundays. On Saturdays, weddings and receptions shall be completed by 8:00 p.m.
- F.** Due to the difficulty of securing adequate help, the following dates may be excluded.
 - Easter Weekend
 - Memorial Day Weekend
 - July 4th
 - July 4th Weekend
 - Labor Day Weekend
 - Thanksgiving Day and Weekend

- December 20th – January 3rd

Section 3 No Exceptions May Be Made To This Policy

The participation of any minister in the wedding ceremony must have the direct approval of the Senior Pastor.

Section 4 General requirement

Our concern as area clergy is to promote lasting marriages under God and to establish spiritually healthy families. Since almost 75 percent of marriages are performed by clergy, we are in a unique position to dramatically affect the marriages and families in our community. We are deeply troubled by our country's epidemic of marital instability and divorce and feel it must be directly addressed by the faith community. Our purpose is to enrich marriages and to significantly reduce the divorce rate in the Dardanelle area congregations.

We accept, as clergy, the responsibility to raise the level of commitment in those we marry and those married couples who look to us for spiritual instruction. We believe that couples who seriously participate in premarital testing and counseling will have a better understanding of what marriage involves. We also believe that an increased commitment to marriage preparations will result in the reduction of failed and failing marriages.

Therefore, as agents of God, acting on His behalf, we believe it is our responsibility to encourage couples to set aside time for marriage preparation. We acknowledge that a wedding is but a day, while a marriage is for a lifetime.

What God has joined together, let the faith community of Dardanelle seek to hold together.

Section 5 Counseling:

- A.** We will normally require a minimum of four months marriage preparation.
- B.** We will require a minimum of four counseling sessions, utilizing both the Scripture and a pre-marital inventory.
- C.** We will seek to train mature, married couples to serve as mentors to work with engaged couples, newlyweds, or those experiencing marital difficulties.
- D.** We will offer two post-marital counseling sessions with clergy or a mentor couple within the first year of marriage.
- E.** We will seek to create a support system of couples whose marriages have successfully weathered life's challenges to assist with troubled marriages.

- F. We will seek to establish support systems for blended families.
- G. We will cooperate with other congregations and organizations to share resources and create a positive climate in which marriages are helped to succeed.

Section 6 Covenant

I, the Senior Pastor, commit to seek the endorsement of these minimum standards by my congregation and to encourage others to do so, for the Glory of God and the good of our whole community.

Section 7 ~~Members of DFBC Church Member~~ Reservation

Unless otherwise specified, the fees are the responsibility of the bride.

The bride and the groom are to sign the Wedding Application Form (page 42) to reserve the date, agreeing that they will comply with all instructions outlined in this policy. Reservations for the building will be considered firm when the Wedding Application Form has been filled out and returned to the Church office and all applicable fees have been paid.

Soloists, or other persons enlisted by the wedding party, shall be compensated by the bride. Dardanelle First Baptist Church is in no way responsible for any legal obligations that may arise from the hiring of such persons. Payment for the minister’s services should be given to him at the rehearsal.

Facilities Available

Sanctuary	Seating Capacity	300
Fellowship Hall	Seating Capacity	60
Activity Bldg	Seating Capacity	700

Fee Schedule

Fees cover expenditures and overhead items not provided in the Church's operating budget.

In order to reserve **the a Church facility**, a non-refundable deposit equal to 50% of all applicable Facility and Personnel fees must accompany the signed Wedding Application Form, with the remaining balance to be paid at least one week prior to the wedding ceremony.

All fees are to be payable to Dardanelle First Baptist Church and given to the Senior Pastor's secretary **or Secretary/Treasurer**.

Facility Fees

Sanctuary	No Charge
Fellowship Hall	No Charge
Activity Bldg	No Charge

Personnel Fees

Custodial – Sanctuary	\$100
Sound/Lighting Technician	\$50
Media (DVD of Wedding)	\$50 (not liable for possible defects)
Custodial - Fellowship Hall	\$50 (each time used)
Additional Custodial Support	\$25 per hour

(See Florists, Decorators, & Caterers)

Please note that the above fees do not include the honorariums for services performed by the Minister, Vocalist or Instrumentalist.

Section 8 Non Church Member Fee Payments

Unless otherwise specified, the fees are the responsibility of the bride.

The bride and the groom are to sign the attached Request for Use form to reserve the date, agreeing that they will comply with all instructions outlined in this policy. Reservations for the building will be considered firm when the Wedding Application Form has been filled out and returned to the Church office and all applicable fees have been paid. See page 42.

Soloists, or other persons enlisted by the wedding party, shall be compensated by the bride. Dardanelle First Baptist Church is in no way responsible for any legal obligations that may arise from the hiring of such persons. Payment for the minister’s services should be given to him at the rehearsal.

Facilities Available

Sanctuary	Seating Capacity	300
Fellowship Hall	Seating Capacity	60
Activity Bldg	Seating Capacity	700

Fee Schedule

Fees cover expenditures and overhead items not provided in the Church's operating budget.

In order to reserve the Church, a non-refundable deposit equal to 50% of all applicable Facility and Personnel fees must accompany the signed Wedding Application Form, with the remaining balance to be paid at least one week prior to the wedding ceremony.

All fees are to be payable to Dardanelle First Baptist Church and given to the Senior Pastor's secretary **or Secretary/Treasurer**.

Facility Fees:

Sanctuary	\$200.00
Fellowship Hall	\$100.00 (each time used)
Activity Bldg Conf Room	\$200.00 (each time used)
Gym	\$400.00

Personnel Fees

Custodial - Sanctuary.	\$100.00
Sound/ Lighting Technician	\$50.00
Media (DVD of Wedding)	\$50.00 (not liable for possible defects)
Custodial - Fellowship Hall	\$50.00 (each time used)
Additional Custodial Support	\$25.00 per hour
Activity Bldg	\$100.00

(See Florists, Decorators, & Caterers)

Please note that the above fees do not include the honorariums for services performed by the Minister, Vocalist or Instrumentalist.

Fill out Dardanelle First Baptist Church Wedding Application Form Sheet. This form is located at the end of this document as all forms that require signatures for acknowledgement purposed and must be kept on file for Church records. See page 42.

Section 9 Custodian

One of the Dardanelle First Baptist Church custodians or assigned person must be utilized to perform these duties:

- Open and close the building for the wedding rehearsal.
- Unlock the needed doors and rooms up to three hours before the wedding time.
- Ensure that heating or cooling is turned on and operating.
- Following the wedding, arrange platform furniture for Sunday services.
- Clean and restore to order all rooms used by the wedding party.
- Empty all wedding trash.
- Complete lockup of the building following departure of wedding party.

Section 10 Sound System and Lighting

The sound and lighting systems **MUST** be run by a designated Sound Technician of **Dardanelle First Baptist Church**. Those duties include:

- Gather information from the bride of required special sound and music and lighting.
- Arrange for microphones for the minister, vocalist, and instruments.
- Help with re-setting the platform after the ceremony.

Section 11 Wedding Music

Please keep in mind that a Church wedding is a service of the Church, and the music should be in keeping with what is expected of a service of worship.

- It is suggested that sacred/standard wedding music be used rather than secular music.
- All music video/DVDs must be presented to the Music Minister of Dardanelle First Baptist Church at least 2 weeks prior to the wedding and must receive final approval by him the Senior Pastor or his designee.

There is a piano in the sanctuary, but the Church does not make the arrangements for the instrumentalists.

- No instruments are to be moved without prior approval and under the direction of the Minister of Music, or his designee.
- No adjustments are to be made to these instruments without prior approval and under the direction of the Minister of Music, or his designee.

Dardanelle First Baptist Church does not make arrangements for or recommend vocalists. It is the responsibility of the wedding party to make all contacts and arrangements.

Section 12 Wedding Photography and Videography

A wedding is a very important and sacred occasion. Please keep in mind that a Church wedding is a service of the Church, and nothing should detract from the seriousness or sacredness of the occasion.

- It is recommended that wedding party pictures be taken before or after the service.
- A video may be made from the back of the sanctuary and/or the choir loft if no additional lighting is required.
- The photographer/videographer MUST NOT stand on the pews or other furniture.
- Arrangements can be made with the Director of Media at Dardanelle First Baptist Church for producing a DVD of the wedding. However, neither the media personnel nor DFBC will be liable for any possible defects of the video.
- Cameras with flash attachments are discouraged during the sacred ceremony.

- Video recordings may be made from the back of the sanctuary and/or choir loft if no additional lighting is required. The videographer is expected to remain in one location during the ceremony.
- Please DO NOT stand on the pews or other furniture. If you anticipate a need for a higher angle, we ask that you provide a stool or box for that purpose.
- Please take pictures of the wedding party before or after the ceremony.
- No cameras or video equipment belonging to Dardanelle First Baptist Church may be used by an outside photographer or videographer.

(Please give this to your photographer and videographer)

*Dardanelle First Baptist Church is not responsible for any items left at the Church by you or your personnel.

Section 13 Decorations

To minimize disruption to an ongoing Church program, extensive seasonal decorations (i.e. Christmas, Patriotic, etc.) will NOT be removed for weddings.

A. Florists. Decorators. and Caterers

The decorations are an important part of a wedding. However, there are a few mandates that must be followed in order to preserve the beauty and integrity of the Church facility.

- Decorations must not be attached to pews, carpeting or other furniture by pinning, gluing, nailing or thumb tacking.
- No tape of any kind may be used (masking tape may be used to anchor an aisle runner).
- Garland must not be attached to the wood in the sanctuary.
- Professional bow holders may be used to hold the ribbon or floral pew markers in place.
- ~~These are called Paradise Candles and are available at all local florists.~~
- Furnishings in the sanctuary are to be moved by the Church custodial staff only.
- Silk flower petals should be used in flower girl baskets as fresh flowers will stain the carpet.
- Items to be thrown at the close of the reception MUST be pre-approved by the minister in charge. NOTHING is to be thrown INSIDE the Church under any circumstances.
- Each florist and caterer shall leave the area clean and arranged as it was found.
- All decorations, flowers, and personal equipment must be removed from the Church building immediately following the ceremony. (There are no facilities for storing these items.)

Caterers and florists should note that the Church: will not be opened any earlier than three hours prior to the time of the wedding. If an earlier time is needed, special arrangements must be made.

Neither smoking nor the use of any tobacco products is allowed on Church grounds.

The Church is not responsible for any items left at the Church by you or your personnel.

(Please give a copy of this to your Florist, Decorators and Caterers)

Section 14 Rehearsals and Wedding Day

Members of the wedding party are reminded that throughout the entire rehearsal and the wedding they are in a Holy Place dedicated to the worship of God.

- NO ALCOHOLIC BEVERAGES are permitted on Church grounds.
- Neither smoking nor the use of any tobacco products is allowed on Church grounds.
- Please, no confetti, or anything thrown inside the Church building.

To avoid embarrassment, please call these rules to the attention of all members of your wedding party.

We do have Nursery facilities available if needed. The bride is responsible for securing and compensation of nursery workers for child care. Dardanelle First Baptist Church is not responsible, nor liable, for the well-being or safety of any child while in the care of wedding party workers.

The wedding rehearsal is customarily held the evening before the wedding. Rehearsals should begin promptly and proceed in a quiet, dignified and reverent manner.

A member of the Church custodial staff or assigned person will be available during that time to open and close the building.

The officiating minister is responsible for conducting the rehearsal unless this duty is designated to someone else.

*No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol or drugs.

Section 15 Responsibility for Safekeeping of Personal Items

Every possible effort will be made to protect personal property and items in the Church such as wedding dresses, purses, silver and glass, etc. However, the Church cannot be responsible for such items if lost, stolen, or damaged. This includes items brought and used by other service personnel such as caterers, photographers, videographers, and florists. It is suggested that one person be responsible for close observance of such items.

* Dardanelle First Baptist Church has furnished you a Wedding Worksheet Form for you convenience. This form is located at the end of this document as all forms. See page 43.

Forms

Dardanelle First Baptist Church

Offering Count Form

Date _____ Tithes \$ _____

Currency \$ _____

Coins \$ _____

Checks \$ _____

Online Tithes \$ _____

Online Other Designations
_____ \$ _____

Total Deposit \$ _____

DESIGNATED

Wed Night Meals \$ _____
Back Pack Program \$ _____
Building Fund \$ _____
Children's Ministry \$ _____
College Ministry \$ _____
Youth Ministry \$ _____
Senior Adults \$ _____
Mission's \$ _____
Mission Trips \$ _____
Annie Armstrong \$ _____
Dixie Jackson \$ _____
Lottie Moon \$ _____

Counting **Committee Team** Signature's

Other:

_____ \$ _____

_____ \$ _____

Total \$ _____

Designated Account Expenditure Form

Date: _____

Name of Fund: _____

Fund's Committee Chairman: _____

Fund's Current Designated Use: _____

Please State the Suggested Use and Give Reasoning:

Use back of form if more room is needed. () check if back used.

Member(s) Name: _____ Phone #: _____

Member(s) Name: _____ Phone #: _____

Member(s) Name: _____ Phone #: _____

Signature of Person Receiving Form: _____

Date : _____

Sexual Misconduct Information Form

After reading and understanding the definitions in the Sexual Misconduct Policy of Dardanelle First Baptist Church, Dardanelle, Arkansas, I submit the following.

Please check one of the following:

_____ I certify by the signature below that no civil, criminal or ecclesiastical complaint has ever been sustained * or is pending ** against me for sexual misconduct; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct.

_____ I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments' (Please attach explanation.)

I fully understand that the information obtained may be used to deny me employment or any other type of position from the employing entity. I further certify, by signing below, that I have read the Sexual Misconduct Policy of Dardanelle First Baptist Church, Dardanelle, Arkansas, and that I will abide by it completely. I also agree that I will hold harmless Dardanelle First Baptist Church, Dardanelle, Arkansas, from any and all claims, liabilities, and causes of action

for the legitimate release of information related to sexual misconduct or for my actions that may cause a civil or criminal suit.

Signature _____

Printed Name _____

Date _____

***Sustained**

- 1. In a criminal court, sustained means that there has been a guilty plea, a guilty verdict or a plea bargain.
- 2. In a civil court, sustained means that there has been a judgment against the defendant.
- 3. In an ecclesiastical case, sustained means that there has been a guilty plea and censure imposed, or finding of guilt with censure imposed by a permanent judicial commission in the Dardanelle First Baptist Church, Dardanelle, Arkansas, (USA) or equivalent body of another Church.

****Pending**

- 1. In a criminal court, pending means a criminal charge before a grand jury, in the process of being prosecuted or in which there is not yet a verdict.
- 2. In a civil court, pending means a case in which there has not been a decision or judgment.
- 3. In an ecclesiastical case, pending means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in another Church other than the Dardanelle First Baptist Church, Dardanelle, Arkansas, (USA).

Medical Release Form

Children/Youth/Adult Ministries
Dardanelle First Baptist Church
118 S. Second St., Dardanelle, AR 72834

Name _____ Age _____

Name _____ Age _____

Address

Phone # (Home) _____ Phone # (Cell) _____

E-Mail

Parents/Guardian

Health Information:

Current on all Immunizations? Yes ___ No ___ Date of Last Tetanus Shot _____

Taking Prescription Medication? Yes ___ No ___

Type of Medication _____

Under Doctor's Care? Yes ___ No ___

Name of Doctor _____ Phone # _____

Insurance Carrier _____ Policy # _____

Authorization from Parents/Guardians:

By signing this form, I hereby give my consent for the above names child./children/youth to attend and take part in any and all activities. In the event of an emergency and I cannot be reached, I hereby give consent to the Church leadership/sponsors to sign for my child/children/youth should it be necessary to receive medical treatment and to the Church leadership/sponsors to administer medical care to my child/children/youth which does not require a hospital visit. I understand that every effort will be made to provide the safest environment possible, but that accidents can and do occur. And I agree not to hold liable either sponsoring Church, the Church leadership/sponsors in the case of an unforeseen event. I also agree to allow my child/children/youth to ride in the Church's transportation.

Parent/Guardian Signature _____ Date _____

Dardanelle First Baptist Church Background Check Authorization

Confidential

Area of Ministry/Service _____

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____
(Maiden) (Year Married)

Current Address Since: _____
(Mo/Yr) (Street) (City) (State / Zip)

Previous Address From: _____
(Mo/Yr) (Street) (City) (State / Zip)

Previous Address From: _____

(Mo/Yr) (Street) (City) (State / Zip)

Social Security Number _____ Date of Birth _____

Phone # _____ Cell # _____ E-mail _____

Driver' s License Number/State _____

Are you a member of Dardanelle First Baptist Church?

YES _____ Since: _____ NO _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize Dardanelle First Baptist Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number, current and previous residences, employment history, employment credit history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Dardanelle First Baptist Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release Dardanelle First Baptist Church, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature _____ Date _____

Facility Use Request for Reservations for Facility Use

Name of Organization: _____

Reason for Use: _____

Date(s) Requested: _____

Check Facilities Requested:

Sanctuary _____ Fellowship Hall _____ Kitchen _____ Class Rooms(#) _____

Responsible Person in Charge _____

Phone # _____ Cell# _____

e-mail _____

Signature of Person Making Request*: _____ Date _____

Signature of Senior Pastor (if
Granted) _____ Date _____

Church Contact _____

Phone# _____

Fees Remitted Yes _____ No _____

Fees Collected: \$ _____ Balance if any Due: \$ _____ Date _____

Signature Person Receiving Fees: _____

Was Facility Returned in Acceptable Condition: Yes _____ No _____

Comments: _____

***By signature you are releasing DFBC of any liability of loss/or injury due to/from facility use.**

Vehicle Usage Rule Form

Date of use: _____

General:

- The Church vehicles will not be used to transport freight, furniture or other large or bulky items.
- The Church vehicles may not be borrowed for personal use, loaned or leased outside the Church.
- The keys to the vehicles are not to be duplicated. Report lost keys to the Church office.

- Passengers are responsible for their personal possessions on all trips.

Vehicle Driver(s):

- All Church vehicles must be operated by a qualified driver holding the proper driver's license required to operate the vehicle being used.
- Driver(s) must supply the Church with a copy of their official driving record which can be obtained online. In addition, Church vehicle drivers must notify the Church administrator of any traffic accidents/violations that might occur after a driving record has been placed on file.
- Any traffic violations incurred while driving Church vehicles are the sole responsibility of the driver.
- Upon completion of the trip, the driver must fill the fuel tank, and return the vehicle to the Church.
- Vehicle must be returned with interior clean, and all trash removed. Any group failing to clean and/or fuel the vehicle will be charged a cleaning/fueling fee of \$50.
- Gas is to be purchased with the Church's credit card.
- Driver is to complete a Trip Sheet, and lock vehicle before returning key and credit card to the Church office.
- Driver and/or group leader will have full authority for keeping order and discipline in the vehicle at all times.
- In the event of an accident, the driver will be responsible for **filing** an appropriate police report and reporting any accident to the Church office as soon as safely possible. Pertinent emergency telephone numbers are included in the vehicle packet.
- All drivers shall not text while operating a Church vehicle or transporting people for Church purposes.

Vehicle Safety:

- For Safety purposes, Emergency Equipment containing a fire extinguisher, first aid kit and reflective triangles are located in the vehicle. The driver should be aware of the Emergency equipment location and operations before each trip.
- Passenger limitation for all Church vehicles shall adhere to the manufacture's specifications for that vehicle.
- All drivers shall adhere to the rules of the road for the jurisdiction in which they are driving "follow the speed limits".
- There will be no smoking in the vehicle at any time.
- Driver and passengers must keep their seat belts fastened while vehicle is moving.
- The Church vehicles are not to be used for towing without permission from the Church **administrator.**
- Children under 6 years of age or 60 lbs. must be in a child safety seat, per state law.

Wedding Application Form

Dardanelle First Baptist Church

Wedding Date and Time: _____

Bride's Name: _____

Address _____

Home/Cell Phone: _____ E-mail _____

Groom's Name: _____

Address: _____

Home/Cell Phone: _____ Email _____

Local Contact Person (if out of town): _____

Home/Cell _____ E-mail: _____

Minister Officiating: _____

Pre-Marital Counselor(s): _____

Rehearsal Date & Time: _____

Rehearsal Dinner Location: _____

Reception Location: _____

Florist Name & Phone: _____

Photographer Name & Phone: _____

If the above information cannot be completed at the time of the reservation, please call the Church office and give the information as it becomes available.

We have read the Wedding Policies of Dardanelle First Baptist Church, and will take responsibility to see that our wedding is conducted in accordance with them.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Fees Collected: \$ _____ Balance if any due \$ _____ Received by-Date _____

Worksheet for Order of Wedding Service

Bride and Groom _____

Minister _____ Soloist _____

Pianist _____ Other _____

Rehearsal Date/Time _____ Wedding Date/Time _____

Ushers _____

Groomsmen _____

Bridesmaids _____

All wedding party present? _____ Photographer/Videographer present? _____

Order of Service

Lighting of Alter Candles

Seating of Groom's Grandparents

Seating of Bride's Grandparents

Seating of Groom's Mother

Seating of Bride's Mother

Processional

Chiming of the Hour

Minister and Groom Enter

Groomsmen Enter

Bridesmaids Enter

Ring Bearer and Flower Girl Enter

Bride and Father Enter

Ceremony

Presentation of Husband and Wife

Recessional

Bride and Groom Out

Ring Bearer and Flower Girl Out

Bridesmaids and Groomsmen Out

Brides' Mother Out

Groom's Mother Out

Announcement and Invitation to Reception to Follow