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| **TEMPLE BAPTIST CHURCH****10 Van Dyke Dr****Canton, IL 61520****Policy** **and****Procedures****Manual** |

**INTRODUCTION**

The Policy and Procedures Manual has been developed to define appropriate policies and procedures to guide the operations, administrative functions, and work of the church. This manual will include general policies, committee guidelines, and job descriptions. Copies will remain in the church office and are to be made available to all members upon request.

**REVISIONS**

Any changes or suggested additions will run through the Constitution and Bylaws Committee. Changes or additions will be evaluated by the Constitution and Bylaws Committee as well as consultation with all ministry areas impacted by the policy or procedure. If deemed necessary, the evaluated policy and/or procedure will be presented to the church at a regular business meeting to be voted upon. Approval of any change or addition requires a simple majority vote of active members present at the meeting.

**POLICY DEFINITION**

A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines, established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and, under what conditions it is done. Policies answer questions that arise during unique circumstances. Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not the individual, and each situation is treated the same.

**PROCEDURE DEFINITION**

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the job.

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**General Officers**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Senior Pastor Deacons**

**JOB PURPOSE:**

The pastor is responsible to the church for proclaiming the Gospel of Jesus Christ, for using his skills in administrative leadership, for engaging in pastoral care ministries to meet the needs of persons in the church and in the community, and to act as the chief administrator of the ministerial and vocational staff.

**Responsibilities:**

* + These generally fall into the following areas: preaching, teaching, pastoral counseling, administration, planning, and guiding the church to fulfill its purposes.
	+ He shall lead the church, the organizations, and all leaders of the church in performing their tasks in worship, proclamation, education, and evangelism.
	+ The pastor shall be an ex-officio member of all church standing committees except the Pastor Search Committee.
	+ He shall supervise church staff.
	+ Provide leadership for the observance of church ordinances.
	+ Perform wedding ceremonies and conduct funeral services.
	+ Work with deacons, church officers, and committees in performing assigned responsibilities. Be available for and lead in training as needed.
	+ Cooperate with and lead the church in cooperating with associational, state, and denominational leaders. Keep the church informed of developments within the denomination.
	+ Serve as a representative of the church in civic matters.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

## Church Secretary Pastoral Staff/Deacons

**JOB PURPOSE:**

To extend, strengthen and facilitate the ministry of Temple Baptist Church by serving as secretary.

**General responsibilities include:**

* Respond to telephone messages as necessary.
* Assist pastors with gathering information.
* Send letters to visitors and new members as requested by the Senior Pastor and Associate Pastor.
* Prepare bulletins and/or program brochures for special events as requested.
* Maintain roster of names, addresses, and phone numbers.
* Maintain mailing list, resident and non-resident for newsletters and bulletins.
* Maintain inventory of office supplies and re-order as needed.
* Arrange for needed repairs on office equipment.
* Other duties as described by the Constitution/Bylaws.
* Perform any other duties requested by the Senior Pastor and/or Associate Pastor as needed.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Deacons Senior Pastor/Church Body**

**JOB PURPOSE:**

# The Deacons serve to extend, strengthen and facilitate the ministry of Temple Baptist Church by maintaining the unity of the body through servant leadership while working with the pastor to meet practical needs within the congregation.

**General responsibilities include**:

* Deacons serve in a ministry of encouragement and counsel for the pastor concerning the progress and welfare of the church.
* Assist the pastor in ministering to the members by implementing a deacon ministry plan.
* In council with the pastor, administer the discipline of the church.
* Maintain the unity of the body through servant leadership.
* Assist the pastor in administering the church ordinances.
* In the absence of the pastor, the chairman of the deacons shall serve as an advisory member to all organizations, departments, and committees of the church.
* Other duties as deemed necessary.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Church Clerk Senior Pastor**

**JOB PURPOSE:**

# The Church Clerk serves to extend, strengthen and facilitate the ministry of Temple Baptist Church by maintaining accurate records for the church.

**General responsibilities include**:

* Attend or be represented at all business meetings. Have previous business meeting minutes readily available at all meetings to site for clarification.
* Prepare and maintain accurate meeting minutes.
* Keep accurate record of all business transactions.
* Prepare the annual church report.
* Issue letters of dismissal as authorized by the church.
* Preserve all papers, valuable letters and records that belong to the church.
* Preserve the history of the church.
* Maintain an accurate roll of the church membership with dates and methods of admission and removal, change in name, correct mailing addresses and other pertinent information.
* Other duties as described by the Constitution/Bylaws.
* Perform other duties as needed.
* In the absence of the Clerk, a pro’tempore Clerk will perform the duties of the Clerk.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Treasurer, Assistant Treasurer Senior Pastor/Finance Cmte**

**JOB PURPOSE:**

The Treasurer serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by serving to promote the financial operations of the church.

The Treasurer shall have custody of all funds of the church.

 **General responsibilities include:**

* Issue checks in payment of all salaries authorized by the membership.
* Issue checks in payment of all bills authorized by the proper authority.
* Prepare financial records for annual audit.
* Keep an itemized account of all receipts and disbursements and render a monthly and annually written report of this account to the church
* Perform other duties as needed.
* In the absence of the Treasurer, the Assistant Treasurer will perform the duties of the Treasurer.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Financial Secretary Senior Pastor/Finance Cmte**

**JOB PURPOSE:**

The Financial Secretary serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by serving to promote the financial operations of the church.

 **General responsibilities include:**

* Provides a second signature on checks written by the Treasurer or Assistant Treasurer.
* Issues annual giving statements to those giving according to standard legal guidelines.
* Maintains financial records for giving based upon what has been counted on Sunday mornings.
* Performs other duties as needed.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Trustees Senior Pastor/Finance Cmte**

**JOB PURPOSE:**

The Trustees are responsible for the care and maintenance of all church property, including the buildings, inside/outside, grounds, equipment, and furnishing.

**General responsibilities include:**

* Prepare the annual property maintenance budget and forward to the Finance Committee by October 1st.
* Set priorities and schedules for major repairs and upkeep of the building and grounds, including heating, cooling, plumbing, painting, and overall general repair and upkeep of same.
* Oversee the selection and purchase of major supplies, equipment, furnishings, and décor in conjunction with the Interior Decorating Committee recommendations.
* Sign all legal documents involving the sale, mortgage, purchase, or lease of church property or legal documents requiring the signature of the trustees for and on behalf of the church.
* Ensure that an external audit of the church’s financial records is performed when there is a change of treasurer or upon request by the church.

**Ministry Directors**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Men’s Ministry Director Senior Pastor**

**JOB PURPOSE:**

The Men’s Ministry Director serves to extend, strengthen and facilitate the ministry of Temple Baptist Church by serving to promote the work of men of all ages within and outside of the church.

**General responsibilities include:**

* Responsible for organizing, maintaining, and promoting an active Men’s ministry in the church to include missions, Bible Studies, and other activities deemed necessary.
* Works closely with the Senior Pastor in planning, brainstorming, and furthering transformation of the men in the church.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Women’s Ministry Director Senior Pastor**

**JOB PURPOSE:**

The Women’s Ministry Director serves to extend, strengthen and facilitate the ministry of Temple Baptist Church by serving to promote the work of women of all ages within and outside of the church.

**General responsibilities include:**

* Responsible for organizing, maintaining, and promoting an active Women’s ministry in the church to include missions, Bible Studies, and other activities deemed necessary.
* Works closely with the Senior Pastor in planning, brainstorming, and furthering transformation of the women in the church.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Student Ministry Director Senior Pastor**

**JOB PURPOSE:**

The Student Ministry Director serves to extend, strengthen and facilitate the ministry of Temple Baptist Church by serving to promote the work of children and youth within and outside of the church.

**General responsibilities include:**

* Responsible for organizing, maintaining, and promoting an active Student ministry in the church to include missions, Bible Studies, children and youth Sunday School, and other activities deemed necessary.
* Works closely with the Senior Pastor in planning, brainstorming, and furthering transformation of the children and youth in the church.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Sunday School Director Senior Pastor**

**JOB PURPOSE:**

The Sunday School Director serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by serving to promote the small group ministry of the church.

The Director shall counsel with teachers and officers in the work of education, giving advice and receiving suggestions from the co-workers. The Sunday School Director is responsible to the church for planning, conducting, and evaluating the work of the adult Sunday school and other small groups, looking to the pastors of the church for counsel and leadership.

**General responsibilities include:**

* The Sunday School Director leads in determining the Sunday School and small groups organization needed to reach and teach effectively.
* Works with the pastors and ministry directors to enlist teachers if vacancies occur during the church year.
* Keep ministry directors informed of new teaching and curriculum materials that become available.
* The Director shall enlist all Sunday School workers and provide the names to the nominating committee for approval by the church.
* Maintains and uses records for Sunday School and small groups, periodically informing the church of trends and using records to establish goals.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Music Ministry Director Pastoral Staff/Multimedia Cmte**

**JOB PURPOSE:**

The Music Director serves to extend, strengthen and facilitate the ministry of Temple Baptist Church through music ministry.

**General responsibilities include:**

* Supervise all aspects of the Music Ministry of Temple Baptist Church.
* Supervise all music groups.
* Plan music, in conjunction with the Senior and Associate Pastors for Sunday worship.
* Plan and execute special music programs during the year.
* Assist other areas of the church’s program ministry as needed.
* Plan and direct all music for revivals and other special worship occasions.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**First Impressions Director Senior Pastor**

**JOB PURPOSE:**

The Sunday School Greeters serve to extend, strengthen, and facilitate the ministry of Temple Baptist Church by creating a welcoming and inviting atmosphere for individuals and families as they enter into the church.

**General responsibilities include:**

* Be present 15 minutes prior to the service start time.
* Be stationed at all front entrances.
* Keep in mind the importance of welcoming in a warm and friendly manner. Remember, often, this is the first and most lasting impression people will have of our church.
* Be mindful of the elderly, handicapped, and anyone needing special assistance.
* Look for creative ways to create a more welcoming and inviting experience.
* Works closely with the Senior Pastor in planning, brainstorming, and furthering transformation of first and continued impressions of the church.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Missions Director Senior Pastor**

**JOB PURPOSE:**

The Missions Director serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by serving to promote the work of men, women, and children in a program of mission training, giving, and activities.

**General responsibilities include:**

* Organize and promote mission programs for Temple Baptist Church based upon an Acts 1:8 strategy.
* Develop processes necessary to ensure the success of local, state, national, and international missions endeavors.
* Works closely with the Senior Pastor in planning, brainstorming, and furthering transformation of the missions focus of the church.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Outreach Director Senior Pastor**

**JOB PURPOSE:**

The Outreach Director serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by serving to promote the spread of the Gospel outside of the walls of the building.

**General responsibilities include:**

* Organize and promote engaging outreach opportunities within our local community.
* Works closely with the Senior Pastor in planning, brainstorming, and furthering the spread of the Gospel outside of the church.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**Sunday School Teachers**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Adult Sunday School Teacher Sunday School Director**

**JOB PURPOSE:**

The Adult Sunday School Teacher serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by teaching a biblically accurate yet engaging relational small group that extends beyond the initial meeting time and creates a small group “family.”

**General responsibilities include:**

* Prepare for your lesson for each Sunday morning.
* If unable to attend, find a replacement teacher or an alternate plan and inform your class.
* Be prompt and start and stop your lesson on time as feasible.
* Provide opportunities for discussion by members.
* Provide opportunities for prayer/prayer requests.
* Ensure that proper and accurate records are kept of attendance
* Promote the Gospel ministry leading attendees to Christ and church membership.
* Organize opportunities to get together regularly outside of class to meet for fellowship.
* Reach out to those who miss class.
* Multiply your teaching abilities by discipling others to grow in their teaching abilities.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Youth Division Teacher (Grades 9-12) Student Ministry Director**

**JOB PURPOSE:**

The Youth Sunday School Teacher serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by teaching a biblically accurate yet engaging relational small group that extends beyond the initial meeting time and creates a small group “family.”

**General responsibilities include:**

* Prepare for your lesson for each Sunday morning.
* If unable to attend, find a replacement teacher or an alternate plan and inform your class.
* Be prompt and start and stop your lesson on time as feasible.
* Provide opportunities for discussion by members.
* Provide opportunities for prayer/prayer requests.
* Ensure that proper and accurate records are kept of attendance
* Promote the Gospel ministry leading attendees to Christ and church membership.
* Organize opportunities to get together regularly outside of class to meet for fellowship.
* Reach out to those who miss class.
* Multiply your teaching abilities by discipling others to grow in their teaching abilities.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Teacher 7th & 8th Grades Student Ministry Director**

**JOB PURPOSE:**

The 7th and 8th Grade Sunday School Teacher serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by teaching a biblically accurate yet engaging relational small group that extends beyond the initial meeting time and creates a small group “family.”

**General responsibilities include:**

* Prepare for your lesson for each Sunday morning.
* If unable to attend, find a replacement teacher or an alternate plan and inform your class.
* Be prompt and start and stop your lesson on time as feasible.
* Provide opportunities for discussion by members.
* Provide opportunities for prayer/prayer requests.
* Ensure that proper and accurate records are kept of attendance
* Promote the Gospel ministry leading attendees to Christ and church membership.
* Reach out to those who miss class.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Teacher 5th & 6th Grades Student Ministry Director**

**JOB PURPOSE:**

The 5th and 6th Grade Sunday School Teacher serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by teaching a biblically accurate yet engaging relational small group that extends beyond the initial meeting time and creates a small group “family.”

**General responsibilities include:**

* Prepare for your lesson for each Sunday morning.
* If unable to attend, find a replacement teacher or an alternate plan and inform your class.
* Be prompt and start and stop your lesson on time as feasible.
* Provide opportunities for discussion by members.
* Provide opportunities for prayer/prayer requests.
* Ensure that proper and accurate records are kept of attendance
* Promote the Gospel ministry leading attendees to Christ and church membership.
* Reach out to those who miss class.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Teacher 2nd-4th Grades Student Ministry Director**

**JOB PURPOSE:**

The 2nd through 4th Grade Sunday School Teacher serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by teaching a biblically accurate yet engaging relational small group that extends beyond the initial meeting time and creates a small group “family.”

**General responsibilities include:**

* Prepare for your lesson for each Sunday morning.
* If unable to attend, find a replacement teacher or an alternate plan and inform your class.
* Be prompt and start and stop your lesson on time as feasible.
* Provide opportunities for discussion by members.
* Provide opportunities for prayer/prayer requests.
* Ensure that proper and accurate records are kept of attendance
* Promote the Gospel ministry leading attendees to Christ and church membership.
* Reach out to those who miss class.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Teacher PK-1st Grades Student Ministry Director**

**JOB PURPOSE:**

The Preschool to 1st Grade Sunday School Teacher serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by teaching a biblically accurate yet engaging relational small group that extends beyond the initial meeting time and creates a small group “family.”

**General responsibilities include:**

* Prepare for your lesson for each Sunday morning.
* If unable to attend, find a replacement teacher or an alternate plan and inform your class.
* Be prompt and start and stop your lesson on time as feasible.
* Provide opportunities for discussion by members.
* Provide opportunities for prayer/prayer requests.
* Ensure that proper and accurate records are kept of attendance
* Promote the Gospel ministry leading attendees to Christ and church membership.
* Reach out to those who miss class.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

## Nursery Student Ministry Director

**JOB PURPOSE:**

The Nursery Teacher serves to extend, strengthen and facilitate the ministry of Temple Baptist Church by providing nursery services for infants and toddlers.

**General responsibilities include:**

* Enlist qualified nursery workers for both infant and toddler nurseries with assistance from the Student Ministry Director and Senior Pastor.
* Ensure that an adequate number of nursery workers are available to safely and lovingly care for all children needing nursery supervision.
* Promote goodwill and hospitality to all families requesting nursery services.
* Prepare a lesson or activity for each Sunday morning that fosters age appropriate biblical learning.
* If unable to attend, find a replacement teacher or an alternate plan.
* Follow Nursery guidelines in caring for children.

**Representatives**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Messengers to MPBA Church Body**

**JOB PURPOSE:**

The MPBA Messengers serve to extend, strengthen, and facilitate the ministry of Temple Baptist Church by representing the church at the local associational level in matters of decision-making and representation.

**General responsibilities include:**

* Attend Executive and Annual Board Meetings for the Metro Peoria Baptist Association.
* In conjunction with the Senior Pastor, report items of interest to the church.

**Committees**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Counting Committee Treasurer/Financial Secretary**

**JOB PURPOSE:**

The Counting Committee is responsible for accurately counting church contributions.

**General responsibilities include:**

* Offerings collected during worship service(s) will be counted immediately during the worship service(s).
* Counters will affirm and sign the weekly tally sheet before money leaves church grounds.
* Immediately following Sunday morning church services, at least one counter will take the offerings to the bank to be deposited.
* At least two counters (not immediate family members), must be present to count the offerings.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Budget and Finance Committee Senior Pastor**

**JOB PURPOSE:**

The purpose of the Finance Committee is to oversee the financial affairs of the church and to make recommendations on behalf of the church to the church leadership and membership.

**General** **responsibilities include:**

* Meet at regular intervals to consider the financial condition of the church.
* Make reports to the church in business meetings of any concerns or recommendations as compared to the state of the church in relation to the annual budget.
* Prepare annually a proposed budget from the annual submissions from the ministry areas, revenues received, past/present performance, etc. to be presented at the January business meeting for approval by the church.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Multimedia Committee Senior Pastor/Music Director**

**JOB PURPOSE:**

This committee is responsible for multimedia ministries in the church to include worship technology, computer ministries, online ministries, and more.

**General responsibilities include:**

* Enlist, train, and schedule individuals for all church events that require sound system equipment or audio-visual equipment including practices.
* Maintain all equipment as necessary.
* Secure equipment after use.
* Review systems operations and make recommendations for improvement and purchase of needed equipment.
* Update and maintain the online presence of the church via Facebook, website, etc.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Interior Decorating Committee Senior Pastor/Trustees**

**JOB PURPOSE:**

The Interior Decorating Committee serves to extend, strengthen and facilitate the ministry of Temple Baptist Church through interior design planning and coordination.

**General** **responsibilities include:**

* Select simple and worshipful décor.
* Fragrant candles, incense, and potpourri should not be used due to the sensitivities and health conditions of attendees.
* Annually walk through the church and create/update a one-year and five-year plan for the design and functionality of all common spaces in the church to be presented to the Trustees to utilize in determining building maintenance and upgrade plans.
* Responsible for decorating for special events and holidays.
* Responsible for ordering flowers for funerals for members and immediate family members of members in the church.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

## Constitution/Bylaws Committee Senior Pastor

**JOB PURPOSE:**

The Constitution/Bylaws Committee serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by maintaining and developing official church documents (Constitution, Bylaws, Policies, and Procedures) to assist in the administration of church work.

**General responsibilities include:**

* Maintain the Constitution/Bylaws, updating annually.
* Maintain church policy manual, updating annually.
* Create and maintain personnel policies as applicable.
* Create and maintain job descriptions for paid and volunteer personnel as applicable.
* Report any recommendations or alterations to the church at the July business meeting for approval.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

## Nominating Committee Senior Pastor

**JOB PURPOSE:**

The purpose of the Nominating Committee is to lead the church in filling all church-elected leadership positions filled by volunteers from the active church membership.

**General responsibilities include:**

* Nominate persons to serve in various capacities and positions of the church and its organizations, and on standing and special committees, vacated from time to time by removal, death, expiration of term of office, or failure to function.
* Reports of the committee shall be presented to the church at the July business meeting, and any member of the church shall have the privilege of nomination from the floor.
* Select and enlist general church officers and leaders.
* Approve volunteer workers before they are invited to serve in church-elected leadership positions.
* Provide church leadership resources to all people accepting places of service in the work of the church.
* Seek assistance and input from church leaders (committee chairpersons and department directors) in discovering and enlisting qualified people to fill church-elected positions in their respective organizations.
* Provide nominating committee surveys in January for church members to select areas they are interested in serving.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Hospitality Committee Senior Pastor**

**JOB PURPOSE:**

The Hospitality Committee serves to extend, strengthen and facilitate the ministry of Temple Baptist Church by serving in kitchen-based ministries in the church to include church fellowships, Sunday morning breakfasts, and more.

**General Responsibilities:**

* Plan and organize the accomplishment of fellowships and other meal times.
* Plan and organize other kitchen-based ministries that could further the mission of the church.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**Other Positions**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Custodian Senior Pastor**

**JOB PURPOSE:**

The purpose of the Custodian is to clean and maintain the church and its facilities, as well as to provide a clean, comfortable, and worshipful atmosphere.

**General responsibilities include:**

## SANCTUARY

1. The weekly cleaning of the church sanctuary.
	* Vacuuming, dusting of pews, furniture, and instruments.
	* Cleaning of windowsills and door casings.
	* The removal of all trash.
2. Any repairs, light bulb replacement, or any recommended alterations to the church facility should be referred to the attention of **Trustees** for consideration.

**EDUCATIONAL SPACES**

1. The weekly cleaning of all Sunday School rooms, including the nursery.
	* Vacuuming floors.
	* Removal of all trash and replacing trash can liners.
	* Sweeping and mopping of floors.
	* Cleaning of windowsills and door casings,
2. The cleaning of stairwells, washing windows, and windowsills.

**OFFICES**

1. The weekly cleaning of church offices.
* Vacuuming floors.
* Removal of trash and replacing trash can liners.
* Dusting the furniture and counter tops.
* Cleaning of windowsills and door casings.

**BATHROOMS**

1. The weekly cleaning and maintenance of bathrooms.
* Cleaning of toilets and sinks.
* Replacement of toilet paper, soap, paper towels, and deodorizers when necessary.
* Mopping of floors.

**FELLOWSHIP HALL/KITCHEN**

1. The weekly cleaning of the fellowship hall:
	* Vacuuming the floor.
	* Emptying of all trash cans, replacement of liners.
	* Cleaning of all windows and windowsills.
2. The weekly cleaning of the kitchen.
3. The monthly cleaning of the stove, oven, refrigerator, and microwave.

**All cleaning supplies are budgeted by Temple Baptist Church but purchased by the Custodian. Receipts for supplies should be given to the Church Treasurer for payment.**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***JOB DESCRIPTION***

**JOB TITLE: TITLE REPORTING TO:**

**Vacation Bible School Director Student Ministry Director**

**JOB PURPOSE:**

The Vacation Bible School Director serves to extend, strengthen, and facilitate the ministry of Temple Baptist Church by serving to promote the best methods of Vacation Bible School.

**General responsibilities include:**

* Provide Vacation Bible School Programs annually.
* Enlist all Vacation Bible School workers.
* Oversees the ordering of and distribution of curriculum and materials.
* Oversees the promotion of VBS prior to the event.
* Ensures follow-up occurs after the event.
* Prepare an annual budget and forward to the Finance Committee no later than October 1st.
* Prepare an annual calendar of events for presentation to the Church Council no later than October 1st.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***FINANCIAL SPENDING GUIDELINES***

**Purpose:** The purpose of financial spending guidelines is to allow flexibility in ministry while also maintaining accountability to the church for financial expenditures. The Treasurer should be consulted before making purchases to ensure that enough money is available for the requested expenditure. These are spending guidelines for non-regular expenses (i.e. expenses that are not expected to recur annually). Regular expenses are already assumed in these numbers and can be spent as needed (with Treasurer verification) up to the annual budget amount before church approval is required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Budget Amount** | **Expenditure Allowance** | **Approval Authority** | **Exception** |
| N/A | Up to $250 one time | Pastor and/or Deacons | None |
|  | Multiple purchases or more than $250 | Church | None |
| $1-$2,500 | Up to $250/month | Verify with Treasurer | Trustees Emergency |
|  | More than $250/month | Church | Trustees Emergency |
| $2,501-$5,000 | Up to $500/month | Verify with Treasurer | Trustees Emergency |
|  | More than $500/month | Church | Trustees Emergency |
| $5,001-$7,500 | Up to $750/month | Verify with Treasurer | Trustees Emergency |
|  | More than $750/month | Church | Trustees Emergency |
| $7,501-$10,000 | Up to $1,000/month | Verify with Treasurer | Trustees Emergency |
|  | More than $1,000/month | Church | Trustees Emergency |
| More than $10,000 | Up to 10% of annual budget/month | Verify with Treasurer | Trustees Emergency |
|  | More than 10% of annual budget/month | Church | Trustees Emergency |
| Exception: Trustees Emergency | Up to 20% of annual budget one time | Verify with Treasurer | N/A |
|  | More than 20% of annual budget one time | Church | N/A |

**Note:** Any purchases that would exceed the annual budgeted amount must be brought before the church to be approved at a business meeting.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***SOCIAL SECURITY/MEDICARE FILING PROCESS***

**Purpose:** The purpose of Social Security and Medicare Filing Process is to document those steps necessary to maintain and file accurately the necessary Federal and State level tax requirements.

The process is as follows:

**MONTHLY**

* Utilizing the provided excel document fill out the hours and rate for the janitor.
* Then go to the IRS website monthly and do the following:
	+ Go to <https://www.eftps.gov/eftps/>
	+ Click Make a Payment
	+ Populate information from the EFTPS sheet from the accountant
		- To login type the EIN, PIN, and Password
		- Type in Tax Form 941
		- Click Federal Tax Deposit
		- Total Payment is the Total Due to IRS for the Month
		- Tax Period is the Quarter and Year that you are filing for
		- Settlement Date is when you would like the money to come out
* Complete the Federal Tax Deposit
	+ Amounts:
		- SS should be the Employer portion plus the Employee portion
		- Med should be the Employer portion plus the Employee portion
		- No tax withholding
	+ Make Payment
	+ Print off 2 printer friendly copies

**QUARTERLY**

* Quarterly complete federal tax form 941
	+ Copy, paste, and rename the pdf document from the desktop folder on the laptop
	+ Select the correct quarter in the top right box
	+ Line 2 – Enter the total quarterly wages for janitor and pastor from the excel sheet
	+ Line 5a – Enter the total quarterly wages for the janitor and the SSN amount from the excel sheet
	+ Line 5c – Enter the total quarterly wages for the janitor and the Medicare amount from the excel sheet
	+ Lines 5e, 6, 10, 12, 13 – Enter the total of the SSN and Medicare amounts from 5a and 5c
	+ Fill out Preparer’s Information
	+ Click to save
	+ Print 2 copies: one for records and the other for the Treasurer to sign and mail
* Complete the Illinois Tax Deposit Quarterly
	+ Go to <https://mytax.illinois.gov/_/>
	+ Login
		- Username
		- Password
	+ Under the Accounts tab complete any open actions
		- On Step 3, Enter the total wages for the janitor and pastor which come from the above completed excel document
		- On Step 7, click the box and fill in the name and phone number
	+ Type in password again
	+ Click printable confirmation and print 2 copies

**ANNUALLY**

* W-2’s can be done two ways:
	+ Ourselves: Illinois🡪Website, Federal🡪By Hand
	+ Or have the accountant do them (recommended)
	+ W-2’s are due by January 30th of each year.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***RECORD KEEPING GUIDELINES***

The following periods are based on legal and practical considerations for how long records need to be kept:

**Permanently:**

* Accident reports and claims
* Annual budgets
* Annual reports
* Baptismal records
* Meeting minutes
* Bylaws/charters
* Cancelled checks for important items
* Capital stock and bond records
* Chart of accounts
* Church bulletin (historical copy)
* Contracts and leases in effect
* Construction records
* Correspondence of a legal nature and other important matters
* Deeds, mortgages, and bills of sale
* Financial statements (end of year, other months optional)
* Fixed asset purchases
* Handbooks
* Incorporation records
* Inherited property valuations
* Insurance records, claims, and policies
* Journals
* Minutes
* Mortgages
* Patents
* Photographs
* Property records
* Trade mark registrations

**Retain for 7 years:**

* 1099 and 1096 forms
* 941 forms
* Accounts payable ledgers and schedules
* Audit reports
* Bank statements
* Cancelled checks-ordinary checks
* Contracts and leases (expired)
* Depreciation schedules
* Electronic payment records
* Employee benefit plan records
* Employment taxes
* Ex-employee files (retain screening forms permanently)
* Expense records
* FICA
* General ledgers
* Housing allowance forms
* Inventory records
* Invoices to customers and from vendors
* Loan payment schedules
* Maps (if of historical importance, retain permanently)
* Notes receivable ledger and schedules
* Option records (expired)
* Parsonage allowance forms
* Payments to pensioners
* Payroll records
* Petty cash receipts
* Property appraisals
* Purchase orders
* Sales records
* Scrap and salvage records (inventory, sales etc.)
* Stock and bond records
* Subsidiary ledgers
* Tax returns and other IRS documents
* Time books
* Vouchers for payments to vendors and employees
* W2 and W3 forms
* Wills, bequests

**Retain for 3 years:**

* Bank deposit slips
* Bank reconciliations
* Cash receipt records
* General correspondence
* Internal audit reports
* Internal memos and reports
* Savings bond registration record of employees

**Retain for 1 year:**

* Meeting notices
* Receiving sheets
* Requisitions

**Until Utility Expires:**

* Brochures
* Promotional materials
* Mailing lists
* Warranty doc

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***BACKGROUND CHECK PROCESS***

* Volunteers can be either visitors, active attenders, or members but only active members can serve in elected or teaching positions.
* Volunteers who work with children and/or youth must submit a volunteer application for a background check in order to ensure that there are no prior conditions that would prevent them from being able to work with children and/or youth.
* The pastor of the church will verify the background checks with the Student Ministry Director(s) and will make determinations on questionable background results.
* Once a satisfactory background check has been completed, the Student Ministry Director may utilize the individual(s) actively in ministry within parameters established by the church in the Constitution/Bylaws and Policy/Procedures Manual.
* Background checks and applications will be maintained in a locked file cabinet to be maintained until the next annual background check is performed.
* Annually, a background check will be performed randomly on ten percent of those that already have an initial background check on file.
* After each person is randomly checked, their name will be marked off the list until every person has been rechecked. Once all have been rechecked, the process will begin again.
* Any report given by an individual or outside report regarding a person’s ability to properly work with children and/or youth will be reported to the pastor and/or deacons and then evaluated by the Pastor, Deacons and if necessary, the Student Ministry Director.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***BACKGROUND CHECK AUTHORIZATION***

I authorize Temple Baptist Church to solicit background information relative to my criminal record history. I understand that the church may make inquiries into my background that may include motor vehicle records, personal references, criminal records, and any other public record reports pertaining to me.

I authorize, without any reservation, any person, agency, or other entity contacted by the church or their agent, for purposes of obtaining background report information to furnish the above-mentioned information.

I release Temple Baptist Church, their respective employees, or agents, and employees of their agents and all persons, agencies and entities providing information or reports about me from any and all liability arising out of furnishing any such information.

|  |  |  |
| --- | --- | --- |
| First Name:   | Middle Name:   | Last Name:  |
| Maiden/Other Name(s) Used:   |  |
| Social Security Number:   | Date of Birth:   |
| **Current Address**  |  |
| Street Address:    | City:   | State and Zip:   |
| How long at this address? Years/Months:   |  |
| **Previous Address**  |  |
| Street Address:    | City:   | State and Zip:   |
| How long at this address? Years/Months:   |  |
| **Previous Address**  |  |
| Street Address:    | City:   | State and Zip:   |
| How long at this address? Years/Months:   |  |
| Printed Name:   | Signature:   | Date:   |

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***LIABILITY RELEASE FORM***

**Business:** Temple Baptist Church

**Event/Activity:**

**Participant(s):**

I understand that participation in the Temple Baptist Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ could include actions or talks which might be hazardous to the participant named above.

By signing below, I assume any risk of harm or injury which might occur to the participant due to his/her/my participation in the even/activity. I release the business named above from all liability, costs, and damages which might arise from participation in the above-named event/activity.

I agree that the minor has my consent to participate in the event. I further provide my consent for the businesses named above to seek emergency treatment for the minor if necessary. I agree to accept financial responsibility for the costs related to this emergency treatment.

**Date:**

**Name of Parent/Guardian:**

**Signature of Parent/Guardian:**

In addition, I am willing to have my picture taken and/or my child’s picture taken. I grant Temple Baptist Church permission to use pictures of myself and /or my child without restriction, be it print, projection, internet website, video, or any future media market.

**Date:**

**Name of Parent/Guardian:**

**Signature of Parent/Guardian:**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***YOUTH GROUP WAIVER AND PARENTAL CONSENT FORM***

***EMERGENCY MEDICAL RELEASE AND LIABILITY WAIVER***

**Participant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Birth Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Currently Attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Zip Code\_\_\_\_\_\_\_\_\_Participant’s Home Phone #\_\_\_\_\_\_\_\_\_\_\_\_Participant’s Cell Phone #\_\_\_\_\_\_\_\_\_\_\_

**Participant’s E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Family E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Emergency Information*

**Mother’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell/Alternate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell/Alternate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In an emergency when parent/guardian cannot be reached, please contact the following:**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell#/Alternate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell#/Alternate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HEALTH CONCERNS** (*Please identify any allergies (to include foods), health problems,* ***medications****, or other health concerns):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Family Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dental Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Medical/Hospital Insurance Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grp#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Policy Holder’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Additional Information that May Be Helpful*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

***This authorization for Emergency Medical Treatment must be completed before participant***

 ***can participate in any activities. Treatment for injury will be based on information provided herein.***

**DISCLAIMER**

Temple Baptist Church and its leaders, directors, officers, employees, contractors, agents, volunteers, members and representatives are not responsible for any injury, loss or damage of any kind whatsoever sustained by any person or their property while participating in events, activities or travel with Temple Baptist Church and all related activities associated with the Temple Baptist Church, including injury, loss or damage.

#### ASSUMPTION OF RISKS

IN CONSIDERATION OF Temple Baptist Church allowing me or my child to participate in events, activities, or travel with TBC and all related activities associated with the TBC, including participation in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from **\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_** inclusive, and all related activities, I acknowledge that I am aware of the possible Risks, Dangers and Hazards associated with participation in the Activities including the possible risk of severe or fatal injuryto myself or others.

#### RELEASE OF LIABILITY and AGREEMENT

IN CONSIDERATION OF Temple Baptist Church allowing me or my child to participate in the Activities, I agree on behalf of myself and/or my child:

1. **TO ASSUME and ACCEPT ALL RISKS** arising out of, associated with or related to my or my child’s participation in the Activities.

2. **TO WAIVE and RELEASE Temple Baptist Church** from any and all liability for any loss, damage, injury or expense that I or my child may suffer, or that my next of kin may suffer as a result of my or my child’s participation in the activities due to any cause whatsoever.

3. **TO INDEMNIFY and HOLD HARMLESS Temple Baptist Church** from any and all liability for any damage to the personal property of, or personal injury to, any third party resulting from my or my child’s participation in the activities.

4. **TO INDEMNIFY and HOLD HARMLESS Temple Baptist Church** from any and all claims, demands, actions and costs for any loss, injury, damage or expense whatsoever that might arise out of my or my child’s participation in the Activities.

#### PARTICIPANT CONSENT

Acknowledgment of Participant:

I, the undersigned Participant, understand that I am responsible to act in a safe and responsible fashion, to follow the instructions or directions of the persons in charge, and to obey requests to comply with safety regulations as directed by the persons in charge, including designated leaders and drivers of private or public transportation. I will be solely responsible for myself, will wear a seat-belt when available and will not disturb or distract the driver when using private or public transportation to travel to and from activities. At all activities, I acknowledge that it is my responsibility to obtain and wear appropriate safety equipment. I will not endanger the safety of others or myself at any activities or when using private or public transportation for travel to and from such activities. I also understand that I may be photographed or appear in video for such purposes as TBC deems necessary.

**Acknowledgment of Parent or Guardian of Participant**:

We, the undersigned Parents or Guardians of the Participant, hereby authorize and consent to the Participant’s involvement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, including any use of private or public transportation deemed necessary by the persons in charge for Participant travel to and from activities, or to the NEAREST SUITABLE MEDICAL or HOSPITAL FACILITY in the event that emergency or other medical treatment not available at the site of an activity is deemed advisable. We hereby consent to and authorize such emergency or other medical treatment of the Participant as may be deemed advisable in the event of accident, injury, or illness during activities. We also understand that the participant may be photographed or appear in video for such purposes as the TBC deems necessary.

**ACKNOWLEDGEMENT and SIGNATURE**

**I UNDERSTAND THAT THIS IS A LEGAL AGREEMENT** that is binding upon myself and my heirs, executors, administrators, successors and assigns. **I HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT** and **I ACKNOWLEDGE THAT** by signing this agreement voluntarily, I am agreeing to abide by its terms and I am waiving certain legal rights that my child or I may have.

**This Consent, Authorization and Acknowledgment shall be effective from and including**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to and including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

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

Signature of Parent or Guardian Date Signature of Participant Date

(*if Participant is under 18 years of age*)

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

Printed Name of Parent Date Printed Name of Participant Date

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***BUSINESS MEETING AGENDA OUTLINE***

1. Opening Prayer
2. Last Meeting Minutes
3. Clerk’s Report
4. Treasurer’s Report
5. Ministry Director Reports
6. Committee Reports
7. Pastoral Staff Reports
8. Old Business
9. New Business
10. Adjourn
11. Closing Prayer

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***PLANNING FORM***

**Introduction:**

The key to a successful event is good pre‐planning. This resource provides a series of questions to consider prior to engaging in an activity. The pre‐event action plan/report is a structured approach to plan the event/work of a group and identifying roles and responsibilities.

While the planning form and after action review form are optional to use, the framework provides a plan that is especially useful for someone new in planning ministry events or in growing in their ability to serve the church. The pastor may at times require its use as well in order to better be able to serve the church and local community.

**A pre‐event plan is centered on four questions:**

* What is expected to happen?
* What is to occur?
* What improvements were recommended from same prior event?
* What pre‐event tasks are required?

**Planning Form**

1. **Team/Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Location, Date & Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Type of Event: \_\_\_ Fundraiser \_\_\_Program \_\_\_Social Activity \_\_Other (name) \_\_\_\_\_\_\_\_\_\_\_\_**
4. **Estimated number of people attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Estimated Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have costs been approved according to the Financial Spending Guidelines?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Coordinator Contact Info:**

 **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Calendar –** Ensure the date is available for hosting the event
2. **Location** – Make sure you have reserved the facility.

**Backup Location:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Publicity –** Planning to create and post flyers? Webpage announcements?

**Where/How:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Individuals Needed:**

|  |  |
| --- | --- |
| **NAME /NUMBER** | **ROLE IN EVENT**  |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |  |

1. **Action Plan Tasks:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task**  | **By When? (Date)**  | **Responsibility? (Name)**  | **Done? (Date)**  |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***AFTER ACTION REVIEW***

## OVERVIEW

Organizational learning requires that teams continuously assess their performance to identify and learn from successes and failures. The After Action Review (AAR) is a simple but powerful tool to help you do this. Conducting an AAR at the end of a project, program or event can help you and your team learn from your efforts. Furthermore, sharing the results from your AAR can help future teams learn your successful strategies and avoid pitfalls you have worked to overcome.

### Ask, “What was expected to happen?”

Start by asking what the project team originally set out to do. Some prompts that may be useful include:

* What was the purpose and objectives?
* Who was the audience?
* What was the initial timeline?
* Who was involved?
* What outcomes and outputs were intended?
* What products were to be produced?
* What facilitators and barriers were expected?

### Ask, “What actually occurred?”

It is important that participants focus on what transpired without determining what was good and what was bad. It is also important that full participation is encouraged so that all can add their perspective.

### Ask, “What went well and why?’

Always start with the good points. Ask, “What were the successful steps taken towards achieving your objective?” or “What went really well?” We should be seeking to build on best practice as much as we can, and identifying strategies to ensure that successful practices are built in to future work and repeated.

### Ask, “What can be improved, and how?”

Identify the stumbling blocks and pitfalls, so they can be avoided in the future. The following prompts may be useful:

* Given the information and knowledge we had at the time, what could we have done better?
* Given the information and knowledge we have now, what are we going to do differently in similar situations in the future to ensure success?
* What would your advice be to others based on your experiences here?

## AFTER ACTION REVIEW RESULTS

1. **Team/Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Project/Event Reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Participants :**

|  |  |
| --- | --- |
| **NAME**  | **ROLE IN TEAM**  |
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1. **Please provide a summary of your project or event**

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1. **What went well and why?**

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| --- | --- |
| Successes  | How to Ensure Success in the Future  |
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1. **What can be improved and how?**

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| --- | --- |
| What can be improved  | Recommendations  |
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**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***SUNDAY SCHOOL TEACHER EVALUATION***

**Teacher’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** This evaluation should be handed out to each student in the class to be filled out immediately. Preferably the Sunday School Director will hand these out and have the teacher leave the room. Once completed, the evaluations should be handed back to the Sunday School Director or whomever is leading this for constructive feedback from the Sunday School Director and/or Pastor to be presented to the teacher at a later date.

**Does the teacher seem to be prepared?**

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**Does the teacher seem to have a good understanding of the lesson?**

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**Does the teacher communicate in ways you can understand (vocabulary, concepts, etc.)?**

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**Does the teacher encourage participation?**

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**Does the teacher use enough variety and creative methodology?**

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**Does the teacher use enough visuals in lessons?**

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**Does the teacher use class time wisely?**

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**Does the teacher seem to answer questions honestly and respectfully?**

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**Does the teacher explain instructions well?**

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**Does the teacher clearly explain expectations?**

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**Does the teacher seem attentive to students’ needs?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How has the teacher contributed to your spiritual growth?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What do you see as the teacher’s greatest strength?**

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**What do you like the most about the Sunday School class?**

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**What do you see as the teacher’s greatest weakness?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What frustrates you the most about the Sunday School class?**

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**Do you have any other comments, questions or concerns about this teacher or class?**

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**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***PRE-MARITAL COUNSELING EXPECTATIONS***

**What to Expect**

Marriage is a sacred covenant between a man and a woman meant for a lifetime commitment. Marriage is extremely hard work and should not be taken lightly. For this reason, the following are the basic expectations that I have as a pastor:

1. Both parties must be born-again believers (Without this, marriage is simply a contract of the state)
2. Complete the Wedding Information Sheet and bring it to the first counseling or informational session
3. Complete the Pre-Marriage Commitment after fully reading and agreeing to the terms of the commitment with the number of counseling sessions to be agreed upon (normally 4 to 6 sessions)
4. Complete an agreed upon number of counseling sessions which may include studies from the Pre-Marital and Continuing Marriage Studies section or additional resources

I understand that not everyone will want to or be willing to take all the above steps. If you decide not to complete these steps and find another pastor, I fully understand. My hope is that you will make the effort to complete all the above steps and try to setup your marriage for success. My desire is not to force you to jump through a bunch of hoops in order to get married but to prepare you as best I can for your new life together.

God Bless,

**Wedding Information Sheet**

**Groom’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Groom’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Groom’s Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Groom’s Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Groom’s Age:\_\_\_\_\_\_\_\_\_\_**

**Groom’s Religious Affiliation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Has the groom ever been divorced?\_\_\_\_\_\_\_\_\_\_**

**If so, when and why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Bride’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bride’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bride’s Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bride’s Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bride’s Age:\_\_\_\_\_\_\_\_\_\_**

**Bride’s Religious Affiliation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Has the bride ever been divorced?\_\_\_\_\_\_\_\_\_\_**

**If so, when and why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Do you plan on making a pre-nuptial agreement?\_\_\_\_\_\_\_\_\_\_**

**Has any other Christian minister refused to marry you?\_\_\_\_\_\_\_\_\_\_**

**Projected Wedding Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Projected Wedding Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names/Ages of Any Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any other information that would be pertinent or helpful or special requests?**

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**Pre-Marriage Commitment**

1. We will prepare for and attend a total of \_\_\_\_\_ counseling sessions.
2. We will attend worship together regularly from now until the wedding. If work schedules do not allow regular attendance together, we will still attend individually even if the other partner is unable to attend as work schedules allow and seek out other opportunities to grow together spiritually.
3. We completely rule out divorce as an option, and grant that the only reasons for separation are abuse or adultery.
4. We will do our honest best to follow biblical guidelines for marriage, especially paying attention to Genesis 2:15-25, Matthew 7:24-27, 1 Corinthians 13, John 15:12-17, Ephesians 5:21-33, and 1 Corinthians 7:1-6.
5. We will not live together until we are married unless a child is involved and upon approval of the pastor.
6. We will not have sexual relations until after we are officially husband and wife.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Groom’s Signature Bride’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Groom’s Printed Name Bride’s Printed Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pastor’s Signature Date**

**Pastoral Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***PASTOR TIME OFF POLICY***

**Sick Leave**

 Temple Baptist Church recognizes the need for employees to have approved absences because of personal illness, the illness of an employee’s immediate family requiring the employee’s personal care and attention, and perhaps during an enforced quarantine of the employee in accordance with community health regulations.

 Sick leave is a provision of the employer to assist the employee in time of need. Full time ministerial staff shall be granted approved absences because of illness at the rate of one day per month, up to a maximum of twelve (12) days per year. Sick leave may be accumulated to a maximum of thirty (30) days. Sick leave will not be paid out for any reason.

 Any extended absence (greater than 30 days) because of major illness, injury or surgery shall be considered by the Deacon Body and referred to the church for vote for additional benefit payment.

**Holidays**

Church personnel will observe the following days as holidays:

When a holiday occurs on Sunday, morning worship services will be held as usual. Ministerial personnel should elect a weekday of their choice to observe the holiday.

A. New Year’s Day

1. Easter (one day)
2. Memorial Day
3. Independence Day
4. Labor Day
5. Veteran’s Day
6. Thanksgiving (one day)
7. Christmas (two days)

**Denomination Conventions**

 Full expenses shall be paid for the Senior and Associate Pastors to attend the state and national Baptist meetings annually. All pastors are encouraged to participate, as their schedules permit, in the activities of the Metro Peoria Baptist Association.

**Revivals and Conferences**

 Each minister may use two weeks (total – and in addition to vacation or convention time) to conduct revivals or conferences or to participate in seminars or workshops. Any additional revivals or conferences as approved by the church will be conducted at the pastor’s expense for pulpit supply.

**Vacation Policies**

Paid vacation time for Full Time Ministerial Staff will be dealt with as follows:

Vacation Benefits

* 2 weeks per year during service years one through five.
* 3 weeks per year during service years six through ten.
* 4 weeks per year for any service years thereafter.

 Rules

* Vacation is accrued on a pro-rated basis based upon the portion of the year served.
* Vacations cannot be rolled over into the next year. Any unused time will be paid out upon the annual anniversary date of service.
* The Pastor will be paid out a pro-rated portion of his earned time off based on the date of his termination/resignation.
* Any adjustments to this policy should be agreed on by the Pastor, Deacons, and church body. Any deviation from this policy should be approved by the church at business meeting and presented in writing to the deacons and Pastor to limit misunderstandings that may arise.

**Accountability Statement**

In the event the pastor is gone for more than just standard daily duties and in the absence of a church secretary or other ministerial staff, the pastor should inform the congregation through a text messaging service or other reasonable means that he will be out of office and refer the church to the deacons for any matters of concern.

**TEMPLE BAPTIST CHURCH**

***CANTON, ILLINOIS***

***LICENSING AND ORDINATION***

**Ordination and License**

Every Southern Baptist church is autonomous and establishes its own policies. However, there are some traditional practices, which seem to be followed by most of our churches. Each local church determines who they will ordain. Associations, state conventions, or the Southern Baptist Convention do not ordain.

**License**

The licensing is the church's tentative approval for a man to serve until he has proved himself qualified for ordination. In regard to the practice of granting a license for a minister the following steps are usually taken:

1. The person to be licensed makes a public decision in the church and expresses his feeling that God is specifically calling him to ministry.
2. He requests the church to grant him a license.
3. The church votes on the request to grant the license.
4. A "Certificate of License" (which can be purchased at a Christian book store) is filled out and presented to the minister.

**Ordination**

The offices in a New Testament church are the pastor- sometimes identified as: bishop, or elder- and the deacons (Philippians 1:1). These two offices are generally filled by men who are ordained by the congregation. Acts 6:1-7 is our model for this service. The purpose of the ordination is to set these men apart –recognizing God's call on their life and their faithful commitment to serve the church.

The NT does not give us a prescribed procedure for the ordination service other then what is found in Acts 6:1-7. According to Acts.6:1-7 it was something the congregation was called upon to do, rather than an appointment by an individual or group. The church was charged with selecting men who were full of the Holy Spirit. One unique characteristic of the ordination service is the laying on of the hands. In the NT this was a formal act of demonstrating this man has been set apart for ministry (Acts 6:6, 13:3, 1Tim 4:14, 5 :22, and 2 Timothy 1:6).

Ordination accordingly is:

1. A ceremony to set apart Deacons and Pastors
2. A local church activity
3. A public service
4. A service that involves the laying on of hands, setting apart the candidate for ministry

Other than these scriptural guidelines, Christians can design their own service to ordain a deacon or minister. The procedures are basically identical to ordain a deacon or a minister.

**Ordination Council**

Ordination usually takes place when a minister begins serving in a church or his ministry role expands in his current church to include: communion, baptizing, leads and plans worship and administration. In regard to ordination the following are the traditional steps:

1. A church calls a minister as pastor or **to a position in some field of ministry** (such as education, music, **youth**, etc.).
2. The church who calls the person may perform the ordination, or request the minister's "home" church to perform the ordination. Most will request the "home" church to ordain.
3. The pastor, a minister, or the chairman of deacons of the ordaining church presents the request to the church and asks for permission to convene an “Examining Council” or an "Ordination Council." The church should not be hasty in ordaining an individual. It should be certain he has the scriptural qualifications to serve as a minister. The candidate should prove himself before he is considered for ordination.
4. If the request is approved, a time and place is established for the Ordination Council and ordained persons (deacons and ministers) are invited. These may be persons who are members of that particular church as well as ordained persons from other churches. The pastor, a minister, the director of missions, or the chairman of deacons presides over the Ordination Council until a chairman is elected. The chairman leads in the questioning of the person to be ordained. (Questions should be predetermined and given to candidate. While I would discourage this some churches may allow any ordained person who is present may ask questions. Avoid by enlisting the council, creating and reviewing questions prior to questioning.) Usually the person being ordained is seated so that he is facing those who are asking questions. The candidate is asked to briefly tell of his conversion experience and also his **call to the Gospel Ministry**. Other questions may be centered around Biblical theology, ethics, morals, personal beliefs, etc.

Sample Questions:

* Tell of your conversion experience?
* Relate your call to the ministry?
* What do you believe about the Bible?
* What do you believe about God?
* Who is Jesus Christ?
* Who is the Holy Spirit?
* What is a New Testament Church?
* What is the mission of the church?
* What are the ordinances of the church? And what is their significance?
* Tell how you personally have led a person to be saved?
* What do you believe about sin?
* What are your belief about and the practice of Christian stewardship?
* What do you believe about Heaven?
* What do you believe about Hell?
* What do you believe about the second coming of Christ?
* How does your wife feel about you and the ministry?
1. The Ordination Council votes on whether to recommend that the church proceed with the ordination of the candidate. The council may choose to delay the ordination or even reject the candidate. That is why it may be best to hold the council one week prior to the ordination service.
2. If the Council votes to recommend ordination, the pastor or chairman of the Ordination Council presents the recommendation to the church, either at a regular business meeting or a called business meeting, for church approval.
3. If the church approves, a date for an Ordination service is set. The service follows the order of a regular worship service with modifications. Someone (or two people) may give a "charge to the candidate" and a "charge to the church." Appropriate music is selected. Someone may preach an ordination sermon. Someone will pray an ordination prayer and ordained persons will "lay on hands." The person being ordained may be presented a Bible and along with his wife and family receive the congratulations of the people after the benediction. The service should be not more than one hour in length.
4. A Certificate of Ordination is presented (may be purchased at a Christian book store).

A minister in Illinois may perform marriages and conduct funerals, etc., if he is Commissioned licensed or Ordained by a local church. Most local churches require ordination for their pastor. Most leave this choice to the staff member if other than pastor.

**Sample Ordination Service**

* Call to Worship
* Hymn of Praise
* Scripture and Prayer
* Introductory Statement (Tell why you have gathered.) Presentation of the Candidate and His Family
* Charge To The Candidate
* Hymn of Praise (or appropriate special music.)
* The Ordination Prayer (Candidate will kneel facing the congregation.)
* Laying on of Hands
	+ Traditionally the candidate is kneeling (or seated in a chair) ordained men in the congregation will file by and place their hands on the candidate's head and whisper a prayer, encouraging word, or admonition to the candidate. Encourage creativity the laying on of hands a time of worship.
* Presentation of the Bible
* Special Music
* Charge To The Church
* Hymn of Commitment
* The entire congregation will greet the candidate and his family.
* A celebratory potluck should follow as a reception.