

Beverly Hill Baptist Church Operations Manual  
May 2026 Draft

# OPERATIONS MANUAL



Adopted \_\_\_\_\_, 2026

**Beverly Hill Baptist Church Operations Manual**  
**May 2026 Draft**

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### **INTRODUCTION**

#### CHURCH OPERATIONS MANUAL (Policies and Procedures)

The Constitution and By-Laws Committee of the Beverly Hills Baptist Church (the “church”) shall develop a church Operations Manual to include church policies and procedures and organization charts depicting lines of authority in the administration of the church. The responsibility of all operations remains with the congregation. The Operations Manual shall be considered “best practices” to be followed by the church organization(s).

The Constitution and By-Laws Committee will maintain the official copy of the Operations Manual.

A copy of the Operations Manual shall be kept in the church office and made available for use there by any member of the church.

Policies and Procedures may be added, revised, or deleted by:

- (1) recommendation of a church officer or organization to whose areas of assignment the procedures relate,
- (2) review by the Constitution and By-Laws Committee, and
- (3) approval of the church.

### **PREAMBLE**

The stated mission of the church is “Love God, Love Each Other, Love & Serve Our Community.”

While our By-Laws (BL) state “What” we are about, our Operations Manual reflects our “Best Practices” or the “How” of our Mission Statement.

The church shall endeavor to maintain programs of Bible teaching, church member training, church leader training, new member orientation, mission education, action, and support, and music education, training, and performance. All organizations related to the church programs shall be under church control.

All leadership shall be elected by the church.

Leaders and staff shall report regularly to the church.

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All program activities shall be subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

### **ABBREVIATIONS**

ABCCM	Asheville Buncombe Community Christian Ministry
BCC	Budget Cost Center
BCCS	Budget Cost Center Steward(s)
BHBC	Beverly Hills Baptist Church
BL	By-Laws
C&BLC	Constitutions and By-Laws Committee
CEO	Chief Executive Officer
CFO	Chief Financial Officer
COA	Chart of Accounts
CPA	Certified Public Accountant
ETF	Emergency Task Force
LDC	Leadership Development Committee
MAP	Members Assistance Program
MAPC	Members Assistance Program Committee
MCT	Ministry Coordination Team
OM	Operations Manual
PC	Personnel Committee
S/F	Stewardship/Finance
S/FC	Stewardship/Finance Committee
SS	Sunday School
VP	Vice President
WEE	Weekday Early Education
WEEC	Weekday Early Education Committee
WMU	Women's Missionary Union

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### **SECTION I**

### **MEMBERSHIP**

#### A. ADMISSION.

Any person may present themselves for membership consideration at any Worship Service.

Their assigned Deacon should stand with the candidate. If no Deacon has been assigned, the Deacon praying at that service should stand with the candidate.

Any candidate for baptism should be vetted by the Pastor and/or the Deacon Chair.

Any candidate presented by statement of faith will be vetted by the Pastor and/or Deacon Chair.

Any candidate presented by transfer of letter will be added to the rolls upon receipt of his/her church letter or by a vote of the church if no letter is received.

It is understood that membership in this church involves a willingness to cheerfully and regularly contribute to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

#### B. DISCIPLINE.

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church staff and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should a serious condition exist that causes a member to become a liability to the general welfare of the church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a majority vote of the members present at any regularly scheduled business meeting is required, and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

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Upon evidence of the excluded person's repentance and reformation, the church may restore to membership any person previously excluded. This may be done upon the request of the excluded person and by a majority vote of the members present at any regularly scheduled business meeting.

It is understood that membership in this church involves a willingness to cheerfully and regularly contribute to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

## **SECTION II** **GOVERNANCE**

### A. MEMBERSHIP REQUIREMENTS

All who serve as Corporate Officers of the Church, Core Team Leaders, Ministry Team Leaders, Deacons, SS Teachers, Budget Cost Center Stewards, Program Organizations, Administrative Committee members, Money Counting Team members, and the Leader of the Safety Team, shall be members of this church in good standing.

Any person who has been a member of BHBC for at least one year, including the previous twelve months, and fulfills any other requirements or recommendations specified in the BL or in this OM, is eligible to be a Deacon or a member of an administrative committee.

Any person who has been a member of Beverly Hills Baptist Church for at least five years, including the previous twelve months, may be elected as a Corporate Officer of the church.

The S/FC recommends that those nominated by LDC to be BCCSs have served on an administrative committee for a minimum of one year.

The Registered Agent for Beverly Hills Baptist Church, Inc. must have a current professional or membership relationship with Beverly Hills Baptist Church, Inc.

Any person who has been a member of BHBC for at least two years, including the previous twelve months, and fulfills any other requirements or recommendations specified in the BL or in this OM, is eligible to be a member of the Money Counting Team.

Non-members are encouraged to serve in non-leadership roles, and may serve as members of Ministry Teams. or may be called upon as resources by the Officers or by Committees.

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### B. TERM OF POSITION

Corporate Officers shall serve a one (1) year term or until a successor is elected, whichever comes first, may serve no more than five (5) consecutive terms. After having served five (5) consecutive terms, no Corporate Officer may be immediately re-elected, but may be re-elected after one year of absence from the Corporate Board of Directors.

Deacons, committee members of the PC, and committee members of the S/FC, shall serve on a three-year rotation basis.

The leader of the Safety Team shall serve a term of not more than three years.

Members of the Deacon Selection Committee shall serve a one-year term.

A core team leader shall serve a two-year term; the terms of the core team leaders should be staggered so that no more than two leaders rotate off each year.

There is no specified term limit for a member of the Money Counting Team.

All other committee members, including but not limited to, LDC, MAP, Scholarship, WEE, C&BL, Internal Audit, and Property Management, shall serve on a two-year rotation basis.

### C. RESTRICTIONS

No member of the staff or their spouse may serve as a voting member of any Administrative Committee, as a Corporate Officer, Church Clerk, Core Team Leader, or Treasurer.

No two immediate family members shall serve as Chair and Vice Chair of any Administrative Committees, or Core Team, nor as Treasurer and Assistant Treasurer of the Church.

No member shall serve as Chair of any two committees, or as leader of two Core Teams, nor serve in any combination of equivalent offices.

Only one member of a household will be permitted to serve as a Deacon at any time.

Only one member of a household will be permitted to serve on the Deacon Selection Committee at a time.

Spouses of the church ministerial staff are excluded from service as Deacon.

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### D. ADMINISTRATIVE COMMITTEES

The Administrative Committees of BHBC are:

- Constitution and By-Laws Committee
- Deacon Selection Committee
- Internal Audit Committee
- Leadership Development Committee
- Members Assistance Program Committee
- Personnel Committee
- Property Management Committee
- Scholarship Committee
- Stewardship/Finance Committee
- Weekday Early Education Committee

Additional administrative committees may be added ~~as the church shall authorize by the amendment procedure prescribed in the BL~~. All church committee members and all core team leaders shall be recommended by the LDC and elected by the church unless otherwise specified within this OM or the BL.

### E. UNDERSTAFFING.

In the event a committee is understaffed (as determined by the number specified herein or by vote of the committee), either by resignation or after nominations/elections, the Committee Chair, with the approval of the Committee and advice/consent of LDC, may bring to the church body in business conference a motion and the names of those willing to fill the committee vacancies. The candidates should be members who have rotated off or are scheduled to rotate off. Any extension of service may be for one year. The church, in conference, may consider these names as nominations from the Committee presented to the church for approval.

### F. QUORUM AND CONSENSUS.

All church leadership, including administrative committees, core teams, and ministry teams, shall attempt to create consensus in all matters brought before them for resolution. When

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consensus cannot be obtained, the committee shall function by majority vote, as long as a quorum of committee members is present.

The quorum for each team or committee shall be a majority (50% + 1) of its membership.

### “Consensus”:

“a general agreement about something; an idea or opinion that is acceptable to all people in a group.” (From the Britannica Dictionary)

“A group “in consensus” is committed to finding solutions that everyone can “live with”. No decision is made against the will of an individual or a minority; this protects the opinions of the minority. Everyone may not vote “for” a motion, but no one votes against it. A consensus decision means that everyone may not like it, but can “live with it.” (From the Oxford Advanced Learner’s Dictionary)

### G. OPEN MEETINGS.

All church committee and team meetings (with the exception of the MAP Committee) are open to any church member unless the committee is in active discussion of a personnel matter related to a staff member or to the calling or hiring of a staff member. It would be “common courtesy” to advise the committee chair or team leader that you plan to attend.

## **SECTION III CHURCH LEADERS, OFFICERS & STAFF**

### A. GENERAL

Church Leaders, Officers, and Staff must actively avoid or resolve all appearances of conflict of interest, impropriety, self-promotion, or pursuit of self-interest in the discharge of their duties.

Church Leaders, Officers, and Staff must be familiar with and follow the guidance provided by the governance documents of BHBC in regard to the discharge of their duties.

The Pastor and Deacons are responsible for leading the church to function as a New Testament church as outlined in the Constitution, BL, OM, and Job Descriptions.

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### B. PASTOR

The Pastor will lead the congregation, and the church staff to perform their tasks and stay on mission. As the Spiritual Leader/Under-shepherd, the Pastor is leader of Pastoral ministries in the church.

The Pastor shall be a non-voting member of all Administrative Committees and Core Teams.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. See Article IV of the By-Laws for details regarding a Pastor Search Committee. The election shall take place at a special meeting called for that purpose, for which at least two weeks' public notice has been given. Any Pastor Search Committee duly impaneled in accordance with the By-Laws shall serve until completion of that search.

### C. CHURCH STAFF

#### 1) Employment And Termination Of Ministerial Staff

Additional ministerial staff may be called to carry out the missions of Beverly Hills as deemed appropriate by the Church.

**Calling:** The ministerial staff shall be called as the church determines the need for such offices. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by a search committee and called by church action.

**Selection Committee:** In the event the church has a vacancy in the ministerial staff the LDC will nominate at least five (5) to be elected by the church to form a search committee. The Pastor shall serve as an ex officio member of all Ministerial Staff selection committees.

When necessary, the Selection Committee shall act to ensure that the duties of a ministerial position are provided in the absence of a specific ministerial staff member. Further the Selection Committee shall upon approval by the congregation recommend and call an Interim to serve until a new ministerial staff member is called.

**Supervision:** The work of all Ministerial Staff shall be under the guidance and direction of the Pastor.

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**Resignation:** Any member of the Ministerial Staff may relinquish their office by giving at least two weeks but not more than thirty days' notice to the church at the time of resignation unless resignation is for the purpose of retirement.

**Dismissal:** The church may vote to vacate such positions upon the recommendation of the PC, such termination being immediate. The compensation shall be rendered in not more than thirty days. The final compensation conditions shall be recommended by the PC for approval by the congregation.

**Compensation at Separation:** Except in instances of misconduct by any member of the Ministerial Staff excluded from office, the church will compensate said person with not less than one-twelfth of that position's total annual compensation. Employees who resign without proper notice may be subject to forfeiture of full or partial compensation at separation. The final compensation conditions shall be recommended by the PC for approval by the congregation.

### 2) Employment And Termination Of Support Staff

Support staff members (non-ministerial) shall be employed as the PC determines the need for their services.

The church PC shall have the authority to recommend to the church employment and termination of support staff members. Such employment and termination of services shall be with the recommendation of the supervising staff members and, as appropriate, with the consultation of related committees of the church.

**Supervision:** The work of all non-ministerial staff shall be under the guidance and direction of the Pastor.

**Resignation:** At least two weeks but not more than thirty days' notice shall be given to the church at the time of any resignation.

**Dismissal:** The church may vote to vacate such positions upon the recommendation of the PC, such termination being immediate. The final compensation conditions shall be recommended by the PC for approval by the Congregation.

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### 3) Job Descriptions:

A complete and current job description for each and all staff positions shall be maintained in the Personnel Policy Manual.

### 4) Performance Appraisal

The church PC shall have the responsibility to ensure that the Pastor completes written annual performance appraisals on all other church staff. The Pastor shall perform semi-annual appraisals of all staff during their first year of employment or if concerns are voiced. All performance evaluations become part of the employee's personnel file.

## D. DEACONS

### 1) General.

In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be servants of the church. Their task is to serve with the Pastor and staff in performing the Pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

### 2) Election.

The church shall elect Deacons by ballot at regular Sunday morning service on or before November 15<sup>th</sup>. There shall be an attempt to have one Deacon for every 20 active family units.

Deacons shall serve on a rotation basis. An election shall occur each year to replace the Deacons whose terms are expiring. In case of a vacancy, a special election may be held if requested by the Deacon Chair. After serving a term, a deacon shall step away for at least a year before becoming eligible to serve again.

If enough qualified candidates cannot be found, previous deacons will be eligible for another term.

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The Deacon body monitors developments within the Southern Baptist and North Carolina Baptist Conventions and makes recommendations regarding our church's relationship with them as appropriate.

### 3) Requirements For Deacons Service

In accordance with the meaning of the word and the practice of the office, as outlined in the New Testament, Deacons are to be servants of the church. The tasks of the Deacon are to: serve with the Pastor in performing pastoral ministries; proclaim the gospel to believers and unbelievers; care for the church's members and for others in the community; lead the church to engage in the fellowship of worship, witness, education, ministry, and application; support the church in performing its tasks; and make such recommendations to the church as deacons deem appropriate to fulfill the objectives, goals, and policies of the church.

The office of Deacon is honorable, high, and holy. Scripture says the deacon who serves well shall be rewarded (1 Timothy 3:13). The highest honor a layperson may receive is election to the Deaconate. But there are certain requirements which should first be met, these requirements are listed below.

- A Deacon fulfills the requirements indicated in 1 Timothy 3:8-12; and Acts 6:3-8.
- A Deacon lives a consecrated life, bringing no reproach, either by conduct or by attitude, upon the church of the cause of Christ.
- A Deacon attends the services of the church regularly, unless hindered by some reason approved by Christian conscience.
- A Deacon is willing and able to work with the deacon body to resolve any problems that may arise in church ministries, between members and between members and staff.
- A Deacon is a regular financial supporter of the church.
- A Deacon exercises confidentiality.
- A Deacon is evangelistic and missionary in spirit and practice, deeply interested in the salvation of souls at home and abroad.
- A Deacon participates regularly in the various activities of the church.

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- A Deacon faithfully administers the Deacon Family Ministry Plan.
- A Deacon is ordained in a Pastor approved ordination service.

### E. MODERATOR

The church shall elect annually, or at the first meeting of each fiscal year, a moderator as its presiding officer for all meetings of the congregation. In the absence of the moderator, the Chairperson of Deacons shall preside; or in the absence of both, the church clerk shall call the church to order and preside over the election of an acting moderator.

### F. CHURCH CLERK

The church shall elect annually a clerk as its clerical officer.

The church may delegate some of the clerical responsibilities to a church secretary or Office Manager who will assist the ~~elected church~~ clerk. All church records are church property and shall be kept in the church office.

~~The Church Clerk shall also serve as a Corporate Officer and hold the position of Assistant Secretary of the Corporate Officers.~~

Duties:

- Shall be responsible for keeping a suitable record of all official actions of the church.
- Shall notify the appropriate people responsible for carrying out all actions agreed to by the church, except as otherwise herein provided.
- Shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms.
- Shall issue letters of dismissal voted by the church.
- Shall preserve on file all communications and written official reports.
- Give required notice of all meetings where notice is necessary, as indicated in the BL or this OM.
- Shall be responsible for preparing (or having prepared) the annual letter of the church to the Baptist State Convention of North Carolina.

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### G. CORPORATE OFFICERS

#### 1) General.

The church shall elect annually three (3) to six (6) Corporate Officers to serve as the legal Board of Directors for the church. The Corporate Officers shall meet at least quarterly. The Treasurer, and Assistant Treasurer, and Assistant Secretary shall be nominated by LDC and elected by the church.

At the initial meeting of each church year, the Corporate Officers shall elect a president, a VP, and a secretary from the membership of the Corporate Officers. Minutes of the meetings will be recorded by the secretary of the Corporate Officers and filed in the church office. All minutes shall be available to the congregation and, as needed, reported at the next regularly scheduled business meeting of the church.

As a minimum, the Corporate Officers shall be President, Secretary, and Treasurer. The full complement of Corporate Officers shall include a VP, an Assistant Secretary, and an Assistant Treasurer. The Church shall make every effort to elect six (6) members as Corporate Officers, but never fewer than three (3).

Corporate Officers shall have fiduciary responsibility.

Should it be necessary to remove a Corporate Officer before his/her term is over, it shall take a two-thirds vote of church members present in a business meeting. A successor may thereafter be nominated and elected by the church for the remainder of the Corporate Officer's term.

Corporate Officers shall hold in trust the church property and be responsible for all insurance coverage of the church. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of Corporate Officers are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property or sign other legal documents related to church approved matters. A list of these duties and powers, along with other duties and powers assigned to the Corporate Officers, is maintained in this OM.

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Corporate Officers are nominated by the LDC and elected by the church. Nominations from the floor of individual members and substitute slates of Corporate Officers may be made by any member of the church at the business conference at which the election of Corporate Officers is to occur.

A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.

Any Corporate Officer may be re-elected for a full term upon the expiration of any term of office.

Each year, the Corporate Officers shall elect a president, a vice-president, and a secretary, from the members of the Corporate Officers.

### 2) Duties:

In addition to the duties specified in NC State Statutory Law, in the Articles of Incorporation of BHBC, and in the BL of BHBC, the Corporate Officers have the following duties:

- To determine the appropriate dispositions of contributions or giving designated for items or projects that have not been given prior approval by the church. Until and unless approved, such donations will be held in special status.
- The Corporate Treasurer will ensure that the contributor advises the church of any conditions or requested use of the funds and will report fully any and all conditions of the gift.
- To assess the circumstances of a gift, its intent, and its conditions, and to recommend to the church one of the following responses: (1) return the funds, (2) credit the donation to an existing designated giving account, or (3) create a special designated reserve account if no account appropriate to the donor's intent exists.
- To oversee the safe and effective investment of all funds held by BHBC, including, but not limited to, the Rosenell Barker Clark Missions Fund and the Ruth Davis Christian Vocation Scholarship Fund.
- To identify a person to serve as the registered agent for Beverly Hills Baptist Church, Inc.

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- To communicate the identity and address of the registered agent to the NC Secretary of State and to ensure that the identification of this person remains current and valid.
- To communicate to the NC Secretary of State any and all reports required by the church's status as a not-for-profit corporation.
- To sign checks for expense items that are authorized in the general budget of the church and approved by a BCCS or by a special vote of the church authorizing the expenditure.
- To report the Corporate Officers' actions to the church as required by State Statutory Law, by the Articles of Incorporation of BHBC, by the BL of BHBC, or by policy adopted by BHBC.
- To direct and ensure that an external audit or review be made at least every five years by a certified public accountant.
- To report the findings of such audits or reviews to the church.
- To hold in trust the church property and be responsible for all insurance coverage for the church.
- To maintain securely, in a safety deposit box, property titles, deeds of trust, insurance contracts, promissory notes, and other such records of the church.
- To buy, sell, mortgage, lease, or transfer any church property, upon a specific vote of the church authorizing such an action.
- To sign legal documents involving the sale, mortgage, purchase, or rental of property when such signatures are required as related to church-approved action.
- To sign other legal documents related to church-approved matters.
- To meet at least quarterly.
- To record and maintain for filing in the church office the minutes for all meetings, and as needed, to report at the next scheduled business meeting of the church.

### 3) Corporate President:

Nominated and elected by the other Corporate Officers.

### General Functions:

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- Acts as CEO of the organization.
- Serves as Chair of the Corporate Officers (Board of Directors).

### Duties:

- Convene and chair regularly scheduled Corporate Officer meetings or arrange for other Corporate Officers to preside.
- Develop agendas for each meeting of the Corporate Officers.
- As needed, present to the Congregation (in business meetings) appropriate information from the Corporate Officers.
- Sign and deliver in the name of the corporation deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the BL to another Corporate Officer or agent of the corporation.
- See that the other Board members carry out their duties.
- See that administrative orders and resolutions of the MCT and Congregation are implemented.
- See that corporate records are maintained.
- Form and preside over and manage any necessary Presidential Task Groups that he/she forms under the Office of the President for specific administrative tasks that fall outside of the responsibilities of church committees. Those task groups must be unanimously approved by the other Corporate Officers, and the task group's purpose, members, and duration reduced to writing for the Corporate Officers.
  - Presidential Task Groups shall dissolve at the end of each year (or sooner if the task is complete). Should a Task Group not complete their work by year-end, their duration may be extended for a specified time by a unanimous vote of the Corporate Officers. Upon completion of the Group's task(s) they will submit a written report to the Corporate Board.

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- The President shall not serve as the chair of any church committee, as a Ministry Team Leader, or as a BCCS, nor as Chair of the Deacon Fellowship.
- The President should not sign checks.

### 4) Corporate Vice President

Nominated and elected by the other Corporate Officers.

#### Duties:

- In the absence/incapacity of the President, the Corporate VP shall assume the duties of the President.
- Can sign checks.
- Will serve as an ex officio member of the PC and as a liaison between the PC and the Corporate Officers. As liaison to the PC, will keep the other Corporate Officers updated on personnel actions that affect the church, especially its 501(c)(3) designation.

### 5) Corporate Secretary

Nominated and elected by the other Corporate Officers.

#### Duties:

- Distributes meeting agenda and reports.
- Records the minutes of the Corporate Officer's meetings (or designates another Corporate Officer to do so).
- Sees that the minutes are filed in the church office.
- Makes sure all documentation is filed and organized correctly for easy access at a later date.
- Ensures all corporate actions are in line with the organization's BL and NC law.
- Can sign checks.

### 6) Assistant Secretary

Nominated by LDC and elected by the church.

#### Duties:

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- In the absence/incapacity of the Corporate Secretary, the Assistant Secretary shall assume the duties of the Secretary.
- Can sign checks.

### 7) Corporate Treasurer

The church shall elect annually a Corporate Treasurer as its CFO.

#### Duties:

- It shall be the duty of the Corporate Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, always keeping an itemized account of all receipts and disbursements. It shall be the duty of the Corporate Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The Corporate Treasurer shall serve as a member of the Corporate Officers and as Treasurer of that body.
- Upon rendering the annual accounting at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the Assistant Secretary, who shall keep and preserve the accounting as a part of the permanent records of the church.
- The Corporate Treasurer shall also have Controller duties.
- Can sign checks.
- Supervises the BCCS for budget purposes only.
- Acts as BCCS for certain Designated (Restricted & Mission) Accounts (06-01-xxxx & 02-05-xxxx).
- Supervises the Money Counting Team.
- Makes a financial report to the church at each regularly scheduled Business Conference.
- Makes a financial report to the Corporate Officers at each regularly scheduled Corporate Officer's meeting.
- Is a member of the MCT.

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- Nominated by LDC and elected by the church.

### As CFO:

- Is the senior executive responsible for managing the financial actions of the 501(c)(3) corporation.
- Tracks cash flow and leads in financial planning.
- Analyzes the church's financial strengths and weaknesses and proposes corrective actions.
- Monitors the finance and accounting functions.
- Ensures that the church's financial reports are accurate and are completed promptly.

### As Controller

- Is responsible for presenting and reporting accurate and timely historical financial information.

### As Treasurer

- Monitors the company's present financial condition.
- Helps decide how to invest the company's money, taking into consideration risk and liquidity
- Oversees the capital structure of the company, seeking the best mix of debt, equity, and financing.
- Recommends any cash-related "borrowing" needs.
- Monitors funds available for expenses and investment.
- Can sign checks.

### As Financial Planner

- Assists in formulating the future financial direction of the church and supporting tactical initiatives.
- Helps develop, monitor, and direct the implementation of strategic financial plans.
- Works with the S/FC to help manage the capital request and budgeting processes.
- Helps in the negotiation of acquisitions.

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The goal is to protect the revenues and cash flow of the church to achieve sustainable growth. Of great importance is the way the Treasurer can project the long-term financial picture of the church and how the church thrives based on his/her financial analyses.

Additionally, the CFO has a duty to manage Financial Risk Management:

- As risk relates to potential financial impact, monitors all open legal issues involving the company, and legal issues affecting the industry (501(c)(3)).
- Recommends appropriate insurance coverage (working with other officers and Property Management)
- Ensures that the church complies with all legal and regulatory financial requirements
- Reports risk issues to the other Corporate Officers of the church
- Maintains relations with external auditors and investigates their findings and recommendations
- Maintains banking relationships
- Represents the church with outsourced accounting functions, auditors, and bankers

### 8) Assistant Treasurer

Nominated by LDC and elected by the church.

Duties:

- In the absence/incapacity of the Treasurer, the Assistant Treasurer shall assume the duties of the Treasurer.
- Assists the Corporate Treasurer.
- Will serve as an ex officio member of the S/F Committee.
- As liaison to the S/F Committee, will keep the other Corporate Officers updated on financial actions that affect the church, especially its 501(c)(3) designation.
- Can sign checks.

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### H. CHURCH COMMITTEES AND TEAMS

General Description

#### 1) THE ADMINISTRATIVE COMMITTEES

The Administrative Committees of this church shall be:

- Leadership Development Committee,
- Personnel Committee,
- Stewardship/Finance Committee,
- Property Management Committee,
- Constitution and By-Laws Committee,
- ~~Weekday Early Education Committee,~~
- Members Assistance Program Committee,
- Internal Audit Committee,
- Deacon Selection Committee,
- Scholarship Committee,

and such other regular and special committees as the church shall authorize.

Additional regular committees may be added by the amendment procedure prescribed herein.

All church committee members and all Core Team Leaders shall be recommended by the church LDC and elected by the church unless otherwise specified herein.

In the event a committee is understaffed (as determined by the number in this OM or by vote of the committee), by resignation, death or inability to serve, or after nominations/elections, the Committee Chair, with the approval of the Committee and advice/consent of LDC, may bring to the church body in business conference a motion and the names of those willing to fill the committee vacancies. The candidates may be members who have rotated off or are scheduled to rotate off. Any extension of service may be for one year. The church, in conference, may consider these names as nominations from the Committee presented to the church for approval.

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In order to provide effective transition of leadership, each administrative committee is responsible for electing a chair and a chair-elect. The chair-elect should have at least one more year to serve than the chair does. If the chair is rotating off the committee, the chair-elect is responsible for convening the first meeting of the new church year and reviewing with new members the committee's work during the past year. If the committee chooses, the chair-elect may assume the role of the committee chair, or if the chair-elect does not choose to serve as the chair, then the committee is to elect a chair and chair-elect.

a) The Leadership Development Committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the LDC before they are approached for recruitment. The LDC shall present to the church for election all who accept the invitation to serve.

Purpose: The LDC coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein, by approving persons considered for such positions before they are approached for recruitment, and then by presenting to the church for election, those who accept the invitation to serve.

Members: The LDC shall be comprised of a minimum of four members who are nominated by the MCT and elected by the church. Each person shall be elected to serve for a term, with one-third of the members scheduled to rotate off the committee each year. Nominations from the floor of individual members and substitute slates of members may be made by any member of the church at the business conference at which the election of LDC members is to occur.

No member of the committee may be immediately re-elected for a full term upon the expiration of a full term of service, but may be re-elected following one year of absence from the committee.

A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.

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Each year, the committee shall elect a chair, a chair-elect, and a recording secretary.

Beginning in 2010, the members of LDC shall not be nominated for or serve on any other committee while serving as a member of LDC.

#### Functions

- Nominates persons by the November business conference to serve on all other administrative committees of the church, as well as the church clerk (Assistant Corporate Secretary), the church moderator, three (3) Corporate Officers (who will eventually be elected President, VP and Secretary by the Corporate Officers) , the Treasurer (Corporate Officer), and the Assistant Treasurer for service beginning in January (If any person is unable to fulfill his or her term, LDC shall nominate a replacement.).
- Nominates the directors of SS, WMU, and Men’s Ministry by the November business conference for service beginning in January,
- Nominates the staff for SS by July for service beginning in September,
- Assists core team leaders in matching individuals with ministry opportunities by identifying willing volunteer workers by the November business conference for service beginning in January,
- Maintains an Individual Ministry Inventory Database,
- Provides opportunities for individuals to engage in gift discovery,
- Provides all persons presented for election with information specifying policies and procedures related to the function of their task, including, but not limited to, a copy of the Constitution, the BL, and the OM,
- Offers an opportunity, at least biannually, for all members to participate in the identification of their gifts and talents for inclusion in the Individual Ministry Inventory Database,
- Maintains the anonymity of any church member being considered for nomination until the nominee accepts the nomination.

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b) The Personnel Committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services. In addition to any other duties enumerated in this OM, the PC shall perform an annual performance appraisal of the Pastor. The PC shall perform semi-annual appraisals of the Pastor during the first year of employment. An evaluation of any issue related to a staff member's performance or Christian witness must be performed by the PC if concerns are brought to the committee by a majority of the Deacon Board, or by five (5) or more members of the congregation. In either case, these concerns shall be reduced to writing and submitted to the PC under the signature of the Chair of the Deacons, or the members voicing concern. All persons called for employment in church service shall be subject to a criminal records check, a credit report check, review of any letters of reference provided, and conversation with past employment supervisors before provision of a written letter of employment.

One-third of the members are scheduled to rotate off the committee each year.

Members: Minimum of 4

No member of the committee may be immediately re-elected for a full term upon the expiration of a full term of service, but may be re-elected following one year of absence from the committee.

A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.

Each year, the committee shall elect a chair, a chair-elect, and a recording secretary.

### Functions:

- Determines staff needs and employment,
- Determines staff salaries, benefits, and other compensation,
- Sets personnel policies,
- Writes job descriptions,
- Provides personnel and human resource service,

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- Reviews, at least yearly, the WEE Employee Handbook and the Parent Handbook and then recommends appropriate changes and updates,
- Reviews applications for potential WEE employees and provides feedback to the WEE director,
- Works with the WEE director to resolve any personnel and budget issues,
- Meets, as needed, with the WEE director to provide support and resources,
- Serves as the contact for concerns about WEE from the congregation and then meets with the WEE director to discuss those concerns,
- Verifies that the following are in place prior to providing a written hiring letter of employment,
- a criminal records check, a credit report check, any letters of reference, and any records of conversations with past employers,
- Performs semi-annual appraisals of the pastor during the first year of employment and an annual appraisal thereafter,
- Evaluates any issue related to a staff member's performance or Christian witness when concerns are brought to the committee by a majority of the Deacon Board or by five or more members of the congregation (In either case, these concerns must be in writing and must be submitted to the PC under the signature of the Chair of the Deacons or of the members voicing concern.),
- If a problem should arise with a staff member that cannot be resolved by the PC in a timely manner, the Chair of Deacons must be willing to take the problem with a recommended solution to the church for church action.

Specific policies of the PC are outlined in the Personnel Manual, which is part of this handbook.

In the absence of a full-time Pastor, the PC will supervise all staff previously under the Pastor's supervision. The full-time Pastor may also request that the PC handle his staff supervisory duties.

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c) The Stewardship/Finance Committee develops and recommends an overall stewardship development plan in collaboration with the MCT, a unified church budget, and any budget subscription plans, and gives general supervision to the financial program of BHBC as authorized by the church.

The Assistant Treasurer is to serve as an ex officio member of the S/FC and should attend all meetings to assist in the conduct of business.

Members: Minimum of 6

### **Definition of Stewardship/Finance Terms**

**BCC:** Any of the church budget sub-sections for which budget stewardship responsibility is identified.

**BCCS:** The person responsible for the compilation and administration of line items in an identified BCC.

**COA:** A listing of all income and expense line items included in the budget with an accompanying definition of the “objects” appropriate for inclusion in the item.

**Church Budget:** The entire projected itemized expense and income necessary to operate BHBC during the year, including the expense of any mortgage retirement.

**“Zero-based budget”:** A method of budgeting in which all expenses must be itemized and justified for each new period, line item, or event.

### Functions

- Supervises the overall financial program of BHBC.
- Advises and recommends in the administration of the monetary gifts of church members and others, using sound principles of financial management.
- Receives budget recommendations and requests from the various organizations of BHBC and then prayerfully prepares and recommends a proposed total annual budget figure that the church can support.

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- Gives the total annual budget figure to the MCT to allocate by BCC. (Each BCCS, with input from the respective teams or committees, will then allocate his or her portion by line item and by month, in accordance with the ministry priorities set by MCT and/or the church mission statement, and then each BCCS will return his or her monthly line item proposals to the S/F Committee.)
- Reviews the WEE budget provided by the WEE director prior to annual submission to the S/FC for inclusion in the overall church budget.
- Compiles and recommends a proposed annual budget for approval by the church.
- Prepares and recommends a proposed annual COA for approval by the church.
- Administers the budget approved by the church in cooperation with the Treasurer and in accordance with the adopted COA.
- Makes recommendations, as needed, to the church for changes to the budget and/or COA.
- Works with the Treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church
- Conducts stewardship campaigns.
- Recommends to the church regarding special offerings/promotions.
- Establishes policies regarding designated giving

#### **Operational Policies**

##### **USE OF CHURCH CREDIT CARDS**

- All credit card accounts issued in the name of BHBC must be authorized by the S/F Committee and approved by the Corporate Officers of the Church.
- The S/F Committee shall, upon the recommendation of the Treasurer, authorize enough Credit Cards on these approved accounts to facilitate purchases and to support the travel of staff or members engaged in authorized travel.
- The use of Church credit cards is a privilege. Credit cards make the process of purchasing Church supplies easier, but it is important to follow certain guidelines. Careless use or incomplete documentation creates additional work for the staff and

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members who oversee the church's finances. It also delays payment procedures and leads to poor financial controls, and can create interest fees charged to the church account.

PLEASE be considerate in your use of Church financial assets.

### PROCESS FOR USE OF CHURCH CREDIT CARDS

- 1) Complete the sign-out sheet by printing your name, the time, and date, and the last four digits of the card. If you have questions, ask the Office Manager for assistance.
- 2) After you have made your purchase, return the card promptly. Be considerate of the next person needing to make a purchase.
- 3) On a new Purchase Order/Requisition form, record the date, list the description of the items to be purchased, and the Budget account number. Again, please ask the Office Manager if you need help.
  - a) Attach your receipt to the Purchase Order/Requisition form.
  - b) If your Budget Cost Center Steward has not already approved the purchase, place the form in the Steward's office box.
  - c) If your Budget Cost Center Steward has already signed the Requisition form, and the transaction is a charge, place the paperwork in the Vendor Box.
  - d) If the reimbursement is to an "individual," place the paperwork in CPA box.
  - e) If you are not sure, give the documentation to the Office Manager.
- 4) DO NOT GIVE THE CARD TO SOMEONE ELSE TO RETURN

### PLEASE BE AWARE:

- DO NOT copy or reproduce Church credit card numbers.
- DO NOT establish any web account in the name of the Church without prior authorization from the S/FC. Upon proper authorization, you must provide the

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web address and the login credentials (Username/Password, any verification information) to the Office Manager. Website Credentials will be securely held on file in the Church office.

- If you are ordering from a website, do not allow the site to retain the Church card number unless prior authorization has been granted by the Finance Committee.
- Prior Finance Committee authorization is required before any recurring charges (such as subscriptions) are established using a Church card.
- Any purchase dispute or unusual activity on Church credit accounts must be reported to the Office Manager immediately.

#### Special Offerings/Promotions

The S/FC shall be the “clearing house” for special promotions and fund-raising efforts that utilize BHBC property or list BHBC as a sponsor, a participant, or as a recipient of proceeds. Without the approval of the S/FC, no special promotions and fund-raising efforts that utilize BHBC property or list BHBC as a sponsor, participant, or recipient of proceeds are permitted.

This policy does not apply to SS class projects, provided the funds are not managed through the church accounts.

All special promotions and fundraising efforts not already included in the budget must be approved in advance by the S/FC if such funds are to be donated through the church accounts.

#### Reimbursement for Conventions, Conferences, or Other Training

All members of the staff must gain prior approval from the pastor for attendance at meetings, conventions, or other training for which reimbursement from the church will be requested.

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The pastor must obtain prior approval from the Deacon Board or PC for his or her attendance at meetings, conventions, or other training for which reimbursement from the church will be requested.

Any member of the church seeking reimbursement for expenditures from an identified line item in the budget must have prior written approval from the BCCS and/or from the administrative committee chair whose budget will be affected.

In order to be approved, the convention, conference, or other training must fit within an existing budget item as to both the cost and the stated purpose of that line item. (Refer to the annual COA.)

No request for reimbursement may be allowed to overspend any church budget line item unless approval is obtained from the person holding budgeting stewardship responsibility for that line item.

### Advance on Expenses

After an activity has been approved by the appropriate person, a church member or staff member may obtain an expense advance from the Treasurer. After the activity, the church member or staff member must submit a reconciled and appropriately approved requisition accompanied by receipts to the Treasurer for review and any needed reimbursement or deposit of overpayment.

### Reimbursement of Expenses

A church member or staff member may also choose to pay for a pre-approved activity and submit receipts for reimbursement. Any request for reimbursement of activity expenses must be submitted on a BHBC requisition form and must be accompanied by receipts that justify all requested reimbursements. After review by the appropriate BCCS, such requests will be submitted to the Treasurer for approval and payment when said request is correct as to form and content.

### Budget Management Policies

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### **The Stewardship/Finance Committee**

- May adjust, upon the recommendation of or request from an affected BCCS, the total expense budgeted to a BCC by an amount that is balanced by an equal adjustment to the budget of another BCC, as long as the total adjustment is less than 5 percent of the total budget expense.
- May transfer up to 10 percent of the budget of any BCC to the budget of another BCC after consultation with the BCCS(s) affected by such a transfer, as long as the total expense budgeted for the year is not changed.
- May transfer more than 10 percent of the budget of any BCC to the budget of another BCC after consultation with the BCCS(s) affected by such a transfer and with the affirmative vote of the membership of the church, as long as the total expense budgeted for the year is not changed.
- Shall notify the affected BCCS(s), the MCT, and the staff within seven days of the adoption of any such changes.
- May, during the course of any fiscal year, recommend to the church membership for approval the following: an adjustment of the total budget expense or an adjustment to the BCC budgets greater than the limits specified (Such an action must follow the same rules as those followed for the adoption of the original budget.)
- May reduce or expand the expense of any adopted church budget and, by a matching amount, reduce or expand the projected income of any adopted church budget during that budget year upon the affirmative vote of the membership of the church.
- May not spend or approve expenditures of more than the total annual church budget.

### **Budget Cost Center Stewards**

A BCCS is nominated by LDC for approval by the church or assigned by employment to a paid staff position or elected to a committee chairmanship or corporate

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office. For budget purposes, all BCCSs are supervised by the Treasurer. A BCCS is identified by the BCC in the BHBC COA. A BCCS participates in required training prior to acting in the capacity as a BCCS. The training is provided by the Treasurer and the S/FC and is required for first-time BCCSs.

If a BCCS cannot perform these duties the S/FC shall identify an S/FC member to act in that role until the BCCS can reassume these responsibilities or a replacement is found.

If a BCCS position is vacant the S/FC shall identify one of its members to act in that role until the vacancy is filled by action of the LDC or PC.

- Work closely with affected ministry teams or committees.
- Follow instructions in the OM in approving all expenditures charged against the line items in the identified BCC.
- May not spend or approve an expenditure of more than the total budget for the BCC or sub-budget over which they exercise stewardship.
- Must document all expenditures by receipts.
- Must document expenditures by receipts and purchase orders or check requisition when the total expense of the item(s), invoice, purchase order, or check requisition exceeds \$50.00.
- May reduce, without additional authority or approval, the amount of any line item by 10 percent or less within the BCC budget or sub-budget over which they exercise authority and increase by a like amount any other line item(s) in that same BCC budget or sub-budget only after consultation with any members affected by such a transfer.
- May adjust by an amount greater than 10 percent the amount of any line item in the BCC budget or sub-budget over which they exercise authority with the written approval of the S/F Committee.

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- Shall assist the S/FC in the formation of the following year's budget by submitting an itemized request with justification for each line item within the BCC budget or sub-budget over which they exercise authority.
- Must approve in writing (by initialing the form) all purchase orders or check requisitions or may give approval by phone through the church office manager and then initial the office manager's approval at a subsequent review.

### **Budget Cost Center Stewards**

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| • Children and Youth            | Equipping BCCS                      |
| • Equipping Core Team           | Equipping BCCS                      |
| • External Missions             | Church Treasurer                    |
| • General Administration        | Pastor                              |
| • Nurturing Core Team           | Nurturing BCCS                      |
| • Personnel                     | PC Chair                            |
| • Property Management Committee | Property Management Committee Chair |
| • Serving Core Team             | Serving BCCS                        |
| • WEE Program                   | WEE Program Director                |
| • Worshiping Core Team          | Worshiping BCCS                     |

d) The Property Management Committee shall be responsible for the maintenance of the church vehicles and the policy for the usage of all vehicles.

The Property Management Committee shall oversee the usage and maintenance of church properties and equipment, including, but not limited to, equipment located at BHBC, unless the oversight of a specific item of property is specified to be the responsibility of another committee as stated elsewhere in this document.

The Property Management Committee consults with the PC and the church staff regarding the need for, and the employment of, all maintenance personnel, and with the S/F Committee if the additional expense is not already included in that year's budget.

One-third of the members are scheduled to rotate off the committee each year.

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Members: Minimum of 6

No member of the committee may be immediately re-elected for a full term upon the expiration of a full term of service, but may be re-elected following one year of absence from the committee.

It is highly recommended that some members have expertise in various areas related to building and grounds, such as construction, property management, maintenance, etc.

A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.

Each year, the committee shall elect a chair, a chair-elect, and a recording secretary.

### Functions

- Sees that proper and continuous maintenance of all church property is practiced.
- Maintains an annual inventory of all church personal property, exclusive of expendable supplies likely to be used within twelve months.
- Makes provision for the addition of items to the church's inventory based upon the value or expected longevity of the property item.
- Makes recommendations to the S/FC regarding unbudgeted property-related financial needs and expenditures.
- Is aware of and reviews all service contracts in regard to church property.
- Negotiates and maintains all needed service contracts in regard to church property unless such contract is specifically identified as the responsibility of another committee or staff member of the church.
- Sets policy regarding both the borrowing of church property and its removal from church premises.
- Sets policy on uses of church property by members and non-members and determines the amount of any user fee.
- Approves all non-scheduled individual uses of the church or church property and collects any user's fee for such usage.
- Makes periodic reports to the church regarding church properties and equipment.
- Consults with the PC and the staff concerning the need for and the employment of all maintenance personnel and with the S/FC if the additional expense is not already included in the year's budget.
- Supervises the maintenance staff or contract agency.

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- Solicits the input of church staff and members regarding the performance of the maintenance staff or contract agency.
- Receives all donations to the church of real or personal property and determines upon its receipt the proper use and placement, if any.
- Submits an annual budget request to the S/FC.

### **Property Management Sub-Committees**

#### **1. KITCHEN SUB-COMMITTEE**

Purpose: The Kitchen Sub-Committee forms guidelines for the use of the kitchen for church and non-church functions.

Members: The Kitchen Sub-Committee is comprised of as many members as deemed necessary by the Property Management Committee.

#### Functions:

- Checks, once a quarter, the equipment for cleanliness, operation, and repairs.
- Reports to the Property Management Committee equipment needing to be repaired or to be replaced.
- Establishes an equipment inventory, which is checked each quarter.
- Prepares an annual report for the congregation.
- Submits an annual budget request to the Property Management Committee for inclusion in its annual budget request to the S/FC.

#### **2. BUS/VAN SUB-COMMITTEE**

Purpose: The Bus/Van Sub-Committee is responsible for the policies for and the usage and maintenance of church vehicles.

Members: The Bus/Van Sub-Committee is comprised of as many members as deemed necessary by the Property Management Committee.

#### Functions

- Oversees proper maintenance of the church vehicles.
- Assures all licenses and inspections are kept current.
- Reviews and updates regularly the guidelines for vehicle usage and maintenance.
- Maintains on file in the church office a list of approved vehicles drivers.
- Works in conjunction with the Property Management Committee to address expenditures related to the operation of the church vehicles.
- Submits an annual budget request to the Property Management Committee for inclusion in its annual budget request to the S/FC.

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See Annex #3 for other property management policies and forms.

e) The Constitution and By-Laws Committee shall review the Constitution, OM, and BL periodically, with the authority to recommend changes for the church to consider. This committee shall also review and act on recommendations and requests from church members, groups, staff, and others that would require amendment of the Constitution, OM, or BL. Following any such review the C&BLC must recommend to the Congregation approval or disapproval of the suggested amendment.

Members: Minimum of 4

Each year, the committee shall elect a chair, a chair-elect, and a recording secretary.

No member of the committee may be immediately re-elected for a full term upon the expiration of a full term of service, but may be re-elected after one year of absence from the committee.

A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.

Any church member or church organization may initiate suggested changes in the manual.

Any suggested changes should be referred to the C&BL Committee to ensure the lack of conflict or confusion with other document provisions.

Waivers. If a church Team or Committee determines that it has made diligent and unsuccessful attempts to accomplish its functions or duties specified in the Operations Manual using our best practices as set forth in the Operations Manual, and that in order to accomplish its functions or duties it needs a temporary waiver from certain best practices, the Team or Committee may approach the Constitution and By-Laws Committee and request support in asking the church for a temporary waiver of an identified best practice or practices. The waiver request should specify a start date, an end date, an identification of the best practice or practices to be temporarily waived, and a clear description of the

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temporary practice or practices that will be used. A motion to waive our best practices may be presented at any church business conference by either the Constitution and By-Laws Committee or by the Team or Committee needing the waiver. A motion for a waiver may be presented without the support of the Constitution and By-Laws Committee, but the church must hear from the Constitution and By-Laws Committee concerning its lack of support.

### Functions:

- Recommends to the church for approval any additions, deletions, and changes to the Constitution, the BL, or the OM as a result of the committee's periodic review of these documents.
- Reviews requests from church members and staff members by studying the impact of the request on the Constitution, the BL, and the OM
- Notifies the church member or staff member making a request of the committee's decision.
- Acts upon a request by recommending approval or disapproval to the church in a business conference or by conferring with other administrative committees to address the request.
- Works with the office manager to update the Constitution, the BL, and the OM with approved additions, deletions, and changes.

~~f) The WEE Committee shall advise the WEE Program Director and serve as a liaison between the WEE Program Director and the church.~~

~~Members: Minimum of two~~

~~No member of the committee may be immediately re-elected for a full term upon the expiration of a full term of service but may be re-elected after one year of absence from the committee.~~

~~A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.~~

~~Each year the committee shall elect a chair, a chair elect, and a recording secretary.~~

### **Functions**

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- ~~• Reviews, at least yearly, the WEE Employee Handbook and the Parent Handbook and then recommends appropriate changes and updates.~~
- ~~• Reviews the WEE budget provided by the WEE director prior to annual submission to the S/FC for inclusion in the overall church budget.~~
- ~~• Reviews applications for potential WEE employees and provides feedback to the WEE director.~~
- ~~• Works with the WEE director to resolve any personnel and budget issues.~~
- ~~• Meets, as needed, with the WEE director to provide support and resources.~~
- ~~• Coordinates with the WEE director to provide reports about WEE activities and projects to the church body during scheduled business conferences.~~
- ~~• Represents WEE at meetings such as MCT and church business conferences.~~
- ~~• Serves as the contact between the WEE director and the Property Management Committee in coordinating maintenance and repairs of WEE classrooms and playground if those actions will have effects upon church property jointly utilized by the church and the WEE program.~~
- ~~• Serves as the contact for concerns about WEE from the congregation and then meets with the WEE director to discuss those concerns.~~

g) The Members Assistance Program Committee shall be charged with the responsibility of investigating known needs within the membership of BHBC and shall have the authority to disburse funds, when necessary, to help alleviate an emergency.

Members: 4.

The MAPC shall be comprised of the Chair of Deacons, the Chair of the S/FC, and two members from the church at large, who are recommended by the LDC and elected by the church.

Purpose/Mission Statement: We, the members of BHBC, realize that our family members may, from time to time, encounter an emergency that could be softened through the collective efforts of other family members. For this purpose, we have established a ministry known as the “Members Assistance Program.”

We intend that this program be for church members only and that no member of our church family shall experience a known need of an emergency nature without our membership’s assistance, with both prayer and, if necessary, financial assistance.

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No member of the committee may be immediately re-elected for a full term upon the expiration of a full term of service, but may be re-elected following one year of absence from the committee.

A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.

Each year the committee shall elect a chair, a chair-elect, and a recording secretary.

### **Functions**

- Assures that records of meetings, emergencies, and disbursements are properly kept and made available to the MAPC, including information as to which church member received assistance, the date of disbursement of the assistance to the church member, the amount requested (if the church member requested a specific amount), and the amount actually disbursed to the church member.
- When~~when~~ requested, to provide to the church's Internal Audit Committee a summary of the amount disbursed; the summary shall NOT include any personally-identifying information.
- Holds meetings on an "as needed" basis.
- Investigates known needs within the membership of the church, with the authority to disburse funds, when necessary, to help alleviate an emergency situation.
- Works closely with the pastor and other church members in identifying needs among church family members.
- Makes periodic reports to the church as to income and disbursement from the fund.

### **Policies**

- MAP shall be perpetual and shall be funded only from voluntary gifts. Memorials received by the church shall be credited to the fund, unless specifically designated for some other cause. Memorials should be accompanied by one of the Memorial Gifts forms provided hereinbelow.
- MAP shall NOT be a part of the church's unified budget and shall in no way take the place of the current benevolent program. It is respectfully requested that all contributions to MAP be over and above those that a person normally gives to the church budget offering as a tithe.
- MAP details are to be confidential, and details of the committee's financial help shall not be disclosed outside the MAP Committee or the Internal Audit Committee.
- The decision of the MAP Committee shall be final.

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- The MAP Committee may not disburse more than \$1,000 to a recipient within ninety days and shall monitor, at least every month, situations requiring funds.
- If circumstances require more assistance or support over a longer period, then the full MAP Committee shall review the circumstances and use its discretion. However, the entire committee must be unanimous in this decision, and records must reflect the members' actions.
- Monies coming into MAP shall be separated from other funds by designation and shall be used only for the purpose stated therein.
- Requests for disbursements from the MAP fund shall be in writing from the MAP Committee to the CPA, or the Office Manager, or to the church Treasurer. Such written requests shall include the approved amount and payee as directed by the committee. The check should be written immediately and given to the MAP chairperson or his/her designee for appropriate delivery.

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**MEMORIAL GIFTS**

**Form 1.**

The memorial gift donated by me to Beverly Hills Baptist Church is made without restriction and may be used as directed by the Treasurer with the guidance of the Stewardship/Finance Committee.

\_\_\_\_\_  
Signature of donor

**Form 2.**

The memorial gift donated by me to Beverly Hills Baptist Church is made with the following request (\*) as to its usage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of donor

(\*) The donation will be considered unrestricted, and the Church retains full control and may make modifications at any time. However, the donation will be considered 'board-designated' with the intent to honor donor's wishes.

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**Form 3.**

The memorial gift donated by me to Beverly Hills Baptist Church is made with the following directive (\*) as to its usage:

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Signature of donor

(\*) The donation will be considered “restricted” for use strictly for the purpose stated. The directive will be reviewed before acceptance.

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h) The Internal Audit Committee shall annually, and at such other times as directed by the Corporate Officers, review the financial records of the church. The Treasurer's report and records shall be audited annually by the church's Internal Audit Committee.

The Internal Audit Committee reviews the church's accounting procedures and related internal controls for the purpose of reasonably verifying the accuracy of the church's financial reports and the correct application of contributions as designated by the giver.

The Corporate Officers shall direct and ensure that an EXTERNAL AUDIT or REVIEW shall be made at least every five years by a Certified Public Accountant; this audit or review may be performed at an earlier interval if deemed necessary by the Internal Audit Committee. The Corporate Officers shall report the findings of all such reports to the Church.

It is recommended that an external audit be conducted after the position of Pastor has been vacated and before a new Pastor is called, so that any new hire is confident concerning the finances of the church.

One-third of the members are scheduled to rotate off the committee each year.

Members: Minimum of 4

It is recommended that members of this committee have a background in auditing, bookkeeping, or accounting.

No member of the committee may be immediately re-elected for a full term upon the expiration of a full term of service but may be re-elected following one year of absence from the committee.

A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.

Each year the committee shall elect a chair, a chair-elect, and a recording secretary.

### **Functions**

- Reviews at least annually the Treasurer's reports and records.

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- Responds, as the committee deems appropriate, to the findings of any external audit.
- Recommends, if necessary, more frequent external audits.
- Verifies that all purchases or sales of securities have been properly authorized and recorded.
- Verifies that the receipt of cash for such activities as fundraisers, Wednesday night suppers, banquets, trips, etc., follows established procedures.
- Verifies quarterly that the church staff is being paid in accordance with the adopted budget.
- Verifies monthly that receipts are deposited and properly credited to BHBC's bank account.
- Reviews monthly accounts payable vouchers to be sure that they were properly completed and approved, supported by receipts or an invoice as appropriate, and charged to the correct account.
- Reviews monthly bank reconciliations as made by the contracted CPA.
- Submits an annual budget request to the S/FC
- Acts upon special requests from the church, the corporate officers, the Treasurer, or the S/FC.
- Documents the work of the committee via records of action and, as appropriate, reports to the church, the corporate officers, or the Treasurer.

i) The Deacon Selection Committee selects for election by the church qualified persons to serve as deacons from candidates suggested by the congregation.

Members: The Deacon Selection Committee shall be composed of the following members:

- The current Deacon Chair, who will chair the Deacon Selection Committee,
- The current SS Director(s),
- The current WMU Director, and
- The current Baptist Men Director.

#### Functions:

- Assembles and schedules its work to facilitate the election of Deacons ~~by the second Sunday~~ in November.
- Allows the congregation to nominate candidates during a period of 4 weeks.

#### Policies

- The committee will consider persons based on the requirements and qualifications of 1 Timothy 3:8-13.

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- Each candidate selected shall be asked if he/she is willing to serve as a Deacon if elected by the church.
- Each candidate should be given a written copy of the Requirements For Deacons Service as defined in part III.D.3) above.

j) The Scholarship Committee shall act to distribute scholarship funds entrusted to the church in keeping with the identified purpose and intent of those scholarship funds.

One-third of the members are scheduled to rotate off the committee each year.

Members: Minimum of 2

A special election may be held to fill the unexpired term of any unscheduled vacancy. When such an election occurs, the term shall be for the remainder of the original term of office.

No member of the committee may be immediately re-elected for a full term upon the expiration of a full term of service but may be re-elected after one year of absence from the committee.

Each year the committee shall elect a chair, a chair-elect, and a recording secretary.

### **Functions**

- Advertises within the church body the availability of scholarship funds.
- Defines and administers an appropriate process for the receipt and screening of applications from qualified recipients in accordance with the stated purpose of each scholarship fund.
- Determines recipients and the award amounts.
- Awards scholarships and presents recipients to the church as appropriate.
- Presents, annually, to church members the opportunity to support the church scholarship program through contribution or bequest.
- Submits an annual budget request to the General Administration BCC for inclusion in its annual budget request to the S/FC

Applicants for scholarship consideration must submit acceptable application paperwork to, and in a timely manner set by, the Scholarship Committee. A copy of the application paperwork with instructions may be made an appendix to this manual.

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### 2) Non-Administrative Teams

a) The Money Counting Team counts and deposits the financial gifts and offerings to the church. Its function falls under the supervision of the Treasurer.

Members: Minimum of ten members.

The team shall elect a member of the team to serve as the leader of the team. The team leader and the Treasurer recruit new members on an as-needed basis and submit the name(s) to the LDC for nomination and then approval by the church.

#### **Procedures**

- The SS secretary or the SS director collects the SS monies and places them in a bank bag in the church office; this bag is immediately placed in the lock box in the church office.
- Another bank bag is given to the ushers to hold the receipts from the morning worship service; once gathered, these monies are put in this bag, which is immediately placed in the lock box in the church office.
- On Monday morning or the next business day, the office manager and at least two members of the team retrieve the bank bags for counting and for reconciliation of monies.
- At least two team members verify that the amount listed on each offering envelope is consistent with the actual contents of the envelope.
- After two team members verify the amounts, the checks and envelopes are given to the office manager to be entered into the computer. The entry in the computer must reconcile with the team members' total for the deposit.
- Money from Wednesday night supper and other checks that have come into the church office during the previous week are included in the deposit on Monday or the next business day.
- A deposit slip is prepared in duplicate. The original is attached to the deposit, and the duplicate is attached to the computer printout, which is initialized by at least two team members who are counting on that day.
- After the deposit is balanced, the cash, checks, tape, and deposit slip are placed in a sealed bank bag and taken to the bank by two members of the team. The bank teller opens the bag and verifies the cash. A customer receipt from the bank is returned to the office manager and is attached to the computer printout.
- At least two members of the team count on a rotation basis.
- Twice each year, the leader of the team makes a schedule for six months.
- If the person scheduled to count is unable to count on his or her scheduled day, that person is responsible for getting a substitute from other members of the team.

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b) The Safety Team shall plan for and establish practices that promote the safety of the membership and the property of the Church.

Members: The Safety Team shall be comprised of a leader and as many members as necessary to carry out the responsibilities of the Safety Team.

### Functions:

- Watches for security problems during church services
- Communicates with other members of the Safety Team during church services.
- Alerts the church of any actions to be taken for security reasons.
- Provides a plan of action for possible safety problems.
- Conducts periodic assessments of safety as it pertains to people and property.
- Submits an annual budget request to the S/FC to support the work of the Safety Team

### Policies:

No weapons shall be allowed on church property except as approved by the Safety Team.

~~c) Absentee Voting Procedures. Absentee voting is allowed only in the following three matters:~~

- ~~—— 1. Annual budget;~~
- ~~—— 2. Annual election of Deacons;~~
- ~~—— 3. Employment or termination of ministerial staff as defined in the OM for BHBC.~~

~~Member Eligibility: Absentee voting shall be limited to the following members:~~

- ~~—— 1. Any member enrolled in the Homebound Sunday School Department for thirty (30) days prior to the scheduled congregational vote.~~

~~Any member who cannot attend the scheduled congregation vote due to illness, injury, or other physical disability. (Discretion rests with the Chairperson of Deacons, or someone designated by the Chairperson.)~~

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~~3. Manner: Absentee voting shall be conducted in the following manner: Members wishing to vote by absentee ballot shall, at least one week prior to the congregational vote;~~

~~a. Call the church office and advise the church secretary or office Manager of their desire to vote absentee.~~

~~b. Inform the office manager or office worker of the name of the person who will pick up the ballot and envelope from the church office. Ballots shall not be mailed out but shall be picked up and returned in person.~~

~~c. Mark the ballot, and seal it inside the appropriate envelope furnished by the church.~~

~~d. Sign their name on the envelope, and the date received.~~

~~e. Return the envelope containing the marked ballot to the church office at least three (3) church business days prior to a scheduled congregational vote.~~

~~The person receiving the absentee ballot shall indicate on the envelope the date it was received, place it in a secure place, and notify the Chair of Deacons or that officer's designee of the receipt of an absentee ballot.~~

~~The sealed envelope shall be delivered by the Chair of the Deacons or that officer's designee to the persons identified for counting and recording the congregational vote.~~

### c) Maintenance Of Church Records:

Personnel records shall be held confidentially, in a locked file cabinet in the church office, for the exclusive use of the PC.

Records of member contributions shall be held confidentially by the church office manager for reporting to the giver, except in the case of contributions or giving designated for items or projects that have not been given prior approval by the church. In this situation, the office manager will notify the Treasurer of both the contribution and the contributor so that the corporate officers can appropriately address the designation.

The corporate officers will determine the appropriate disposition of contributions or giving designated for items or projects that have not been given prior approval by the





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### B. SPECIAL BUSINESS MEETINGS.

The church may conduct called business meetings to consider matters of special nature and significance. A two-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. In the event such notice is impractical; every effort will be made to notify the church membership through the Deacon Board Family Ministry Plan. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have the opportunity to know about the meeting. No business will be transacted at special called business meeting other than the business specifically announced.

### C. ROBERTS RULES OF ORDER.

“ROBERTS RULES OF ORDER, REVISED” is to be the authority for parliamentary procedure for all Church Business Meetings, with the exception of the following provisions.

- (1) The church moderator will be responsible for seeing that all matters brought to church business meetings meet the requirements of the Church Constitution, BL, and OM.
- (2) The church moderator (if necessary) will set time limits for discussion on each business item, dividing time equally between those "for" the item of business and those against. Each speaker will be allotted a maximum speaking time.
- (3) In no case will the moderator allow a speaker to speak again until all others have had a chance to speak, unless the speaker is recognized by the moderator to answer or clarify remarks previously made.
- (4) Any member's request for a secret paper ballot shall be accepted and acted upon favorably by the moderator, who shall appoint from members in attendance, 3 to 5 persons to collect and count the ballots cast.

“Ex officio”: In Robert's Rules of Order, the term "ex officio" refers to individuals who are members of a group “by virtue of their position” or duty. Ex officio members have the same rights and privileges as other members, including the right to vote, unless specified otherwise in the By-Laws.

### D. VIRTUAL ATTENDANCE.

Members who attend business meetings virtually may vote in real time in a manner chosen by the Church Moderator.



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SS curricula should be chosen in collaboration with the Pastor and the SS Director and the SS teachers.

The main focus of the SS classes should be Bible Study, discipleship, and fellowship.

### B. CORE MINISTRY TEAMS

#### 1) Core Teams

General Description. The Core Ministry Teams of BHBC are vested by the congregation with the duty to carry out the identified mission of the church (Love God, Love Each Other, Love & Serve our Community).

- Equipping Core Team
- Nurturing Core Team
- Serving Core Team
- Worshiping Core Team

Each Core Team is composed of a leader and as many individuals as needed to carry out the functions of the team. Each team recruits its own members and may ask LDC for information from the Individual Ministry Inventory Database as to potential members.

Each core team should:

- coordinate efforts with other core teams, as needed, to enhance the ministries of the church;
- provide up-to-date information through all appropriate BHBC communications tools (website, newsletter, announcements, etc.); and
- submit its own budget requests annually to the S/FC.

Each core team leader:

- represents his/her team at MCT meetings, communicating the work of the team and presenting items for the church calendar and, as needed, other items for consideration or approval. If the team leader is unable to attend these meetings, a team representative should be designated to attend in his/her place;
- should conduct an orientation session with his/her successor to explain the functions of the team and provide other resources as needed;
- may assign a person to coordinate each function, or team members may work collectively to carry out the functions;
- is a BCCS and is nominated by the LDC and elected by the church.

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Core team leaders are eligible to be re-elected after a lapse of one year. If, during the nomination process, LDC is unable to fill a leader position for the next term, then the currently serving core team leader may continue for another term as specified by LDC.

### 2) Children and Youth

BHBC requires that for all programs involving youth and children, all volunteers will agree to and pass a national criminal background check every three years.

In addition, there shall always be at least two non-spousal adults in youth and children's classrooms, small groups, or at any time youth or children are under supervision in planned activities. This includes but is not limited to SS (Discipleship), Summer Camps, Retreats, Music Camps, Vacation Bible School, Tutoring Sessions, or Wednesday Night Children or Youth programs.

Each Core Team Leader shall, in coordination with the Church Office Manager, be responsible for assuring that all volunteers working with Children or Youth have passed a national criminal background check within the past three (3) years. The Office manager will be responsible for maintaining a log of background checks to ensure that all volunteer record checks are up to date.

### 3) Ministry Coordination Team

Purpose: The MCT leads the church to envision, plan, coordinate, and prioritize vital tasks to ensure that the church's objectives, the needs of the church and community, and the church's present and future goals are met.

All matters agreed upon by MCT that require action not already approved shall be referred to the church for approval or disapproval.

Members: The MCT is composed of all ministerial staff, the Corporate President (or designated representative of the Corporate Officers), the leader of each core team, the church Moderator, the church Clerk, the church Treasurer, the Deacon Chair, and the chair of each administrative committee.

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### MCT Team Leader

The Pastor is given the first option to serve as the Team Leader of MCT; the church Moderator is given the second option; the chair of the deacons is given the third option. If none of these choose to serve as the Leader, MCT shall elect its own Team Leader.

### MCT Functions:

- Builds a spirit of unity among all organizations of the church.
- Helps the church understand its mission and define its priorities.
- Recommends to the church suggested objectives and goals for evangelism, missions, Christian development, music, worship, stewardship, and ministry.
- Maintains a master planning calendar as a resource and guide for church leaders
- Reviews ministry and program plans recommended by church officers, teams, and committees.
- Coordinates the church's schedule of activities, special events, and use of facilities.
- Coordinates with the WEE director to provide reports about WEE activities and projects to the church body during scheduled business conferences.
- Nominates members of the LDC for election by the church.

~~The Tutoring Ministry Team aids local children, kindergarten through fifth grade, with their scholastic development in a Christian environment that fosters trust, personal development, teamwork, fun, and exposure to Biblical teachings.~~

### 4) Equipping Core Team

Purpose: The Equipping Core Team provides opportunities for our members to become disciples of Christ through Biblical instruction and discipleship training.

### Members:

- Equipping Team Leader
- Other individuals as needed to carry out the functions of the team

### Functions:

- Provides discipleship opportunities.
- Plans, coordinates, and evaluates the adult SS program, its projects, and its emphases.
- Supports the work of a children's minister or, in the absence of a children's minister, acts as children's ministry leadership

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- Plans, provides, and evaluates activities and ministry programs for children, preschool through fifth grade
- Supports the work of a youth minister or, in the absence of a youth minister, acts as youth ministry leadership
- Plans, provides, and evaluates ministry programs for youth, sixth grade through twelfth grade
- Maintains and updates historical information of BHBC
- Coordinates church anniversary celebrations and other historical events
- Maintains a library of appropriate resource materials for reading enjoyment and for Christian discipleship
- Incorporates into all discipleship programs a plan for welcoming and including recent worship guests and other visitors into Bible study and spiritual growth opportunities
- Orients new church members to the organization, vision, and mission of the church.

#### 5) Nurturing Core Team

Purpose: The Nurturing Core Team promotes our love for each other in the church through a ministry to the bereaved and the homebound, a prayer ministry, and fellowship events.

#### Members

- Nurturing Core Team Leader
- Other individuals as needed to carry out the functions of the team

#### Functions

- Coordinates all church-wide receptions, fellowship events, and other special occasions
- Assists with weekly fellowship meals
- Provides care for bereaved families of the church
- Ministers to the homebound through visits, cards, holiday gift deliveries, etc.
- Communicates prayer needs and oversees the Prayer Room
- Incorporates into all fellowship events a plan for welcoming and nurturing recent worship guests and other visitors

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#### 6) Serving Core Team

Purpose: The Serving Core Team supports opportunities for ministry to our community through missions and evangelistic programs.

Members:

- Serving Team Leader
- Other individuals as needed to carry out the functions of the team

Functions:

- Organizes evangelism/outreach opportunities through programs such as Operation Inasmuch, the WNC Mountain State Fair Ministry, Operation Christmas Child, disaster relief, and special collections of items for support of other ministry organizations such as Baptist Children's Homes, ABCCM, etc.
- Supports the Family to Family Ministry, including the food pantry and support for nearby school faculty and students
- Provides mission education and mission action opportunities
- Identifies the needs of church members and others in the surrounding community and coordinates plans and work teams to meet these needs
- Promotes special offerings to support Baptist mission efforts, such as the Lottie Moon Christmas Offering, Annie Armstrong Easter Offering, and others
- Secures Christian speakers and entertainment that present opportunities to reach the community for Christ
- Incorporates into all missions projects a plan for welcoming and including recent worship guests and other visitors into acts of service, outreach, and evangelism
- Practices stewardship over the funds allocated to mission services through the church budget and through income from the Rosenell Barker Clark Fund

Women's Missionary Union – The WMU shall be part of the Serving Core Team.

Men's Ministry – The Men's Ministry shall be part of the Serving Core Team.

#### 7) Worshiping Core Team

Purpose: The Worshiping Core Team promotes our love for God through planning dynamic worship opportunities and supporting worship logistics.

Members

- Worshiping Core Team Leader
- Other individuals as needed to carry out the functions of the team

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### Functions

- Supports the work of a worship leader or, in the absence of a worship leader, acts as music ministry leadership
- Assists in planning music ministry programs and worship services in cooperation with the worship leader and the pastor
- Maintains and oversees the operation of audio/video systems during all worship services and at other church-related events and services
- Oversees the training of individuals who will operate audio/visual equipment
- Oversees livestreaming of worship services and preparation of worship visuals
- Prepares for baptism and assists baptismal candidates and staff during the service
- Prepares the elements and the table for the celebration of the Lord's Supper
- Provides ushers to assist worship guests, to count attendees, and to collect the offerings
- Plans and provides for dramatic and other creative arts to be included during worship
- Prepares and maintains sanctuary décor and other arrangements throughout the church building for all occasions
- Provides a Welcome Center with materials and with individuals to greet guests and to offer hospitality

### Music Ministry

The Music Ministry shall be part of the Worshiping Core Team

### C. AD-HOC COMMITTEES

Defined: Ad Hoc Committees are special committees appointed for the sole purpose of performing a task that is not a part of the duties of an existing committee of the Church.

Authority: An Ad Hoc Committee may be elected by affirmative vote of the congregation for the purpose of accomplishing any specific task. The motion for creation of the committee must define the specific task to be completed. The church may create Ad Hoc Committees at any regularly scheduled business meeting.

Manner of Creation: An Ad Hoc Committee may be suggested by any member of the church, any other committee, or any staff member. The LDC will determine if an appropriate

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standing committee is in place and should be assigned the task. If so, the LDC shall request the MCT to assign the task to that committee.

If the LDC does not gain assignment of the task to an existing committee as above, it shall recommend to the congregation the number and names of members to serve on the proposed new committee. The church must then vote on the LDC's recommendation.

Dissolution of Ad Hoc Committee: All Ad Hoc committees will be dissolved at the completion of their specified task, or at the expiration of the calendar year in which they were created unless a date of expiration is otherwise specified by the church at the time of that Committee's creation. Any Ad Hoc Committee may be reappointed by the church to complete their unfinished task.

### **D. LEADERSHIP OF COMMITTEES.**

Election of leadership for following year: All Teams and Committees, unless otherwise directed by the BL, will elect a Chairperson by February 1st each year and report that person's name to the Chairperson of the LDC and the MCT for informational purposes.

Convening Committees: The Chairperson shall be responsible for convening all newly elected committees. If a new Chairperson is not selected by the committee or the Chairperson of any Team or Committee fails to convene that Team or Committee, the Moderator of the MCT will convene an organizational meeting of that Team or Committee to elect a new Chairperson or Leader.

## **SECTION IX**

## **FINANCE**

### A. BUDGET

The S/FC, in consultation with the MCT, all

Administrative Committees and Core Teams of the church, shall prepare and submit to the church for approval an inclusive budget, with the total projected income equaling the total projected expense.



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congregation the number and names of members to serve on the Pastor Search Committee (PSC). The Operations Manual, Section II.D [now Section II.H.1.a)], specifies that the Leadership Development Committee (LDC) shall have a minimum of four (4) members. Currently, however, the LDC does not have four members. The Operations Manual, Section II.D [now Section II.H.1.a)], also specifies that the members of the LDC are to be nominated by the Ministry Coordination Team (MCT) and voted on by the church.

In accordance with the By-Laws and the Operations Manual, the MCT would need to meet and nominate at least three members for the LDC, and then have a vote on the nominations by the church membership. The LDC would then need to meet and nominate additional members for the PSC, and then have a vote on these nominations by the church membership. Thus, due to exceptional circumstances at this time, following the letter of the By-Laws and Operations Manual would result in a significant delay in fully staffing the Pastor Search Committee. Thus, a one-time exception to the By-Laws is warranted and proposed.

### EXCEPTION #2: LEADERSHIP DEVELOPMENT COMMITTEE. APPROVED JUNE 22, 2025.

At the request of the Ministry Coordination Team (MCT), and after consultation with the MCT and review of the By-Laws and the Operations Manual, the Constitution and By-Laws Committee (C&BLC) makes the following “one-time limited duration” motions:

First Motion: The Operations Manual, Section II-D [now Section III.H.1.a)], specifies: “The members of LDC shall not be nominated for or serve on any other committee (or as Core Team Leader) while serving as a member of LDC.”

The C&BLC moves that this be waived until the first Church Business Meeting in 2026 subject, however, to the requirement that no LDC member will nominate, vet, or vote for a candidate for the committee upon which he or she is currently serving. This requirement is to avoid a potential conflict of interest and the possible appearance of impropriety.

Rationale and Purpose: At a time when finding members to serve on LDC is difficult, this one-time, limited-duration waiver would permit members serving on other committees to also serve on LDC.

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Second Motion: The By-Laws Section III (A) (The Administrative Committees) [now, and modified by, Operations Manual Section III.H.1) and Section II.B], specify: “The committees of this church shall be a Leadership Development Committee...” and “... committee members will serve on a three-year rotation basis.”

The Operations Manual, Section II-D, Leadership Development Committee [now Section III.H.1)a)], specify that “No member of the [LDC] committee may be immediately re-elected for a full term of two years upon the expiration of a full term of service but may be re-elected following one year of absence from the committee.”

Thus, there is a conflict between the By-Laws and the Operations Manual as to the term of a member of the LDC. However, the LDC has been operating under the two-year limitation, and the requirement that there be a one-year absence before re-election is not in conflict. It has been the practice to wait one (1) year before re-election on any committee (unless otherwise noted in the By-Laws).

The C&BLC moves that the one-year absence be waived until the first Church Business Meeting in 2026, subject, however, to the requirement that any extension of service would be for no more than two (2) years.

Rationale and Purpose: At a time when finding members to serve on committees is difficult, this one-time, limited-duration waiver would permit currently serving members of the LDC and other committees to extend their service for up to two (2) years.

### **~~SECTION XI ————— DISSOLUTION~~**

- ~~1. Dissolution shall be conducted in compliance with NC GS 55A-14-02, 03, and 04.~~
- ~~2. In the event the church votes its intent to dissolve, the Corporate Officers shall formulate and publicize a plan of dissolution within 30 days of the church voting for dissolution, and if the church approves the plan of dissolution the Corporate Officers shall execute the plan of dissolution.~~
- ~~3. In the event the Corporate Officers are unable or fail to act within said 30 days, the church shall form a Dissolution Committee to formulate and publicize a plan of dissolution within~~

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~~60 days of the church voting for dissolution. If the church approves the plan of dissolution the Dissolution Committee shall execute the plan of dissolution.~~

### SECTION XI ADDENDA

#### AMEND, UPDATE, MODIFY, CLARIFY OR EXPAND SPECIFIC PROVISIONS

Addenda are added to amend, update, modify, clarify or expand specific provisions and become part of the entire BL or OM at year-end.

All BL Addenda require two (2) readings and a two-thirds (2/3) vote to ratify.

All OM addenda require one (1) reading and a simple majority to ratify.

### SECTION XII ANNEXES

#### SUPPLEMENTARY POLICIES, GUIDELINES, OR REFERENCE MATERIALS

Annexes provide supplementary policies, guidelines, or reference materials and require one (1) reading and a simple majority to ratify (unless otherwise stated).

#### ANNEX #1 ~~SNOW-INCLEMENT WEATHER POLICY~~

##### A. Sunday Mornings

~~Sunday School~~—Announcement will be available on the answering machine of the church. Call ~~828-298-4623-ext.~~

~~10:55 Worship~~—~~Will be held for whoever can attend.~~

##### B. Sunday Evenings

~~Services/Activities~~ may be called off and announced on Sunday mornings and/or by way of radio (106.9 FM and 570 AM) and television (WLOS-13) on Sunday afternoon.

##### C. Wednesday Evenings

~~Fellowship Meal~~—If the ~~CITY SCHOOLS-County Schools~~ are closed or close during the school day, there will be NO ~~Fellowship Meal-activities~~ at the church.

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~~Activities Will proceed on one of the following plans:~~

~~PLAN A~~

~~All activities scheduled after 6:00 p.m. will be held.~~

~~PLAN B~~

~~Prayer Meeting~~

~~Sunday School Workers Meeting~~

~~Youth~~

~~Sanctuary Choir Rehearsal~~

~~PLAN C~~

~~ALL activities at the church are canceled.~~

It will be the intent of this policy to proceed with services at the church if at all possible.

Catastrophic weather may alter any of the above.

~~Approved by Church Council 3/7/99~~

~~Approved by Church in Conference 3/14/99~~

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### ANNEX #2 LONG RANGE PLAN 2021 – 2031.

Adopted May 16, 2021

### PRIORITY: LOVE GOD

GOAL: Intentionally structure worship to engage and inspire the people to draw closer to God through prayer and to experience the presence of the Holy Spirit through a variety of mediums, preparing them to receive and apply the message preached from God’s word.

<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
<u>Engaging Worship</u>	<u>develop plan to review quarterly calendar for enhancing worship services</u>	<u>Winter 2021</u>
	<u>designate temporary tech leaders person to coordinate technology needs</u>	<u>Winter 2021</u>
	<u>begin livestreaming services</u>	<u>Winter 2021</u>
	<u>begin incorporating variety of mediums and all ages in Sunday morning worship services</u>	<u>Spring 2021</u>
	<u>sermon series on new priorities</u>	<u>Spring 2021</u>
	<u>develop plan for introducing and teaching contemporary music</u>	<u>Spring 2021</u>
	<u>recruit actors and others interested in helping with drama to build new opportunities</u>	<u>Spring 2024</u>
<u>Incorporate All Ages</u>	<u>find ways to incorporate younger groups (inviting outside groups to come sing; creating praise teams, etc.)</u>	<u>2026</u>
<u>Emphasize Prayer</u>	<u>sermon series on prayer emphasis</u>	<u>Summer 2021</u>
	<u>develop drama skits about prayer</u>	<u>Summer 2021</u>

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<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
	<u>recruit volunteers for prayer opportunities during/after services; develop rotation schedule</u>	<u>Fall 2021</u>
<u>Emphasize Sharing Testimony</u>	<u>sermon series on sharing testimony</u>	<u>Fall 2021</u>
	<u>develop prayer testimony videos</u>	<u>Winter 2022</u>
	<u>begin hosting 5th Sunday evening services (hymn sing, testimony, prayer)</u>	<u>Fall 2022</u>
<u>Utilize Technology</u>	<u>recruit team of audio/video volunteers with rotation schedule as needed</u>	<u>Fall 2021</u>
	<u>purchase or train on new database system for tracking all volunteers, interests, etc.</u>	<u>Summer 2023</u>
	<u>plan for purchasing additional tech equipment needed</u>	<u>Summer 2026</u>
<u>Expand Personnel</u>	<u>expand minister of music to full-time position; he/she takes on worship service planning</u>	<u>2026</u>
	<u>expand personnel to include part-time technology staff position for overseeing all technology needs</u>	<u>• 2031</u>

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### PRIORITY: LOVE EACH OTHER

GOAL: Strengthen the sense of family through prayer and fellowship ministries for all ages.

<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
<u>Fellowship</u>	<u>schedule church-wide fellowship events</u>	<u>Fall 2021</u>
<u>Restructure Sunday School</u>	<u>re-structure Sunday School classes</u>	<u>Fall 2021</u>
	<u>evaluate existing physical space for SS classes; clean out and enlarge where possible</u>	<u>Summer 2021</u>
	<u>conduct training for SS "outreach" leaders</u>	<u>Fall 2021</u>
<u>Develop Small Groups</u>	<u>develop plan for starting small groups outside Sunday School and Wednesdays — purpose, design, structure, leadership, assigning individuals/couples to groups, etc.</u>	<u>Spring 2022</u>
	<u>develop plan for creating small group discussion guides based on sermons</u>	<u>Summer 2022</u>
	<u>begin small groups &amp; assigning people</u>	<u>Fall 2022</u>
	<u>promote fellowship opportunities within small groups, Sunday School classes, etc.</u>	<u>Fall 2021</u>
<u>Revitalize Prayer Ministry</u>	<u>develop informational piece &amp; publicity to describe prayer ministry &amp; ways to be involved</u>	<u>Spring 2021</u>
	<u>create family devotions for Advent, Lent, and other special emphases (prayer, serving, etc.)</u>	<u>Fall 2021</u>
<u>Enhance Communications</u>	<u>develop graphic standards for digital and printed materials</u>	<u>Spring 2021</u>

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<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
	<u>develop plan for how to manage communications (internal and external) (events, ministries, service opportunities, etc.)</u>	<u>Summer 2021</u>
	<u>study our audiences and plan how to best reach them with various pieces of information</u>	<u>Summer 2021</u>
<u>Expand Personnel</u>	<u>create part-time position for Minister to Children &amp; Families</u>	<u>2023</u>
	<u>expand Minister to Children &amp; Families position to full-time</u>	<u>2031</u>
	<u>create part-time Minister to Youth staff position</u>	<u>2023</u>
	<u>expand Minister to Youth position to full-time</u>	<u>2031</u>

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### PRIORITY: LOVE EACH OTHER

GOAL: Strategically plan discipleship opportunities for all ages to bring non-believers to Christ and to move believers toward spiritual maturity and service.

<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
<u>Offer Short-Term Studies</u>	<u>research current needs in the community</u>	<u>Spring 2022</u>
	<u>develop/plan topics, curriculum and schedule for short-term studies, etc. (new member class, spiritual gifts study, evangelism training, and more)</u>	<u>Summer 2021</u>
	<u>recruit teachers for short-term studies</u>	<u>Summer 2021</u>
	<u>begin offering short-term classes</u>	<u>Fall 2021</u>
<u>New Christian &amp; New Member Classes</u>	<u>develop material for new Christians</u>	
	<u>develop material for new church members</u>	
	<u>recruit facilitators for each class above</u>	
<u>Leadership Training</u>	<u>develop curriculum, recruit teacher for spiritual gifts bible study</u>	
	<u>conduct comprehensive survey of members on gifts, talents, skills, interests</u>	
<u>Evangelism Training</u>	<u>develop curriculum, recruit teacher for evangelism training</u>	
	<u>pair students with mentors and begin "practicing" evangelism in upcoming service opportunities</u>	

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<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
	<u>practice sharing testimonies and record these for sharing in worship services</u>	

### PRIORITY: LOVE & SERVE OUR COMMUNITY

GOAL: Offer opportunities for our people to be actively engaged in serving the needs of others on local, regional, national and international levels with the ultimate purpose of sharing the gospel message.

<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
<u>Offer Active Service Opportunities</u>	<u>design simple yet comprehensive description of all service opportunities for website, print, etc.</u>	<u>Spring 2021</u>
<u>Family 2 Family Ministry - Educate &amp; Involve</u>	<u>develop plan for featuring F2F Ministry throughout the year</u>	<u>Summer 2021</u>
	<u>recruit volunteers specifically for coordinating various opportunities to participate</u>	
<u>Strengthen Ministries to Unchurched Children &amp; Families</u>	<u>Offer TeamKIDS to church and Spruce Hill children</u>	<u>Fall 2021</u>
	<u>Conduct Vacation Bible School and include invitation to East Asheville neighborhoods</u>	<u>Summer 2021</u>
	<u>Conduct Children's Summer Music Camp</u>	
	<u>Conduct Children's Christmas Music Camp</u>	
<u>Maintain Collections for Organizations</u>	<u>Baptist Children's Homes food collection</u>	<u>Spring 2021</u>

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<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
	<u>WNC Mountain State Fair hygiene kits collection</u>	<u>Fall 2021</u>
	<u>Operation Christmas Child shoebox collection</u>	<u>Fall 2021</u>
<u>Follow-Up Training for Service Opportunities</u>	<u>develop training materials, recruit consultant if needed to coordinate a plan for follow-up with families involved in each effort</u>	
	<u>Plan for and conduct training each year</u>	

GOAL: Maintain a reasonable percentage of the church's budget to be designated for financial support of missions.

<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
<u>Maintain budgeted amounts to missions</u>	<u>Annually consider amounts designated for each missions efforts from the operational budget</u>	

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GOAL; Encourage participation in voluntary offerings (e.g., Lottie Moon and Annie Armstrong special offerings).

<u>Objective</u>	<u>Action Steps</u>	<u>Desired Deadline to Have in Place</u>
<u>Collect Special Offerings</u>	<u>Collect annual offering designated for NC Baptist Children's Homes</u>	
	<u>Collect annual Lottie Moon Christmas Offering designated for international missions</u>	
	<u>Collect annual Annie Armstrong Easter Offering for North American missions</u>	

<u>Objective</u>	<u>Action Steps</u>	<u>Desire d Deadline to Have in Place</u>
<u>Dream Big: Explore Building Renovations</u>	<u>engage architect firm to make initial study of existing structure and options for renovations to classrooms, WEE space for full-time daycare, etc.</u>	<u>2023</u>
	<u>explore feasibility of additional buildings/wings</u>	<u>2026</u>
	<u>add elevator in current educational wing</u>	<u>2023</u>
<u>Explore Sharing Our Space, Gaining Revenue</u>	<u>recruit short-term task force for discussing space sharing options with other groups, organizations, churches to decide feasibility, process, successful operation</u>	<u>2026</u>
<u>Plan for Ongoing Success</u>	<u>Work with Constitution &amp; By-Laws to develop new corporate structure to match new priorities</u>	<u>2021</u>

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<u>Objective</u>	<u>Action Steps</u>	<u>Desire d Deadline to Have in Place</u>
	<u>develop plan for transition from current structure and leadership role to new structure and new positions</u>	<u>2021</u>
	<u>Schedule timing and plan for annual evaluation of priorities, programs and process</u>	
	<u>Recruit Coordinators and Leaders as needed to begin implementing new priorities</u>	<u>2022</u>
	<u>Develop training for coordinators and leaders</u>	<u>2022</u>

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### **ANNEX #2 EMERGENCY MANAGEMENT PLAN**

During any event that makes it unsafe or unwise for the church to gather together for an extended time, the ETF may be called into action. The ETF will consist of the Corporation President, Pastor, Treasurer, Administrator, Deacon Chair, and Chairs of the S/FC, PC, and Property Committee. Any two members of the ETF may call this group to meet initially. Decisions of the ETF will require a majority vote of the task force.

The function of the ETF is to make decisions relative to church operations when the church body is unable to meet and vote in business meetings. The group will make decisions relative to worship services such as in-person or virtual services. In the event of financial difficulties, the Treasurer and the Chair of S/FC may bring in the PC to consider, and if necessary, implement staff furloughs. Any actions regarding furloughs for staff must be approved by the ETF as a whole.

At a time when the church can meet in person again, the ETF will return decision-making authority to the church body. The ETF will, at the next business meeting, provide an accounting of all necessary actions taken during the emergency.

#### **Rationale:**

Previously the Administrative Committees had to act without “a safety net.” The church body could not meet due to COVID, so the Committees had to act without congregational approval. This gives some oversight and an approval process for the Committees to follow.

#### **The Emergency Task Force**

The purpose/intent of the ETF is to act in place of the church body when the body cannot come together in business conference and may handle any decision that would normally be brought before the church in a business meeting. The ETF members will serve with a fiduciary responsibility.

The regular church committees will operate as normal, and any committee action that would normally require a vote of the church will be conveyed to the ETF for consideration.

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Just as would happen in a regular business conference, the ETF will refer to the appropriate church committee any issues that are the normal responsibility/function of an established church committee. The referral should include a “suspense date.”

Should a Committee Chair (ETF member) be incapacitated, the appropriate committee will appoint another committee member to serve until the actual chair is able. Should the Pastor or Treasurer be incapacitated, the alternate would temporarily be the Worship Ministry Team Leader or Assistant Treasurer respectively.

Should a member hold two (or more) positions that would normally serve on the ETF, he/she may choose to represent one position, and the other would be filled accordingly.

Each ETF member is responsible for communicating to their committee the actions of the ETF.

As good communication is key to dealing with an emergency, the ETF will inform the church body of pertinent matters, as well as informing them at the next regular business conference.

The intent of the ETF is to continue operations, not initiate new directions that would require a church vote.

### **ANNEX #3 CHURCH PROPERTY AND EQUIPMENT POLICIES**

It is the intent of the Property Management Committee to protect church property and grounds from any abuse or neglect that might adversely affect their full and intended use to the membership and their use to further the mission of the church. With this understanding, the following guidelines are in effect. Exceptions are with the express permission of a majority of the Property Management Committee.

- Sanctuary property (the seating, the piano, the organ, the sound equipment, etc.) is not to be removed from the sanctuary.
- Tables, chairs, and equipment located in the Fellowship Hall for Wednesday night activities are to remain in the Fellowship Hall.

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- Any equipment and older tables used outside are to be protected from the elements with a cover or used under the shelter.
- The church is not responsible for private property brought into the church by individuals. Anything left on the church property for an extended time will become the property of the church unless otherwise specified by the owner.
- The use of either alcohol or tobacco products is prohibited on church property or at church-sponsored events away from the church.
- Non-Christian music at any event must be approved by the music director or pastor.
- Use of the facilities by church members for events such as weddings, birthday celebrations, receptions, etc. must be scheduled by written application. Fee schedules are established and revised periodically and should be sufficient to cover all costs to the church.
- All non-scheduled uses of the church or of church property on the premises of the church shall be referred to the Property Management Committee for approval. Approval shall be based on current scheduled uses and the purpose of the use. Use of the church for studying God's word or for spreading the gospel of the Lord and Savior Jesus Christ shall retain top priority. Fees shall be established for certain uses of the church and of church property.
- No permanent or temporary changes or additions, such as pictures, furniture, furnishings, etc., can be made to the common areas of the church without prior approval of the Property Management Committee.

### **Bus/Van Use and Maintenance Policies**

- The church bus/van is to be used only for BHBC purposes and activities. In emergencies, use by other organizations may be approved by the pastor and/or the chair of the Property Management Committee.
- Any use of the church bus/van must be **scheduled and confirmed with the officer manager** to prevent conflict with other scheduled events.

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- Only authorized drivers with a proper CDL license are allowed to drive the church bus.
- One set of bus/van and garage keys is to be kept in the church office on the same key fob. If authorized or approved drivers so desire, they may keep, **with approval**, a set of bus/van and garage keys to prevent having to access the church office to gain access to the church bus/van for church-use purposes.
- Drivers scheduled to drive the church bus/van for authorized church activities should check the bus/van prior to use. The following should be checked:
  - ✓ Water levels
  - ✓ Oil levels
  - ✓ Tires
  - ✓ Lights
  - ✓ Windshield wipers
  - ✓ Exhaust sound
  - ✓ Fuel levels
  - ✓ All gauges
  - ✓ Tag
  - ✓ Brakes
  - ✓ Brake fluid levels
  - ✓ Turn signals.
  - ✓ Leaks
  - ✓ Loose or missing parts to determine if the vehicle is safe for use.
- Any problems must be reported to the Property Management Committee.
- All repairs and maintenance of the bus/van must be recorded in the logbook located on the bus/van.
- All maintenance of the bus/van must be in accordance with the manufacturer's recommendations.
- Once the fuel gauge on the bus/van falls to one-fourth tank or less, the driver must refuel prior to returning the bus/van to the church. If so desired, drivers may fill

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the fuel tank after each use. At each fuel fill-up, the fuel mileage is to be recorded in the logbook located on the bus/van.

- On long trips, drivers shall make safety checks at each stop or fuel fill-up.
- Each group using the bus/van is responsible for filling the vehicle with fuel and for cleaning the vehicle before it is parked.





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### **ANNEX #4 PERSONNEL POLICY MANUAL (maintained as a separate document)**

- A. Pastor
- B. Office Manager (Full Time)
- C. Director of WEE
- D. Part-Time Interim Worship Leader

### **ANNEX #5 SAFETY TEAM POLICY (maintained as a separate document)**

### **ANNEX #6 FINANCIAL POLICIES (maintained as a separate document)**

### **ANNEX #7 WEE EMPLOYEE HANDBOOK (maintained as a separate document)**

### **ANNEX #8 WEE PARENT HANDBOOK (maintained as a separate document)**

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**SECTION XIII - REFERENCES**

**A. Articles of Incorporation**

**FILED**  
MAY 3 2 19 PM 1969  
THOMAS EURE  
SECRETARY OF STATE  
NORTH CAROLINA

**ARTICLES OF INCORPORATION**  
OF  
BEVERLY HILLS BAPTIST CHURCH  
(Name of Corporation)  
A NON-PROFIT CORPORATION

We, the undersigned natural persons of the age of twenty-one years or more, do hereby associate ourselves into a non-profit corporation under the laws of the State of North Carolina, as contained in Chapter 55A of the General Statutes of North Carolina, entitled "Non-Profit Corporation Act", and the several amendments thereto, and to that end do hereby set forth:

- The name of the corporation is Beverly Hills Baptist Church
- The duration of the corporation shall be perpetual  
(May be perpetual or for a limited period)
- The purposes for which the corporation is organized are:
  - The propagation of the gospel,
  - The evangelization of the non-Christian, and
  - The spread of Christian Missions throughout the world.
- The corporation is to have the following class or classes of members: (If there are to be no members, so state):
  - Resident,
  - Non-resident.
- Directors of the corporation shall be elected in the following manner:  
Annually
- The address (including street and number, if any) of the initial registered office of the corporation is 777 Tunnel Road, Asheville, N. C.; and the initial registered agent of the corporation at such address is Vernon L. McCurry

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7. The number of directors constituting the initial board of directors shall be Three (3) and the names and addresses (including street and number, if any) of the persons who are to serve as directors until the first meeting of the corporation or until their successors are elected and qualified are:

NAMES	ADDRESSES
Vernon L. McCurry,	Rt 2, Box 198, Asheville, N. C.,
Ernest Y. Walker,	14 Lynnstone Court, Asheville, N. C.
Glenn Stroud,	Rt 2, (Reese Road), Asheville, N. C.

8. The names and addresses (including street and number, if any) of all the incorporators are:

NAMES	ADDRESSES
Vernon L. McCurry,	Rt 2, Box 198, Asheville, N. C.
Ernest Y. Walker,	14 Lynnstone Court, Asheville, N. C.
Glenn Stroud,	Rt 2, (Reese Road), Asheville, N. C.
Roy Thompson,	Rt 2, (Sunlane Road), Asheville, N. C.
A. L. Snyder,	4 N. Pershing Drive, Asheville, N. C.
Ernest Tilson,	Rt 2, (New Haw Creek Road), Asheville, N. C.

9. In addition to the powers granted corporations under the laws of the State of North Carolina, the corporation shall have full power and authority to

- (a) To buy and sell real estate, and generally to deal in real estate and personal property in all aspects of each as the same shall relate to the work and activities of the church; to improve, landscape and beautify church property; to erect or construct buildings thereupon; to mortgage and encumber said property both real and personal.
- (b) To issue bonds and debentures or other evidences of debt.
- (c) To do and perform any, all and every act and thing incident to, necessary and proper for the business like functioning of the corporation on an exclusively non-profit basis for the promotion and betterment of human welfare and for the furtherance of the cause of Christianity.

IN TESTIMONY WHEREOF, we have hereunto set our hands, this the 30th day of April, A. D. 1961.

*Vernon L. McCurry*  
*Ernest Y. Walker*  
*Glenn H. Stroud*  
*Roy Thompson*  
*A. L. Snyder*  
*Ernest H. Tilson*

STATE OF North Carolina  
 COUNTY OF Buncombe

This is to certify that on the 30th day of April, A. D. 1961, before me, a Notary Public personally appeared Vernon L. McCurry, Ernest Y. Walker, Glenn Stroud, Roy Thompson, A. H Snyder and Ernest Tilson



# **Beverly Hill Baptist Church Operations Manual**

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### **B. CONSTITUTION**

#### **I. Preamble**

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

#### **II. Name**

This body shall be known as the Beverly Hills Baptist Church, Inc., located at 777 Tunnel Road, Asheville, North Carolina.

#### **III. Objectives**

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church that ministers unselfishly to persons in the community and the world in Jesus' name.

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

#### **IV. Statement of Basic Beliefs**

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of THE BAPTIST FAITH AND MESSAGE as adopted by the Southern Baptist Convention in 1963. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the

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good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

### **V. Church Covenant**

We affirm the New Covenant of Jesus Christ, which is: the promise that God makes with mankind that He will forgive sin and restore communion with those whose hearts believe in His Son, Jesus Christ. Jesus is the mediator of the New Covenant, and His death on the cross is the basis of the promise. This covenant is found in the Christian New Testament. No other nor any additional covenant is necessary for disciples of Jesus Christ, the Son of God.

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influences to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

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We moreover engage that when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

### **VI. Polity and Relationships**

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

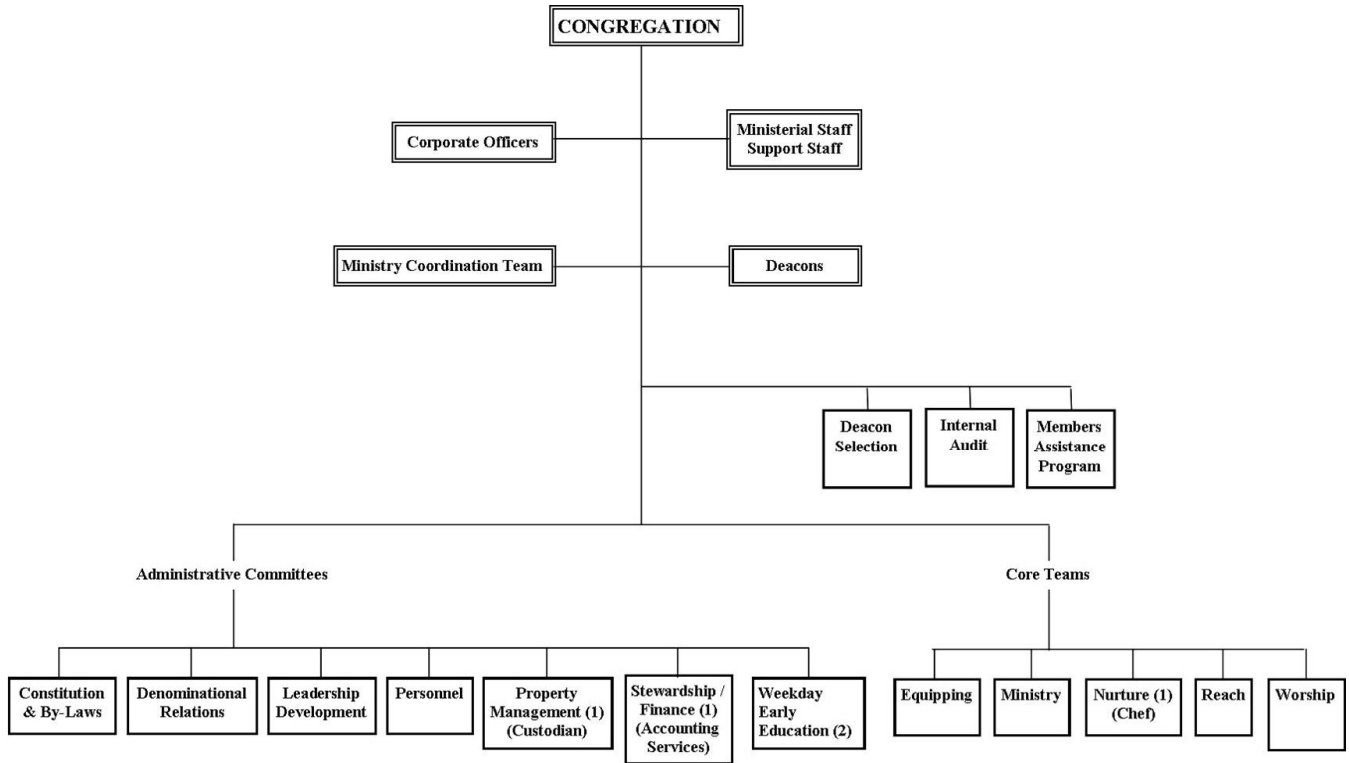
All internal groups (i.e., special and standing committees) created by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Christian churches. Insofar as is practical, this church will cooperate with and support the Buncombe Baptist Association, the NC Baptist State Convention, and the Southern Baptist Convention, as well as cooperate with local Christian churches in the area.

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### C. Organizational Chart



(1) When Non-Personnel Committees / Teams have part-time or contract employee responsibilities, those positions are indicated in brackets

(2) The Weekday Early Education Committee has responsibilities for all employees and for the finances of the WEE program, functioning as both their Personnel Committee and as their Stewardship / Finance Committee.

### D. Staff

In the interest of privacy, personal information related to our staff is deleted. Please refer to the church current Church Directory.

### E. Organizational Leadership

Please refer to the current Church Directory for Leadership Information

### F. Security Background Checks

Every person who is a paid employee or serves as a volunteer to work with the children or youth of BHBC must undergo a criminal background search. The background check will be

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performed prior to the person being allowed to work in any capacity with the children or youth of BHBC.

All reports will be kept confidential and filed in the church office.

### **G. Designated Giving Policy**

The S/FC's primary focus on all policies concerning giving is to encourage the work of the Holy Spirit and to do nothing that might impede or discourage its work. Additionally, the S/FC seeks to build a hedge of protection around BHBC and to ensure the confidence of those giving as to the appropriate use and deductibility of their giving.

Designated contributions received before BHBC adopts this policy will not be impacted by this new policy. For those contributions, BHBC must operate under the terms (verbal or written) that were made when the gift was given and accepted. This new policy will impact only new designated contributions made after this policy is approved by BHBC. Current funds in the specific designated accounts at the date of adoption of this policy will be spent first.

Designated Contributions are contributions made to BHBC with the stipulation that the gifts are to be used for a specified purpose. BHBC will give a tax-deductible receipt for all appropriate designated contributions that are accepted by BHBC.

For contributions to be accepted by BHBC, the purpose of the giving must be appropriate to the Christian ministries, missions, or charitable purposes of BHBC.

Gifts designated for a ministry will be treated in accordance with generally accepted accounting principles. These principles state:

1. that such gifts are the first funds disbursed (spent/used) before budgeted funds and are in addition to the approved budget for the affected ministry or
2. that if such gifts are restricted to purposes not included in the operating budget, the gift may be returned, credited to an existing Standing Restricted Account, or assigned to a new Standing Restricted Account established by the Church Body. If a new Standing Restricted Account is established, a Cost Center Steward will be assigned by the S/FC to manage the use of the gift.

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### H. Endowment and Standing Restricted Accounts Policy

#### 1. ENDOWMENT ACCOUNTS (GENERAL)

- Endowment Accounts shall be managed by the Corporate Officers of BHBC so as to safeguard and appropriately maintain the principle of the account, while making available to BHBC (for spending) the earned interest and appropriate principle.
- The expenditure of any interest or principal must be in keeping with the specified conditions of the Endowment.
- The Corporate Officers are to bring to BHBC for approval all requests to establish an Endowment Account, with a recommendation to accept, reject, or amend.

#### 2. STANDING RESTRICTED ACCOUNTS (GENERAL)

The church utilizes a structured process to handle designated donations that do not align with existing budget line items or typical ministries, as outlined in the **Designated Giving Policy** described herein (Section XIII.G).

When the church receives a designated gift that cannot be immediately assigned to an existing revenue line item or account, the funds are initially placed in the "**Special Designated Funds**" Standing Restricted Account described herein (Section XIII.H.5.m). This serves as a holding area for funds pending reassignment, acceptance, or return as described ~~herein~~ under the rules of the Church By-Laws and the Beverly Hills Designated Giving Policy. ~~The Treasurer or the Treasurer's designee provides stewardship for this standing restricted account.~~

- Standing Restricted Accounts are to be managed by ~~BHBC's~~ the Treasurer or the Treasurer's designee so as to assure that the funds are expended in keeping with the specified purposes of the account.
- Additional Standing Restricted Accounts shall be established through the recommendation of the Corporate Officers and with the approval of the church BHBC. If the church body approves a new standing restricted account, a Budget

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Cost Center Steward will be assigned by the SF/C to manage the use of the gift. The funds in these accounts are managed by the Treasurer to ensure they are expended in keeping with the specific purposes of the standing restricted account. All related expenditures are charged against the standing restricted account first, before any budget line item is used. The church may consider recommendations from anyone regarding the use of contributions to standing restricted accounts and attempts to honor the donor's recommendations, but all accepted gifts become irrevocable.

- If a gift is designated for an existing Standing Restricted Account that is related to a budget line item, the tax-deductible gift will be credited to the Restricted Account.
- For contributions to be accepted, their purpose must align with the Christian ministries, missions, or charitable purposes of the church (See Sections XIII.H.4, -.5, and -.g). If a gift is designated for an item or project that has not already been approved by BHBC and is not related to a current budget line item, the Corporate Officers will take the following steps:
  - (1) are to contact Contact the donor to determine the circumstances ~~of the gift,~~ the intent, and any conditions of the gift.
  - (2) Having determined these facts, the Corporate Officers will recommend to BHBC one of the following options:
    - a) Establishing a new Standing Restricted Account ~~be established,~~
    - b) Crediting an existing Restricted Account ~~be credited,~~ or
    - c) Returning the funds ~~be returned~~ to the donor.
- A tax-deductible receipt will not be given until it is determined that the funds will be accepted and the church formally accepts the funds. ~~While the Corporate Officers are doing their “research,” the gift will be credited to the Restricted Account, Special Designated Funds, awaiting disposition.~~
- When a gift is made that is credited to a Standing Restricted Account, all related expenditures will first be charged against ~~the~~ that Standing Restricted Account

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before any budget line item is charged, unless an exception has been granted by both the Corporate Officers and the S/FC. (Some Restricted Accounts that have already received exceptional approval are the Capital Reserve Fund, the Visual Equipment Fund, and the Audio Equipment Fund. These Standing Restricted Accounts have been set up to accumulate funds for future uses that are expected but unscheduled. In these cases, current- year expenditures should not be automatically charged against the Standing Restricted Account. Instead, these expenditures should be charged to the budget line item that accrues to the account.)

- As part of the annual budgeting process, all Standing Restricted Accounts shall be reviewed by the SF/C Stewardship/ Finance Committee as to their continued need.
- In the event that the purpose of a Standing Restricted Account has been fulfilled, it may be closed by a vote of the church. Any remaining balance will be either distributed as per the original instructions or transferred to an existing Temporary Restricted Account that is as related as possible to the intent and conditions of the donor. If there is no such existing Temporary Restricted Account any remaining balance will be credited to the church's regular budget income. Before clearing any balance in a Standing Restricted Account, the S/FC will seek and follow the advice of BHBC's the church's CPA.
- In the case of the receipt and use of all contributions to Standing Restricted Accounts, BHBC the church may consider recommendations from anyone. BHBC The church will attempt to honor the recommendations.
- Gifts given to Standing Restricted Accounts are irrevocable by the donor once accepted.
- ~~At any time in the future should BHBC vote to close a Standing Restricted Account, any remaining funds in the account will be distributed as per the original instructions or will be credited to BHBC's Regular Budget income.~~

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### 3. TEMPORARY RESTRICTED ACCOUNTS (GENERAL)

- Temporary Restricted Accounts are to be managed by BHBC's Treasurer so as to assure that the funds are segregated, maintained, and expended in keeping with the specified purpose of the donor.
- In the case of the receipt and use of all contributions to Temporary Restricted Accounts, BHBC may consider recommendations from anyone. BHBC will attempt to honor the recommendations.
- Gifts given to Temporary Restricted Accounts are irrevocable by the donor.
- Temporary Restricted Accounts are established through a donation directed to a line item in the current Church budget.
  - 1 Those tax-deductible gifts will be credited to a “tracking” account.
  - 2 The “tracking” account will bear the same Account Number as the matching. expense line-item number, EXCEPT THAT the first two digits will be changed from “02” to “01.”
- At year-end, both the budget and the “tracking” accounts are normally closed, and any balance is transferred to the church’s regular budget income~~Regular Budget Income~~.
- The Cost Center Steward may ask the S/FC to carry over some or all of the unspent gift/budget funds in a Temporary Restricted Account by transferring them to a Standing Restricted Account if there is rationale for this restricted account balance to be carried over to the next budget year.

### 4. Endowment Accounts (SPECIFIC)

#### a. Rosenell Clark Memorial

1. The Rosenell Barker Clark Missions Fund will be a perpetual fund with the principal invested in interest-bearing securities. Only the interest received from the investments will be used for missions. Investments are to be made

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with primary consideration given to safety of principal and secondary consideration to yield of income.

2. The fund will be administered by a committee composed of the Chair of the Board of Deacons, Chair of the S/FC, Chair of the Missions Committee, Chair of the WMU, and Chair of the Men's Missions Organization. The S/FC Chair will serve as chair of the committee. This committee will be responsible for determining the disbursements of funds.
3. Investments of the principal will be the responsibility of the Corporate Officers of Beverly Hills Baptist Church.
4. Primary consideration will be given to the following needs:
  - Construction materials for foreign missions, home missions, local missions, and disaster relief
  - Bibles and educational materials are directly used for missions.
5. Secondary consideration will be given to the following needs: (No more than 35% of the interest generated by this fund may be used for these items.)
  - Nonperishable foods and personal hygiene items for disaster relief
  - Travel expenses for an active church member participating in a mission's trip, provided this person exhibits a financial need. This person must be approved by the administrative committee of this fund.
6. Donations can be made to this fund to enable principal growth. In the event a mission's project is not conducted during the church fiscal year, the interest will be applied to the principal.
7. Only missions and disaster relief projects in which BHBC actively participates shall receive support from this fund. Joint projects with other churches, missions and disaster relief agencies, in which members of BHBC are involved, may also receive support from this fund.
8. Mission projects by any group within the church are eligible to receive support from this fund.

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9. In the event the church organization is dissolved, or the church no longer wishes to maintain the fund, the fund shall be transferred to the mission's budget of the Buncombe Baptist Association.

### **b. Ruth Davis Scholarship Fund**

1. The Janie L. Davis Fund will be a perpetual fund with the principal invested in interest-bearing securities. Only the interest received from the investments will be used. Investments are to be made with primary consideration given to safety of principal and secondary considerations to yield of income.
2. The fund will be administered by the Scholarship Committee with Chairman of Trustees or church Treasurer as resource member.
3. Investments of the principal (\$105,000) will be the responsibility of the trustees of Beverly Hills Baptist Church.
4. Primary consideration will be given to BHBC members who express in writing their desire for a Christian education for themselves or for their immediate family. This would be for the advancement of ministry vocation.
5. Secondary consideration will be given to members or immediate family who desire additional education that the committee deems worthy to receive.

### **5. Standing Restricted Accounts (Specific)**

#### **a. Audio Equipment**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the purchase or replacement of audio equipment. In support of this goal the church may accept designated gifts and escrowed support from budget line item(s).

Cost Center Stewardship for this Standing Restricted Account will be provided by the Worshipping Team with the Treasurer acting as a resource.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

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### **b. Capital Reserve Fund (1)**

The Church, in exercise of its religious purposes and mission, has established this restricted account as a General Reserve Account to be used by BHBC to provide for the capital needs of the church for major repairs, major remodeling, expansion, or construction of facilities for the church. In support of this goal, the church may accept designated gifts and escrowed support from budget line item(s). This fund may also be used when budgeted monies are not available, when General Fund monies are in limited supply or when so ordered by the Church in a business conference.

The administration of the fund, including all disbursements, is subject to the control of the Property Management Committee with the Treasurer acting as a resource. The church welcomes contributions to the fund. The Property Management Committee may consider use recommendations from anyone and will make every reasonable effort to honor the recommendations of those contributing to the fund.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **c. Church Audit**

The Church, in exercise of its religious purposes and mission, has established a reserve account for the performance of an external audit as scheduled. In support of this goal, the Church may accept designated gifts and escrowed support from budget line item(s).

Cost Center Stewardship for this Standing Restricted Account will be provided by the Treasurer or the Treasurer's designee.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **d. Church Sponsored Missions**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the support of mission activities and mission trips carried out by

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members of BHBC and/or the church's designees. In support of this goal the church may accept designated gifts and escrowed support from budget line item(s).

Cost Center Stewardship for this Standing Restricted Account, including all disbursements, will be provided by the Serving Team Leader. The church Treasurer will serve as an additional resource for oversight.

As has been the practice in the past concerning this account, monies will be first spent from budgeted line items. Funds in this restricted account will be held in reserve until needed.

At the end of the budget year, any unspent monies in this account will carry over to the next year's budget.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **e. Family to Family Food Pantry**

The Church, in exercise of its religious purposes and mission, has established this restricted account for support of the Family-to-Family Food Pantry Ministry, which is managed by members of BHBC as a mission activity of the Church in cooperation with other community churches. In support of this goal the church may accept designated gifts and escrowed support from budget line item(s).

Cost Center Stewardship for this Standing Restricted Account will be provided by the Treasurer or the Treasurer's designee.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **f. General Scholarship**

The Church, in exercise of its religious purposes and mission, has established a General Scholarship Fund to provide resources for the support of members or immediate family who desire additional education that the committee deems worthy of support. In support of this goal, the Church may accept designated gifts and escrowed support from budget line item(s).

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Cost Center Stewardship for this Standing Restricted Account will be provided by the Scholarship Committee with the Treasurer serving as a resource.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **g. Jones Scholarship Fund**

The Church, in exercise of its religious purposes and mission, has established the Jones Family Scholarship Fund to provide resources for the scholarship support of a BHBC member who is pursuing preparation as a professional educator. Support for this scholarship is given to honor the members of the Jones family who have served as professional educators: Gertrude Emma Fitzgerald Jones, Marion Louise Jones Wallin, Ruth Lorena Jones Hensley, Blanche Elaine Jones Tennent, Patty Augusta Jones Waldrop, Nancy Elaine Waldrop Frady, Grace Marie Jones Tennent Page, Lois Brotherton Jones, Andrea Fitzgerald Jones and Lesley Denise Bartlett Chanas. In support of this goal, the Church may accept designated gifts.

Cost Center Stewardship for this Standing Restricted Account will be provided by the Scholarship Committee with the Treasurer serving as a resource.

Closure of this account may occur only under rules set forth in the Beverly Hills Designated Giving Policy.

### **h. Landscape Maintenance and Improvement**

The Church, in exercise of its religious purposes and mission, has established a Landscape Improvement and Maintenance Fund to provide resources for maintaining and improving the landscape of the church, including, but not limited to, the Prayer Garden, playgrounds and lawns. In support of this goal, the Church may accept designated gifts and escrowed support from budget line item(s).

Cost Center Stewardship for this Standing Restricted Account will be provided by the Property Committee with the Treasurer serving as a resource.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

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### **i. MAP**

We, the members of BHBC, realize that our family members may from time to time encounter an emergency that could be softened through the collective efforts of other family members. For this purpose, we have established a ministry known as "Members Assistance Program".

It is our intention that this program be for church members only and that no member of our church family shall experience a known need of an emergency nature without our membership's assistance, both with prayer and financial assistance if necessary.

~~MAP shall be perpetual in nature and shall be funded only from voluntary gifts. Memorials received by the church shall be credited to the fund, unless specifically designated for some other cause.~~

MAP funds shall be handled (as per Section II-I of the OM) by an Administrative Group consisting of (1) Chair of Deacons, (2) Chair of S/FC, and (3) Three members recommended by the LDC from the church at large.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **j. Prayer Ministry**

The Church, in exercise of its religious purposes and mission, has established this restricted account for support of prayer ministry activities carried out by members of BHBC. In support of this goal, the Church may accept designated gifts and escrowed support from budget line item(s).

Cost Center Stewardship for this Standing Restricted Account will be provided by the Treasurer or the Treasurer's designee.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

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### **k. Preschool, Children and Student Activities**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the support of preschool, children and student activities carried out by members and staff of BHBC, including, but not limited to, camps and Vacation Bible School. In support of this goal, the Church may accept designated gifts and escrowed support from budget line item(s).

Cost Center Stewardship for this Standing Restricted Account will be provided by the Treasurer or the Treasurer's designee.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **l. Ruth Davis Scholarship Interest Fund**

The Church, in exercise of its religious purposes and mission, has established this restricted scholarship account to provide resources for the support of members or immediate family who desire additional education that the committee deems worthy of support within the rules of the Ruth Davis Endowment. In support of this goal, the Church may accept designated gifts and escrowed support (interest) from the Ruth Davis Endowment.

Cost Center Stewardship for this Standing Restricted Account will be provided by the Scholarship Committee with the Treasurer serving as a resource.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **m. Special Designated Funds**

The Church, in exercise of its religious purposes and mission, has established the Special Designated Funds account for the segregation of funds pending reassignment to another restricted account, to a budgeted expense, or to the "~~Regular Budget Income~~" regular budget income of the church. The Church may accept into this account designated gifts, refunds, rebates, or other credits that cannot be immediately assigned to an existing revenue line item or account.

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Designated Gifts that are not directed to an existing Budget Line Item or existing Restricted Account will be placed in this account pending acceptance of the gift under the ~~rules of the Church BL and~~ the Beverly Hills Designated Giving Policy.

Cost Center Stewardship for this Standing Restricted Account will be provided by the Treasurer or the Treasurer's designer.

Closure of this account may occur under rules set forth in the Beverly Hills Designated Giving Policy.

### **n. Step of Faith**

The Church, in exercise of its religious purposes and mission, has established this restricted account as a General Reserve Account to be used by BHBC to provide for the purchase of real property, for capital expansion, or for construction of facilities upon approval of such actions by the church membership. In support of this goal, the Church may accept designated gifts and escrowed support from budget line item(s). This fund may also be used when budgeted monies are not available, when General Fund monies are in limited supply or when so ordered by the Church in a business conference.

The administration of the fund, including all disbursements, is subject to the control of the Property Management Committee with the Treasurer as a resource. The Church welcomes contributions to the fund. The Property Management Committee may consider use recommendations from anyone and will make every reasonable effort to honor the recommendations of those contributing to the fund.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **o. Visual Equipment**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the purchase or replacement of visual equipment. In support of this goal, the Church may accept designated gifts and escrowed support from budget line item(s).

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Cost Center Stewardship for this Standing Restricted Account will be provided by the Worshipping Team with the Treasurer acting as a resource.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **p. Rosenell Clark Interest Fund**

The Church, in exercise of its religious purposes and mission, has established this restricted account to provide resources for the support of church mission activities within the rules of the Rosenell Clark Endowment. In support of this goal, the Church may accept designated gifts and escrowed support from the Rosenell Clark Endowment.

The fund will be administered by a committee composed of the Chair of the Board of Deacons, Chair of the S/FC, Chair of the Missions Committee, Chair of the WMU, and Chair of the Men's Missions Organization. The S/FC Chair will serve as Chair of the committee. This committee will be responsible for determining the disbursements of funds with the Treasurer serving as a resource.

Closure of this account may occur only under the rules set forth in the Rosenell Clark Endowment Policy.

### **q. WEE Program**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the support of the WEE Program. In support of this goal, the Church may accept designated gifts for this fund.

The WEE Program is self-sustaining. Over the years, the operating budget has allowed the accumulation of funds to supplement the financial needs of the WEE Program and to "hold" any "excess funds" until such time as the WEE Program has an additional or "unusual" financial need.

Contributions to and disbursements from this fund are in addition to any budgeted funds. WEE expenditures will NOT be charged against this Restricted Account first; the budget line items will be charged first. The administration of this fund, including all

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disbursements, is subject to the exclusive control and discretion of ~~the S/FCBHBC's WEE Committee~~. The ~~S/FC WEE Committee~~ will work very closely with the WEE Director in the administration of these funds.

Should ~~the WEE Committee and~~ the WEE Director wish any "excess funds" to be invested, the investment will be the responsibility of the Church Officers. The WEE ~~Committee~~ Director will send such a request for investment in writing to the Church Officers, who will make the investment and notify the Church.

The WEE Director serves as the contact between the WEE Program and the Property Management Committee in coordinating maintenance and repairs of WEE classrooms and playground if those actions will have effects upon church property jointly utilized by the church and the WEE Program.

BHBC recognizes that assisting and ministering to families in our community is a continuing mission of our Church and has established this fund as an ongoing fund. At any time in the future should BHBC vote to close this fund, any remaining funds will be credited to the WEE ~~regular budget income~~ Regular Budget Income.

### **r. Evangelism/Outreach**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the support of activities that stimulate member Evangelism and member Outreach.

Cost Center Stewardship for this Standing Restricted Account will be provided by the Serving Core Team Leader with the Treasurer serving as a resource.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **s. Music**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the support of member activities and music supplies that enhance the music programs of the church.

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Cost Center Stewardship for this Standing Restricted Account will be provided by the Worshiping Core Team Leader, with the Treasurer serving as a resource.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **t. Family to Family Missions**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the support of activities that enhance the Family to Family ministries (apart from the Food Pantry) shared with other area churches. In working with other Christian churches, emphasis should be placed on Fellowship, Discipleship, Evangelism, and Outreach.

Cost Center Stewardship for this Standing Restricted Account will be provided by the Treasurer or the Treasurer's designee.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

### **u. Benfield Memorial**

The Church, in exercise of its religious purposes and mission, has established this restricted account for the support of church ministries within the guidelines set forth by the Benfield family. Use of these funds requires a vote of the church.

Cost Center Stewardship for this Standing Restricted Account will be provided by the S/F Committee Chair, with the Treasurer serving as a resource.

Closure of this account may occur under the rules set forth in the Beverly Hills Designated Giving Policy.

## **6. ADDING ACCOUNTS**

All future endowments, trusts, and standing restricted accounts shall be made part of this appendix.

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### **a. Temporary Restricted Accounts**

Temporary Restricted Accounts are established by a contribution designated to an expense line item in the approved BHBC for a given year.

## **I. Ministry Use of Technology**

### **1. Policies & Protocols:**

BHBC recognizes the potential value of using technology to promote and support the ministries and activities of the church. Its use should not be a substitute for gathering in person but, rather, as a resource or tool. The following protocols should direct and govern BHBC's use of technology:

#### **2. Website:**

- Shall be managed by an appropriate staff person or member experienced in website management.
- Photos of church functions will be utilized; anyone being photographed should understand use of the photos promoting the church's mission.

#### **3. Livestreaming:**

- The Worshiping Core Team is responsible for recruiting knowledgeable church members to manage the livestreaming tasks.
- Worship services may be livestreamed via Facebook and the BHBC website. Recordings of these services are available for up to 90 days via these outlets.
- Camera views should not zoom in or focus on individuals in the audience.
- The decision to livestream anything other than a worship service will be up to the church staff and team leaders coordinating the event, with input from the MCT as needed.

#### **4. Virtual Opportunities:**

- Virtual platforms should only be used when gathering in person is not possible.
- Virtual meetings may be recorded. The meeting host should make this clear ahead of time as well as

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the purpose of the recording. Anyone preferring not to be recorded may opt out of participating.

### **5. Social Media:**

- Shall be used as an opportunity to connect with both the church and the unchurched world in a positive way.
- Church social media sites should be a closed group, managed by a limited number of administrators who grant permission for individuals to join the group. The site is visible to the public, but posts are permitted only by individuals granted membership into the group.
- The social media administrator(s) should be whoever manages livestreaming.

### **6. Minors:**

- Photos of youth or children will only be used with parental permission or if a signed photo release is on file.
- Leaders of youth and children's ministries are responsible for obtaining signed photo releases.
- Participation in virtual meetings should only be with the express permission of a parent.

## **J. POLICY FOR KEEPING BHBC PROPERLY LOCKED**

There are locks on all exterior doors of the church, church office, garage, storage shed, water spigots, and garbage and recycling dumpsters.

1. ANYONE who unlocks any of these areas is responsible for relocking them when finished and exiting the area.
2. The two main entries to the educational building are near the library and near the choir room. When inside, the two outer doors must be unlocked. When activities are taking place, the two inner doors must be locked or manned.
3. The church office has an alarm; if you unlock and enter, please QUICKLY shut down the alarm system while inside; conversely, if you are the last person leaving the office, please SET the alarm.

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4. On Sunday mornings, the Safety Team shall insure all exterior doors other than the main entry doors (library and choir room) are locked and lights are turned off. The offertory prayer deacon will cut off the foyer lights, close the fire doors, and lock the main entry doors when the building is vacated.
5. For choir or handbell rehearsals, the inner doors must be locked and outer doors must be unlocked. The director of the rehearsal has the responsibility to see that all doors are locked upon exit.
6. Use of the church building other than Sundays or Wednesdays must be scheduled through the church office. The Property Committee or Safety Team is responsible for ensuring doors are locked or manned during the event by providing instruction or coordinating with the person in charge of the event.
7. Persons performing services for the church will make arrangements with the church office to obtain a key for entry into the building. The Office Manager will determine if someone from Property, Safety, or some other team needs to accompany these persons. Upon completion of the service, the key should be returned to the Church Office.
8. The Property Committee, church staff, and Safety Team will work closely together to ensure the church is kept secure and church members are kept safe.

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### ANNEX #4

#### PERSONNEL POLICY MANUAL

1. Any recommended changes to the Personnel Policy Manual must be approved by the Personnel Committee.

2. All Job Descriptions are part of the Personnel Policy Manual.

#### JOB DESCRIPTIONS

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#### I. PASTOR

##### A. PASTORAL

The pastor is a spiritual leader of the church family and is expected to lead the members in witnessing, Bible study ministries, outreach, Christian growth and development within the guidelines and directions of church approved programs, policy and procedures.

Some Pastoral duties would include, but are not limited to:

1. Preaching and worship leadership
2. Bible Teaching
3. Visiting and leading church staff to visit the sick, homebound, new members, prospects, etc.
4. Minister to the bereaved and troubled
5. Conduct observance of Communion and Baptismal services.

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### B. ADMINISTRATIVE

1. Supervise and work with church assigned staff in order for staff to accomplish their church assigned tasks in a smooth and orderly manner.

2. Work with church Administrative Committees / Core Teams, giving staff assistance and support so that they can submit finished work to the church for approval in a timely manner.

3. Conduct weekly briefing with the church staff as they pertain to new church directives, instructions, etc.

4. Fill out a job evaluation performance review, yearly, on each employee under Pastor's supervision. Discuss review with employee and have employee sign it. Submit the review to the PC for their review and approval.

5. Pastor and staff must submit a request to the Stewardship Finance Committee for expected funds to attend conventions, etc. To obtain approval, the item must be a church approved budgeted item. After a trip, an itemized statement must be submitted to the Stewardship Finance Committee for final approval.

### C. REPORTING

1. Monthly verbal progress reports will be given to the Deacon body.

2. Quarterly written progress reports will be submitted to the Deacon body, the PC and the MCT.

### D. SUPERVISION

The pastoral portion of the Pastor's job will be under the guidance and direction of the Deacon body and administrative portion will be under the supervision of the PC with the church being the final authority.

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### **II. OFFICE MANAGER**

#### A. FULL TIME

#### B. DUTIES

1. Manage all office equipment needs and supervise their use.
2. Manage the database for church membership, new members and prospective members, deaths, address changes, membership changes, birth dates, and email addresses, etc., and supervise its use.
3. During regular office hours, manage access to the physical facility (key control) for all personnel (contractors, visitors, volunteers, etc.) needing entry.
4. Coordinate & facilitate staff & volunteers working in the office during regular hours.
5. Responsible for general clerical duties of the church office, e.g. correspondence, files, records, greeting visitors that come into the office, answering telephones, sorting incoming mail, and receiving parcel shipments from UPS, FedEx, etc., transmitting faxes, and general office filing.
6. As information is received from an appropriate source, publish church worship bulletins, newsletter (Beverly Bells) and prayer requests (Intercessor) as required.
7. Update Hospital and Homebound rosters, and contact ministerial staff and assigned Deacon(s) as needed.
8. Compile a reservation list for Wednesday Night Dinner and provide for the collection of monies at the assigned time.
9. Maintain a church calendar for building and bus use.
10. Maintain records of baptism, dedications, and weddings, and acknowledgments for memorials received.
11. Serve as a resource person for Corporate Officers as needed.
12. Arrange for appropriate referral of visitors (to ABCCM or other appropriate resources).
13. Supports the establishment and maintenance of records pertaining to Sunday School and other activities.

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14. Assist the Director of Vacation Bible School as needed.
15. Assist with reports and other items requested by various committees or core groups of the church.
16. Maintain assigned financial records, including posting of individual contributions and mailing of annual statements.
17. Coordinate with the Certified Public Accountant on accounts payable, to include obtaining two (2) approved signatures for checks, preparing checks for mailing, attaching check stubs to invoices, and filing.
18. Supports the maintenance of the church website by gathering information, consulting with the Website Committee Chair and when appropriate, entering data.
19. Assist other members of the church Staff in the administration of church work.
20. Perform other duties as assigned by the Pastor.

### **III. CHURCH ACCOMPANIST (PIANO)**

#### A. PART TIME

#### B. JOB TITLE: PIANO ACCOMPANIST

#### C. GENERAL JOB DESCRIPTION.

A Church Accompanist is usually a piano player. The church piano player accompanist job requires a musician who has a broad repertoire, is flexible, and can work odd hours. The piano player accompanist must be able to play a broad range of choral/instrumental worship music in styles that vary from traditional to gospel and contemporary. Piano accompanists provide musical support for performing soloists and groups. Creating piano music that complements the sound of the main performer is the primary function of accompanists.

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### D. KNOWLEDGE OF:

1. Advanced piano playing.
2. Music theory, harmony, rhythm, composition, transition, and tempo.
3. Meaning of musical terms, signs, and abbreviations.
4. Traditional, gospel, contemporary, popular, semi-classical, and classical music.
5. Vocal techniques.
6. Proper diction and understanding of foreign languages as it relates to musical pieces.

### E. ABILITY TO:

1. Play at sight, with accuracy and feeling, traditional, gospel, contemporary, popular, semi-classical, and classical music plus art songs.
2. Be prepared to play the music before rehearsals.
3. Excellent piano skills including reading an open score (SATB parts, 1-4 at a time) and isolating choral parts.
4. Memorize, improvise, adapt and transpose music.
5. Coach students individually to improve vocal and /or instrumental skills.
6. Compose short music phrases.
7. Perform various technical and artistic support duties for the church's Music Ministry disciplines.
8. Be able to assist in selecting music suitable for various occasions.
9. Follow a soloist or a conductor in performing a musical score.
10. Be able to 'adapt' during a performance when something goes awry.
11. Work effectively and cooperatively with instructors, students, members of the music ministry, and other personnel.
12. Communicate effectively with the Minister of Music, other staff, and members of the church body.
13. Maintain a friendly, supportive atmosphere for members of the Music Ministry, staff, members of the church body, and the Minister of Music.

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14. A cheerful, "people-person" demeanor.
15. Participate in other training designed to maintain current knowledge of repertoire and performance practices.
16. Communicate when piano maintenance is needed.
17. Play other electronic keyboard instruments.

### **F. TYPICAL DUTIES:**

1. Under the direction of the Minister of Music, responsible for accompanying singer/instrumental rehearsals, and soloist/choral groups usually on Wednesdays and Sundays, as well as seasonal special services, rehearsals and performances.
2. Assist the music program with accompanying sectional rehearsals.
3. Be able to accompany Contemporary Worship Music Services.
4. Be able to accompany Children's Choir.
5. Be able to accompany Youth Choir.
6. Be able to accompany Madrigal groups.
7. Be able to accompany the Adult Choir.
8. Be able to illustrate different musical forms.
9. Be able to adapt themes to the piano from recorded music.
10. May perform clerical duties such as cataloging music.
11. Accompany choral/instrumental groups, including soloists, for performances.
12. Perform related duties as assigned by the Minister of Music.
13. It is the accompanist's responsibility to arrange for a suitable substitute when needed.
14. Listen for accuracy of notes sung by the different groups and communicate with the director about correcting notes as needed.

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### IV. DIRECTOR OF WEE

#### A. PART-TIME

25 hours per week

#### B. PURPOSE:

To coordinate and direct all WEE Programs provided by BHBC.

#### C POSITION REQUIREMENTS:

1. Must be a Christian and an active member of a church in the Asheville area preferably a member of BHBC.
2. Must have a special love for preschool children and demonstrate the possession of a basic knowledge of child development.
3. Must demonstrate basic skills in program administration.
4. Must be committed to the principles of teaching subscribed to by BHBC, as specified in the WEE statement of Guidelines and Policies.
5. Must maintain regular office hours Monday through Friday during the school year.

#### D. POSITION RESPONSIBILITIES:

1. Responsible for the overall direction and coordination of all WEE programs (age-graded playschools, Mother's day out, etc.) of BHBC in compliance with prevailing governmental regulations and all BHBC policies and guidelines.
2. Report to the ~~WEE-committee-MCT~~ on a regular basis. The WEE Director has the authority and responsibility to manage day-to-day operations.

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3. Responsible for the employment, supervision, and evaluation of all WEE personnel (teachers, assistants, secretaries, etc.) as specified in the WEE statement of guidelines and policies approved by the WEE Preschool Committee. Inform staff of changing trends, philosophies and standards in preschool education and provide appropriate opportunities for continuing education for all employees. Manage and work with the WEE staff to plan and maintain a superior preschool program
4. Maintain accurate financial records, and prepare and present self-sustaining program budget for the next school year. Budget should be approved by the S/FCWEE committee.
5. Conduct annual staff evaluations.
6. Purchase and maintain adequate inventory of supplies for all school programs.
7. Conduct fire drills.
8. Coordinate all correspondence to parents by means of newsletter, calendars, and special notes. Publicize appropriate special events and advance registration.
9. Provide opportunities for parent involvement.
10. Designate a person to assume authority and take action in an emergency when Director is not present.
11. Attend church MCT and business meetings.
12. Monitor playgrounds.
13. Propose new programs to MCT for approval.
14. Propose and/or new fundraising ideas to the WEE Committee S/FC for approval.

### **V. INTERIM WORSHIP LEADER**

#### A. PART TIME

- 1) Approximately 15-18 hours/week
- 2) Typical Work Week (estimated times)

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- Weekend worship leading: 3 hours for 1 Sunday service.
- Rehearsal leading: 3-4 hours.
- Administrative duties: making copies (1/2 hour), equipment setup (1/2 hour), emails /phone calls (1 hour).
- Ministry coordination: working with the Worship Ministry Team(s) (1-2 hours)
- Possible additional duties:
- Assist with VBS Music; Assist with Music camps; Assist with music for Weddings and Funerals

### B. CLASSIFICATION:

Non-ministerial Support Staff

### C. SUPERVISOR:

Pastor (In the absence of the Pastor, the Interim Worship Leader will be supported/supervised by the PC.)

### D. PURPOSE

The MAIN GOAL of the Interim Worship Leader will be to begin to “grow” BHBC from a “traditional” Baptist worship service to a dynamic “blended” Christian worship experience, by designing worship services characterized by biblical depth, historical awareness, and contemporary relevance. The elements of Worship should enhance the Worship Experience across generations. In adherence to our Long-Range Ministry Plan, worship services should be “intentional” in moving members from worship to discipleship to service.

### E. KEY RESPONSIBILITIES

1. Coordinate the elements of Worship Services.
2. Select, Arrange and as necessary Lead Music during Worship.

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3. As necessary Lead (or delegate) Musical Rehearsals (adult choir, handbells, small groups, etc.).
4. Foster a Spirit of Dynamic Worship.
5. Collaborate with Worship Team Members.
6. Coordinate with Technical Teams.
7. Provide Musical Direction and Guidance.
8. Supervise the three paid accompanists.
9. Work with Choir Officers, Choir Librarians, etc.
10. Ensure the timely distribution of music to accompanists.
11. Continue to seek improvement through training and education.
12. Other duties as assigned by the Pastor.

### F. DESIRABLE QUALIFICATIONS

1. Leadership Skills.
2. Spiritual Maturity.
3. Interpersonal and Communication Skills.
4. Experience in Blended Music Ministry.
5. Musical Leadership and Direction Proficiency.
6. Vocal Abilities.
7. Knowledge of Worship Music across generations.