

Mt. Zion Missionary Baptist Church Ministries, Inc.

Policies and Procedures

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Policies and Procedures
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Policies & Procedures

Baby Dedication

Responsibility: Pastor/Secretary

Policy:

Dedication services are done on the third or fourth Sundays, at the 11:00 a.m. service. Exceptions must be approved in advance.

Procedure:

1. The parent should call the church office and schedule the dedication service with the secretary.
2. The following information will need to be provided at the time of scheduling: Membership status, child's full name and birth date, father and mother's names. In addition, siblings, grandparents and godparents' names should be provided if they will be present at the dedication.
3. The secretary will inform the Pastor and the appropriate Deacon/Elder of the scheduled date.
4. The secretary will schedule the parent(s) for a meeting with the Pastor prior to the dedication to discuss the significance of the baby dedication.
5. The appropriate dedication service reading will be prepared for the bulletin and the dedication certificate will be prepared based on the information given in #2 above.
6. Parents, Godparents, family & friends of the child being dedicated should be present at the start of service to ensure that their Deacon/Elder is aware of their presence.
7. At a specified time, the Pastor will announce the dedication service and instruct the family to come forward. Upon completion of the service, the parents will be presented with the child's certificate.

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Baptism

Responsibility: Deacon/Secretary

Policy:

Candidate must have already accepted and confessed Jesus Christ as personal Lord and Savior.

Candidate for baptism must have come forward during the church service invitation to discipleship or upon speaking with a counselor about salvation.

Candidate should have knowledge of the meaning and purpose of Baptism.

Baptism is held on the fourth Sunday of each month following the 8:00 a.m. service.

Procedure:

1. A person comes forward as a candidate for Baptism as outlined in the Membership Policy.
2. Candidate will receive a letter in the mail from the secretary about the scheduled date of baptism. The letter will contain an instruction sheet reviewing the preparation, dress and Procedure that all candidates are to follow.
3. The candidate will also receive a telephone call from the secretary during the week prior to the Baptism Sunday.
4. Secretary will send an email to the Leadership confirming Baptism candidates.
5. Candidates are to arrive at church by early morning already dressed in their baptismal attire. The Deacons should also arrive at church by early morning to greet the candidate(s) and introduce themselves, know who is present for the service and show them where to put their change of clothes, where to be seated, etc.
6. Deacons must complete the Baptism sheet within the logbook located in the Ministerial office.
7. Baptism certificates will be prepared by the secretary and placed in the Deacons mailbox. Deacons must give the certificates to the candidates.

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Check Request

Responsibility: Ministry/Elder/Financial Secretary

Policy:

The check request policy has been established to disburse and track funds to the Ministries. If the Elder responsible for a Ministry is not available to approve a check request, the request can be submitted to another Elder or the Church Administrator for approval. Ministries must plan in advance and submit check requests in a timely manner to avoid delays in receiving funds. The Financial Secretary will contact the requester and/or Elder when the check is ready to be issued.

Procedure:

1. A Check Request Form must be submitted by the requester to the Elder for approval. The form can be picked up from the church office.
2. The approved form must be submitted by the requester or the Elder to the Financial Secretary in a timely manner.
3. The Financial Secretary will notify the requester and/or Elder when the check is ready to be issued. Checks may be either picked up from the church office or mailed to the requester.
4. In the event the Financial Secretary deems that a check should not be issued, she will notify the requester and/or the Elder immediately to discuss and resolve the matter.

Mt. Zion Baptist Church Check Request Form

Revised 9/16/2002

Date: _____

Requester Name: _____ Phone Number: _____

Ministry: _____ Budget Account #: _____
(Office Use Only)

Amount Requested: _____ Date needed: _____

Check Payable To: _____
(Required)

Address: _____ City/State/Zip: _____

Phone: _____

Reason for Expenditure: _____

Requester Printed Name Requester Signature

Elder Printed Name Elder Signature

Office Use Only

Date Approved Form Received: _____

Date Requester Notified: _____

Date Check Released: _____

Request Denied (Reason): _____

Additional Action Required: _____

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Church Van Usage

Responsibility: Ministry/Secretary/Deacon

Policy

The Church vans are to be used exclusively for Church Ministry activities. The vans must be reserved and approved for use well in advance of the planned activity. To protect the church against potential liability claims, persons under the age of 18 must have a permission agreement signed prior to being transported
(NO EXCEPTIONS WILL BE MADE).

The vans must be returned with a full tank of gas and in clean condition. The driver is responsible for reporting any problems with the vans.

Procedure:

1. The following (2) forms must be completed prior to departure:
 - A) Van Request Form
 - B) Permission Agreement (For Persons Under 18 years of age)
2. After required forms have been received, the Church Secretary will notify the Deacon over the Transportation Ministry.
3. The responsible driver must report any problems with the van to the Church Secretary, who will inform the Deacon over the Transportation Ministry.
4. The keys must be returned immediately after use of the van to the Church Secretary.

Mt. Zion Van Request Form

Today's Date: _____

Person responsible for the van: _____

Work phone #: _____ Home phone #: _____ Mobile #: _____

Date of trip: _____

Destination (Including city and state): _____

Ministry Name: _____

Purpose of trip: _____

Other Driver(s):

Name: _____ Name: _____

OFFICE USE ONLY

Light Blue Van

Dark Blue Van

Key Number: _____

Issued By: _____

Issue Date: _____

Returned By: _____

Return Date: _____

Problems with van: _____

Mt. Zion Permission Form

(If under 18 years of age, parent or guardian must sign)

Permission Agreement

(Must be completed if person is under 18 years of age)

I hereby give permission for my child, _____ (name), to accompany Mt. Zion Missionary Baptist Church on a trip to _____ on _____ (date).

I hereby certify that my child is physically able to engage in and participate in the activities planned. I hereby grant to the leaders accompanying the group the right to order necessary emergency medical care in case of accident or injury to my child.

Signature of Parent or Guardian

Date

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Floral

Responsibility: Secretary/Pastor

Policy:

The purpose of sending flowers/plants to the members of our church family is to uplift their spirits in times of illness or loss of loved ones. Flowers/plants are just one of the many ways of letting our members know that we care. Flowers/plants carry a message to our members that we are with them in thought and prayer even when we can't be physically present.

Procedure:

1. Members should inform their Deacon and/or church office of any illness or death of immediate family members (i.e. - spouse, children, mother, father, siblings).
2. The church office will send an email to the Leadership upon receipt of information of an illness or death. If the Leadership has received notification of an illness or death, the church office should be contacted and provided this information.
3. The church secretary will send a flower/plant to the church member.
4. The Pastor will keep the congregation informed concerning members or immediate family members' illness or deaths. The Secretary will update the church bulletin on family members' illness or death.

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Fundraisers

Responsibility: Elders/Members

Policy:

Fund raisers are allowed at Mt. Zion Missionary Baptist Church. All fund raisers should be in align with the Church Mission. It is preferred that fund raisers be sponsored by a ministry rather than an individual member; however, if an individual member is compelled to sponsor one, it will be reviewed. A detailed plan of the fund raiser should be developed by the ministry and submitted for review at least one month before the event would occur. The Elders will review all fund raisers for approval.

Ministries should use the following questions when formulating plans for their fund raiser:

1. Does the fund raiser divert from the church's mission, or does it focus on the church's mission? The fund raiser should help the church reach its mission.
2. Is the fund raiser a time of good fellowship among the people of the church, or is it drudgery? Some fund raisers start out as wonderful fellowship opportunity, but gradually become drudgery. If this is the case, we should not be doing it.
3. Does your fund raiser promote the involvement of new members in its activity? This can be a great opportunity to integrate new members in your ministry.
4. Does the fund raiser acquaint outsiders with the ministry and mission of the church? Your fund raiser can be a great opportunity to invite participation from others in the community.

Procedure:

- 1) Members are to submit a detail plan of the fundraiser to their Leadership contact.
- 2) The Leadership Contact will review the plan and if it has merit submit to the Elders.
- 3) The Elders must receive the plan by the 1st Thursday of each month, with at least one month lead-time before the fundraiser.
- 4) Elders will then approve or deny fund raiser and get back to Leadership contact on the decision.

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Funerals (Non-Members)

Responsibility: Pastor/Ministers/Secretary

Policy:

The Mt. Zion church facilities and clergy will be made available for funerals of non-members subject to the approval of the Pastor. All requests must be arranged through the church office.

At the direction of the Pastor, the church secretary will contact the requester and confirm facilities are available and that a Mt. Zion minister has been designated to officiate the funeral service, if requested.

Subject to the Pastor's approval, a non-member may request to use the church facilities along with his/her own minister(s) to officiate a funeral service.

Although there is no ministerial fee, a \$75 fee to use the church will be required prior to the funeral service. An additional \$75 fee will be required if the Fellowship Hall is requested for a repast. The non-member is solely responsible for the repast and ensuring the Fellowship Hall is cleaned following the repast.

Requests for any other services from Mt. Zion require prior approval from the Pastor. Additional fees may be required for these services.

Procedure:

- 1) Non-members should contact the church office to request use of the church facilities and to request a Mt. Zion minister to officiate a funeral service. The church secretary will communicate all requests to the Pastor. The Pastor will confirm all requests.
- 2) If a Mt. Zion minister is contacted directly by a non-member, the minister must notify the church secretary and direct the non-member to contact the church secretary to reserve the church facilities and to discuss administrative details.
- 3) The minister should initiate a call to the non-member to discuss the program details and to coordinate activities.
- 4) All fees must be paid directly to the church secretary prior to the funeral service.
- 5) Requests for additional services needed from Mt. Zion must be communicated directly from the non-member to the church secretary (i.e. - Music). If approved by the Pastor, fees incurred for these services will be due prior to the funeral service.

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Guest Speaker

Responsibility: Ministry/Elder/Pastor/Secretary

Policy:

The guest speaker policy has been established to ensure that the appropriate steps are followed when inviting someone from outside the church to speak.

Procedure:

1. All guest speakers need to be approved by the Pastor before inviting the speaker to speak at an event (regardless if they have been approved before).
2. The following information should be submitted to the Pastor before inviting a guest speaker: church affiliation, statement of beliefs, church website address if applicable, and their Pastor's name and contact information.
3. Here is a suggestion of how to obtain information without actually asking the invitee to speak at a particular event: "*We are considering having you to speak at our church sometime in the future and I would like to get some information from you.*"
4. If speaker has been approved before, there is no need to get information from the speaker again.
5. If speaker is approved, the ministry should submit the speaker's mailing address and telephone number to the church.
6. The secretary will send a formal letter of invitation to the speaker.

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Media

Responsibility: Media Ministry

Policy:

The Media Ministry provides audio cassettes and video tapes of Sunday worship services and special programs/events upon request. Forms to submit requests for either an audio or video are located in the Media Room or on the church website.

Procedure:

Ordering:

In-house orders: complete a Media Request Form, which maybe obtained from the media board located in the rear of the sanctuary. Drop the completed form in the media box located in the vestibule, or in the door slot of the Media Room.

On-line orders: complete and submit a Media Request, which will generate an auto response to confirm the request.

Distribution:

Orders will be filled within 14 days unless otherwise notified. Once the order has been packaged Media will notify the requestor and provide pick-up information.

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Membership

Responsibility: Deacons/Elders/Secretary

Policy:

When the invitation to discipleship is given, a person may come forward to accept Christ and/or join the church. The Deacons will discuss salvation. At this time, your candidacy for membership will be established. Candidacy options are as follows:

- A. **Baptism** - you are a new convert dedicating your life to Christ, or you have already accepted Christ but have never been baptized.
- B. **Christian Experience** - you have already dedicated your life to Christ and have already been baptized.
- C. **Under Watch Care** - you have moved away from your home church but wish to retain membership with them. However, until you return, you wish to unite with a church here and become part of our fellowship.
- D. **By Letter** - you have relocated and severed membership ties with your former church. In so doing, your former church may write a letter recommending you as a candidate for membership with us.
- E. **Rejoining Mt. Zion** - you are a member of Mt. Zion, but have not been consistently attending services for a period of time.

Procedure:

A. New Member's Class / Right Hand of Fellowship

Members must complete New Members Class **prior to** leading or serving on ministry committees or participating in any adult choir. Tclass is designed to affirm and ensures the major doctrines of our faith: salvation, repentance, baptism, sanctification, justification, redemption, stewardship, etc. Upon completion of this class, new members will be acknowledged and receive the "Right Hand of Fellowship".

Classes are held a minimum of two (2) weeks during the Sunday Church School hour. It is a requirement that the candidate attend the first class.

All new members shall be received as full fledged members upon successful completion of New Members Class.

Upon completion of New Members Class, it is recommended that members enroll in the New Believers Class.

An interim Deacon will maintain contact with all new members prior to receiving the Right Hand of Fellowship. After receiving the Right Hand of Fellowship, the new members will be assigned a permanent Deacon under the Shepherding Ministry.

The Church Secretary will be notified by the instructor when a new member has completed the New Members Class. The Church Secretary will add new members to the church directory upon notification.

B. Inactive Members

You are considered an **inactive member** if you have been absent from church for **6 months or longer**. In order to reinstate your membership as active:

- You must respond to the Shepherding letter sent from the church.
- At the Deacon's discretion, you may be required to repeat New Member's Class.
- You will not be allowed to lead or serve on ministry committees or participate in any adult choir until your Deacon has informed you of your membership reinstatement.

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Use of Church Facilities

Responsibility: **Secretary/Deacon**

Policy:

Use of the church facilities for any meetings, programs, weddings, etc., must be calendared and approved in advance by the Church Secretary.

Church facilities are to be left in clean condition and properly secured after each use. Children are not to be left unattended at any time.

The Deacon on duty for the week is responsible for ensuring that the facilities are opened prior to and locked following meetings.

Procedure:

1. Church facilities can be reserved by contacting the Church Secretary via phone, email or the church website.
2. The Church Secretary must approve and confirm use of the facilities. If a conflict arises, the Church Secretary will notify you. In some instances, you may be asked to change dates previously confirmed.
3. Deacons are responsible for checking the church calendar for meetings and events scheduled at the church.

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Weddings

Responsibility: Pastor/Elder/Secretary

Policy:

Members of Mt. Zion

Active members must contact the church office to request use of the facilities and a Mt. Zion minister to perform a wedding ceremony. The church secretary will notify the Pastor of the request and will confirm details with the member.

Although there is no ministerial fee, there is a \$75 facilities and clean up fee due one week prior to the wedding date.

Pre-marital counseling with the Pastor/Elder is required within 8 weeks prior to the wedding date.

Non-Members

Non-members must contact the church office to request use of our facilities and a Mt. Zion minister. The church secretary will notify the Pastor of the request and confirm details with the non-member.

A ministerial fee of \$100 and also a facilities/clean up fee of \$100 (total \$200) are required no later than one week prior to the wedding date.

Non-members must contact the church office to request use of our facilities and have their own minister perform the wedding ceremony. Prior approval of this minister by the Pastor is required.

A facilities/clean up fee of \$100 will be required no later than one week prior to the wedding date.

Pre-marital counseling with the Pastor/Elder is available within 8 weeks prior to the wedding date.

Procedure:

1. The couple must reserve the church facility for all use associated with the wedding, i.e., wedding rehearsal, decorating, etc.

2. The couple must schedule a minimum of 4 pre-marital counseling sessions with the Pastor/Elder through the church office. Both parties must be present during all sessions.
3. The marriage license and certificate must be given to the Pastor immediately following the wedding ceremony. These documents must have the signatures of two witnesses. The Pastor should complete the section for Clergy. These documents are then given to the Pastor.
4. After the Secretary receives the documents from the Pastor, the “application, license and certificate of marriage” form is forwarded to the Registrar of Deeds. The church secretary will contact the couple to pick up the marriage certificate. Photocopies of all documents are kept at the church office.

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