

Fayette Friendship Community Church
Board of Servants
Policies and Procedures

SECTION I: INTRODUCTION

To more effectively fulfill our mission of making disciples for Jesus Christ and to better manage the temporal affairs of the church, as defined in Section V of the By-Laws of the Fayette Friendship Community Church (FFCC) Board of Servants, the Board *“may adopt additional policies and procedures as needed, as long as these policies and procedures do not conflict with this document or the UMC Book of Discipline. These new or modified policies and procedures will be announced to the congregation in a transparent manner agreed by the Board and the Senior Pastor. The Board of Servants may create other committees, sub-committees and working groups from time to time as needed.”*

SECTION II: TEAMS AND COMMITTEES

In the FFCC structure the following nomenclature is used for Board directed groups:

Teams – Standing groups focused on the core mission, ministry, and operations of the church.

Committees – Groups created under the Teams to accomplish a specific purpose.

Team Leaders are appointed by the Board annually after the instalment of the new Board in January. Any vacancies occurring during the year are filled by the Board for the remainder of the year. Members of the Teams are selected by the Team Leaders.

The Board establishes the following Teams to assist the Board, Pastor, and staff in the execution and management of the affairs of the church:

A. Mission and Ministry Teams

The following Mission and Ministry Teams are created by the Board to assist the Pastor and church staff:

A.1 Worship Team

The Worship Team is created by the Board with responsibility for the planning and execution of worship services. The Worship Team consists of Pastor (leader), Director of Music (staff), Accompanist (staff) and other members including, but not limited to:

- Children’s Church/Nursery Coordinator
- Liturgist Coordinator
- Usher Coordinators
- Greeter Coordinator
- Acolyte Coordinator
- Altar Guild Chair
- Visual Arts (aka Sparkle) Chair
- A/V Technologies Coordinator
- Flowers Coordinator
- Sanctuary Steward

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A.2 Congregational Care & Nurturing Team

The Congregational Care & Nurturing Team is created by the Board with responsibility for planning and execution of programs focused on the care and nurturing of the congregation. The Team consists of the team leader, Membership Secretary, and other members as selected by the team leader. The responsibilities of the Team include, but are not limited to:

- Visitation
- Forget Me Not Ministry
- Fellowship Meals
- Bereavement Meals
- Discipleship (small groups & Sunday School)

A.3 Mission, Evangelism & Community Outreach Team

The Mission, Evangelism & Community Outreach Team is created by the Board with responsibility for planning and execution of programs focused on connecting the church to the surrounding community. The responsibilities of the Team include, but are not limited to:

- Marketing & Communications
- Hospitality
- Peachtree Wind Ensemble Liaison
- Community engagement events (adults & children)
- Local Hands-On Missions
- Care Closet
- Fayette Samaritains Liaison
- Fresh Expressions
- Advocacy
- 5K Race

B. Operations Teams

The following Operations Teams are created by the Board to assist the Pastor and church staff:

B.1 Accounting Team

The Accounting Team is created by the Board with responsibility for the financial management of the church. The Accounting Team consists of Treasurer(s), Financial Secretary(s), and a team of Tellers. The Treasurer(s) and Financial Secretary(s) shall be nominated by the Committee on Nominations and Leadership Development and approved at the annual Charge Conference. All other members are selected by the leader. The Accounting Team handles day-to-day financial duties including:

- Counting and depositing tithes, offerings, special gifts, etc.; holding this information in confidence as appropriate.

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- Paying bills and ordering supplies (as approved and within budget and cap)
- Providing reports such as monthly and year-to date budget/income/expenses to board
- Assisting board and/or pastor with financial analyses
- Providing members with annual giving statements, holding this information in confidence
- Compiling a proposed budget under direction of the Board and upon requests from various areas, e.g., worship, music, outreach, etc. (The Board will accept or even change the budget requested as appropriate and submit to congregation for approval.)
- Compliance with UMC guidelines for accounting practices including arranging for annual audit.
- This team is not required to meet on a scheduled basis, but to do so when needed to address an issue, conduct training, and/or celebrate their ministry together.
- The Treasurer is an information source for administrative and ministry spending; however, the Treasurer's job is not to approve or deny a budgeted expense. Any issues about a proposed expense will be brought to and be the responsibility of the Board.

The Church Treasurer is authorized by the Board to pay outstanding bills and debts of the Fayette Friendship Community Church from the church banking accounts within the following stipulations:

- a. No single expenditure exceeds \$3000 excepting normal monthly mortgage loan payments and staff compensation payments as approved in the annual budget;
- b. The expenditure fits into an approved category of the annual budget and payment will not exceed the total budgeted amount for that line item;
- c. Funds are available within the FFCC bank account;
- d. Payments not conforming to the above stipulations (a, b, and c) must be approved specifically by the Board or included in any amended budget approved by the Board.

B.2 Building & Grounds Team

The Building & Grounds Team is created by the Board with responsibility for the ongoing tasks related to maintaining the buildings and grounds.

While the team members will have interests, gifts and skills appropriate to the tasks, they are also charged with including other church members in the maintenance, repair and improvement of the facilities as appropriate.

Some tasks are shared or rotated among group members. Some may be assigned to a member of the group, but cross-training with others should always occur.

Tasks include such things as:

- Development and maintenance of up-to-date files on maintenance tasks and schedules, equipment documentation/service manuals, diagrams, instructions, vendor information and records, repair and replacement histories, etc. in the church office
- Inspection/maintenance related to compliance with fire safety, e.g. inspection of exit signs and inspection/maintenance of smoke alarms

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- Inspection/replacement of light bulbs and schedule of automatic lighting in accord with actual sunset and building security needs
- Supervising landscaping, pest/termite and other contracted companies
- Arranging for pressure washing of sidewalks on an annual basis
- Grounds maintenance that is outside the contract of landscaping company, e.g. poison ivy and fire ant treatments, removal of shrubbery, plantings and flower beds
- Maintenance of HVAC schedules (thermostat programming) in accord with actual building use.
- Inspection of condition of buildings & grounds and arranging for repairs/maintenance
 - making or working with other members to make repairs (if qualified)
 - contacting approved outside vendors
 - working with board for repairs beyond cap as well as capital repairs
 - assisting board in obtaining bids and providing input for board contract decisions
- Monitoring things such as ceiling tiles, and documenting current conditions (i.e. taking pictures) so as to more quickly determine if action is needed.
- Organizing work days and inviting members to participate at least twice annually
- Informing the Board of any areas of concern relative to building and grounds
- Recommending actions and expenditures relative to buildings and grounds
- Providing input into annual budget
- This team is not required to meet on a scheduled basis, but to do so when needed to address an issue, conduct training, set-up or exchange schedules, and/or celebrate their ministry together.

The Building & Grounds Team is authorized by the Board to expend funds on the upkeep and repair of the facilities of the Fayette Friendship Community Church within the following stipulations:

- a. No single expenditure exceeds \$1,000;
- b. The annual cumulative expenditure will not exceed the total budgeted amount for the “Repair & Maintenance” line item;
- c. Funds are available within the FFCC bank accounts either in the general fund or the maintenance reserve;
- d. Payments not conforming to the above stipulations (a,b, and c) must be approved specifically by the Board or included in any amended budget approved by the Board.

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SECTION III: BOARD POLICIES & PROCEDURES

The Board establishes the following policies and procedures to guide the Board in the execution of the affairs of the church:

A. Board Meetings

The Board will meet the 4th Monday of each month after which the Recording Secretary will send out the minutes so that the congregation is aware of any decision by the Board and action items for the next month.

Once a month the Board Chair or a Board member will talk about important matters to the congregation with that same information to be put into the monthly newsletter and on the FFCC website.

As the Board prepares for the next month's meeting, the leaders of each team, and committee should forward to the Board Chair and Pastor by the 15th of the month a short highlight of the group's efforts over the previous month. The report should also include any requests to be added to the next Board meeting agenda for feedback or decision.

Ministry highlights and requests will be part of the Meeting Notice containing the agenda and 'read ahead' materials distributed at least one week prior to the next meeting. If there are any questions from the Board, the person will be asked to attend the Board meeting to discuss in more detail.

In general, the Board will err on the side of more communication versus less and members should always feel free to contact the Board Chairperson or any of the Board members with questions, suggestions, and/or concerns.

B. FFCC Corporation

The meetings of the Board of Servants of the Fayette Friendship Community Church shall be considered equivalent to Board Meetings for purposes of the Corporation. The Annual Charge Conference shall be considered equivalent to the Annual Members Meeting for purposes of the Corporation. The minutes of the Administrative Board meetings and the Annual Charge Conference will be considered corporate records to meet the documentation and meeting requirements for the Corporation.

SECTION IV: GENERAL POLICIES & PROCEDURES

The Board establishes the following policies and procedures to guide the Board, Pastor, staff and volunteers in the execution of the affairs of the church:

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A. Safe Sanctuary

See Appendix IV.A - Safe Sanctuary Policy

B. Use of Church Facilities (Other than Funerals and Weddings)

See Appendix IV.B - Use of Church Facilities Policy & Procedures

C. Funerals

See Appendix IV.C – Funerals Policy & Procedures

D. Weddings

See Appendix IV.C – Weddings Policy & Procedures

E. Definitions of Designated Funds Accounts and Holding Funds Accounts

See Appendix IV.E – Designated Funds Accounts and Holding Funds Accounts Policy & Procedures

F. Memorial Giving Policy

See Appendix IV.F – Memorial Giving Policy