

Union Missionary Baptist Church

Reverend C. Andre` Grier, Sr. Pastor

www.unionmissionarybaptist.org

We are a friendly body of Christ that is "Bible-fed, Spirit-Led, Christ-Centered, and Mission Bound."

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Members Handbook

Standard Operational Procedures and Programs

Ver 1.4

**"Let all things be done decently and in order"
1 Corinthians 14:40**

Revision History

Revision #	Date	Initiator for change	Description of Change
1.0	06/26/2004	Stephanie Simon	Initial Draft
1.2	07/12/2004	Feedback from 6/26 orientation and 7/10 leaders conference	<p>Page 4 - Message from the Pastor- Bold the last sentence of paragraph 2 dealing with spiritual gifts and move the last statement under When To call the Pastor to be first dealing with moving your membership. Change reference to the document from " Manual " to "Handbook"</p> <p>Page 16 - Completing your contribution envelope- third sentence from the end - add a statement that the member number can be obtained from a member of the Finance Ministry or the Church Clerk.</p> <p>Cover - Tilde used for Pastor's name instead of apostrophe</p> <p>Page 5 - Added Nurses, Finance, Media, and Tribal Ministries</p> <p>Page 6 - Added "church" before the word "body" to mission statement. This was corrected on the actual web site home page as well.</p> <p>Page 9 - Added 'baptist' to title</p> <p>Page 20 - changed misspelled word 'scared' to 'sacred'</p>

1.3	07/14/2004	Velzie Martin	<p>page 7 - 5th paragraph, 3rd line. The sentence "There were there acres of land..." there changed to three</p> <p>page 8 - 3rd paragraph, 5th line: capitalized Lord. 5th paragraph, 2nd line. The sentence is "He has passed on a torch..." changed to He was.</p> <p>5th paragraph, 3rd line. Removed "the" from the end of the line.</p> <p>5th paragraph, 4th line. "Spread the word" capitalized Word.</p> <p>5th paragraph, 4th line. Removed the word "been." 5th paragraph, 5th line: Sentence begins "God has been good to us,..." capitalized "Him."</p> <p>page 9 - 4th paragraph, 5th line. Remove the space between Matthew and the comma at the end of the sentence.</p> <p>page 11 - 4th paragraph, 4th line. Capitalized "scripture."</p> <p>page 12 - 1st paragraph, 6th line, capitalized "father"</p> <p>page 13 - 2nd paragraph, last line. Turn the quotation mark around.</p> <p>3rd paragraph, 4th line. Switch the period and quotation mark toward the end of that line.</p> <p>3rd bullet - capitalized "Bible"</p> <p>page 14 – corrected spelling of Zebulun, page 15 and 16 - for uniformity purposes all times listed the same way.</p> <p>page 17 - Submitting proposals... 2nd paragraph, last line. Change "designee" to designee(s).</p> <p>Reporting sick & shut-in. 1st line. Change "shut in" to shut-in.</p> <p>Bereavement. 1st paragraph, 1st line. Capitalize "Pastor".</p> <p>page 21 - 1st paragraph. Change the numbers to be uniform with page 17. (1) The (2) Dates... (3) When....</p> <p>page 22 - M. Fellowship Hall. Last sentence. It should be: "Please see the fee schedule for associated costs."</p> <p>page 27 - under Cleanup, 1st bullet. Remove the comma at the end of etc.</p> <p>5th bullet - Ministry items... place a</p>
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			<p>period after name. #30 - trashcans should be two words #31 - space between dash and 35 #41 - space between displays and the open parenthesis #46 - end of first line, put "the" between call and Kitchen page 36 - 2nd paragraph, 1st line. "received in writing in the Church Clerk..." the word "in" changed to "by."</p>
1.4	9/6/05	Stephanie Simon	<p>Incorporated changes based on: -Feedback from leadership conferences; -Lessons learned from Event Planning Ministry Also incorporated annual increase in facility usage fees recommended and reviewed by Events Planning Ministry and approved by Trustee Ministry.</p>

TABLE OF CONTENTS

<i>Revision History</i>	2
<i>Message from the Pastor</i>	7
CHURCH ADMINISTRATION & MINISTRIES	8
ABOUT YOUR CHURCH	9
<i>The Mission of the Church</i>	9
<i>Church History</i>	10
<i>Baptist Church Covenant</i>	12
<i>The Holy Bible</i>	13
<i>Tithing</i>	14
<i>Tribal Ministry</i>	16
<i>Annual Church Calendar</i>	18
Worship Opportunities.....	18
Radio Ministry.....	18
Tape/CD Ministry.....	18
Yearly Reoccurring Events.....	18
Ministry Meetings.....	18
CHURCH PROCEDURES	19
<i>Baptism</i>	19
<i>New Member Orientation</i>	19
<i>Completing your contribution envelope</i>	19
<i>Baby Dedications</i>	19
<i>Church Announcements</i>	19
<i>Church Publications</i>	20
<i>Submitting proposals for new ideas/ministries</i>	20
<i>Reporting Sick and Shut-In Members</i>	20
<i>Bereavement</i>	20
<i>Event Scheduling Procedures</i>	22
<i>Planning Your Wedding</i>	23
<i>FEE Schedule</i>	27
CHURCH POLICIES	30
<i>Financial Policy for Ministries' Expenditures</i>	30

Benevolence/Financial Assistance Policy..... 30

Scholarship..... 30

Church Building, Grounds and Equipment Usage Policy 31

Classroom/Fellowship Hall/Kitchen Usage Policy..... 32

Van Usage Policy..... 33

COUNSELING SERVICES..... **34**

Marriage Counseling 34

Pastoral Counseling..... 34

Appendix **35**

BABY DEDICATION FORM 36

ANNOUNCEMENT REQUEST FORM 37

Directions for filling out an Events Request Form 38

EVENTS REQUEST FORM 40

PROPERTY USE AGREEMENT..... 42

WEDDING INFORMATION FORM..... 43

FUNDS REQUEST FORM..... 45

FUNDS REIMBURSEMENT FORM 46

What Constitutes a Member in Good Standing?..... 47

FEEDBACK 48

Message from the Pastor

Dear Members of Union Missionary Baptist Church:

It is with great pleasure that I greet you in the Precious Name of Jesus our Christ! I am also delighted that you are now a member in good standing with this body of Christ.

It is our heart-felt belief that you are here for the sole purpose of helping this body of believers in our timeless intention of giving Glory to God! We are informed and inspired to use our spiritual gifts for the edification of the body of Christ. All of us have received these gifts through the grace of God. **I pray that you will make your spiritual gifts available to this church family.**

The pages of this UMBC Handbook were developed for the following reasons:

1. To help you in your assimilation into our family.
2. To inform you and your family of Ministry Opportunities.
3. To provide you with operational policies and procedures on how we do things in and around the Church.
4. To provide information on when to call your Pastor and/or his staff.

It is our prayer that this Handbook will be helpful to you and your family. We also pray that you would endeavor to develop a personal relationship with your Pastor.

In His Service.....Because of Calvary

Pastor C. Andre' Grier

When to Call your Pastor or Ministerial Staff...

- When you are moving or changing your Membership
- When you or family members are admitted to the Hospital
- When family members have gone to be with God
- When you are in need of Prayer or wish to share "Praise reports"
- When you are in need of Counseling

CHURCH ADMINISTRATION & MINISTRIES

Pastor Rev. C. Andre Grier, Sr.

pastor@unionmissionarybaptist.org

Sister Velzie Martin, Administrative Assistant/Church Clerk

secretary@unionmissionarybaptist.org

Church Sexton

Bro. Ivory Shumake

MINISTRIES

Athletic Ministry

Brotherhood Ministry

Deaconess Ministry

Hospitality Ministry

Kitchen Ministry

Mission Ministry

Newsletter Ministry

Pastor's Aide Ministry

Tribal Ministry

Usher's Ministry

Youth Ministry

Board of Directors

Deacons Ministry

Events Planning Ministry

Internet Ministry

Media Ministry

Mother's Ministry

Nurses Ministry

Sisterhood Ministry

Trustee Ministry

-Finance Ministry

Christian Education Ministry

-Children's Church Ministry

-Discipleship Ministry

-Health Ministry

-New Members Orientation

-Pastor's Academic Excellence

-Sunday School

-Teacher's Certification/Training

- Vacation Bible School

For more information about ministries, please contact the ministry chairperson for a copy of their ministry manual. The church clerk can provide the names of the ministry chairpersons, which are elected bi-annually.

ABOUT YOUR CHURCH

The Mission of the Church

The Union Missionary Baptist Church is “A Teaching and Caring Church.” We therefore believe that its foundation and mission are based on Christ’s admonition to “Go Ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and lo, I am with you always, even unto the end of the world. Amen.” (Matthew 28: 19-20).

We believe that a visible church of Christ is a congregation/body of baptized believers, associated by covenant in the faith and fellowship of the gospel: observing the ordinances of Christ: governed by His Laws; and privileges invested in them by His word.

Mission Statement

To provide hope, refuge and services to improve the well-being of all in this church body and community to be distinguished by our words and our deeds. To lift up Christ for the whole world to see!

Vision Statement

We will utilize all of our resources to provide a “Bible-fed”, “Christ-Centered”, & “Spirit-Led” setting where people in this community can be REDEEMED to a personal relationship with Christ, RECONCILED to God and His people, RESTORED to wholeness and well-being, and REVIVED for a full life in service to others.

Church History

Founded 1894

The Union Missionary Baptist Church was organized in the year of our Lord 1894 by the Rev. D.K. Williams of Missouri. There was a small wooden building erected on the north side of the church and at the time it was called the Second Baptist Church, located on Chigger Hill, which is now Bruce Street. Under the leadership of Rev. Williams the church family grew. He served approximately five years and was called from labor to reward.

The church then called the Rev. Tonie Baker. Under his leadership the above named building was remodeled and enlarged. Rev. Baker served faithfully for seven years, then, he too was called from labor to reward.

In 1908, the Union Baptist Church called the Rev. J. D. Dobbs who was the moderator of the Yellow River Missionary Baptist Church Association. In 1911, a stone church was built. Rev. Dobbs served willingly and patiently for eleven years, and then he too was called to his eternal home.

In 1920, the Rev. N. O. Manely was called to the Pastorate. He served faithfully for 10 years, and under his administration the church was paid in full.

In 1931, there came another God fearing man our way. Under the strong leadership of Rev. N. T. Walker the church was covered with a roof. The first walk way was constructed, streetlights were installed, and the Baptism pool was erected. There were three acres of land bought and a host of members were added to the church. Rev. Walker served for 14 years resigning in 1944.

Rev. M. W. Watts was called in April of 1945. During his leadership, pavement was put down, parking areas were laid, and the new building was started. He served faithfully for the next six years.

We were blessed with a dynamic and powerful leader. Rev. Felix Lavonia Thomas's ministerial endeavors, teachings and preaching added to our church numerically and financially. Under his leadership the new rock-building annex was completed and paid for. The main auditorium was decorated three times, including new carpeting, new pews, and a baptism pool.

Rev. Thomas organized the F. L. Thomas Bible Institute, The Junior Church, a City-Wide Daily Vacation Bible School, the Annual Easter Sunrise Services held on Pine Mountain, the observance of "Fellowship Day" on the third Sunday in January, and the observance of "Family Day" still celebrated on the third Sunday in March.

Rev. Thomas was the moderator of the Yellow River Missionary Baptist Association, Trustee of the Union Baptist Institute in Athens, Ga., and chairman of Rockdale County Fifth District of the General Missionary Baptist Convention of Georgia. After twenty-two years of faithful service, Rev. Thomas retired and was later called to rest. The youth choir is named in memory of the pastor that cared so much about youth and education.

In 1974, the church called Reverend J.L. Smith. Under his leadership the F. L. Thomas Choir which had grown considerably, was divided by age groups forming a young adult choir ages 16-30. This new group became the J.L. Smith Young Adult Choir because of the time, effort, and dedication shown by Reverend Smith.

After 5 years of faithful service, Reverend Smith resigned, but under his administration, new windows were installed in the auditorium, new carpeting, and a micro-audio system was purchased. Sunday worship service was extended to the first through the fourth Sundays.

In 1978, the church called the honorable Reverend J. L. Freeman Sr., a firm believer in the Bible. He held Wednesday night Bible classes and started weeklong training institutes twice a year. He encouraged the organization of the 26/46 Mission Society. A new musical group, the J. L. Freeman Male Choir was formed in his honor. Additional accomplishments under Reverend Freeman's administration are, renovation of heating and air conditioning, purchase of a Baby Grand piano, renovation of the Sanctuary and repair of the Bell Tower, renovation to the front and side entrances of the church, built a new wheelchair ramp, and recent remodeling of the bathrooms. New Saturday morning discipleship Classes were taught by our Assistant Pastor, the Reverend William Boddie.

Reverend Freeman led the celebration of our 99th Anniversary and had the foresight to begin planning the 100-year anniversary. He formed a committee and gave them a vision of a grand celebration. He wanted Union Missionary Baptist Church ready to begin the next century with a strong commitment to doing great things in the name of the Lord and the 100-year anniversary was the beginning of this spiritual rebirth. In October 1993, the Lord called Reverend Freeman home after almost 15 years of dedicated service. His dream has lived on and become a reality. The church family made the 100-year anniversary a memorable, glorious time for celebration and thanksgiving. He is especially remembered and loved on this special day. We are grateful for all his hard work and inspiration.

Reverend William Boddie became interim pastor after Reverend Freeman's passing. He held us together and paved the way for the next leader.

Reverend C. Andre Grier was called to be our present Spiritual Leader on March 4, 1994. He was installed May 1, 1994. He was passed on a torch which was lighted by our Founding Fathers to ensure that this great institution will stand long to shelter worshippers, to save souls, and spread the Word of God throughout this great world. We must continue this work that has begun. God has been good to us, and in the spirit of gratitude, we praise Him. We look back with pride and ahead with joy.

God gave the vision to Pastor Grier to build a new sanctuary to serve as a tool for the growing ministry of the Union Missionary Baptist Church. Construction on the new facility began in 2003.

The facility is over 20,000 square feet and the new edifice will include a new Sanctuary, Fellowship Hall, Office/Administration space, Classrooms for Christian Education, and Daycare facilities.

The new Sanctuary seats over 800 and the Fellowship Hall seats over 200 for banquet seating.

The effort to build the new facility was a true labor of Love as the congregation prayed, sacrificed, and committed themselves to the tremendous vision.

Baptist Church Covenant

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Saviour; 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, angels, and this assembly, most solemnly and joyfully enter into the 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 and holiness; to give it a place in our affections, prayers, and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrine; to contribute cheerfully and regularly as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world. In the case of difference of opinion in the church, we strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintance; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys, and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Saviour in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of darkness into his marvelous light.

When we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

The Holy Bible

The Bible contains the mind of God, the state of man, the way of salvation, the doom of sinners, and the happiness of believers. Its doctrine is Holy, its precepts are binding, its histories are true, and its decisions are immutable. READ IT TO BE WISE, BELIEVE IT TO BE SAFE, AND PRACTICE IT TO BE HOLY! It contains light to direct you, food to support you, and comfort to cheer you. It is the traveler's map, the pilgrim's staff, the pilot's compass, the soldier's sword, and the Christian's charter. Here paradise is restored, heaven opened, and the gates of hell disclosed. Christ is its grand object; our good is its design, and the glory of God is its end. It should fill the memory, rule the heart, and guide the feet. Read it slowly, frequently, and prayerfully. It is a mine of wealth, a paradise of glory, and a river of pleasure. It is given to you in life, it will be opened in judgment, and be remembered forever. It involves the highest responsibility. It will reward the greatest laborer, and it will condemn all who trifle with its sacred content.

Tithing

Tithes and Offerings are the financial plan that God set up to finance His church.

What the Bible Says About Tithing

First Biblical Example of Tithing

Genesis 14:18-20

The Rules of Tithing

Leviticus 27:30-34

II Corinthians 9: 6-7

The Tithe is the Minimum Standard

Deuteronomy 14:22-29

Deuteronomy 12: 5-8

What Jesus said about it

Luke 21: 1-4

Privileges of the Tithes

¹⁰ *Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith, saith the Lord of the hosts, if I will not open you the windows of heaven, and pour you out a blessing, that there shall not be room enough to receive it.*

¹¹ *And I will rebuke the devourer for your sakes, and he shall not destroy the fruits of your ground; neither shall your vine cast her fruit before the time in the field, saith the Lord of hosts.*

¹² *And all nations shall call you blessed; for ye shall be a delightsome land, saith the Lord of hosts.*

Malachi 3:10-12 KJV

Believers in Christ enjoy many privileges afforded them as children of God. When we accept the Lord Jesus Christ as our personal Savior, we receive the gift of salvation. Not only do we receive the redemption of our souls and the restoration of our relationship with God the Father, we also become heirs to the many promises recorded in Scripture as a heritage (2 Peter 1:4, Isaiah 54:17). One such promise can be found in Malachi 3 wherein we are taught of the blessing God has in store for those who obey Him in the area of tithes and offerings.

The Privilege of Participation

“...that there may be meat in mine house...”

A tithing church has the privilege of knowing that they participate in the work of God's kingdom. Countless programs and services are needed that can open the door to greater ministry in the lives of those in need. When we are obedient to the command of God to pay our tithes and give our offerings, we are able to meet the spiritual, emotional and physical needs of our church family and others in the community. As Jesus ministers to our varying needs, a tithing church seeks to follow His example and ministers to the whole individual.

The Privilege of Blessing

**“...open you the windows of heaven, and pour you out a blessing,
that there shall not be room enough to receive it...”**

Tithing is an act of obedience. The blessing of God comes as a result of obedience. Oftentimes we error and think, “if God would bless me, then I can be obedient.” But God desires that we trust Him in spite of any and every contrary circumstance (Matthew 8:25-27). Living a life obedient to God’s Word must be the highest priority of children of God. We are taught in Hebrews 11:6 that “...without faith it is impossible to please Him [God].” Tithing will require faith. When our Father knows that we are committed to His will, He will not have a problem providing for our every need (Romans 8:32).

The Privilege of Protection

“...rebuke the devourer for your sakes...”

Protection is assured within the boundaries of God’s holy will (Deuteronomy 5:29). As tithing is in the will of God, tithers do not have to doubt God’s preserving power in their lives. When the enemy comes to destroy the fruit of our vine, God has promised to rebuke him so that we may prove to live under and as a blessing.

Tribal Ministry

The goal of the “Tribal Ministry” is based in part on the definition of ministry as provided by author Dieter T. Hesse in his work, *Social Ministry*. (Westminster/John Knox Press).

Hesse writes, “Christian ministry is the function of faithful communities in response to God’s grace. Functioning ministry has the character of costly service and the purpose of empowering witness.” (*Social Ministry* p.34)

This ministry of the Union Missionary Baptist Church will provide various opportunities for caring, sharing, education, and training within and outside the church fellowship. This ministry will enlist the support of the entire congregation. It will provide a forum for ensuring that the entire church will share in the “work of the church.” The function of the “Tribe Ministry” also includes bringing the church into a closer fellowship with one another and with Christ.

This ministry will be based upon the 12 Tribes of Israel from the scriptures for each birth month.

The tribal ministry is an opportunity for EACH member to be involved in at least ONE ministry – the tribe of their birth month. The members of each tribe should look forward to rendering SERVICE during their birth month. This includes, but is not limited to:

- Assisting with the planning and facilitating of any special event occurring during their birth month
- Tribe members should be responsible for welcoming visitors during each worship service during their birth month
- Tribes are responsible for providing the meals provided prior to Wednesday night Bible study during their birth month

Each tribe is assigned a Tribe Overseer (member of the Deacon’s Ministry) and a Tribe Leader. You should receive a call from your tribe leader within 30 days of uniting with this church. If you do not receive a call, please contact the Church Clerk for the name and number of your tribe overseer / leader.

Tribal Ministry (con't)**JOSEPH'S PROPHETIC BLESSING**

The Tribes of Israel were the sons of (Israel) Joseph.

The following are the “symbols of blessing” bestowed upon the sons by Joseph.

REUBEN “Behold a Son” JANUARY
“Reckless” Genesis 49:3-4

SIMEON “Hearing” FEBRUARY
“Violence” Genesis 49:5-7

LEVI “Attachment” MARCH
“Violence” Genesis 49:5-7

JUDAH “Praise” APRIL
“Lion” Genesis 49:8-12

ISSACHAR “Reward” MAY
“Donkey” Genesis 49:14-15

ZEBULUN “Abode” JUNE
“Ships” Genesis 49:13

GAD “Good Fortune” JULY
“Raider” Genesis 49:19

ASHER “Happy” AUGUST
“Rich Food” Genesis 49:20

JOSEPH “May He Add” SEPTEMBER
“Fruitful” Genesis 49:22-26

BENJAMIN “Son of Right Hand” OCTOBER
“Wolf” Genesis 49:27

DAN “Judgement” NOVEMBER
“Serpent” Genesis 49:16-18

NAPHTALI “Wrestle” DECEMBER
“Doe” Genesis 49:21

Annual Church Calendar

Worship Opportunities

Sunday School	Every Sunday 9:30am
Sunday Morning Worship	8:00am and 11:00am
Children's Church (every Sunday except for 2nd & 5th Sunday)	11:00am
Bible Study each Wednesday	11:00am and 7:30pm
"Wednesday Night Live" 1 st Wednesday each month	7:00pm

Radio Ministry

Each Sunday at 3:00pm: "UNION IN PRAISE" on WAEC 860AM

Tape/CD Ministry

Cassettes or CDs of the morning worship service are available immediately after each service. Please see the members of the media ministry to obtain a copy.

Yearly Reoccurring Events

Family and Friends Day	3 rd Sunday in March
Spring Revival	Monday after the 3 rd Sunday in March
Church Anniversary	3 rd Sunday in May
Senior Citizen's Day	1 st Sunday in June
Father's/Men's Day	3 rd Sunday in June
Pastor's Anniversary	1 st /2 nd Sunday in September
Annual Homecoming Day	3 rd Sunday in September
Fall Revival	Monday after the 3 rd Sunday in Sept.
Annual Women's Day	3 rd Sunday in October
Tribal Banquet	2 nd Sunday in December
Watch Night Service	December 31st
Church Conference	TBD in Jan, April, July & Oct.
Leadership Workshop	2 nd Weekend in Jan, May, & Sept.
Vacation Bible School	TBD each Summer

Ministry Meetings

Ministry Meetings will be held on **Tuesdays** and **Saturdays** only. Ministries must schedule their meetings for one of these days between the hours of 6:00pm and 9:00pm on Tuesdays and 8:30am and 8:30pm on Saturdays. The Church Sexton will not be available for opening the church on other days except for special events.

Please contact the Ministry Chairpersons for the meeting dates and times for specific ministry meetings. The Church Clerk can provide a list of current Ministry Chairpersons.

Please note: The reoccurring events listed above are considered Tier I events for Event Planning purposes. This means that these reoccurring events take precedence over any other event that may be planned which will utilize the same space or take place during the same time period. These Tier I events will NOT be preempted for any other event unless authorized by the Pastor.

CHURCH PROCEDURES

Baptism

If you have not been baptized, you are considered a candidate for baptism. Baptismal services are held on the first Sunday of each month. You are asked to be at the church by 10:30am in order to prepare for baptism.

New Member Orientation

Completion of the new members' class is necessary to become active in a church ministry. New members will receive specific details after the worship service on the Sunday in which they join the church during the invitation to Christian Discipleship.

All new members must complete four new member classes. These classes are held during the Sunday School hour every Sunday. For additional information, please contact the Church Clerk.

Completing your contribution envelope

The contribution envelope is the best way to record your contribution to the church for any reason.

- An envelope is a back-up record of specific contributions
- It enables the church to substantiate the contribution records of a member if audited
- It aids in avoiding non-deductible transactions as being recorded as charitable contributions
- When the envelope is completed properly and completely, the finance committee is able to provide you with accurate yearly contribution statements

When filling out your contribution envelope, you should print clearly your name and member number. If you do not have your member number, contact the church clerk or a member of the Finance Ministry. Designate the area of contribution for the record. All contributions to the church are tax deductible. Yearly contribution statements for tax purposes are usually available early in January of each year for members that utilize the contribution envelopes and their member number.

Baby Dedications

Baby Dedications will be held on 2nd Sundays during the 11:00am service only. Please contact the Church Clerk for the appropriate form and scheduling. A sample form is provided in the Appendix of this handbook.

Church Announcements

Members wishing to place notices on the bulletin board must clear the notices through the church office (Church Clerk) before placing on the bulletin board.

Announcements that are to be read during the morning worship service must be submitted to the Church Clerk by the Wednesday prior to the Sunday on which you want the announcement to be made.

Announcements to be printed in the Sunday morning bulletins should be submitted to the Church Clerk by the Wednesday prior to the Sunday on which you wish the announcement to be printed.

All announcement requests (verbal or printed) MUST be noted on the appropriate form. A sample form is provided in the Appendix of this Handbook. Additional forms can be obtained from the Church Clerk.

Church Publications

Any document, announcement, letter, invitation, advertisement or solicitation that is to be distributed or displayed outside of the Union Missionary Baptist Church MUST be on Church letterhead and therefore APPROVED by the church office.

If you are planning to announce an event externally, you must complete and submit a draft of the document to the Church Clerk. Any solicitations (such as requests for financial support or ads and patrons for programs) MUST be approved by the Pastor.

If your ministry wishes to send letters of invitations to sister churches for special events, a draft of the letter must be submitted to the church office, along with the date requested for distribution and recipient addresses.

It is extremely important that these policies on external publications be adhered to. Any document that is distributed externally with the name Union Missionary Baptist Church placed upon it is a reflection of all of us, and most importantly it is also a reflection of our Pastor. It is our goal to always represent ourselves and the Pastor in an Excellent manner!

Submitting proposals for new ideas/ministries

Innovative ideas for enhancing ministries, new programs or activities, and furthering the spiritual growth of the church are encouraged. Written proposals for establishing new programs shall be developed and submitted for review and approval by the Pastor and or his designee(s).

Proposals shall be written to include the following: (1) topic/idea, (2) purpose, (3) relevant background information, (4) description of the topic/idea, (5) timelines/dates, and (6) expected outcome(s). Ideas originating from current ministries should first be approved by the ministry chair, and then routed to the Pastor and/or his designee(s) through the church clerk. Ideas originating from individual church members, unrelated to any current ministry activity, should be submitted directly to the Pastor and/or his designee(s) through the church clerk.

Reporting Sick and Shut-In Members

Please contact the church clerk to inform the Pastor of any known sick or shut-in member.

Bereavement

The Pastor, church leaders, and the members of Union Missionary Baptist Church shall be sympathetic and sensitive to the needs of families in bereavement. Basic courtesies shall be extended to each family with our most sincere regard. We recommend services be planned in a manner that will console and preserve the dignity of the family.

Upon the death of a family member, please contact the church office. The church/ministerial staff will assist your family in preparing final arrangements and funeral services. It is requested that all bereavement services scheduled for Saturdays should start no earlier than 1:30p.m. Weekday funerals are requested to begin at 1:00pm. This is a guide only. We will certainly work with you on any exceptions to these times.

There will be no fee for Pastoral Services and use of building for funeral services for a member in good standing, nor for the immediate family member of a member in good standing. Immediate family is considered to be the spouse, children, and parents only.

The church will provide a meal for the repast for any member or immediate family of a member if desired. This meal will be served in the Fellowship Hall. The church will purchase the meat and all other food will be furnished by church members.

Event Scheduling Procedures

1. Any person desiring to schedule an event should complete the “Event Request Form” and the “Property Usage Form” available from the church office. Please consult the annual church calendar and the church clerk to avoid scheduling conflicts.
2. The Church Staff, Events Planning Ministry, or Trustee Ministry, will approve or disapprove the request.
3. The Church Staff will be responsible to enter the event on the church calendar.
4. The person scheduling event should familiarize themselves with the polices set forth in the **Use of Church Building, Grounds and Equipment** and the **Classroom/Fellowship Hall/Kitchen Usage Policy**.
5. The Events Request form should be completed at LEAST three weeks prior to your event.

Planning Your Wedding

Your wedding is a sacred occasion. It will be most meaningful to you and your families and friends when there is careful planning. The following statements will govern your plans for your wedding here at Union Missionary Baptist Church. We sincerely believe these policies to be the most suitable and practical for all concerned. There are no exceptions to these provisions. Please read them fully.

A. SETTING THE TIME OF YOUR WEDDING

Careful planning is necessary for all weddings. You will want to plan as much in advance as possible so that the use of church space can be arranged without conflict. The date of the wedding will be set after confirmation is obtained from the Pastor/officiating minister. At the initial consultation, the wedding application form is filled out and you will make arrangements for your counseling sessions with the Pastor.

It is extremely important that the exact time indicated for the rehearsals and wedding be observed. Care should be taken to have all members of the wedding party in their places at the time indicated.

B. YOUR WEDDING MUSIC

It is most important to keep in mind that church weddings are considered a worship service of the church; therefore, the wedding should be in line with the reverence that is observed upon entering the House of the Lord. The song list for your wedding must be indicated on the Wedding Application Form and approved by the Events Planning Ministry. The bride and groom must speak with the Church's Musical Director directly for his/her availability, fees, and the music to be used, if his/her services are desired. Please submit a copy of your wedding program to the Events Planning Ministry for review three weeks prior to your wedding. Please do not print the final copies of your wedding program until approval is obtained.

C. MINISTERS

The Ministers of Union Missionary Baptist Church will be in charge of all ceremonies. The Pastor should be consulted if there is a desire to have any other minister perform or participate in the ceremony PRIOR to contacting any guest minister.

D. PHOTOGRAPHERS

It is the responsibility of the bride and groom to instruct the photographer that no flash pictures are permissible in the sanctuary once the ceremony begins (pictures of the bride entering and leaving accepted). Pictures of the wedding party may be taken prior to or immediately following the ceremony. We will ask that all guests exit the sanctuary after the ceremony to allow for an efficient photography session. The family and the wedding party (those to be included in the photographs) will be allowed to remain in the sanctuary. If photographs with the Pastor are desired, we ask that these be taken first. A total of 45 minutes will be allowed for photography after the service, so we encourage you to take as many pictures as possible prior to the ceremony.

E. FEES

Please see fee schedule.

F. WEDDING APPLICATION FORM

The bride and groom are required to sign the Wedding Application Form to indicate their agreement to comply with the foregoing rules. Reservations for the Sanctuary and/or Fellowship Hall will be considered firm when (1) The Wedding Application Form has been completed and returned to the Event Planning Ministry (2) Dates have been confirmed and (3) When the deposits have been received, . A review of the Wedding policy with the Event Planning Ministry / Church Wedding Coordinator will be required.

G. DECORATING

If candles are used, they must be of the drip-less variety and must be in candelabras, which will catch and contain all drippings. The floor must be thoroughly protected. The reserving party will be held directly responsible for the cleaning of wax from all coverings and furniture in every case.

Microphone stands may be moved. Seasonal flowers, banners and decorations may be moved but must be replaced as found.

Absolutely no tacks, nails, pins, screws, or clamps may be used to secure any decoration. No tape, adhesive, tacks, nails, pins or screws are to be used on church pews, furnishings, windowsills, or walls. Adhesive putty must be used to secure items to the walls.

When facilities are used on Saturday night or Sunday afternoon, all decorations, flowers, palms, and other equipment shall be removed from the church building. It is the responsibility of the families involved, their florist, and caterers to leave the facilities clean and in the condition in which they found it.

Air conditioning/heating will be turned on only at a reasonable time before any scheduled event. Florists should note this and not bring flowers too early.

All decorations and flowers must be removed immediately after the wedding ceremony so the church can be cleaned by the custodian and returned to normal worship arrangement. The church cannot be responsible for any decorations/belongings left after the ceremony. Any sanctuary furnishings to be moved must be returned to their original location. A damage fee will be assessed if items are not found in their original condition. The piano and organ are NOT to be moved.

Florists and their employees must refrain from the use of irreverent language and discourteous actions.

H. CATERERS

If the fellowship hall is reserved for the rehearsal dinner or reception, outside caterers can be used to provide food services. The rules stated in the fellowship hall usage policy must be adhered to.

I. REHEARSALS

The wedding rehearsal is customarily held the evening before the wedding. The wedding rehearsal should last no more than two hours. We suggest a start time of 6pm. Please let us know if you desire a different start time. The rehearsal should begin promptly at the scheduled time. It is an integral part of the wedding preparation. All members of the wedding party should be present. No food or drink is allowed in the Sanctuary. Children must be supervised by an adult at all times. Please see the fee schedule if you wish to reserve the fellowship hall for the rehearsal dinner. An additional ninety minutes will be allowed for the rehearsal dinner if the fellowship hall is reserved.

J. DRESSING ROOM FACILITIES

Rooms are available for dressing before and after the ceremony. We request that they are left in the order in which they have been found. Please remove all belongings prior to your departure. All personal belongings, valuables, wedding items, etc. should be kept personally secured by each individual. The church cannot be liable for personal property unattended or unsecured and will not be liable for items lost, stolen, or damaged. The Events Planning Ministry will discuss details for dressing room availability with you. We will customarily assign Classrooms 1 and 2 for the women in the wedding party and Classrooms 3 and 4 for the men. The bride will be allowed to use the office on the third floor.

K. MARRIAGE LICENSE

The marriage license should be given to the Pastor or Church Clerk at least TWO WEEKS prior to the wedding. The marriage license will be completed and mailed to the county Probate Office after the wedding ceremony.

L. ACCESS TO THE CHURCH

You will indicate the time that you will require entry to the building on the Wedding Application Form. The time indicated will be the time that the Church Sexton will provide access to the building. Schedule permitting, the sanctuary may be available the entire day of the wedding for decorating, or this may be done before or after the rehearsal on the night prior to the wedding. It is important that you indicate the times when access is needed on the Wedding Application Form.

M. FELLOWSHIP HALL

The fellowship hall may be available for your reception. Please inform the Events Planning Ministry if you would like to reserve the fellowship hall for your reception. Please see the fee schedule for associated costs.

N. EVENTS PLANNING MINISTRY ASSISTANCE

A representative from the Events Planning Ministry will be available to assist with the logistics pertaining to your wedding ceremony or reception set up on the day of your event. Complete coordinator/directorial services are also available upon request for an additional fee. Please discuss your needs during your initial consultation with the church clerk, who will provide you with a list of available coordinators.

O. MISCELLANEOUS

In concurrence with the DeKalb County ordinance, smoking is prohibited within the building and within 25 feet of the entrances. No alcoholic beverages may be served on Church property. No illegal or illicit drugs of any kind will be tolerated. No types of rice, birdseed, confetti, etc., may be used inside any church buildings due to the hazards involved.

FEE Schedule

1. No fees shall be charged for any church related ministry for the use of the facilities or equipment.
2. No fees shall be charged for denominational meetings.
3. Fees for individuals that are planning events that are non-church related will be according to the following schedules.
4. The Member fee schedule will apply to members in good standing (see Appendix “What Constitutes a Member in Good Standing”) and immediate family members only. Immediate family is considered to be the spouse, children, and parents only.
5. Fees will be waived for showers of persons who have suffered a loss due to a fire or other disasters. However, the facility must be cleaned by the individuals or groups involved.
6. Church policy does not allow the use of the church sanctuary for non-church related meetings unless approved by the Church Staff, Events Planning Ministry, or the Pastor.
7. A deposit of 20% of the rental fee must be made to reserve space for your event. The balance of the rental fee will be due three (3) weeks prior to the date of your event. The full rental fee will be required at the time of reservation for events scheduled less than three weeks out.
8. All fees should be made payable to Union Missionary Baptist Church with the exception of the Ministerial Honorarium, which should be made payable to the officiating minister. The Church Clerk will accept all payments for facility usage. Please give payment for the Ministerial Honorarium to the Event Planning Ministry representative prior to the day of your event, preferably on the night of your rehearsal. A \$25.00 fee will be assessed for each returned check
9. All cancellations must be received in writing (submit to Church Office) by no later than two (2) weeks prior to the event date in order to receive an 85% refund of the deposit. No refund of deposits will be given for cancellations received less than fourteen (14) days prior to the event date.

Member Fee Schedule

WEDDINGS

Ministerial honorarium:	There is no specific charge to <u>Members</u> for the services provided by your Pastor. Please use your discretion to show your gratitude for the time and services rendered.
Use of Sanctuary Only:	No fee (For Rehearsal and Wedding Ceremony)
Use of Fellowship Hall:	
For Wedding Reception	\$300.00 (fee includes cleaning)
For Rehearsal Dinner	\$150.00 (fee includes cleaning)

PRE-MARITAL COUNSELING (3 sessions)

Required for all couples **No fee**

FUNERALS

Ministerial honorarium:	There is no specific charge to <u>Members</u> for the services provided by your Pastor. Please use your discretion to show your gratitude for the time and services rendered.
Use of Sanctuary:	No fee
Use of Fellowship Hall:	
For Repast	No fee

MISCELLANEOUS EVENTS

Fellowship Hall only: 500.00

LATE START FEES

If your wedding ceremony starts more than 30 minutes late there will be an additional fee of \$50.00.

If your wedding rehearsal exceeds 2 hours an additional \$50.00 will be charged.

If your wedding rehearsal dinner exceeds 90 minutes an additional \$50.00 will be charged. This does not include setup and clean up time.

Non Member Fee Schedule

WEDDINGS

Ministerial honorarium:	\$200.00	
Sanctuary Only:	\$500.00	(For Rehearsal and Wedding Ceremony)
Fellowship Hall Only:		
For Wedding Reception:	\$750.00	(fee includes cleaning)
For Rehearsal Dinner:	\$300.00	(fee includes cleaning)
Both Sanctuary & Fellowship Hall for for reception:	\$1150.00	(fee includes cleaning)

PRE-MARITAL COUNSELING (3 sessions)

Required for all couples	\$400.00
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FUNERALS

Pastoral Service	\$150.00
Use of Sanctuary:	\$500.00
Fellowship Hall only (Repast)	\$500.00
Both Sanctuary & Fellowship Hall (for Repast)*	\$750.00

MISCELLANEOUS EVENTS

Fellowship Hall only:	\$950.00
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LATE START FEES

If your wedding ceremony starts more than 30 minutes late there will be an additional fee of \$50.00.

If your wedding rehearsal exceeds 2 hours an additional \$50.00 will be charged.

If your wedding rehearsal dinner exceeds 90 minutes an additional \$50.00 will be charged. This does not include setup and clean up time.

**The church will not furnish food for the repast for non-members.

CHURCH POLICIES

Financial Policy for Ministries' Expenditures

The Finance Ministry will provide church ministries with the necessary instructions and budget forms to itemize their need for church funds each year. The ministry leaders shall carefully consider their plans for the upcoming year and itemize all costs associated with the activities planned by the ministry. Each ministry will be expected to manage their activities according to the yearly budget allocated by the finance and trustee ministries.

Requests for Funds in advance of planned events should be made at least two weeks prior to the event by completing and submitting the Request for Funds form to the Finance Committee. All requests for reimbursements must be made by completing the Request for Reimbursement form and have a receipt attached. Sample forms are included in the Appendix of this handbook and available in the Church Office.

It is the responsibility of the ministry lead to track their ministry expenditures to ensure that the yearly budget has not been exceeded. Requests for funds or reimbursements that exceed the ministry's budget will be approved only at the discretion of the Finance Ministry, Trustee Ministry, or Pastor.

Benevolence/Financial Assistance Policy

Each member is encouraged to give freely to the benevolent giving opportunities to help in assisting those in need.

Any member in need of assistance from the benevolent fund should contact the chairperson of the Mission Ministry. Please see the Church Clerk for the name of this person.

The need for financial assistance will be assessed and upon approval funds will be disbursed by the Finance Ministry. Checks will be issued to vendors, service providers, and institutions but not directly to any individual. Our assistance is limited to:

- Church members
- Local community citizens in distress
- Emergency transient assistance

Assistance is limited to twice per year for any non-member family

Scholarship

The Union Missionary Baptist Church Scholarship Committee is committed to providing financial support to eligible high school graduates who continue their education at an institution of higher learning at the undergraduate level. Undergraduate students attending a four-year college or university on a full time basis will receive 100% of the amount determined by the committee each year in attendance. Students attending technical school, two-year community colleges or junior colleges will receive 50% of the amount determined by the committee each year in attendance, if class load is less than twelve hours. Please see the Church Clerk for the names of the scholarship committee members to obtain from them the details about eligibility and the scholarship application form.

Church Building, Grounds and Equipment Usage Policy

General Policies

1. The facilities of the church are to be used primarily for the ministry of the church; however, they may be made available to other Christian groups, individuals, and character building organizations that honor the Lord.
2. The Church property shall not be used for political or commercial purposes. (Commercial purposes involve the sale of goods or services that are not an extension of the ministry of the church. Any use of the property that requires clarification will be referred to the Trustee Ministry for a decision.) No illegal activity will be permitted on church grounds.
3. All requests for use of building, grounds, and equipment must be made through the Church Office and the Events Planning Ministry, which will coordinate with appropriate staff and/or ministries before approving the requests.
4. Confirmation on non-church related events, other than weddings will not be possible until six-weeks prior to the scheduled activities. The "Event Request Form" must be completed for all events. A sample of the Events Request Form is included in the appendix of this handbook and is available in the Church Office.
5. A fee will be charged for functions not related to the ministry of the church to help defray the expenses incurred in the use of the building. Please see the fee schedule included in this handbook or obtain one from the Church Office or Events Planning Ministry.
6. Requests for the use of the church facility and grounds must have the approval of the Church Staff, Event Planning Ministry, or the Pastor.
7. The Church Sexton will be responsible for opening the Church building for those persons or groups that plan special events. The Sexton will have the building open at the designated time and heat or cool the areas of the building to be used. He/She will instruct the requestor on how to arm the Security System upon exit. The Sexton will also supervise all efforts related to the upkeep of the church property.
8. In concurrence with the DeKalb County ordinance, smoking is prohibited in the facility and within 25 feet of the entrances. Food and drinks are **prohibited** in the sanctuary. NOTE: Ministry Chairpersons, teachers, and directors should use discretion when serving beverages and food in the classrooms.
9. Signs, posters, pictures, and other items that need to be displayed must be attached to the bulletin board and be approved by the Church Office in advance. Absolutely no tacks, nails, pins, screws, or clamps may be used to secure items to the walls. No tape, adhesive, tacks, nails, pins, or screws are to be used on church pews, furnishings, windowsills, or walls. Adhesive putty must be used to secure items to the walls.

Classroom/Fellowship Hall/Kitchen Usage Policy

The Church has provided the facility and furnishings for your enjoyment. Since there will be many groups using this area, please abide by the following guidelines. Our major concern is cleanliness and safety. Furnishings and equipment are church property and not to be taken outside the facility. Decorations should be limited to tables and shelves. Absolutely no tacks, nails, pins, screws, or clamps may be used to secure items to walls. Adhesive putty must be used to secure items to the walls.

1. **Schedule** use of the Fellowship Hall/Kitchen with the Events Planning Ministry by completing the "Event Request Form." Provide date, time, group, point of contact, & phone number.

2. **Event Sponsor/Ministry is responsible for:**

-**Setup** of tables, chairs, and equipment. Please do not use unfamiliar kitchen equipment without prior instructions. Please see the Church Sexton or Events Planning Ministry for orientation on kitchen appliance operation PRIOR to your event.

-**Cleanup** (cleaning supplies in kitchen)

-Thoroughly clean kitchen area/stoves/countertops/etc.

-Sweep and mop the Fellowship Hall/kitchen areas.

-All garbage is to be taken outside.

-No leftover food or drink items to be stored in refrigerator or freezer. Throw items out or take them home. Don't let them accumulate.

-Ministry items need to be marked with your ministry's name.

-**Return** tables, chairs, and equipment to the locations that they came from. Return extra tables & chairs to classrooms, as appropriate.

-**Inspection** of the area by a responsible group member.

-**Lockup** all of the doors in Fellowship Hall/kitchen. Lock and check all outside building doors. Ensure the entire church is secure and that the alarm system is armed.

For Weddings, Funerals, and miscellaneous events that are not ministry related, the sponsoring party will NOT be responsible for Cleanup. Cleaning Fees have been incorporated into the usage fees. See Fee Schedule for more details.

Van Usage Policy

1. Use of the church vehicle shall be coordinated through the Trustee Ministry. To qualify as a church authorized trip, it must be on the church calendar one week in advance or authorized by the Trustee Ministry or Pastor.
2. Gas and oil (if needed) is the responsibility of the Trustee Ministry.
3. The Trustee Ministry shall coordinate the use of the church vehicle for individuals needing transportation to any church service.
4. Church policy does not permit the use of church vehicle by non-church groups or individuals.
5. The Trustee Ministry shall be responsible for maintaining a first-aid kit and fire extinguisher in the church vehicle.
6. The only persons permitted to drive the van are those who are covered on the Church's insurance policy. Please contact the Trustee Ministry for a list of approved drivers.
7. All passengers must observe the following:
 1. Wear safety belts when vehicle is moving. Infant car seats will be necessary for those needing them.
 2. No food or drinks permitted inside vehicle.
 3. No use of tobacco or drugs on church vehicle.
 4. No use of profanity will be tolerated.

COUNSELING SERVICES

Marriage Counseling

It is the policy of your Pastor that all couples who intend to be married at Union will go through Pre-Marital Counseling. The sessions will be held at the church. There will be a minimum of three (3) sessions required. This will apply to both members and non-members. Please see fee schedule for pre-marital counseling fees.

Pastoral Counseling

As your Pastor, I will depend upon you to notify us (the UMBC Ministerial Staff) regarding any trouble, sorrow, need, sickness or any other adversity you and your family might face. Please don't assume that your church knows. We want to share in your happiness, joy, and life celebrations, and we need you to notify us in order that your church family might share with you. Pastoral counseling sessions can be arranged by contacting the Church Clerk @ 770.482.7088.

Appendix

BABY DEDICATION FORM

Please note that Baby Dedications are held on 2nd Sundays during the 11:00am Service ONLY.

**Please PRINT and fill in all information below.
The information is needed for certificates to be printed appropriately.**

Date requested for Baby Dedication: _____

Full Name of Child: _____

Mother's Name: _____

Father's Name: _____

God-Parents Name: _____

Requests MUST be submitted to the Church Clerk by THE WEDNESDAY prior to the requested date of the Baby Dedication!

ANNOUNCEMENT REQUEST FORM

Date to be announced: _____

Announcement should be printed/posted until: (date) _____

Event: _____

Date of event: _____

Place of event: _____

Sponsored by: _____

Additional Information: *Please provide complete and accurate information.*

Please Check one or more:

- Print in weekly Bulletin
- Place on Bulletin Board
- Please announce during the morning worship service
- Post on the announcements page on www.unionmissionarybaptist.org

Requestor's name: _____

Ministry: _____

Phone: _____

Email: _____

Announcements **MUST** be submitted to the Church Clerk by THE WEDNESDAY prior to the requested date of the announcement!

Directions for filling out an Events Request Form

Plan Ahead!

Please submit your Events Request Form at least THREE weeks prior to your event.

1. Check this box if you have drawn or attached a set-up diagram on the back of the Events Request Form.
2. The start and end date of your event (e.g. June 8, 2004). If the event is one day enter same date for start and end.
3. The day of the week your event is on (Monday).
4. Write the time you would like your event set up by here (e.g. your event starts at 9:00am and you need to have the room set up by 8:30am).
5. Write your event start time here, please remember to note a.m. or p.m. (e.g. 9:00a.m.).
6. Write the time you plan to end your event, please remember to note a.m. or p.m. (e.g. 7:00p.m.).
7. Write the name of the room / space that you want to hold your event in. (e.g. Classroom A or Fellowship Hall). The Event Planning Ministry can assist with information regarding room capacities and seating options.
8. If you indicated you would like to hold your event outside, you must provide a rain location alternative. If a rain location is not requested, the Events office will assume that your event will be canceled in the event of rain.
9. Write the name of your event here (e.g. Walker Wedding). Remember that this name will be displayed on the Church Calendar, website, etc.
10. Write the type of event you are having here (e.g. class, meeting etc.)
11. Check this box if you do not want your event to be displayed on the Church website.
12. Write your expected attendance (e.g. 100), if you do not have an actual count, please estimate and add the number here.
13. Write the ministry responsible for the event here (e.g. Usher Ministry).
14. Write the name of the primary person organizing the event here.
15. - 16. Write the main phone number and alternate number of person organizing event.
17. Write the name of an alternate contact for your event. (Please ensure that the alternate person knows that he or she is listed as an alternate.)
18. – 19. Write the main phone number & alternate number of the alternate contact responsible here.
20. Write the type of set-up you would like here (e.g. auditorium style).
21. – 24. Write the total number of chairs, tables, and platforms you will need here.
25. Will you need a piano?
26. – 28. Write the number of easels, lecterns, and dry erase boards you will need here.

29. Write the number of recycling bins and the product (e.g. plastic), which will be recycled.
30. Write the total number of trash cans you will need here.
31. – 35. Write the number of podiums with microphone, lavalier, handheld, tabletop, or floor stand microphones you will need.
36. Write the number of CD/cassette players you will need.
37. Use this space if you have any other audio needs.
38. – 40. Write the number of TVs, VCRs, DVD players you will need.
41. – 43. Write the number of data displays (power point), overhead projectors, or slide projectors you will need.
44. Write the number of screens you will need.
45. Use this space if you have any other media services needs.
46. Check this box if you will need the Kitchen Ministry's help for your event. Please note that you will need to call the Kitchen Ministry once your date has been confirmed for your Food, Beverage and Tablecloth needs. The Church Clerk does not order these items for you.
47. Check this box if you will need Security Services for your event. Please note the type of service you will need from Security Services. If you expect a high volume of guests please note that on the form.
48. Use this space if you have any special needs or additional setup notes.
49. Check this box to indicate whether or not your request was submitted less than 10 business days prior to start date of the event.
50. Please provide an explanation if your request is made less than 3 weeks prior to start date of the event.

EVENTS REQUEST FORM

Submit form to Church Office or email to secretary@unionmissionarybaptist.org

If you have a special setup requirement please check the box below and draw your setup on the back of this form
Setup diagram on back <input type="checkbox"/>

Event start date _____ End date (end date/day) _____ Day of Week _____

Setup Time _____ Event Start Time _____ Event End Time _____ AM / PM (circle)

Room/Space Requested: _____ Rain Location: _____
(outdoor events must have rain location)

Event Name: _____ Event Type: _____

Confirm Private? _____ (If yes, event will not be displayed on Internet) Attendance: _____

Ministry Responsible: _____

Person Responsible: _____ Phone: _____ Cell phone: _____

Alternate Person Responsible: _____ Phone: _____ Cell phone: _____

Events Services	Media Services														
<p style="text-align:center;">USE THIS GUIDE: Definitions for setup type:</p> <p>See Diagram: Special setup with diagram on back</p>	<table style="width:100%; border:none;"> <tr> <td style="border:none;"><u>Number Needed</u></td> <td style="border:none;"><u>Number Needed</u></td> </tr> <tr> <td style="border:none;">_____ TV</td> <td style="border:none;">_____ LCD projector</td> </tr> <tr> <td style="border:none;">_____ VCR</td> <td style="border:none;">_____ Overhead projector</td> </tr> <tr> <td style="border:none;">_____ DVD</td> <td style="border:none;">_____ Slide projector</td> </tr> <tr> <td style="border:none;">Videotape event _____</td> <td style="border:none;">_____ Screen</td> </tr> <tr> <td colspan="2" style="border:none;">Other: _____</td> </tr> </table>	<u>Number Needed</u>	<u>Number Needed</u>	_____ TV	_____ LCD projector	_____ VCR	_____ Overhead projector	_____ DVD	_____ Slide projector	Videotape event _____	_____ Screen	Other: _____			
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Number Needed	Number Needed														
Setup Type _____	_____ Easels														
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_____ Platforms	_____ Trash cans														
_____ Piano															
<p style="text-align:center;">Audio Equipment</p> <table style="width:100%; border:none;"> <tr> <td style="border:none;">Number Needed</td> <td style="border:none;">Number Needed</td> </tr> <tr> <td style="border:none;">_____ Podium w/ mic</td> <td style="border:none;">_____ Cassette Player</td> </tr> <tr> <td style="border:none;">_____ Lavalier mic</td> <td style="border:none;">_____ CD Player</td> </tr> <tr> <td style="border:none;">_____ Handheld mic</td> <td style="border:none;">Other: _____</td> </tr> <tr> <td style="border:none;">_____ Tabletop mic</td> <td></td> </tr> <tr> <td style="border:none;">_____ Floor stand mic</td> <td></td> </tr> </table>	Number Needed	Number Needed	_____ Podium w/ mic	_____ Cassette Player	_____ Lavalier mic	_____ CD Player	_____ Handheld mic	Other: _____	_____ Tabletop mic		_____ Floor stand mic		<p style="text-align:center;"><input type="checkbox"/> Security Services Requested</p> <p>Please select the services needed from the list below. Check all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building open request <input type="checkbox"/> Unlock requested room <input type="checkbox"/> High volume of guests expected <input type="checkbox"/> Reserve parking spaces <input type="checkbox"/> Traffic control needed 		
Number Needed	Number Needed														
_____ Podium w/ mic	_____ Cassette Player														
_____ Lavalier mic	_____ CD Player														
_____ Handheld mic	Other: _____														
_____ Tabletop mic															
_____ Floor stand mic															
<p style="text-align:center;">Other special needs or messages</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>															

Is this request submitted less than three weeks prior to start of the event? yes no If yes, please provide explanation below

EVENTS REQUEST FORM (con't)

Signature (s) required:

Event Planning Ministry _____ Date: _____

Church Clerk _____ Date: _____

Pastor _____ Date: _____

To guarantee your rental, a 20% deposit is due immediately upon signing of this document. The balance of your grand total must be received three (3) weeks prior to the day of your event. If the date of the event is within three (3) weeks of the date this form is signed, the full balance will be due at the time of signing. Please make your check payable to Union Missionary Baptist Church. All fees for ministerial services should be made payable to the officiating minister. Cash is not accepted.

All cancellations must be received in writing by the Church Clerk by no later than two (2) weeks prior to your event date in order to receive an 85% refund of the deposit. Events cancelled less than fourteen (14) days prior to event will forfeit entire deposit.

Loss and Damage. Customer will bear the entire responsibility and liability to Union Missionary Baptist Church for the actual cost to repair or replace any equipment which is damaged while in the customer's possession due to failure to exercise due care in the use of the equipment by the customer, its agents, or employees acting within the scope of their employment. Customer shall indemnify and hold Union Missionary Baptist Church harmless from any and all claims, liabilities, losses, costs and expenses arising from the negligent or malicious use of the equipment by customer, its agents, or employees acting within the scope of their employment.

I have read the above reservation contract and agree to the terms and conditions.

Signature & Ministry Name (if applicable)

Date

Please sign and return this document to the Church Office.

PROPERTY USE AGREEMENT

By signing below, I agree to the following terms and conditions regarding the use of the facilities of Union Missionary Baptist Church.

I agree that I am responsible for confirming with the Church Clerk that my event has been placed on the church calendar.

I agree that I am responsible for cleaning up after using the church facility.

This includes disposal of garbage and putting garbage liners back in the trash cans, tables and chairs wiped clean and put back as found, floor swept/vacuumed, grounds left in the condition in which they were found, and all restrooms checked to be sure no toilets are left un-flushed.

If usage fees have been paid, (for a wedding or funeral, for instance) cleaning fees are included and I am not responsible for the cleaning items referred to in the above paragraph.

I agree to be responsible for any damage to the church facility and contents during my use of it.

I agree that no alcohol, drugs, or tobacco products will be used in the church facility or on church property during my event.

This _____ day of _____, 20____.

Event Sponsor & Ministry Name (if applicable)

Church Staff

WEDDING INFORMATION FORM

THE WEDDING DATE IS NOT CONFIRMED ON THE CHURCH CALENDAR UNTIL THIS FORM AND THE DEPOSIT IS RECEIVED AND THE DATE HAS BEEN CONFIRMED WITH THE PASTOR.

If the wedding date is cancelled prior to 2 weeks of the requested date 85% of the deposit will be returned. Deposits will be forfeited for cancellations less than 2 weeks prior to the date.

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Rehearsal Dinner Date (if required) _____ Time _____

Facilities requested: _____ Sanctuary (wedding)
 _____ Dressing Rooms (wedding)
 _____ Fellowship Hall (reception)
 _____ Fellowship Hall (rehearsal dinner)

Name of Bride _____

Member of what church, if not Union? _____

Address _____

City/State/Zip _____

Home Phone _____ Alternate phone _____

Parent(s) _____

Name of Groom _____

Member of what church, if not Union? _____

Address _____

City/State/Zip _____

Home Phone _____ Alternate phone _____

Parent(s) _____

Wedding Party

Number of Bridesmaids _____ Number of Groomsmen _____

Host/Hostesses/Ushers _____ Flower Girl(s) _____ Ring Bearer(s) _____

Single Ring or Double Ring

Holy Communion Yes No

Unity Candle Yes No

WEDDING INFORMATION FORM (con't)

Song List (include name of songs and artist)

Event Planning Ministry Services Requested? Yes No

If no, please list the name of your wedding Coordinator _____

Florist's Name _____

Photographer's Name _____

Videographer's Name _____

Musician's Name _____

Caterer's Name _____

(only if the Fellowship Hall will be used for the Rehearsal and/or reception)

Please contact the Church Office at (770) 482-7088, should you have any questions or concerns. I have read the Union Missionary Baptist Church "Planning Your Wedding" Policies and agree to follow the policies and procedures set forth to ensure a memorable event.

Signature (s)

Date

EVENTS PLANNING MINISTRY USE ONLY

Wedding Date Confirmed Yes No

Counseling Scheduled Yes No

Deposit Received Yes No Date _____

Balance Received Yes No Date _____

Wedding Program Submitted Yes No

Marriage License Submitted Yes No

FUNDS REQUEST FORM

THIS FORM IS TO BE USED TO OBTAIN APPROVAL AND FUNDS **BEFORE** MAKING PURCHASES THAT THE CHURCH WILL BE FINANCIALLY RESPONSIBLE FOR.

PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS IN ADVANCE TO ALLOW TIME FOR CHECKS TO BE PROCESSED.

Ministry Requesting Funds: _____

Responsible Member: _____

Amount Requested: _____

Vendor Name and Address: _____

Explanation for use of Funds:

Authorized by: _____
Ministry Chairperson

Authorized by: _____
Finance Ministry

<u>For Finance Ministry Use Only</u>	
Finance Officer Approval: _____	Date: _____
Chart of Accounts Number: _____	
Date Funds Disbursed: _____	

FUNDS REIMBURSEMENT FORM

THIS FORM IS TO BE USED TO RECEIVE PERSONAL REIMBURSEMENT FOR PURCHASES MADE ON BEHALF OF MINISTRIES THAT THE CHURCH IS FINANCIALLY RESPONSIBLE FOR.

FORM MUST BE ACCOMPANIED BY A RECEIPT, WHICH SHOWS THE ITEMS PURCHASED AND THE AMOUNT REQUESTED FOR REIMBURSEMENT.

Ministry Requesting Funds: _____

Responsible Member: _____

Amount Requested: _____

Reimbursement Check Made Payable To:

Explanation for use of Funds:

Authorized by: _____
Ministry Chairperson

Authorized by: _____
Finance Ministry

<u>For Finance Ministry Use Only</u>	
Finance Officer Approval: _____	Date: _____
Chart of Accounts Number: _____	
Date Funds Disbursed: _____	

What Constitutes a Member in Good Standing?

A Member in good standing should be working toward the following goals:

- ✓ Enter into covenant with the believers as one body in Christ
- ✓ Tithe ten percent of earnings as commanded by God's Holy Word
- ✓ Support the Church in Worship, ordinances, discipline, doctrine, and regular attendance
- ✓ To walk in brotherly love and fellowship with the Pastor and Church Members
- ✓ To study diligently the Word of God which promotes spiritual growth
- ✓ To cultivate Christian courtesy, abstaining from idle gossip while being always ready for reconciliation

STANDARD OPERATIONAL PROCEDURES HANDBOOK
FEEDBACK

Those who have contributed to the policies and procedures in this handbook have prayerfully considered many aspects of our church, its members, and operation.

It is our goal to abide by the admonition in God’s Word to do everything “decently and in order.” That is the sole purpose of this handbook as we pursue EXCELLENCE in all that we do at Union Missionary Baptist Church.

Please use this form to submit any feedback that you may have pertaining to the contents of this handbook. We realize that the cultivation of these policies and procedures will be a work-in-progress and we are eager to learn from you, our members, if there are any areas that have been omitted or overlooked. If there is any question in your mind about anything related to how your church operates, please let us know!

Please return your form to the Trustee Ministry mailbox in the Church Office.

Thank You!
