

Nashua Baptist Church
Policy Manual
October 2022 - ELDER

- I. PURPOSE -----3
 - A. PURPOSE AND REVISION -----3
 - B. POLICY CHANGE-----3
- II. PERSONNEL-----4
 - A. JOB DESCRIPTIONS -----4
 - B. EMPLOYEE POLICIES AND PROCEDURES -----6
 - C. OTHER PERSONNEL POLICIES-----7
- III. ELDERS -----10
 - A. JOB DESCRIPTION-----10
 - B. QUALIFICATIONS-----11
 - C. ELECTION PROCEDURE -----11
 - D. REMOVAL PROCESS -----11
 - E. STRUCTURE-----12
- IV. DEACONS -----12
 - A. JOB DESCRIPTION-----12
 - B. QUALIFICATIONS-----12
 - C. ELECTION PROCEDURE -----12
 - D. REMOVAL PROCESS -----13
- V. CHURCH OFFICERS-----13
 - A. TERMS OF OFFICE -----13
 - B. OFFICERS TO BE ELECTED -----13
 - C. SUPPLIES -----15
- VI. TEAM MINISTRY -----16
 - A. TEAM SELECTION PROCESS -----16
 - B. GENERAL TEAM LEADER RESPONSIBILITIES -----16
 - C. INDIVIDUAL TEAM RESPONSIBILITIES-----16
- VII. LEADERSHIP TEAM-----20
 - A. MEMBERSHIP-----20
 - B. VACANCIES-----20
 - C. DUTIES-----20
 - D. MINUTES-----20
 - E. REPORTS-----20
- VIII. WORSHIP SERVICES -----21
 - A. REGULAR ORSHIP SERVICES -----21
 - B. CANCELLATION OF WORSHIP SERVICES-----21
- IX. USE OF CHURCH PROPERTIES -----21
 - A. POLICIES ON BUILDING USE -----21
- X. OTHER POLICIES-----22
 - A. CHURCH OFFICE USE -----22
 - B. OUTSIDE ACTIVITIES -----22
 - C. PHOTOGRAPH USE POLICY-----22
 - D. SOR POLICY-----24

I. PURPOSE AND REVISIONS

A. PURPOSE.

This Church Policy Manual contains policies and guidelines of Nashua Baptist Church.

B. POLICY CHANGE.

Any section of the Church Policy Manual is subject to change since it serves the needs of the Church which is itself a dynamic, growing organization. The Church Clerk is responsible for keeping this Manual up to date based on the input received from the various organizations listed in the table below. Where “The Church Membership” is shown as the responsible body, the section is considered to be Policy and changes will emanate from motions passed at a Church Business Meeting. All of the other Sections are considered as Guidelines rather than Policies and may be permanently changed or temporarily modified in specific situations by the responsible body as needed. Any changes or temporary modifications to the Guidelines shall be reported to the Church at the next scheduled Business Meeting. This Manual will be updated to reflect any permanent changes by the Church Clerk.

<u>Section</u>	<u>Responsible Body</u>
I. PURPOSE AND REVISIONS	The Church Membership
II. PERSONNEL	Administrative Team
III. ELDERS	The Church Membership
IV. DEACONS	The Deacon Body
V. CHURCH OFFICERS	The Leadership Team
VI. TEAM MINISTRY	The Leadership Team
VII. LEADERSHIP TEAM	The Leadership Team
VIII. WORSHIP SERVICES	The Deacon Body
IX. USE OF CHURCH PROPERTIES	Administrative Team
X. OTHER POLICIES	The Leadership Team

II. PERSONNEL

A. JOB DESCRIPTIONS.

1. PRIMARY TEACHING PASTOR/ELDER. The Primary Teaching Pastor/Elder is a member of the Elder Team and is responsible for providing initial administrative leadership for the church within the scope of the larger vision and care of the Elder Team. He is to use his skills in proclamation and pastoral care in meeting the needs of persons in the church and the community. In performance of these duties he shall:
 - a) Provide administrative leadership on behalf of the Elder Team for the total church program including office management.
 - b) Work to continue discipleship and spiritual growth among the Elder Team.
 - c) Serve as chairman of the Leadership Team.
 - d) Be responsible for the weekly pulpit ministry of the church by regularly preaching or providing for the delegation of preaching among the other Elders and biblically qualified members or outside guests.
 - e) Be responsible for the oversight of all congregational services by planning, delegation of planning, and evaluation.
 - f) Recommend and advise the Elders in the selection of church staff, and be the primary point of supervision.
 - g) Conduct or provide for the conduction of all funerals and wedding ceremonies in accordance with the approved statement of faith of Nashua Baptist Church.
 - h) Provide spiritual counseling or the delegation of spiritual counseling for individuals within the congregation as needs arise.
 - i) Give oversight to the Missions and Outreach programs of the church.
 - j) Serve as ex officio member of all teams.
2. PASTOR OF STUDENTS AND WORSHIP. Principle Function: The Pastor of Students and Worship is a member of the Elder Team and is responsible for leading and overseeing the Student Ministry and Music programs of Nashua Baptist Church in accordance with the leadership of the other Elders.
 - a) Student Responsibilities:
 - (1) Lead efforts in evangelism and pastoral care for students both inside and outside of Nashua Baptist Church.
 - (2) Plan, lead, and supervise, a regular and comprehensive program of student discipleship ministry including weekly gatherings of Bible study and fellowship, special events, as well as outreach and missions opportunities.
 - (3) Encourage and recruit students to be involved in the broader life of the church through establishing relationships and serving in other ministry emphases including Sunday mornings.
 - (4) Lead or oversee leadership of the Sunday morning Student Small Group.
 - (5) Recruit, train, and supervise volunteer adult leaders to assist the student ministry as needed.
 - (6) Establish and maintain a method of keeping all student ministry parents informed of news and events.
 - (7) Work to involve parents in student ministry efforts, and equip them to take the primary leading discipling their students.
 - (8) Prepare, submit, and maintain an annual Student Ministry budget.

- (9) Establish, communicate, observe and enforce comprehensive safety and security policies for the Student Ministry.
 - (10) Represent the Student Ministry for the Leadership Team.
 - (11) Maintain the Student Ministry's connection with the church office, calendar, correspondence, and staff.
 - (12) Serve a minimum of three (3) hours a week in the office for the purpose of study, planning, and preparation of Student Ministry responsibilities.
 - (13) Identify and publish a minimum of five (5) additional hours a week outside of the normal ministry schedule to be available for contact and/or meeting with students or parents via in-person meetings and/or digital contact.
- b) Worship Responsibilities:
- (1) Lead the Nashua Baptist Church Worship Team and worship program administratively by being responsible for the selection of music, the planning and inclusion of special efforts (ie: drama, spoken word, etc), and the scheduling and supervision of all stage and cave personnel.
 - (2) Lead the Nashua Baptist Church worship program musically by being the "worship leader" during our Sunday morning services and special events.
 - (3) Establish and implement a comprehensive plan to grow Nashua Baptist Church's musical efforts and abilities.
 - (4) Oversee the use, protection, and maintenance of all music, stage, and cave equipment (including instruments, a/v equipment, and digital or printed materials).
 - (5) Recruit, train, equip, and provide staff-level oversight to the leader of the Greeter Team.
 - (6) Oversee the over-all decorative appearance of the Worship Center.
 - (7) Prepare, submit, and maintain an annual Worship Team Budget.
 - (8) Represent the Worship Team for the Leadership Team.
 - (9) Maintain the Worship Team's connection with the church office, calendar, correspondence, and staff.
3. ADMINISTRATIVE ASSISTANT. The church administrative assistant's primary responsibility is to serve as personal assistant to the Primary Teaching Pastor/Elder and/or other church staff members. This includes taking notes, typing, filing, scheduling appointments, and maintaining a calendar of church functions. Due to the personal nature of a Pastors' counseling and contact with church members and families, the Administrative Assistant must be aware of and maintain the confidentiality of information. In addition, the Church administrative assistant shall:
- a) Serve as receptionist and answer the telephone.
 - b) Order office supplies and materials for church ministries as needed.
 - c) Create resources for worship services.
 - d) Collect and distribute mail.
 - e) Prepare digital and physical mailings necessary.
 - f) Maintain church calendar of activities and events.
 - g) Assist church leaders in securing materials and supplies as needed for their church tasks.
 - h) Maintain and prepare church directory and mailing list.
 - i) Provide secretarial and administrative assistance to leaders of church organizations as time permits and under the direction of the Pastor.

B. EMPLOYEE POLICIES AND PROCEDURES.

1. **WORKING HOURS.** Employees are expected to be punctual and at their assigned place of work at the designated times. The church office shall normally be open Monday through Friday and the hours are 9:00 a.m. to 4:00 p.m. unless otherwise specified. Employees are allowed normal lunch and break periods during the day. While it is understood that members of the professional staff will work independent hours, the professional staff may take one day off during the work week (Monday-Friday) as a normal day off in addition to Saturday. Working hours for part-time employees shall be set by the supervisor.
2. **PAY PERIODS.** Salary checks for all employees will be issued on or before the 14th and on or before the 28th day of each month.
3. **SUPPLIES AND EQUIPMENT.** Employees are to be furnished with the supplies necessary for their work as approved by their supervisor. Supplies and equipment should not be used in careless or wasteful manner. Supplies and equipment are to be obtained in accordance with established office and financial policies.
4. **EMPLOYEE ABSENCES.**
 - a) Leaving the church premises. Unless church work requires one to do so, an employee should not leave the premises during office hours without the consent of the appropriate supervisor. An employee whose work requires him/her to leave the premises should leave word at the office as to destination and the approximate time of return.
 - b) Death or illness of a relative. With the approval of the immediate supervisor, any employee will be allowed a maximum of three (3) days off with pay per incident due to illness or death in the immediate family (immediate family being confined to the spouse, children, parents, brothers, and sisters of the employee or the parents, brothers, and sisters of the employee's spouse).
 - c) Civic duties. An employee will be granted leave with pay for jury or witness duty and to vote in local, state, and national elections.
 - d) Personal business. It is occasionally necessary for an employee to be absent from work briefly for personal reasons. Such absences would be arranged in advance with the employee's supervisor.
 - e) Extended leave of absence. Extended leaves of absence with or without pay can be granted by the Leadership Team only in exceptional circumstances and emergencies.
5. **TERMINATION.** Employees are expected to give notice of their intent to resign. Support staff will be expected to submit such a resignation at least two (2) weeks in advance while Professional staff are expected to do so a minimum of thirty (30) days. An employee may also be terminated by the church due to budget, job performance, reorganization, etc. Except for the case of budget shortfall, an employee will be granted one (1) month's pay at their current pay scale. Additional termination pay may be granted upon the recommendation of the Leadership Team and an affirmative vote of the church.
6. **DISAGREEMENTS.** When there are disagreements, misunderstanding, or breaches of harmony among members of the staff, every effort should be made by the parties involved to resolve the differences in a Christian spirit and in accordance with Scriptural principles. If such efforts should be unsuccessful, then such matters should be taken to the proper supervisor. If the supervisor is involved or unavailable, employees should follow the lines of responsibility. No supervisor shall be skipped over without being first notified of the employee's intent to seek a hearing from someone else.
7. **BACKGROUND CHECK.** All potentially employed personnel shall participate in a criminal background check, and the church's Abuse Protection Training before being hired. That protection training must be repeated each year for the duration of their employment. All employees of Nashua Baptist Church are mandated reporters and should immediately contact legal authorities upon learning of any instance of abuse. Nashua Baptist Church reserves the right to terminate any employee that has not fully disclosed child protection issues in their history.

C. OTHER PERSONNEL POLICIES.

1. GENERAL INFORMATION. The Primary Teaching Pastor/Elder has general administrative responsibility for the church staff. Job descriptions for each employee of the church are included in Section II-A.
2. STAFF CLASSIFICATIONS. The church staff shall be composed of the following personnel who may be employed on either a full-time or part-time basis as at the discretion of the church.
 - a) Professional Staff: Normally these will be individuals who have felt the call of God for vocational service in their particular fields of specialization and training. They include:
 - (1) Staff Elders/Pastor
 - (2) Non-Elder Staff/Ministry Directors
 - b) Administrative Assistant Staff: Normally these will be individuals who have developed specialized skills through training and experience which enable them to serve in this capacity. They should also display desirable traits of personality and Christian spirit. They include:
 - (1) Church Administrative Assistant
 - c) Custodial Assistant: The church may employ individuals responsible for the cleaning and maintenance of the church buildings and grounds. Normally these will be individuals who are sufficiently skilled, experienced and committed to perform the necessary tasks of custodial care for the church. They, too, should evidence desirable traits of personality and Christian character.
 - d) Additional Personnel: The church may employ additional individuals for specific tasks of ministry in behalf of the church. These employees should bring to their tasks the necessary skills and desirable traits of personality and character expected of other employees. They may include:
 - (1) Instrumentalists
 - (2) Preschool workers
 - (3) Temporary workers
3. RECRUITMENT. All employees of the church shall be recruited according to these established policies:
 - a) Professional Staff: All professional staff members will be approved and elected by the church with at least 80% majority.
 - (1) Staff Elders. In the case of Staff Elders, a temporary and specially elected Pastor Selection Team will be established including all current Elders, the Administration Team Leader, the Deacon Chairman, and at least two (2) other church members not currently serving in a leadership capacity. These additional team members will be selected by the congregation. A budget for the search will be approved. Once a candidate for the open position is selected, the candidate will be presented to the church in view of call and voted on in a specially called business meeting.
 - (2) Non-Elder Staff. In the case of staff who do not hold the office of Elder, (such as non-pastoral directors of ministries) the Elder Team will work with the Leadership Team to create a position, a job description, review candidates and then finally present that candidate to the church for approval at a specially called business meeting.
 - b) Administrative Assistant Staff: An Administrative Assistant for the church office will be recruited by the Elder Team and recommended to the church for approval. The Elders will work with the Leadership Team to establish job description and salary package, and will present them to the church along with the candidate.

- c) Other Personnel: The need for other personnel shall be determined by the Elder Team and recommended to the church for approval. The Elders will work with the Leadership Team to establish a job description and pay, and will present the to the church along with the candidate.
4. EMPLOYEE BENEFITS. When the church calls a staff member, there may be agreements concerning employee benefits which differ from the policies set forth in this section. All such agreements shall be clearly reflected in the minutes of the church business meeting at which such agreements were approved, and they shall take precedence over this section.
- a) Vacation: Church employees are entitled to vacation leave with pay subject to the following regulations:
 - (1) Vacation season. The vacation season is January 1 through December 31. Vacations will be arranged upon consultation with the employee's supervisor and the Pastor.
 - (2) Earned vacation time. Employees who have completed six months of service are entitled to one week of vacation. Those who have completed one year of service are entitled to two weeks of vacation. Employees are entitled to three weeks of vacation after completion of five years of service. For professional staff, a week shall consist of five (5) working days and the number of Sundays taken as vacation shall not exceed the number of week's vacation. For other employees, a week shall consist of five (5) working days.
 - (3) Other policies on vacations. These additional provisions concerning vacations are in force where applicable:
 - (a) If an authorized holiday falls within a vacation period, employees may take an additional day preceding or following the vacation period as a makeup day.
 - (b) Vacations may be split, but periods of less than one (1) week are not encouraged.
 - (c) No more than two (2) weeks vacation may be carried over to the following year.
 - (d) Employees are expected to take their vacation as earned. No extra pay will be granted for unused vacation except at termination.
 - b) Holidays: Under normal circumstances, the church office will be closed during currently recognized Federal holidays. Any employee of NBC may receive time off with pay (based on their normal work schedule). If a holiday, normally observed, falls on Saturday or Sunday, the office will be closed on an adjacent weekday as determined by the Pastor. In certain seasons (typically Thanksgiving and Christmas) it will be the discretion of the Pastor to close the office extra days depending on the current needs of the church and/or the office staff.
 - c) Sick Leave: Full-time personnel will accumulate sick leave with pay at the rate of one day per month, effective from date of employment, up to a maximum of 30 days.
 - (1) Sick leave may be used for the illness of the employee or in the case where the employee is the parent of minor children who are sick. Employees will not be paid in lieu of unused sick leave at time of termination of services.
 - (2) A leave of absence for an extended period of illness must be approved by the church upon recommendation from the Leadership Team.
 - (3) A record for each employee may be maintained in the church office showing vacation allowed and taken and sick leave accumulated and taken.
 - d) Maternity/Paternity Leave: Nashua Baptist Church believes that life is valuable and children are a gift from the Lord. Therefore, upon the birth or adoption of a child, and employee of Nashua Baptist Church may request time away. This request must be made in writing to the Leadership Team at least one month prior to the expected date of birth and should include intent to return to work after allotted time.
 - (1) Up to two (2) months with pay may be taken for Maternity Leave, including adoption, with an additional four (4) weeks of unpaid leave, if needed. This leave will not constitute a break in service for purposes of vacation allowance and general seniority. Accumulated

sick leave may not be taken for maternity leave. The church will provide temporary covering of responsibilities provided the employee taking leave certifies their intention to return to full duties at the time that leave comes to an end.

- (2) In the case of Paternity Leave, a maximum of two (2) weeks with pay will be allowed and arrangements must be made in advance for ensuring all non-financial responsibilities are covered for the duration of the time away.

e) Retirement Contributions:

- (1) All employees shall be covered by Social Security (FICA) with monthly contributions paid by the employee and the church as required by Federal law except those who are ordained and regarded as self-employed by the Internal Revenue Service.
- (2) Coverage by Guidestone of the Southern Baptist Convention is available for full-time professional staff members. Other employees may participate in the Guidestone retirement program when this is authorized by the Personnel Sub-Team of the Administrative Team and budgeted by the church. The Personnel Sub-team shall review the coverage provided to each employee during the annual budget preparation process and recommend appropriate changes to the church. Participants must complete an application and meet the requirements of Guidestone to enroll.
- (3) Professional staff members who elect not to participate in the Guidestone retirement program will have the equivalent amount included in their paycheck. Such employees will be responsible for making their own contributions to a retirement plan of their choice if they wish.

- f) Insurance Coverage: The church will provide a comprehensive insurance program for all full-time professional staff members and for other approved staff members where such coverage should be deemed necessary. The church participates in the insurance plans provided by Guidestone of the Southern Baptist Convention. The coverage available includes term life insurance, long term disability, and medical insurance. The Administrative Team shall review the coverage provided to each staff member during the annual budget preparation process and recommend appropriate changes to the church. Participants must complete an application and meet the requirements of Guidestone to enroll. An employee may participate in an insurance plan not sponsored by Guidestone. Any costs of such plans such as membership fees or payments which exceed the costs designated in the church budget shall be the responsibility of the employee. The church will make the payments to such insurance plans when requested by the employee and deduct any excess costs from the employee's paycheck.

- g) Mileage Reimbursement: Employees will be reimbursed for use of a personal vehicle for church-related tasks and functions. The employee shall complete a form available in the church office to request reimbursement. The Administrative Team, Finance Sub-Team shall review the reimbursement rates during the annual budget preparation process and recommend appropriate changes to the church. Adjustments in the rate may be made at other times by the Treasurer when the IRS announces new rates for employee mileage reimbursement. The reimbursement rate shall not exceed the mileage reimbursement rate allowed by the Internal Revenue Service.

- h) Professional Improvement: Conferences, and Conventions. Staff members are expected to attend conferences, conventions and meetings either to represent our church, to increase their knowledge and skill in their fields of service, or to secure information or training which would benefit the church. Expenses incurred in attending such meetings (transportation, lodging, meals, materials, and fees) shall be paid by the church or reimbursed to staff members according to actual costs and subject to the limitation of budget guidelines. The Treasurer shall be consulted to determine the availability of funds in the budget to cover anticipated expenses.

- (1) Since it is not desirable for all staff members to be away at the same time, employees should secure prior approval for attendance through the Elder Team.

- (2) Expense for transportation should not exceed normal air fare or the current mileage allowance. Lodging should not exceed the prevailing rate of a single room. Other expenses should be only those actual out-of-pocket expenses incurred by the employee. Proper record and/or verification should be given to the Treasurer when requests for reimbursement are made.
- i) Professional Service: Professional staff members will be allowed and encouraged to take some time for sharing professional service, such as revivals, Bible studies, seminars, mission trips, etc., with other churches and groups. Mission service opportunities must also be approved in advance by the Leadership Team as to number, length, and timing. Only in such cases will the church provide salary for the employees and expenses and honorarium for any necessary supply minister.
- j) Sabbatical: In recognition of the demands made upon a Pastor and the need from time to time for a period of spiritual renewal and restoration, the Pastor of Nashua Baptist Church shall be entitled to Sabbatical leave on the following basis.

After four (4) years of service - Four (4) weeks sabbatical leave

After eight (8) years of service - Eight (8) weeks sabbatical leave

After twelve (12) years of service - Twelve (12) weeks sabbatical leave

Sabbatical leave shall not accrue on a yearly basis and must be taken at the specified times. There is no entitlement to pay for unused sabbatical leave. If other provisions regarding sabbatical leave are made at the time the church calls a pastor, these arrangements shall be clearly reflected in the minutes of the business meeting at the time of the call and such arrangements will be honored, notwithstanding the provisions of this paragraph.

III. ELDERS.

A. JOB DESCRIPTION.

1. Lead the church by devoting their time to prayer, the ministry of the Word, and shepherding God's flock as their first priority.
2. Develop the church's vision and mission, and communicate that strategy to the Deacons, Leadership Team, and others who are tasked with implementing it.
3. Govern the teaching ministry of the church by approving and equipping all who help to carry out that ministry. Provide oversight of theological content and ensure that the church is discipling others in a manner that leads as many as possible into Christian maturity.
4. Oversee church discipline in accordance with Matthew 18 and Galatians 6, and as outlined in the Nashua Baptist Church Constitution.
5. Be responsible for the New Member Conversation and recommend individuals to the church for membership approval.
6. Help the Deacon Team in their ministry efforts of member care, benevolence, and church unity.
7. Be the final authority for the church on matters of doctrine and interpretation. They will be responsible for bringing any changes in the church's doctrinal statement to the church for approval.
8. In the absence of a Primary Teaching Pastor/Elder, they will provide for the regular pastoral needs of the church by either leading or delegating the leadership of specific tasks, and will work with the church's Pastor Selection Team as outlined in II.C.3.a.
9. They must participate in a criminal background check before beginning their service as an Elder and will participate in the church's Abuse Response Training each year for the duration of their service. All Elders of Nashua Baptist Church are mandated reports and should immediately contact legal authorities upon learning of any instances of abuse. They will also work with the Women's

Ministry Team Leader as a liaison and “Safe Contact” for women who may feel the need to report abuse through that pathway.

B. QUALIFICATIONS.

1. Elders shall be men who meet the biblical qualifications as outlined in 1 Timothy 3:17 and Titus 1:6-9.
2. They must be an active member of Nashua Baptist Church for a minimum of three (3) years, except for the case of a Staff Elder being hired from outside of the church body.
3. They must give wholehearted assent to Nashua Baptist Church’s Doctrinal Statement and Membership Covenant.
4. They must be willing to serve in the office and must not serve under compulsion.
5. They should model Christian maturity through hospitality, tithing, regular church attendance, and participation in the programs and ministries of Nashua Baptist Church.

C. ELECTION PROCEDURE.

1. Staff Elders are elected according to their hiring procedure as outlined in this policy manual and remain an Elder for the duration of their employment.
2. In the case of Non-staff Elders, when possible, they will be elected each March to serve a three (3) year term. After their term has come to an end, it is preferable that they take a sabbatical year from service, after which they can be reelected by the church to serve again. If there are an insufficient number of qualified men who are able to serve, the church may approve them serving again without that sabbatical year.
3. Nominations for potential Elders are open all year long. The Elder Team will continually assess men throughout the church and approach candidates as opportunity arises. Any church member is welcome to offer names of men for the Elders to consider. Any man who is a member of our church in good standing and has been a member for a minimum of three (3) years is eligible to be nominated.
4. After someone is identified as a potential Elder, the Elder Team will work with the Deacon Team to assess their life and practice according to the scriptural qualifications of the office.
5. A potential Elder Candidate will be presented to the church body during a Regular or Specially Called Business Meeting, and multiple times during subsequent Sunday morning gatherings to allow for feedback from the congregation. The Elder Team will welcome private insight into the life and character of a candidate that may have been missed by their assessment. This opportunity for public comment must be a minimum of two (2) months.
6. After such assessment period, an Elder Candidate will be presented to the church for a vote of approval. A candidate must receive at least a 75% vote in the affirmative to be approved.

D. REMOVAL PROCESS.

1. In the case of a Staff Elder, the removal process will also end their employment status and will be outlined in the Personnel Policies and Procedures.
2. In the case of a Non-Staff Elder, an Elder may be removed by either:
 - a) The personal resignation of that Elder.
 - b) A disciplinary action by the rest of the Elder Team and approval of the church in a specially called business meeting. Removal requires a 75% vote.
3. In the case of disciplinary removal, any two (2) members in good standing with reason to believe that an Elder should be dismissed on biblical grounds should express this concern to the other Elders. If the members bringing the charge do not believe the Elders have taken sufficient action, those members may then bring the charge to the church body in a regular or special business meeting. Removal requires a 75% vote.

E. STRUCTURE.

1. The Elders may choose to divide and assign the responsibilities of their office among members of the Elder Team according to the needs of the church and the abilities of those serving on the Elder Team.
2. They will elect a chairman known as the Elder Team Lead who will be responsible for leading Elder meetings, and will work closely with the Deacon Team Lead. This position must be filled by a Non-Staff Elder.
3. The Elder Team will meet on at least a monthly basis with additional meetings as need arises. They will also keep continual communication with each other about church needs and decisions in between those meetings.

IV. DEACONS

Principle Function:

Strive to guard the unity of the Spirit in the bonds of peace by meeting physical needs and making regular practice of encouraging individuals and families within the church body.

A. JOB DESCRIPTION.

1. Set a personal example of Christian living.
2. Maintain the Deacon Family List and use it to make regular contact with individuals and families within the church for the purpose of meeting their physical and spiritual needs.
3. Prepare and help to administer the church ordinances of baptism and the Lord's Supper under the leadership of the Elders.
4. Oversee and implement the church's Benevolence Ministry.
5. Maintain the church's Active/Inactive Member List.
6. Assist the Elders in carrying out church discipline using 1 Thessalonians 5:1-12 as their guide.
7. Provide counsel and referral to church members.
8. Work to maintain unity among our church family.
9. Assist the Elders in the overall discipleship program of the church.
10. Upon invitation from the Elders, participate in the preaching program of the church.
11. Be informed about the life and work of the church and be able to explain and/or interpret that work to both members and to the broader community.
12. Encourage cooperative work with other like-minded churches in our area.
13. In the event that Nashua Baptist Church's Elder Team lacks its proposed minimum number of Elders, the Deacon Team will aid the current standing Elders in their responsibilities until sufficient number of men have been elected and installed as Elders.

B. QUALIFICATIONS.

1. The qualifications for a Deacon are found in 1 Timothy 3:8-13 and Acts 6:1-5.
2. All Deacons shall participate in a criminal background check, and the church's Abuse Response Training. This training shall be repeated each year for the duration of their service as a Deacon. All deacons of Nashua Baptist Church are mandated reporters and should immediately contact legal authorities upon learning of any instances of abuse.

C. ELECTION PROCEDURE.

1. Deacons shall, when possible, be elected each March to serve a three year term. After their term has come to an end it is preferable that they take at least one year off from serving unless an insufficient number of qualified men are willing to serve, in which case the church can reelect them to serve again.

2. Nominations for future deacons are open all year long. The Deacon Team will also continually assess men throughout the church and approach potential candidates as opportunity arises. Any church member is welcome to offer nominations of potential deacons for the Deacon Team to consider. In keeping with Paul's celebration of those aspiring to leadership in 1 Timothy, the Deacon Team will also welcome nominations from those who wish to step forward on their own to serve. Any man who is a member of Nashua Baptist Church in good standing, and who has been a member for a minimum of six (6) months is eligible to be nominated.
3. After someone steps forward or is nominated to serve as a Deacon, the Deacon Team will meet with them to assess their life and practice according to the scriptural qualifications for the office.
4. At least one (1) month before Deacon candidates are to be voted on by the church, the Deacon Team will present all candidates to the church body during a Sunday morning service to be reviewed by the congregation. The Deacon Team will welcome private insight into the life and practice of each man that may have been missed in their assessment.
5. During the specified business meeting, all potential candidates will be presented to the church for approval. A candidate must receive an affirmation vote of at least 75% in order to become a Deacon.

D. REMOVAL PROCESS.

A Deacon may be removed from office by either personal resignation or by disciplinary action after disqualifying himself. In the case of disciplinary action, the final decision of removal will be made by the church and require a 75% vote. The process of removal may be initiated by any of the following:

1. The Elders
 2. The rest of the Deacon Team
 3. Any two (2) members of Nashua Baptist Church who have already met with the Elders concerning the individual in question
- Principle Function: Strive to guard the unity of Spirit in the bonds of peace by meeting physical needs and making regular practice of encouraging individuals and families within the church body.

V. CHURCH OFFICERS

- A. TERMS OF OFFICE. All church officers must be Active Members of Nashua Baptist Church and must be nominated by the Deacons and then elected by the church. Terms of office for church officers shall be as follows:
 1. Trustees. Each year one person shall be elected to serve for a term of three (3) years. There will be three (3) trustees, one of whom will rotate off each year, to be replaced by a newly elected one.
 2. Other Officers. All other Church officers shall serve for a term of one year (12 months).
- B. OFFICERS TO BE ELECTED. The Church shall elect the following officers with duties and responsibilities as set forth below:
 1. Trustees. The office of the trustee is necessary because of the relationship of the church to the state. Because the trustees act only at the direction of the church, they are considered as church officers rather than a team. The trustees serve as legal representatives in all transactions of the church. Trustees hold legal title to the church property and sign all documents relating to the purchase, sale, mortgaging or rental of church property after approval by the church in a regular or special business session.
 2. Moderator. The Moderator is the presiding officer in a business meeting. The duties and responsibilities of the Moderator are:
 - a) Maintain the fellowship during the business meeting.
 - b) Conduct business orderly, using the latest version of Robert's Rules of Order as a guide.
 - c) Execute business with dispatch.
 - d) Clarify matters voted for later action.

- e) Avoid trivialities.
3. Vice Moderator. The duties and responsibilities of the Vice Moderator are:
 - a) The Vice Moderator is to preside at business meetings in the absence of the Moderator or when, in the observance of parliamentary procedure, the Moderator is unable to preside.
 - b) The Vice Moderator shall follow the same guidelines as the Moderator in presiding over business meetings.
 4. Clerk. The principal function of the Clerk is to make a written record of church actions in such a form that it can be preserved. The duties and responsibilities of the Clerk are:
 - a) Minutes: The Clerk is responsible for recording the actions voted on by the membership in business meetings and for ensuring the safekeeping of church documents in the church office.
 - b) Membership Roll: The Clerk shall maintain the official list of members of Nashua Baptist Church.
 - c) Letters: When someone requests to join by letter from another Baptist church, the Clerk will send a request to their previous church for a transfer of membership. All received letters will be forwarded to the pastoral staff and will be kept on file. The Clerk will refer letters of dismissal to the pastoral staff for review.
 - d) Annual Church Profile: The Clerk will help the church office procure facts and figures for submission of our annual reports to our Denominational partners.
 - e) Leadership Team: The Clerk shall serve as a member of the Leadership Team and be responsible for recording the minutes of the meeting.
 - f) The Church may delegate some of the clerical responsibilities to the church secretary. Copies of all church records should be on file in the church office.
 5. Treasurer. The Treasurer shall be responsible for administering the financial program of the church. The financial program is divided into three categories: receiving, accounting, and disbursing monies.
 - a) Qualifications: The Treasurer shall hold unquestionable character and be familiar with current accounting methods and financial transactions.
 - b) Duties: The Treasurer is considered to be an administrative officer of the church and performs his/her duties in accordance with approved policies and procedures. Some of the specific responsibilities of the Treasurer are as follows:
 - (1) Leadership Team: The Treasurer shall serve as a member of the Leadership Team. He/She shall advise the Leadership Team on financial decisions.
 - (2) Administrative Team: The Treasurer shall serve as a member of the Administrative Team. He/She shall advise the Administrative Team on the financial condition of the Church and shall develop and recommend policies and procedures related to receiving, accounting, disbursing and reporting church monies.
 - (3) Maintain Records: An adequate procedure and record of receipts and disbursements shall be kept by the Treasurer.
 - (4) Sign Checks: The Treasurer shall sign checks as authorized by church policies and procedures. The appropriate team leader submits bills or requests for payment to the Treasurer. Routine items paid regularly such as mortgage, utilities, loan payments, missions gifts, and salary checks shall not require approval.
 - (5) Audit Committee: The Treasurer shall assist the Audit Committee in the performance of the annual audit. He/She shall notify the chairman of the Audit Committee as soon as all required materials are available and shall provide such records as are necessary to conduct the audit.

- (6) Reports: The Treasurer shall prepare a monthly report of the income and expenditures of the church. Copies of this report shall be distributed at or before regular church business meetings. The Treasurer shall provide detailed financial information and recommendations to church team leaders, or the church when requested.
 - (7) Financial Secretary: The Treasurer shall provide training required for the Financial Secretary and shall supervise and consult with the Financial Secretary to ensure that tasks are promptly and effectively completed.
6. Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer in administering the financial program of the church.
- a) Qualifications: The qualifications for the position of Assistant Treasurer shall be the same as those of the Treasurer.
 - b) Duties: The Assistant Treasurer shall perform all the duties of the Treasurer when the Treasurer is absent or otherwise unable to perform the necessary tasks or any other financial tasks as directed by the Treasurer.
7. Financial Secretary. The Financial Secretary shall be responsible for documenting member's personal giving records.
- a) Qualifications: The Financial Secretary must be a person who has demonstrated that they can be trusted to keep the records of contributions by individual members confidential. Some knowledge of accounting methods would be beneficial.
 - b) Duties: The Financial Secretary assists the Treasurer by maintaining records of individual contributions. Some of the specific responsibilities of the Financial Secretary are as follows:
 - (1) Maintain Records: The Financial Secretary shall post individual member records weekly as they are received through the various giving opportunities available.
 - (2) Reports: The Financial Secretary shall supply to each member a record of their giving at least once each year. This report shall be provided to each contributor no later than January 30th of the next year. The Financial Secretary shall prepare additional reports on contributions as directed by the Treasurer or the Administrative Team. Such reports shall present statistical data and trends and shall be prepared and presented so that the individual giving records are not revealed.
 - (3) Audit Committee: The Financial Secretary shall assist the Audit Committee in the performance of the annual audit by providing such records as are necessary to conduct the audit. In all cases, the confidentiality of individual giving records shall be maintained.
- C. SUPPLIES. The Financial Secretary shall provide an estimate of the costs for necessary supplies to the Administrative Team for preparation of the annual budget.

VI. TEAM MINISTRY

A team is a small group of people who share the common purpose of carrying out one specific ministry of the church.

A. TEAM SELECTION PROCESS.

1. Team Leader. Except for the Elder and Deacon Teams, each team will have a Team Leader who is responsible for selecting the members of the team and accomplishing the team's objectives. The Deacons working with the Elder Team are responsible for nominating the Team Leaders. Nominations will be brought to the church for approval at a business meeting. All Team Leaders must be Active Members of Nashua Baptist Church and shall serve in their respected role for a period of one year.
2. Team Members. The Team Leader shall be responsible for selecting members of their team. The Team Leader shall recruit people that have a heart for this ministry, specific abilities, skills, spiritual gifts, and character. Some teams are limited to members of Nashua Baptist Church due to their strategic nature and/or the task of the team. When this is true, Team Leaders will bring their suggestions to the Deacons for approval. Team membership is carried out on a project by project basis and its length of service will be left to the discretion of the Team Leader. It is encouraged that the Team Leaders and individuals on their team discuss and renew involvement on a regular basis.

B. GENERAL TEAM LEADER RESPONSIBILITIES.

1. To be the champion of the team vision and help the team accomplish its goals and objectives by facilitating communication among team members, building accountability, and resolving conflicts among team members.
2. Team Leaders will prepare a report of recent team activities to be distributed to the church in advance for each regular business meeting.

C. INDIVIDUAL TEAM LEADER RESPONSIBILITIES.

1. Outreach and Missions Team.
 - a) Term: The Team Leader shall be elected to a one-year term and will be responsible for recruiting any additional team members that he/she may need to complete the tasks assigned.
 - b) Duties: The responsibilities of the Outreach & Missions Team shall be:
 - (1) To champion and promote the overall vision for outreach and missions at Nashua Baptist Church.
 - (2) To work with the Leadership Team in the coordination of outreach events/programs and mission trips for the larger church body.
 - (3) To develop and maintain compliance with the Outreach and Missions budgets.
 - (4) To work with the church office to provide oversight of publicizing outreach events.
 - (5) To help the Leadership Team be mindful of and incorporate the "Serve In The World" portion of our mission statement into the regular calendar of activities at Nashua Baptist Church.
 - (6) To keep an eye towards the visitor experience of our regular NBC activities and work with the appropriate teams, such as the Greeters, to enhance the opportunities for outreach that God brings to us.
 - (7) To serve as a liaison between the church, its missionaries, related organizations, agencies and associations.
 - (8) Oversight of the collection of money for mission teams and/or outreach events.
 - (9) To be intentional about establishing relationships and folding new members and/or regular attenders into the rhythms of NBC.

(10) To work with the the Elder Team to encourage members of the congregation in evangelistic efforts by providing training, encouragement, and opportunities to develop individual gifts of evangelism.

(11) To encourage people from within the congregation to volunteer for missionary service.

2. Discipleship Team.

a) Term: The Team Leader shall be elected to a one-year term and will be responsible for recruiting any additional team members that he/she may need to complete the tasks assigned.

b) Duties: The responsibilities of the Discipleship Team shall be:

(1) Champion and promote formal and informal discipleship at Nashua Baptist Church.

(2) Work under the direction of the Elder Team to help our various small group leaders choose curriculum and projects that provide for a holistic discipleship program.

(3) Work to equip, and promote the training of small group leaders at Nashua Baptist Church.

(4) Help the Leadership Team be mindful of and incorporate the “*Knowing God*” portion of our mission statement into the regular calendar of activities at Nashua Baptist Church.

(5) Be intentional about establishing relationships and folding new members and/or regular attenders into the rhythms of Nashua Baptist Church.

(6) Continually encourage people from within the congregation to be pursuing next steps of their spiritual growth.

(7) Develop and maintain compliance of the church’s Discipleship Budget.

3. Administrative Team.

a) Term: The Team Leader shall be elected to a one-year term and will be responsible for recruiting any additional team members that he/she may need to complete the tasks assigned.

b) Duties: The Administrative Team is responsible for providing administrative support so that the church can carry out its function. This team is responsible for the following areas:

(1) Finance:

(a) Initiate and maintain procedures to receive, account for, secure and disburse monies contributed to support and further ministry interests.

(b) Establish and maintain a responsible budget for each January 1 through December 31 fiscal year, with the assistance and recommendation of the Leadership Team.

(c) Monitor receipts, expenditures and cash flow during the course of the fiscal year and offer recommended spending appropriations and authorizations that may be timely and prudent.

(d) Ensure that all financial obligations are paid as promptly as possible including all salaries and wages due.

(e) Ensure the accuracy of giving records of the members; provide timely records of same for tax purposes.

(f) Maintain confidentiality and integrity with respect to the identity of congregational giving units.

(g) Make recommendation to the Leadership Team concerning financial policy and practice.

(h) The Team Leader shall provide financial status reports at regularly scheduled meetings of the Leadership Team.

(2) Counting:

- (a) The Counting Sub-Team shall be recruited by the Administrative Team Leader and composed solely of Nashua Baptist Church Members in good standing. When possible, the team shall be large enough to allow for a rotation of counters and alternates.
- (b) The Counting Sub-Team shall count all funds given to the church through the offering box or plates on a Sunday morning, prepare summary of receipts forms and bank deposit slips, and deposit receipts in the church's bank account.
- (c) At least two (2) members of the Counting Sub-Team shall be present during the counting of all monies and initial the Summary of Receipts form to verify its accuracy.

(3) Audit:

- (a) The Audit Sub-Team shall be recruited by the Administrative Team Leader, approved by the Deacons, and composed solely of members in good standing.
- (b) The Audit Sub-Team shall conduct a periodic audit of the church's financial records and provide a report to the church summarizing the audit results and include a list of any recommendations.
- (c) The Audit Sub-Team shall consist of three (3) members and none of these members shall be currently involved with the receiving or disbursing of monies at Nashua Baptist Church.
- (d) The Audit Sub-Team shall conduct an audit of financial records (1) to provide the church and its leadership with assurance that all funds have been handled according to the instruction of the church and (2) to provide an appraisal of the effectiveness with which the accounting responsibilities are being performed.
- (e) The Audit Report. The Audit Sub-Team should complete their examination as soon as possible after the close of the fiscal year. They should aim at having the report ready within three months after the end of the year. The report should be made to the church. The Audit Sub-Team's report should include:
 - i) A statement of the by-laws requiring the audit, if such by-laws exist.
 - ii) A statement of the scope of the audit.
 - iii) A statement of findings and recommendations, if any.
 - iv) A reconciliation of the treasurer's book balance and the bank balance with a listing of outstanding checks and deposits in transit.
 - v) A statement of receipts and disbursements compared with the budget.

(4) Building And Grounds:

- (a) The Building and Grounds Sub-Team shall be recruited by the Administrative Team. It shall consist of a Sub-Team Leader and any other members that they deem necessary to accomplish the tasks assigned.
- (b) The Building and Grounds Sub-Team shall maintain the church property which includes things like cleaning, repairs and maintenance, lawn mowing, snow removal, indoor and outdoor lighting, painting, signage, etc.
- (c) They shall have oversight of the planning and implementation of major construction projects.

(5) Personnel:

- (a) The Personnel Sub-Team shall consist of the Administrative Team Leader, the Deacon Team Leader, All Non-Staff Elders, and a member at large. The member at large shall be an active member of the church that is nominated by the Deacon's and elected by the church at a business meeting. The Personnel Sub-Team shall evaluate the performance

of all employees on at least an annual basis and shall make recommendations to the Administrative Team regarding salaries and benefits for employees as part of the annual budget preparation process. The Personnel Sub-Team must also make sure that reviews are completed by staff members that fall under the Pastor's leadership.

(6) Safety:

- (a) The Safety Sub-Team shall consist of a Team Leader and sufficient members so that two (2) members shall be available for each Sunday morning service, Sunday morning small group time, Wednesday evening program, and other major events at the church, e.g. Christmas Eve services, Good Friday services, or concerts. This team is responsible for providing a safe environment for children, youth, and adults while they are at the church.
- (b) Develop a plan for communications, evacuation, lockdown, first aid, and emergency supplies to react to emergency situations at the church or on church property.
- (c) The church has adopted the Two Adult rule. This means that no fewer than two unrelated adults shall be present during any church sponsored program, event, or ministry involving children or youth. The Safety Sub-Team shall check the preschool, children, and youth areas during their rounds for adherence to this policy.
- (d) Nashua Baptist Church has adopted a Sex Offender Registry Policy (SOR). If someone who is a known sexual offender wishes to attend a Nashua Baptist Church activity, or it is found that an attender is on a sexual offender registry, then the Safety Sub-Team will act to carry out the church's adopted policies and procedures.

4. Women's Ministry Team.

- a) Term. The Team Leader shall be elected to a one-year term and will be responsible for recruiting any additional team members that she may need to complete the tasks assigned.
- b) Duties. The responsibilities of the Women's Ministry Team shall be:
 - (1) To work with the Elder Team and the Discipleship Team Leader to champion and promote discipleship of women.
 - (2) To develop a special program for fellowship among women.
 - (3) To lead or coordinate leadership for a women's Bible study during the church's midweek programming.
 - (4) To help the Leadership Team be mindful of and incorporate women's unique needs and involvement into the regular calendar of activities.
 - (5) To be intentional about establishing relationships and folding new members and/or regular attenders into the rhythms of Nashua Baptist Church.
 - (6) To continually encourage women to be pursuing the next step in their spiritual growth and to be knowledgeable of training opportunities available for them through our church and denominational partners.
 - (7) To serve as an official contact of Nashua Baptist Church for women reporting abuse.
 - (8) To develop and maintain compliance of the church's Women's Ministry Budget.

5. Ad-Hoc Teams. The Elder Team and Leadership Team may find it necessary to implement ad-hoc teams that have a specific purpose. Examples of such teams would be a Pastor Search Team or a Building Team. These teams serve for a limited time until their objective is accomplished.

VII. LEADERSHIP TEAM

The Leadership Team shall assist the church in implementing the practical steps of ministry as set forth by the Elder Team by planning, coordinating and evaluating the work of the church

- A. **MEMBERSHIP.** Individuals become members of the Leadership Team as a result of their election to one (1) of the church offices listed below. They remain members of the Team as long as they hold one of these positions.
 - 1. Primary Teaching Pastor - Serves as Chairman
 - 2. All Staff Elders
 - 3. Other Professional Church Staff
 - 4. Deacon Chairman
 - 5. Treasurer
 - 6. Clerk
 - 7. Administrative Team Leader
 - 8. Outreach & Missions Team Leader
 - 9. Discipleship Team Leader
 - 10. Women's Ministry Team Leader
- B. **VACANCIES.** Vacancies among Staff Elders or other professional staff shall be filled in accordance with procedures described in Section II of this policy manual. All other vacancies on the Leadership Team shall be reported to the Deacons. The Deacons shall have the responsibility of recommending to the church, people to fill these positions in accordance with church policies and procedures. Upon election by the church, persons filling these positions become members of the Leadership Team.
- C. **DUTIES.**
 - 1. Meet regularly to coordinate church plans and maintain the calendar of activities.
 - 2. Evaluate ongoing programs and ministries in line with the leadership of the Elder Team.
- D. **MINUTES.** The Clerk shall be responsible for taking minutes at all Leadership Team meetings and when necessary, shall provide copies to the members. In the absence of the Clerk, the Chairman shall designate someone to record the minutes.
- E. **REPORTS.** The Leadership Team shall provide information to the church on planned programs and special activities. Specific recommendations which require church approval shall be presented to the church in the form of a motion by the Clerk or other Leadership Team member at a regular or special business meeting.

VIII. WORSHIP SERVICES

- A. **REGULAR WOSHIP SERVICES.** Regular Worship Services shall be held on a schedule formulated by the Leadership Team.
- B. **CANCELLATION of SERVICES.** The Deacons shall be responsible for determining if a regularly scheduled worship service should be cancelled. These situations should be as rare as possible, but may include inclement weather, unsafe conditions, civil unrest, or other unforeseen circumstances. The Elder Team will work together with the Deacons to make the decision and notice of the cancelation will be disseminated to the church members as early as possible through the various means available.

IX. USE OF CHURCH PROPERTIES.

The property of Nashua Baptist Church is to be reserved exclusively for the purposes of ministry and fellowship of the church. Any special consideration for uses of the property outside of those instances will be guided by the fact that the property has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities, and must be approved in advance by the Leadership Team.

Regularly scheduled meetings and services shall have prior claim to any space, facility or equipment ordinarily used by them.

Before scheduling an activity requiring a meeting room or other space assignment, a request for such space shall be made to the Church Office, so that all assignments may be coordinated and recorded on the church calendar of activities. The calendar should include all regular weekly events such as worship gatherings, bible studies, or standing meetings. Priority will also be given to major special events in the life of the church such as Easter and Christmas events, etc.

A. POLICIES ON BUILDING USE.

1. The use of decorations, the changing of furniture, attachment of materials to walls, and items of similar nature shall only be done with the advice and consent of the Pastoral staff, or a person of their delegation, and will be promptly removed and/or replaced after the event.
2. Cleanup is the responsibility of the group or individual using the facility. In the event of damage occurring, outside the scope of normal use, the group or individual will be responsible for its repair or replacement.
3. All instruments and associated computers and A.V. equipment are under the care and supervision of the Worship Team. These items may not be used without their consent. In cases where consent is given, changes will not be made without the oversight of properly trained and authorized persons.
4. No temporary structure will be built anywhere on the premises without the consent and supervision of the Leadership Team. This refers to such structures as platforms or devices that attach to the floor, wall, or ceiling; or those that may damage coverings.
5. Use of any portion of the property shall conform to city fire and safety ordinances.
6. Arrangements to use the kitchen and its equipment must be included in the request made to the Church Office. The kitchen shall be cleaned and returned to its normal state immediately after the event.
7. When youth or children will be using the facilities, the group using the building must provide adequate adult supervision.
8. No alcoholic beverages will be allowed in any building or on church property.
9. No smoking or vaping will be allowed in the building (restrooms included).
10. In order for outside groups to be approved they must have a representative member of the church stand as the responsible party. This representative will coordinate scheduling with the office, provide for the entrance and exiting of the building, and ensure that all other policies are being met.
11. Outside Storage: Vehicles that do not belong to Nashua Baptist Church may not be stored on the church property. In cases of hardship the Leadership Team may allow temporary storage of vehicles for a period not to exceed 14 (14) calendar days.
12. The group who reserved the building will be responsible for seeing that the church is locked after using it and all of the lights are turned out and thermostats reset to the proper levels as instructed. Members using the facilities who do not have a key will have to contact the church office to obtain a key during the Administrative Assistant's normal work hours.

X. OTHER POLICIES

- A. CHURCH OFFICE USE. The church offices are for use by the church staff, church officers, team leaders, and others who need access to the church office equipment.
1. The office area and its equipment will be available during normal office (business) hours throughout the week, and before/after regular church events as safety and security allow.
 2. Individual members should not use the office equipment (computer, copier, etc.) unless they are using the equipment for a specific church-related function and are familiar with how to properly operate the equipment as determined by the church staff.
- B. OUTSIDE ACTIVITIES.
1. Use of the church's name in connection with outside activities such as softball, community activities, etc., must ensure that said activities are in good taste and cause no negative reflection on Nashua Baptist Church and its programs. Usage of the church's name for these activities shall be approved by the Leadership Team.
 2. If it is ascertained that the conduct of such activities are not in the best interest of Nashua Baptist Church, the church's name should be removed from that activity and reported at the next Leadership Team meeting.
- C. PHOTOGRAPH USE. We may use pictures of members and guests in the various publications and events of Nashua Baptist Church. These photos may show members and guests, including children, participating in worship, Bible study, or other church activities or events.
1. Our members will take most of the photographs that we will use as they participate in church events. If we use a photograph taken by an outside photographer, we will get permission before publishing it.
 2. The last names or other identifying information, including phone numbers, emails, or addresses are not included with a photograph except for church staff members, officers, team leaders, or event coordinators. In most instances the people in the photo will not be identified at all.
 3. Photos or videos will not knowingly be posted or used that would be embarrassing, objectionable, or hurtful to anyone in the photo.
 4. For missionaries working in certain areas, great care should be taken to protect what might be sensitive information including names, faces, and/or location.
 5. Any photo will be removed upon request of any individual who is prominent in the photo or video, or the request of a parent or legal guardian of a child under eighteen (18) years of age. Please call the church office, (603) 889-4020, to request that the photo or video be removed.
 6. Unless otherwise indicated, photographs and videos published by Nashua Baptist Church are the property of and copyrighted by the church. They may not be used for any purpose including downloading, printing, or distributing without the expressed written consent of the church. Church members or friends that provide photos or videos for church use will still be able to use these photos for their own personal use.

D. POLICY FOR INDIVIDUALS ON A STATE SEX OFFENDERS REGISTRY (SOR) ATTENDING NASHUA BAPTIST CHURCH.

Nashua Baptist Church desires to be a place where all people have an opportunity to repent of sin and become a follower of Jesus Christ. However, the fallen world that we live in creates problems that make this desire difficult to pursue. We want to be simultaneously patient with those who have struggled and protective of those who are fragile. As such, we require that certain parameters and actions be set so that all people God has brought to Nashua Baptist Church have an opportunity to hear the gospel and respond to Him as Savior.

It is the policy of Nashua Baptist Church (NBC) that individuals on a state Sex Offenders Registry (SOR) are welcomed to become a members and worship at Nashua Baptist Church. NBC will provide annual trainings to all staff, volunteers, and persons affiliated with NBC who participate in the implementation of this policy.

When it comes to the attention of any one at NBC that there is someone attending or requesting to become a member of the church that is on a SOR that it be brought to the attention of one of the following: The Elders, Professional Church Staff, Chairman of Deacons, or the Safety Team Leader. This group, to be know as the Sex Offender (SO) Sub-Team of the Leadership Team, will be responsible for implementing this policy.

An interview will be conducted with the individual by at least two (2) members of the SO sub-team, where they will establish a covenant agreement. The following requirements must be met before the individual can again attend Nashua Baptist Church functions.

1. The individual agrees to facilitate open communication between NBC and parole/probation officers. The individual agrees to sign off on any necessary confidentiality waivers in order to facilitate open communication between probation.parole officers and NBC.
2. The individual must sign the NBC SOR participation agreement that includes codes of conduct and expectations (see attached).
3. The individual must sign a copy of this policy that will be filed in a secure location in the church office.
 - a) If the individual disagrees with this policy or is unwilling to sign a copy of this policy then they must request exceptions to this policy in writing to be reviewed by the above SO sub-team.
 - b) The SO sub-team may review and approve any requested exceptions which will then be passed on the the Leadership Team for final approval.

Once the above requirements are met, the individual can once again attend NBC worship services and other appropriate NBC activities. Participation and attendance is conditional upon adherence with the guidelines. If the guidelines are not adhered to, NBC retains sole discretion to exclude the individual from membership and/or attendance of any NBC worship services or activities. The intent of this exclusion is to increase the safety of children and adults attending NBC.

SOR Participation Agreement with Nashua Baptist Church

1. I am allowed to attend worship service, a small group consisting entirely of adults, and consultation with the pastoral staff and leadership of NBC.
2. I will not associate with any minors (in New Hampshire minors are persons under the age of 18). attending or participating in any church activity. I will not sit next to a minor and if such person sits next to me, I will move.
3. I will not develop any special or close relationships or friendships with minors.
4. I will not linger or loiter in areas where youth/children's ministries are being conducted including but not limited to the Youth Room, Small Group rooms, Preschool Area, or bathrooms.
5. I will not place myself into, or accept, any church office or any position of leadership or authority, or any position that creates the appearance of leadership or authority.
6. I will not allow any child into any motor vehicle to which I have access.
7. I will not go to a church member's home where children are present.
8. I will not allow myself to be on the church property (including bathrooms and the parking lot) without the direct supervision of an Elder, Deacon, my small group leader, or a member of the NBC Safety Team. I will report to one of these leaders responsible for my presence immediately upon arrival.
9. I will not enter the parking lot or the building more than 20 minutes prior to the scheduled start time of activities and I will leave the building and parking lot no more than 20 minutes after the activities that I am participating in have ended.
10. I agree to comply with any court-mandated restrictions or other legal restrictions or conditions such as conditions of probation, treatment, and/or requirements and recognize that these shall supersede any conditions in this Agreement that are less restrictive or contradictory.
11. I will submit myself as best as possible to the wisdom of Nashua Baptist Church's leaders in identifying potential risks not enumerated in this covenant and respond accordingly. This may at times include removing myself from activities or places that involve an elevated risk, and I will defer to those who are looking out for the safety of others and my own growth in Christlikeness.
12. I understand that the provisions of this Participation Agreement do not create any personal and/or legal rights against the church that would afford me any claim or right of redress in any legal or administrative proceedings, nor does this agreement in any way preclude the church from exercising its right to freely exercise its faith as set forth in the United States Constitution and the Constitution of the State of New Hampshire with respect to church governance in matters relating to church membership and/or discipline.
13. This agreement shall remain valid and active as long as I attend and/or participate in any activities of the Nashua Baptist Church. Should I wish to transfer my attendance, participation, and membership to another congregation, I specifically agree and consent that a copy of this document may be sent to the subsequent congregation.
14. I understand and accept that there will be an annual notification made to the church membership at a regular business meeting to remind them of the importance of this policy and those operating within its agreement. I also understand that new members will be made aware of this agreement and consent to its disclosure.
15. I specifically authorize the church to notify the following church leaders that I am a Registered Sex Offender: Pastor, Youth Pastor, Associate Pastors, Elders, Deacons, Safety Team, Preschool Director, Small Group Leaders of minors, After-school Coordinator, and Pastor of other churches using the building.

I have read and understand the above guidelines and agree to abide by them. I understand that NBC has adopted a Zero Tolerance Policy, which will result in termination of my participation and ability to attend NBC, or affiliated functions if I, at any point, fail to adhere to any of the above conditions. Such failure determination shall be at the sole discretion of the Nashua Baptist Church Leadership Team.

Date this _____ day of _____, 20_____

_____ Participant's Signature

_____ Signature of Pastor –

Nashua Baptist Church or Chairman of the Deacons