

Policies & Procedures Manual

Policies & Procedures Ministry

Brother Sam Bell

Sister Marie Brooks

Sister Jean Hill

Deacon Dora Smith

Deacon John Smith

Sister Alice Thomas

Brother Wally Webster II

Rev. Aaron Williams, Senior Pastor

Policy & Procedures Manual

**Mount Zion Baptist Church
Policies & Procedures**

Forward

The Policies and Procedures Ministry has my profound thanks for its hard work assembling the first Mount Zion Baptist Church policies and procedures (P&P) manual. This manual is intended to put in one place policies and procedures to help ministry chairs and members as well as new and seasoned members of the congregation to better understand how to access the many services here at Mount Zion Baptist Church. Equally important, it provides the missions and goals as defined by each ministry.

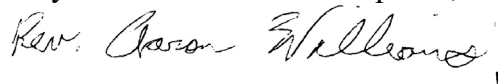
The manual includes procedures for such things as scheduling events in the building and the expectation and conduct during and after events. It serves as a source of in-depth information to new members which can assist in deciding which ministry to become involved. The information provided should help make it easier for new and current members to get involved in the life of the Church.

The Policy and Procedures Ministry used a methodical process to compile this manual. The steps were as follows: 1) solicited from each ministry chair existing policies and procedures, documented and undocumented; 2) placed the existing P&Ps in a standardized format with minimal editing; 3) returned the revised P&Ps to the ministry chairs for review and additional input; 4) shared the first compilation with the Advisory Council for additional review and suggestions; 6) revised and shared a copy of the revised P&Ps with ministry chairs for final review; 7) presented the final draft copy to the Advisory Council for recommendation to approve at the October 2009 All Church Meeting; and 8) the policies and procedures in this manual were originally approved by the congregation at the All Church meeting on January 22, 2010 and Version II was approved on January 27, 2012.

Although this manual compiled using a meticulous process over a three (3) year period, it is a fluid document. It will be updated periodically to include new and revised P&P as the need warrants, which will keep pace with changes as the Church grows in its mission to be **“Externally Focused and Internally Strong”**.

Lastly, I am encouraging each member to govern themselves in following the policies and procedures as written. If you have questions or feedback after reviewing or attempting to comply with a particular policy or procedure, please let the appropriate ministry chair and/or the Policies and Procedures Ministry Chair know about your experience. This feedback will be used to update the next version.

May the Lord Bless and Keep You,



Rev. Aaron Williams, Senior Pastor

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Category:	Technology
Title:	Audio & Visual Technology Ministry
Mission Statement:	The Streaming Ministry is committed to providing the best audio and video quality available to enhance the worship experience of the entire congregation.
Responsible Ministry	Streaming Ministry
Primary Audience:	Church Membership and Community
Policy	
Maintain and purchase new equipment as needed to provide the most affordable and best possible audio and video technology available to meet the needs of our congregation.	
Procedures	
<ol style="list-style-type: none"> 1. Audio & Visual coordinator will attend outside workshops and /or seminars to stay abreast of changing technologies and how they can capture the worship experience of the congregation. 2. Audio Video coordinator will make video and audio recordings available to the congregation and visitors immediately following worship services. 3. Send audio recording to members who are sick and shut-in. 4. Maintain a library of all recordings for historical purposes 	
Approval Date:	January 22, 2010

Category:	Food Service
Title:	Breakfast Ministry
Mission Statement:	The Breakfast Ministry provides nutrition for the body and an opportunity to fellowship together.
Responsible Ministry	N/A
Primary Audience:	Church Membership and Visitors
Policy	

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The Breakfast Ministry prepares the Mount Zion worshipers with a healthy and nutritious meal that is reasonably priced.

Procedures

1. Purchase and prepare the food.
2. Have the food ready to serve immediately following the 7:30 am worship service so that the congregation will have time to get to Sunday School on time.
3. Ensure the adherence to all health regulations in the preparation of any food.
4. Have an adequate number of persons assisting in the kitchen in the preparation of the food.

Approval Date: January 22, 2010

Category: Brotherhood

Title: Brotherhood Ministry

Mission Statement: The Mount Zion Baptist Church Brotherhood is a strategically organized ministry with a focus that concentrates on strengthening the spiritual and the relational vitality of the men as they work to support the Church and its mission.

Responsible Ministry N/A

Primary Audience: Men of Mount Zion

Policy

Mobilize men for Christian-Centered leadership and service for family, Church and community.

Procedures

1. Organize the men to effectively deliver Christian services and support to the men of Mount Zion.
2. Implement programs and activities that are consistent with the Church's mission and goals; and that speak to the needs of men and the general Church membership.
3. Support the local and national laymen's programs.
4. Sponsor spiritual renewal services, leadership training, and other informational workshops that prepare men for service.
5. Increase the Brotherhood's visibility and participation by addressing some of the major issues that are confronting our community.

Approval Date: January 22, 2010

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Category:	Brotherhood
Title:	Mt. Zion Young Lions Rites of Passage Program
Mission Statement:	<p>This Christian, Afro centric rites of passage program is designed to nurture young followers of Jesus Christ and leaders of the family unit and community. The edification, mentoring, and uplifting of our youth, provides us a significant opportunity to gradually reform the negative perceptions and systemic conditions that breed self-destructive thinking among our youth.</p> <p>“The goal of Young Lions is to teach [African-American] boys what it means to be African American men, spiritually, culturally and socially. These three dimensions of self are explored thoroughly to infuse the boys with a strong self-image and positive self-esteem by knowing who they are in Christ.” – Rev. Dr. Chris McNair</p>
Responsible Ministry	Mt. Zion Baptist Church Brotherhood Ministry
Primary Audience:	Boys ages 13 to 17 within and external to the Church community. There are youth both Christian and non-Christian whom can benefit from this program. We also encourage parents, surrogates, and adult men or women to support our youth in this program. We will primarily register men as mentors for our boys; however exceptions can be made in certain cases.
Policy	

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1. Requirements of Committed Mentees:

- a) Be actively involved in the program.
- b) Be committed to his own personal growth and that of the group.
- c) Be respectful of himself, his peers, and God.
- d) Be regular and punctual in his attendance, present at all meetings and activities (This applies to school attendance as well).
- g) Sign contract of committed participation.

2. Requirements of Committed Mentors:

- a) Be men who are actively seeking God and following Jesus Christ and demonstrating the relationship in their lifestyle.
- b) Be a positive role models in their everyday lives manifested in their relationships with their families, peers, and others.
- c) Attend the majority of meetings, events, and activities
- d) Participate in planning and carrying out regular meetings and special events.
- e) Pursue a special mentoring bond with one boy in the group.
- f) Sign contract of committed participation.

Given the Young Lions Rites of Passage Program is a Mt. Zion Baptist Church Program; its policies will coincide with those found in the Mt. Zion Church Volunteer Handbook. Hence, every adult participant of the Young Lions program will be considered a volunteer.

Procedures

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1. All mentors and mentees are required to familiarize themselves with the mentorship process and curriculum materials provided during the recruitment phase. Mentors will attend a group interview prior to a 4 – 7 week training. Mentees will attend a parent and son interview with the Mentorship Coordinator or Vice President of Youth and Young Activities (VP of YYA).
2. The Session Planning Chart must be completed Sunday of each new week by a designated facilitator, advisory committee member, and VP of YYA.
Weekly Format (Sessions):
 - a) Opening Prayer
 - b) African American Heroes Presentation
 - c) Achievement Activity
 - d) Mentor Storytelling
 - e) Devotional Period (“God Time”)
 - f) Closing Prayer
3. All monthly field trips must be planned as far in advance as possible. The task of planning these events may be delegated to committed mentors, facilitators, or the VP of YYA will assume responsibility with the aid of a mentee. Mentees are encouraged to participate in planning activities to develop life skills. All mentees (minors) must obtain parental consent before attending said field trips.
4. All mentors must remain in consistent contact with the parents of their mentee(s). Mentors are required to correspond with the youth and their parents a minimum of once per week. Anytime a mentee is with a mentor, the mentor must supply a summarized, yet thorough, account of their activities. Mentors will cooperate with the Mentorship Coordinator/VP of YYA to provide parents mentee progress reports.
- 5) Mentors and mentees may break up into individual groups for interaction only in the presence of the entire group during sessions or field trips. During field trips it is acceptable for one individual group (1 mentor, 1 mentee) to pair with two other individual groups only. One individual group independent from the entire session class is not acceptable. Time constraints, mentor/mentee attendance, and environment layout of a given venue will determine if it is necessary for the entire group to split into smaller groups.
- 6) Every month an advisory committee member(s), Brotherhood executive committee member(s), and key Young Lions participants will evaluate the efficacy and continued success of the program and its curriculum.

Approval Date:	January 22, 2010
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Category:	Building Ministry
Title:	Capital Improvement and Maintenance Projects

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Mission Statement:	The Mount Zion Building Ministry exists to facilitate the Church with design and construction of structures. The ministry provides a safe environment for ministries, programs and administers the Church's Capital Improvement Projects.
Responsible Ministry	N/A
Primary Audience:	Church Membership, Administration & Ministries
Policy	
To function as an advisory committee for capital improvement and capital maintenance projects. Capital Improvement and Capital Maintenance projects are defined as any estimated costs of \$25,000 or more.	
Procedures	
<ol style="list-style-type: none"> 1. Assist the Congregation and Church Administration in developing the scope of work for capital improvement and capital maintenance projects, including architectural, structural, electrical, mechanical, plumbing, etc. 2. Identify, interview and present the credentials of potential project managers who will represent the Church's interest during the capital remodel/renovation projects when deemed appropriate. 3. There should be at least two qualified bids on each project to help ensure the best price for the best quality of work. 4. Engage the Administration and ministries in planning required or desired uses of space within the Church facilities. 	
Approval Date:	January 22, 2010

Category:	Christian Education
Title:	Christian Education Ministry
Mission Statement:	The Ministry of Christian Education is responsible for the organization, administration and supervision of the entire educational program of the Church.
Responsible Ministry	N/A
Primary Audience:	All members of the congregation
Policy	

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1. Develop and interpret the educational objectives or goals of the Church.
2. Study the educational needs of the Church and follow through with appropriate actions.
3. Identify, enlist, appoint and train, as appropriate, the Church's educational workers.
4. Approve and coordinate the outreach activities and programs of the Church that are under the jurisdiction of the Ministry of Christian Education.
5. Evaluate, determine and supervise the selected curriculum of the Church's educational programs.
6. Prepare and submit to the Finance Board the Church's educational budget.

Procedures

The members of the Christian Education Ministry meet in the Library on the second Saturday of each month from 9:00 a.m. to 11:00 a.m. During the meeting members share information about their ministry's activities, ideas, and needs. We also identify the areas where our ministries may provide support to each other. The divisions are:

1. Adults: Work cooperatively to support the current programs/activities of the Church.
2. Athletics and Recreation: Annual Church Picnic, Brotherhood Golf Tournament
3. Children: Nursery, Children's Church, Vacation Bible School
4. Arts: The introduction and presentation of the link and integration of art, creativity, faith, spirit, and beauty.
5. Education for Missions: Participate in Missions and Evangelism Ministry activities, share information and resources that may be used in other MCE classes and activities.
6. Leadership Development: Committee participation-Summer Enrichment and Education Program (SEEP), Strategic Planning Committee.
7. Library: Book recommendations in the Messenger and Zionews, Sunday Library hours, book displays in the foyer and during special events in other areas.
8. Young Adults: Mentoring Youth, Youth Retreat, "Christians on Campus Conference"
9. Youth: Youth Bible Study, Youth Retreat, Young Lions

Approval Date:	January 22, 2010
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Category:	
Title:	Adult Ministry
Mission Statement:	
Responsible Ministry	
Primary Audience:	

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Policy	
Procedures	
Approval Date:	

Note: The Adult Ministry did not submit policy and procedures

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Category:	Cultural Activities and Events
Title:	Arts Ministry
Mission Statement:	Present a “Color of Creativity” through a wide spectrum of media that is inspirational, introspective, and informative. To introduce the link between worship, art, creativity, faith and beauty.
Responsible Ministry	N/A
Primary Audience:	Church Member and Community
Policy	
<ol style="list-style-type: none"> 1. Working toward a deeper understanding of the universality of creativity through the arts. 2. Developing an awareness and appreciation for the origin and gift of creativity. 3. Weaving into our lives the intensity that art is more than something to look at, hear, and use as decoration; it is an experience and a journey into the very nature of God. 	
Procedures	
<ol style="list-style-type: none"> 1. The Arts Ministry at Mount Zion will be an ongoing series of activities and programs rooted in teaching and exploratory moments for intergenerational audiences. 2. Forms of presentation included but not limited to literary, oratorical, music, dance, drama, photograph, visual and electronic readings, readings, performances, exhibitions, forums, panel discussions and concerts. 3. When and where applicable, will initiate collaboration with other ministries within the Church, other Churches, faith-based organizations and community historical organizations. 	
Approval Date:	January 22, 2010

Category:	Cultural Activities and Events
Title:	Athletics and Recreation Ministry
Mission Statement:	Recreation and athletics are to strengthen families and extended Church families into coming together spiritually in mind and body.
Responsible Ministry	Christian Education
Primary Audience:	Church Membership
Policy	

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1. Coordinate athletic and recreational activities.
2. Coordinate the Church picnic.
3. Strive to get Church families to come together in traditional and non-traditional activities.
4. Strive to build strong spiritual family foundations.

Procedures

1. Create fun by presenting rewarding recreational and athletic activities.
2. Take surveys and network with other ministries to determine the interest of Church members.

Approval Date: January 22, 2010

Category:	Christian Education
Title:	Children's Ministry
Mission Statement:	The Mission of the Children's Ministry is to nurture and teach our children about the saving grace of Jesus Christ, which helps them to learn and grow in love and the goodness of God's Word. The Mission provides a strong foundation, and Christ centered Church leadership for the future.
Responsible Ministry	Christian Education
Primary Audience:	Eagle's Nest Nursery - Ages 2-5 Children's Church - Ages 6-11
Policy	
<ol style="list-style-type: none"> 1. Eagle's Nest Nursery: Provide children ages 2-5 with various opportunities to develop spiritually, socially, and cognitively through Bible stories, music, art, songs, games, field trips, and other structured activities. 2. Children's Church: Provide children ages 6-11 with opportunities to study and learn more about Jesus and to enhance their social and developmental skills through worship services and biblical growth activities designed specifically for their age group. 	
Procedures	

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The Children's Ministry will achieve its goals and objective stated above by continuing to develop a formula for success; which includes, identifying and implementing strategies to strengthen both programs. We must offer programs that not only get kids excited about participating, but keep them coming and engaged, their parents involved and vested; all the while creating a loving, nurturing, and safe learning environment with a built-in mechanism and infrastructure that would sustain the programs.

Getting committed adult volunteers and strong parent involvement is a key component for these programs to thrive at optimum level.

Approval Date:	January 22, 2010
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Category:	Christian Education
Title:	Church School Ministry
Mission Statement:	Develop mature Christian disciples through life-transforming Christian education classes, seminars, short-session classes, speakers, and other activities.
Responsible Ministry	Christian Education
Primary Audience:	Inclusive: pre-school to seniors from the Church as well as outreach to the community of un-Churched.

Policy

Provide a variety of learning opportunities, challenges, and other activities for our primary audience.

Procedures

Classes for all ages:

1. Drama
2. Bible videos and software; bulletin boards; conferences, seminars, conventions
3. On-line study publication of Sunday School information in the Zionews and the Messenger
4. Current Bible literature for all ages and research source books
5. Visitation and sharing with other Church school classes

Approval Date:	January 22, 2010
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Category:	Christian Education
Title:	Church Library

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Mission Statement:	Provide our congregation with a library that includes books, tapes, DVD's and periodicals. These materials will support the goals, mission and vision of the Church and each ministry.
Responsible Ministry	Christian Education
Primary Audience:	Church Membership

Policy

The Mount Zion Library will provide material for inspiration, evangelism, worship, enrichment, stewardship, witness, service and personal enjoyment. It shall be a place to learn what the Church teaches, what its history is, and what its future holds. It will provide a core of printed and nonprinted materials to enrich lives and intensify our spiritual relationships with Christ. Selected materials will reflect the needs of the congregation – ministerial staff, lay leadership, ministries, individual members, and families – for information and inspiration. For these purposes, the library shall contain content which supports the goals, purpose and vision of our Church.

Procedures

1. Weed out material in the current collection that does not meet the “Book Selection Criteria.”
2. Expand the collection with new materials.
3. Gifts items will be accepted on the condition that the Library Committee may make other disposition of the item if they do not meet a current need or criteria.
4. All donors shall sign a form agreeing to this stipulation.
5. All gifts will be acknowledged in one of the Mount Zion publications and will also have a special book plate with the donor's name.
6. Introduce the Library to the congregation.
7. Encourage each member of the congregation to obtain a Library Card.
8. Staff the Library with volunteers on Sundays and at least one day/evening during the week.
9. Increase the attractiveness of the Library.
10. Encourage each ministry to devote a portion of one meeting to give members a time to become acquainted with the collection.
11. Develop a system for tracking use of the Library.
12. Expand the data system so that information related to the collection is always updated.

Approval Date:	January 22, 2010
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Category:	Christian Education
Title:	Leadership Development

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Mission Statement:	To assist the board in planning and conducting training for the spiritual growth of educational leaders and department heads of all ministries for the Church.
Responsible Ministry	Christian Education
Primary Audience:	Church Membership
Policy	
To encourage all ministry leaders to be receptive to participating in development training. The effectiveness of leadership skills plays a vital role in the growth of Mount Zion Baptist Church. Lead as Jesus led: with a servant's heart.	
Procedures	
<ol style="list-style-type: none"> 1. Provide year long continuous leadership training for leaders to deepen their Christian Faith and extend outreach to the community. 2. Meet quarterly with leaders to determine needs and assist with recruitment of volunteers for ministry. 3. Assist ministry heads in planning for department activities and training for all leaders. 4. Administer or arrange for the administration of leadership classes, workshops, and seminars, etc. 5. Community outreach is a major focus. 6. Continue with implementing community action development at the Educational Summit for community outreach involving leaders and members of Mount Zion and other Church congregations for developing partnerships with Seattle Public Schools. 7. Consult with age group leaders to secure needed resource books, multimedia equipment and resources. 	
Approval Date:	January 22, 2010

Category:	Christian Education
Title:	Scholarship Ministry
Mission Statement:	To encourage and reward academic excellence at Mount Zion Baptist Church; to establish and execute procedures and policies for awarding scholarships to those who qualify and adhere to the procedures and guidelines; and to solicit and encourage donations for scholarships.
Responsible Ministry	Christian Education

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Primary Audience:	Church Membership
Policy	
<ol style="list-style-type: none"> 1. Generate more than \$100,000 each year for scholarships. 2. Support a full scholarship for one recipient. 3. Educate the congregation on the mission and purpose of the Ministry. 	
Procedures	
<ol style="list-style-type: none"> 1. Develop a Family and Friends campaign to solicit funds in honor/memory of individuals. 2. Increase income from annual auction. 3. Solicit funds on annual Sunday. 4. Ensure each Ministry member contributes to fund. 5. Identify individuals within and outside of Church for student sponsorship. 6. Increase endowment fund from auction proceeds. 7. Educate the congregation on Planned Giving options. 8. Submit articles in the Messenger and Zionews year-round. 9. Highlight students in the Zionews year-round. 10. Encourage participation from Circles. 	
Approval Date:	January 22, 2010

Category:	Christian Education
Title:	Summer Enrichment and Education Program (SEEP)
Mission Statement:	The Mount Zion Summer Enrichment Program provides a safe place for young people where they are simultaneously educated and enriched.
Responsible Ministry	Christian Education
Primary Audience:	Church Membership and Community
Policy	
<ol style="list-style-type: none"> 1. To provide a safe place for youth during the day. 2. To educate academically and improve study skills. 3. To improve social skills. 4. To enhance lives culturally. 5. To promote healthy lifestyle activities. 6. To prepare for the coming school year. 7. To provide activities that broadens awareness of community and world events so that young people will be good citizens of the community and world. 8. To have clean, wholesome fun. 	

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Procedures

1. Participants have fun as they improve their academic skills and learn through experience; for example classes such as computers, public speaking, sign language, music and journaling.
2. SEEP brings in guest speakers and artists who cover, review, and introduce a variety of subjects; for example information on nutrition, physical fitness, drug awareness. Sometimes young children are paired with older students to learn from each other.
3. Age-appropriate crafts are a regular part of the schedule; for example making cards, buttons and ice cream.
4. Additional field trips coincide with studies and/or introduce students to cultural hallmarks which few, if any, have visited (Douglass-Truth Library, Northwest African-American Museum, Seattle Art Museum, Pike Place Market, Space Needle, University of Washington, KBCS Radio, Carnation).

Approval Date:	January 22, 2010
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Category:	Christian Education
Title:	Vacation Bible School
Mission Statement:	The Mount Zion Vacation Bible School is to impart knowledge about Christ and the need to accept Christ as your savior.
Responsible Ministry	Christian Education
Primary Audience:	Church Membership and Community

Policy

To enroll as many participants of all ages, teach and/or review lessons about Jesus and what He gives and offers, have them become baptized believers, and follow Jesus. Those already baptized are reminded to imitate Christ in every action.

Procedures

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| <ol style="list-style-type: none"> 1. Students are required to complete five (5) classes. 2. Students are separated according to age – Nursery/Kindergarten, Primary, Junior, Teen and Adult. 3. Most students learn “Good Morning, Lord” and the pledges to the American Flag, Christian Flag and Bible. 4. We concentrate on improving our spiritual lives by attempting to exhibit excellent in trust, faith, prayer, leadership, determination, hope, discipline, obedience and hard work. The final lesson cites the rewards of excellence, emphasizing that all of our endeavors should be for Christ. 5. The closing program features each class relating to the essence of their ten lessons. |
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Approval Date:	January 22, 2010
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Category:	Christian Education
Title:	Young Adult Ministry
Mission Statement:	The Young Adult Ministry focuses on the spiritual, mental, and social growth of our young adult community by nurturing an atmosphere of serving, mentoring, and friendship. We are developing lifetime followers of Christ.
Responsible Ministry	Christian Education
Primary Audience:	Young Adults

Policy
Every quarter each life stage focus group has one activity focusing on the following: serving, socializing, mentoring and spiritual growth.

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|--|
| Procedures |
| <ol style="list-style-type: none"> 1. Advocate team will meet once a month. 2. Representatives from the advocacy team will report to the Christian Education Ministry. 3. Each life stage focus group will meet once a quarter with their specific group. |

Approval Date:	January 22, 2010
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Category:	Christian Education
Title:	Youth Ministry

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Mission Statement:	The youth members of Mt. Zion are committed to giving our all to God while helping and showing respect to others as we grow and walk in Christ Jesus.
Responsible Ministry	Christian Education
Primary Audience:	Youth of Mount Zion Baptist Church
Policy	
<ol style="list-style-type: none"> 1. To assist with our community service feeding program. 2. To work with Habitat for Humanity. 3. To work with the Union Gospel Mission and Christmas toy drive. 4. To work with Mt. Zion Helping House. 5. To learn how to incorporate God's way into our life. 6. To recruit at least three members into our Youth Ministry. 7. To attend meetings regularly. 8. To go to other Churches and visit youth ministries. 9. To hire a full time youth minister. 	
Procedures	
<ol style="list-style-type: none"> 1. Help the Feeding Ministry to prepare food. 2. Solicit and collect toys for the Christmas toy drive. 3. Invite Mt. Zion youth and other youth to attend our meetings. 4. Keep meeting calendar updated. 5. Invite other youth ministries to our events. 	
Approval Date:	January 22, 2010

Category:	Record Maintenance
Title:	Church Clerk and Assistant Church Clerks
Mission Statement:	The Clerk Ministry welcomes new members to Christ, the Church and the congregation. The ministry keeps accurate records of current members, new members, fellowshiped members, infant dedications, transfers and deceased members, annual reports, correspondence and meetings. The Clerk Ministry assists the congregation shares our common purpose and fellowship, continually growing in faith and in the knowledge of the Lord.
Responsible Ministry	Membership Ministry

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Primary Audience:	Church Members
Policy	
The role of the Church Clerk is to ensure that all of the Church's membership records are maintained and the business of the Church is documented.	
Procedures	
<ol style="list-style-type: none">1. Church Clerk demonstrates excellent written and oral communication skills.2. The Clerk attends all Advisory Council, All Church, Special-Called, congregational meetings and all other official business meetings and keeps an accurate record and minutes of meetings.3. Records minutes, resolutions, motions, recommendations, nominations, amendments and all records of business conducted.4. Church Clerk assigns roles and prepares schedule for assistants to perform so Church activities and services are covered at all times, including prayer meetings, revivals, special events and retreats.5. Assistant Clerks serve on the Membership Ministry6. Oversee intake process under Membership Ministry7. Obtain a record of new member orientation attendees for Right Hand Fellowship (RHF) and Baptism calls new members when they are eligible for RHF and Baptism.8. Church Clerk prepares certificates for Baptism, RHF, Infant Dedications and Ordinations.9. Keeps record of all infant dedications, baptisms and RHF for annual report.10. Clerks are responsible for writing resolutions of deceased members, provides seal if needed and reads resolutions at the member's funeral or memorial service at Church or funeral home. If service is out of state, sends resolution for the service on behalf of Mount Zion.11. Keeps record of all deaths and transfers for annual report.12. Prepares certificates for all Infant Dedications, RHF, Baptisms and Ordinations Services for Diaconate and Ministry and records information for Church office.13. Orders bibles, printed materials and certificates for RHF, Baptism and official Church awards not affiliated with other ministries and which are to be entered into permanent Church records.	

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14. Provides signature of Church Clerk or Church Secretary when designated or required for legal documents.
15. Clerks also prepare letters for transferring of membership and records letters of members transferring to MZBC.
16. Updates the list of members annually before Annual Meeting.
17. Provides copies to History and Archives of historical events within the Church along with the official records of yearly Church membership, annual reports and correspondence.
18. An assistant Church Clerk sometimes is delegated the responsibility, it is the duty of the clerk to see that these tasks are performed and properly entered in the Church records.
19. The official copy of the minutes should include complete copies of all reports, documents and financial statements. All Church records, minutes of business meetings and board meetings, the Church officer list, and the list of Church members are maintained by the Church clerk. The clerk should make note of any ministries that are appointed and an outline of the work the ministry is being asked to accomplish.
20. The clerk shall issue letters of termination upon request by a member or sister Church.
21. The clerk shall keep records of termination of elected officers of the Church, resignations and changes in position.
22. The clerk shall preserve on file all communications and official written reports.
23. The clerk shall keep a record of all the business transactions of the Church.
24. The Church Clerk turns election ballots into the Church office, where they must be kept for at least 30 days.
25. Election outcomes are delivered to the Church Clerk immediately after election and kept for one year.
26. The clerk shall be a member of the Church and shall be elected annually.
27. All records kept are returned to the Church Office and remain the property of MZBC.

Approval Date:	January 22, 2010
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Category:	Church Meeting
Title:	Special Call Meetings
Mission Statement:	Provide Guidance for conducting Special Call Meetings that are decent and in order.
Responsible Ministry	Senior Pastor who is also the Moderator or the Senior Pastor's designee
Primary Audience:	Church Membership
Policy	

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Special Call Meetings in accordance with Article XII, Section 2 of the Church Constitution shall be conducted in a manner that respects all members in attendance and preserves the integrity of the meeting and voting process. All members must adhere to the rules below during a Special Call meeting.

Procedures

1. A Special Call Meeting is called to vote on an action(s) specified in the meeting announcement by Pastor, Church Clerk or five (5) members of Mt. Zion Baptist Church in good standing as defined by the Church Constitution and approved by the membership. No other actions will be discussed, presented or addressed during this meeting.
2. For confidentiality purposes and to preserve the integrity of the meeting, only members of Mt. Zion Baptist Church shall be allowed in the meeting room or near the meeting room. Non-members may be escorted off the premises.
3. Each member shall present his/her membership number for registration prior to entering the meeting room. Throughout the duration of the meeting, Senior Pastor, Moderator, the membership committee and/or Church Clerk reserves the right to identify any nonmembers in attendance to the appropriate personnel and such non-members will be asked to leave.
4. The Moderator, at his/her discretion, may allow up to two (2) designated speakers from the five or more members requesting the Special Call Meeting.
5. The Moderator must allow an equal number of designated speakers for and against the actions specified in the meeting notice.
6. The names of designated speakers must be provided to the Senior Pastor on or before the Sunday prior to the meeting date.
7. The Moderator, at his/her discretion, may allow up to two (2), five (5) minutes maximum for each speaker.
8. The Moderator will not entertain or answer any additional questions, motions, documents or statements being made by any other member.
9. Any disorderly conduct, loud statements, disparaging comments or continued disruption of the process, threats to harm persons/property, overall blatant disrespect of the rules by

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any person throughout the meeting or voting process will result in such person(s) being immediately removed from the premises.

10. The voting will commence immediately following the designated speaker(s) on both sides.
11. Each member shall adhere to the voting process as follows:
 - a. Each member shall be present to vote. Proxy votes will not be allowed.
 - b. Each member shall sign-in and receive a pass/ballot prior to entering the meeting room.
 - c. Each member shall submit their ballot in accordance with the stated rules.
 - d. Incomplete voting ballots will not be counted.
12. The Moderator will make the closing statements immediately after the voting results are announced and the meeting will be immediately adjourned after the closing prayer.

Approval Date:

January 27, 2012

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Category:	Communications
Title:	External Communications
Mission Statement:	Mount Zion Baptist Church is a multi-facet Church organization with many ministries, departments, staff and volunteers inextricably linked with shared goals. Effective external and internal communications are important to the success of the Church
Responsible Ministry	Senior Pastor
Primary Audience:	Church Membership
Policy	
The senior pastor or his designee is the only person authorized to release information, including print or electronic media, press conferences, etc., for Mount Zion Baptist Church. All external communications, written or oral, for public consumption must be approved prior to being released by the senior pastor or his or her designee.	
Procedures	
<ol style="list-style-type: none"> 1. The ministry chair, department manager or designated volunteer leader must submit the final draft of external communications to the senior pastor or his or her designee. 2. The final draft of external communications submitted for release must include the contact information and date the communication needs to be approved and returned for release. 3. The approved communications must be released only to the sources indentified in the final approved copy. 4. Any External communications representing Mount Zion Baptist Church that are not approved by the senior Pastor or his/her designee are unauthorized and prohibited. 	
Approval Date:	January 27, 2012

Category:	Finance
Title:	Church Ministry Accounts held in Financial Institutions
Mission Statement:	Provide directions to all Church ministries on managing restricted accounts and accounting for funds, including dues and other funds, collected and disbursed to implement their programs and projects.
Responsible Ministry	Trustee Ministry, Church Treasurer and Financial Secretary
Primary Audience:	All Ministry Chairs
Policy	

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The Trustee Ministry, including the Church Treasurer and Financial Secretary, has fiduciary responsibility for managing usage of the Church Tax Identification Number (TIN). All Church ministries and committees' funds held in financial institution accounts that use the Church's Tax identification Number (TIN) must provide quarterly financial reports to the Trustee Ministry.

Procedures

1. The Church ministry must request and receive written approval from the Trustee Ministry to open a restricted account in a financial institution using Mount Zion Baptist Church TIN. The Trustee Ministry must respond with its decision within 30 days from receipt of the request.

If the Trustee Ministry declines the request, the Church ministry may appeal the decision to the Congregation through the Advisory Council for a final decision at the next All Church Meeting.

2. Each ministry has the authority to name and approve the authorized signers that appear on the financial institution's signature card for each restricted account. When a ministry has more than one account, the ministry may designate different authorized signers for each account.
3. Each ministry must establish and approve a policy on how the account(s) will be managed, including the number of signatures that must appear on a check for it to be valid. This policy must be included with the request to open the account and submit it to the Trustee Ministry chair, Church Treasurer and Financial Secretary
4. Each ministry must submit to the Trustee Ministry Chair, Church Treasurer, and Financial Secretary an annual report ending December 31st that includes a list of the authorized signers for each account. If an authorized signer is added or removed by the ministry during the year, the ministry chair must provide a written notice to the Trustee Ministry Chair, Church Treasurer, and Financial Secretary before or immediately after the change is made at the financial institution.

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5. Each ministry must use the Church mailing address as its primary mailing address where all monthly or quarterly statements are sent. The Trustee Ministry, including the Church Treasurer and or the Financial Secretary may review and retain the original statement for general use and reporting.
6. A copy of the entire monthly statement or any notices or communications from the financial institution regarding the account(s) sent to the Church mailing address must be given to the appropriate ministry chair within seven (7) calendar days from date received. This information may be placed in the ministry's inter-office box or sent by mail.
7. The Trustee Ministry must provide each ministry with an approved template for reporting Source and Use of funds. Each ministry chair or the designee of the ministry chair such as the ministry treasurer, must complete the quarterly financial report and provide a copy to the Financial Secretary by the second Monday of each month (April, July, October and January) following the end of the previous calendar quarter (March, June September and December).
8. A ministry may opt to deposit its funds through the Church Treasurer and Financial Secretary as restricted funds for the specific ministry's programs and events. If the ministry makes this decision and the Church Treasurer and Financial Secretary agree, the restricted funds must be held in a ministries' restricted funds account separate from the main Church operating accounts or from other restricted funds accounts such as Building Funds and Benevolence accounts.
9. The Financial Secretary must provide each ministry and the congregation a written monthly financial report of all funds held for ministries. The report shall include but not be limited to: a) prior month balance, b) current month disbursements, and c) current month ending balance.
10. The Trustee Ministry, Church Treasurer and or the Financial Secretary shall not disburse funds from the ministries' designated funds accounts without a written request (voucher) from the appropriate ministry signed and approved by the ministry chair or withdraw funds from a ministry's designated account without a majority vote of ministry members.

Approval Date:	January 22, 2010
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Category:	Finance
Title:	Restricted and Designated Funds
Mission Statement:	Maintain separate management, accounting and reporting for restricted and designated funds and accounts.

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Responsible Ministry	Church Treasurer, Financial Secretary, Trustee Ministry and Finance Ministry
Primary Audience:	Congregation, Senior Pastor, Trustee Ministry Chair and Diaconate Chair
Policy	
<p>Definition of Restricted Funds: (New) Restricted funds are charitable contributions to Mount Zion Baptist Church, hereafter referred to as “the Church”) whose use is restricted to a specific purpose stipulated by the donors. Restricted funds must be accounted for separately from Tithes and Offerings given for the furtherance of the Church’s general purposes. The Church has no discretion in the management and disbursement of such funds. If any restricted funds are used for purposes other than the one specified, the donor (or heir) may be entitled to ask for the return of these contributions, even years later.</p> <p>Restricted funds may be used for an unspecified purpose with written permission of each contributor.</p> <p>Definition Designated Funds: (New) Designated funds are charitable contributions designated by vote of the Church congregation for a specified purpose, for example benevolence, Building Fund, air conditioning for the sanctuary, purchase of new choir robes, add a new floor to the central administration building, Spring and Fall Revivals and/or ministry of the Church. Because the designation for the particular use was made by a vote of the Church congregation, the designation can be changed by a vote of the congregation.</p> <p>Policy for Restricted/Designated Funds: The Church shall not automatically accept restricted/designated funds as tax-deductible charitable contributions. The Trustee Ministry shall ensure that contributions truly meet the definition of a tax-deductible charitable contribution. For example, the Church shall not accept a tax-deductible charitable contribution restricted or designated for a specific individual.</p> <p>When the need for specific designated funds no longer exists, the remaining funds will be returned to the general operating account or designated for a different purpose upon approval of the congregation.</p>	
Procedures	
<ol style="list-style-type: none"> 1. The Church Treasurer and Trustee Ministry shall establish a separate account for each restricted account, such as bequests, and grants, and establish a separate account for each major designated fund, such as Benevolence, Building Fund, Scholarship and Revivals. 	

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2. The Financial Secretary shall provide the Senior Pastor, Trustee Ministry Chair, Diaconate Chair and appropriate ministry chairs with monthly financial report of each fund that included the month beginning balance, itemized debits and credits and ending balance reconciled to each account monthly bank statement.
3. The Financial Secretary shall provide the congregation quarterly financial report of each fund that included quarterly beginning balance, itemized debits and credits and ending quarterly balance reconciled to each account quarter-end bank statement.
4. The Finance Ministry shall develop and present to the congregation an annual Restricted and Designated Funds budget separate from the reoccurring operating expense budget.
5. The Church Treasurer and Trustee Ministry Chair shall provided the congregation a request for approval to disburse funds from the restricted and/or designated account that is not clearly consistent with the specific approved purpose for which the fund exists.
6. The Financial Secretary and Church Treasurer shall continuously evaluate and advise the congregation on the optimal number of restricted and designated accounts to manage and report.
7. The Financial Secretary shall provide a list of designated and restricted accounts with year-end (December 31) balances as part of the Financial Secretary's annual report for approval.

Approval Date:	January 22, 2010
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Category:	Diaconate
Title:	Diaconate Ministry
Mission Statement:	The Deaconate, guided by Acts 6: 1-6, is responsible for ministering to the needs of Mount Zion members and to assure that the operation of the Church is effective and continuous. The Diaconate responds to needs outside the Church whenever possible.
Responsible Ministry	Diaconate Ministry
Primary Audience:	Church Membership
Policy	

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1. Provide assistance to the pastor.
2. Visit a new member soon after he/she has received the right-hand of fellowship.
3. Help new members adjust to life in the Church.
4. Provide Christian counseling as per member's request.
5. Refer members to the Health and Counseling Ministry for other than Christian Counseling.
6. Administer communion to the sick and shut-ins on the first Sunday, as per request.
7. Administer communion only to members who are fully aware of what is taking place.
8. Strive to assist members who are requesting aid.
9. Strive to assist non-members who request aid, or direct them to other agencies that offer aid.
10. Provide assistance with the assurance that it is confidential.
11. Assure that money given to the Fellowship Fund is use only for the needy.
12. Provide a Membership Committee to train and assist new members.
13. Help in maintaining a good relationship between the pastor and Church members.
14. Attend Mount Zion Baptist Church's ministry meetings.
15. Assure that the sick and shut-in list is current.
16. Maintain a Church investigative, review, and problem solving Diaconate group.
17. Maintain leadership for Wednesday Prayer meetings.
18. Prepare and serve repast when requested by Mount Zion's members.

Procedures

1. The Diaconate meets on the Saturday before the first Sunday to take action on business brought forth by the chairperson.
2. A Charity Committee is formed to investigate and respond to requests for aid. Members are given aid before non-member and all aid is confidential.
3. A committee is formed to visit the sick and shut-ins.
4. The Diaconate is divided into four (4) groups to render service. The group on duty on the first Sunday administers communion to the shut-ins as per requests.
5. All money given to the Fellowship Fund is strictly used for the needy, unless the Church votes for a special consideration to do otherwise.
6. The Diaconate supports the pastor in Church services, Church events, and in some of the pastor's personal requests.
7. In the process of taking care of Church business, the Diaconate proceeds with the premise

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- that they represent God and Mount Zion members, in keeping in mind what is right and what is best for the Church before making decisions.
8. At the request of Mount Zion members the Diaconate will assist with repast and provide pallbearers at funerals.
 9. The Diaconate Chair will attend, or assign a member to attend, Mount Zion's ministry meetings when necessary. The Chair will inform ministry leaders of forthcoming attendances. A report will be brought back to the Diaconate.
 10. When members on the sick and shut-in list request communion, the Diaconate will administer communion on the First Sunday after the 10:45 service. The Diaconate Group Leaders will prepare list for their groups.
 11. The Diaconate Group Leaders shall check the sick and shut- in list periodically to assure that it is current.
 12. The Diaconate Chair by appointing an investigative, review, and problem solving committee, will maintain stability and order in the Church. The committee will investigate all situations that could cause disruption of the Church's services, business, or activities. It shall provide checks and balances for the Church's financial health by reviewing, monthly, the Church's income and payments. Reviewing income and payments will assure that the Church will spend to its level of income, or less.
 13. The Mount Zion Diaconate will maintain leadership for Wednesday Prayer meetings. There will be two (2) meetings on Wednesday, one at 12 Noon and one at 7 PM. The Diaconate will either lead the meetings or assign someone else to lead. The Senior Pastor is encouraged to participate through leadership and teachings as lead by the Spirit.
 14. When a member of Mount Zion request a repast, the Diaconate group on duty will purchase, prepare, and serve the repast for up to eighty (80) persons. There will be a five dollar (\$5) per plate charge for the numbers exceeding eighty (80). The number, over 80, given by the family must be paid for in advance because the extra food required will need to be purchased. There will not be a refund if the number of persons, over 80, given by the family fails to attend because the extra food will have already been purchased and prepared. The Diaconate group on duty is required to clean up after the repast. The Diaconate does not provide Repast (dinner) or refreshments for non-members.

Approval Date:	January 22, 2010
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Category:	Congregation and Community Welfare
Title:	Charity Ministry
Mission Statement:	The mission of the Charity Ministry is to minister to the immediate human needs of Mount Zion members and to the community pertaining to food, rent, utilities and sometimes clothing
Responsible Ministry	Diaconate Ministry
Primary Audience:	Church Membership and Community

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Policy	
<ol style="list-style-type: none"> 1. Create a committee to respond to requests for help. 2. Investigate before rendering assistance. 3. Respond to requests of Mount Zion's members before responding to others. 4. Respond to calls within 24 hours. 5. Fund normally 100% of requests for Mount Zion members only. 6. Respond to request within 72 hours. 7. Actions are not taken on second-hand requests. 	
Procedures	
<ol style="list-style-type: none"> 1. To maintain privacy, Charity Ministry member's personal phone numbers are not given out. Persons seeking help must call the Church Office. 2. The Charity Ministry members work in teams of two (2) or more to investigate request. 3. Mount Zion members receive priority for assistance. 4. When persons call the Church for aid, the Charity Ministry responds within a 24-hour period. 5. After the Charity Ministry has investigated, decisions on awarding help are made within a 72-hour period. 6. The Charity Ministry usually limits 100% funding to Mount Zion members. 7. Requests that are partially funded are encouraged to seek assistance from other agencies. 8. Records are kept for each request that is funded. 9. The Charity Ministry normally funds one request per person per year. Funding beyond once a year is at the discretion of the Charity Ministry on as-needed bases. 	
Revision Date:	January 22, 2010

Category:	Congregation and Community Welfare
Title:	Helping House Ministry
Mission Statement:	To provide community outreach by offering an on-site boutique, toys, and household items, to men, women, and children throughout the Church and community.
Responsible Ministry	Diaconate Ministry
Primary Audience:	Church Congregation and Community
Policy	
The Helping House is an outreach ministry of the Church which spreads God's word through the gift of giving tangible necessities to help individuals and families throughout their daily lives.	
Procedures	

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1. The Helping House partners with the Street Feeding Ministry and numerous circles of the Church to provide assistance with the collection and distribution of new and/or gently used items to individuals and families in need. All donations are received from the Church congregation and friends in the community.
2. The staff collect, sort and distribute new and/or gently used clothing, toys, and household items during hours of operation, by appointment, and/or through special events.
3. The exchange of household furnishings is facilitated via a bulletin board located at the Helping House and through publications.
4. The staff is comprised of volunteers and members of Mount Zion Baptist Church.
5. Hours of Operation: Every 1st and 3rd Saturday of the month. An appointment for picking up donated items is strongly recommended by calling the Mount Zion Church Office, if possible.
6. The Helping house reserves the right to refuse service to anyone.

Revision Date:	January 22, 2010
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Category:	Church Membership
Title:	Membership Ministry
Mission Statement:	The Mission of the Membership Ministry is to offer a Christ centered welcome with a smile and warmth when registering a person who comes forward when the invitation to unite with the Church is extended.
Responsible Ministry	Membership Ministry
Primary Audience:	All individuals who have a desire to unite with Mount Zion Baptist Church (MZBC).
Policy	

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1. Welcome and register each person who wants to unite with MZBC.
2. Offer four new member's classes that rotate each Sunday.
3. Offer 2 classes for children 15 and under when they join by baptism.
4. Orchestrate Baptism and the Right Hand of Fellowship on the 4th Sunday at 10:45 am worship service.
5. Keep an accurate membership roster of all members at MZBC.
6. Matching new member with established member through Zion Partners One to One.
7. A New Members' Fellowship luncheon is held semi-annually.
8. Provide certificate/bible when members receive the Right hand of Fellowship or/and Baptism.
9. Assists new members through orientation, membership classes, fellowship and encouragement to have a commitment to be actively involved in Mount Zion Baptist Church where their Spiritual talents will be used to serve.

Procedures

- 1 The Clerk or Assist Clerk greets the person when they come forward, introduce them to the Church, and state how they are joining.
- 2 The Clerk will have the person fill out a registration form, go over information in the welcome package and review the necessary steps to become a Member in Good Standing.
- 3 Each person receives a letters from the chairperson outlining the necessary steps to complete the membership process.
- 4 Each adult new member is paired up with an existing member from the organization Zion Partners One to One.
- 5 The existing members stay in contact with the new member until she or he has become actively involved in service at Mount Zion Baptist Church.
- 6 New member's classes are offered on a rotating schedule each Sunday from 9:30 to 10:30 using the Bible and New Life.
- 7 Baptism classes are offered 2nd and 3rd Sunday from 9:30 to 10:30 for children 15 and under.

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- 8 The Diaconate, Clerks and Membership Ministry work together to prepare baptismal candidates for baptism. There is an orientation class for the baptismal candidates the Saturday before the 4th Sunday.
- 9 One of the major responsibilities of the clerks is to keep an accurate roster of the Church membership. The clerk who takes the new member in leaves the original registration form in the mail box on the door located in the parlor near the Pastor's office. On Monday the Office Manager enters the new member's information in the computer and puts a copy of the member's registration form in the Church's mail box of the Membership chair and the clerk.
10. The Office Manager sends a welcoming letter to the new member from the Pastor. In the letter the member is given their membership number for tithing and envelopes.
11. The Fellowship Luncheon is provided allowing new members to meet others. Ministry members from the Church are invited to share their mission with new members.
12. The Right Hand of Fellowship is given to a person after completing classes and is baptized.

Approval Date:

January 22, 2010

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Category:	Sick and Shut-In
Title:	Sick and Shut-In Ministry
Mission Statement:	Visit the members that are unable to come to Church and administer the Lord's Supper and assist when and where possible..
Responsible Ministry	Diaconate Ministry
Primary Audience:	Sick and shut-in members
Policy	
The Diaconate administers the Lords Supper to the sick and shut-in listed in the Zionews each month. They send cards and visit those that are home bound on a regular basis. Diaconate members are to visit those in their zones when they become ill.	
Procedures	
The Diaconate is divided up into four groups that alternate carrying out the Lord's Supper. Deacons make visits to check on individual needs.	
Revision Date:	January 22, 2010

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Category:	Finance
Title:	Annual Budget Timeline
Mission Statement:	To provide Mount Zion congregation, ministries and administration with financial planning and budgeting that meet the current and future financial needs.
Responsible Ministry	Finance
Primary Audience:	Ministry Chairs and Administration Heads
Policy	
To implement the Church annual budgeting process to ensure the administration and ministries are appropriately funded and submitted to the Advisory Council and Church Congregation on schedule.	
Procedures	
First Friday in October	First Budget Request from Ministries & Departments
Third Friday in October	Distribute First Compilation of Draft Budget
First Monday in November	Submit Revisions to First Draft Budget
Third Monday in November	Distribute Final Draft of Compilation Budget to Ministries
Fourth Monday in November	Submit Final Revisions to First Draft Budget
Second Sunday in December	Distribute Final Draft to Ministries and Congregation
Second Thursday in January	Recommend Draft Budget to Advisory Council
Second Friday in January	Submit Budget as Recommended by Advisory Council to Congregation for Approval
Revision Date:	January 22, 2010

Category:	Finance
Title:	Annual Budgeting Requirements

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Mission Statement:	To provide Mount Zion congregation, ministries and administration with financial planning and budgeting that meet the current and future financial needs.
Responsible Ministry	Finance
Primary Audience:	Ministry Chairs and Administration Heads
Policy	
<p>The Finance Ministry, in cooperation with ministry chairs, shall submit to the Advisory Council and congregation an annual budget based on projected revenues for the coming year.</p> <p>The budget requests for proposed/new activities for the coming year, with significant increases over the previous year, must be accompanied by a brief summary.</p> <p>The ministries budget requests should also include a proposed spending schedule which would include a breakdown, by quarters, of proposed expenditures.</p>	
Procedures	
<ol style="list-style-type: none"> 1. The Finance Ministry will monitor the financial activity of all ministries to validate that activities warrant budget requests. 2. The Finance Ministry will make a projection of income for the coming year, based on the current year income, to establish a gross annual budget amount. 3. Upon establishing a projected and gross annual amount, the Finance Ministry will project the Church's fixed operating expenses, such as utilities, insurances, salaries, etc. 4. The ministries requests will be allocated within the remaining projected revenue. 5. If the budget requests exceed the projected revenue, a review of the ministries requests will be conducted to identify where possible reductions can be made to bring the proposed budget into balance with the projected gross annual budget amount. 6. Upon identifying possible reductions, the Finance Ministry will review these proposed reductions with the ministries and explain the need to reduce their budget prior to presenting the proposed budget to the Advisory Council. 	
Revision Date:	January 22, 2010

Category:	Finance
Title:	Members Attendance Requirements

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Mission Statement:	To provide Mount Zion congregation, ministries and administration with financial planning and budgeting that meet the current and future financial needs.
Responsible Ministry	Finance
Primary Audience:	Church Membership
Policy	
Finance Ministry members who fail to attend three (3) consecutive finance ministry meeting are subject to removal.	
Procedures	
<ol style="list-style-type: none"> 1. When a member of the Finance Ministry is absent three consecutive meetings without contacting the chairperson, the chairperson will contact that member to request a status on their ability to serve. 2. A letter on official Mount Zion Church stationery shall be mailed to the member notifying them that they are not in compliance with the Finance ministry attendance policy. 3. The letter will require the member to immediately contact the Finance Ministry Chair within 5 business days. 4. If there is no response, chairperson will notify the Senior Pastor and seek a replacement. 	
Approval Date:	January 22, 2010

Category:	Floral
Title:	Floral Ministry
Mission Statement:	The mission of the Floral Ministry is to bring esthetic beauty to the Church and Sanctuary through botanical praises.
Responsible Ministry	N/A
Primary Audience:	Church Membership
Policy	
The Floral Ministry supplies the sanctuary with floral arrangements and decorations for Sunday Services and special Church events, such as Easter, Christmas, Thanksgiving, etc.	

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Procedures	
Weekly purchases of flowers and supplies from local wholesalers are made and processed for arrangements. These purchases have to meet the requirements for the said arrangements, such as the appropriate containers.	
Approval Date:	January 22, 2010

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Category:	Greeting
Title:	Greeting Ministry
Mission Statement:	To glorify God and to present ourselves for his use and purpose to greet and welcome his people whom he has sent to Mount Zion Baptist Church for worship and fellowship.
Primary Audience:	Church Members and Visitors
Policy	
<ol style="list-style-type: none"> 1. To make everyone who enters the doors of Mount Zion for worship service and special events feel welcomed and wanted. 2. To foster a spirit of friendship, family and hospitality and to reflect the love and servitude of Jesus to all who come. 3. To reach out and make personal contact with all members and visitors, thereby encouraging unity among the Mount Zion Baptist Church family and its guests. 4. To be on alert for visitors and make sure they are specially greeted and guided as needed. 5. To ensure all members, especially the elderly and those with special needs are greeted and assisted as their needs dictate. 6. To aid and support the Visitors Ministry. 7. To partner/collaborate with other Mount Zion Ministries including the Membership Ministry, the Usher Ministry, the Breakfast Ministry, the Visitors Ministry, the Security Ministry, the Health Ministry and the Diaconate. 8. To continually seek ways to strengthen an open and welcoming atmosphere especially for guests, but for ourselves as well. 	
Procedures	
<ol style="list-style-type: none"> 1. Stand by the door and open the doors for members, guests and visitors with a warm smile and welcoming greeting, i.e., Good Morning. Welcome to Mount Zion. 2. Greet everyone by Sister, Brother, Mr., Mrs. or Ms., first and/or last name or in some way to personally acknowledge them. 3. Let members and guests know you are glad to see them. 4. Distribute visitor packets, when available, under the direction of the Ushers. 5. Escort visitors and guests to the Visitors Registrar and to the Ushers. 6. Provide directions and guide or escort guests to destinations such as bathrooms, parlor, nursery, Church school, fellowship hall. 7. Provide or get assistance for the physically challenged, people with an armload, mothers and dads carrying infants, umbrella coverage for people getting out the Access van, etc. 8. Know what activities are happening. 9. Know who to contact in the event of emergencies and special circumstances. 10. Know the building and where activities are being held. 11. Introduce and connect guests with ushers, members and ministries as appropriate. 12. Invite guests to stay for Sunday School class, breakfast or refreshments. 13. Smile and everyone will feel welcome. 	
Approval Date	January 22, 2010

**Mount Zion Baptist Church
Policies & Procedures**

Category:	Health and Counseling Ministry
Title:	Health and Counseling Ministry
Mission Statement:	To meet the immediate and long term health and Counseling needs of our Church members and community residents.
Responsible Ministry	N/A
Primary Audience:	Church Membership and Community
Policy	
<ol style="list-style-type: none"> 1. To provide health care awareness, using a holistic approach to physical and mental health care. 2. To empower the individual and the community to make informed choices regarding health issues 	
Procedures	
<ol style="list-style-type: none"> 1. Offer educational based groups: <ol style="list-style-type: none"> a) Grief and loss b) Single parents, stress-reduction/stress management c) HIV/Aids, pertinent information on diabetes d) Stroke, heart disease, high blood pressure and other groups as needed. 2. Develop a resource network 3. Develop a Directory of referral services 4. Offer Health Fairs annually, training in First Aid, CPR and other workshops as needed. 5. Offer pertinent information for members and the community in flyers and in the Zionews. 6. Offer general advice on problems of health that will help Christians to understand the relationship between spiritual and physical well-being. 	
Approval Date:	January 22, 2010

Category:	Health and Counseling Ministry
Title:	Nutrition

**Mount Zion Baptist Church
Policies & Procedures**

Mission Statement:	<p>Mount Zion Baptist Church will faithfully provide a safe and nurturing environment for all children and youth. We recognize that our children and youth are increasingly exposed to unhealthy food and beverage environments, and are becoming more vulnerable to chronic diseases such as diabetes and hypertension as a result. Our value for a healthy environment is based on our vision for the total person with an emphasis on social activism and a love for our future generations.</p> <p>Our Church will joyfully integrate faith and health in order to invest in our children. Our children will embrace healthy environments because of the model witnessed at Mount Zion Baptist Church. We strive to prevent chronic disease and encourage lifelong healthy eating and drinking habits. Research clearly demonstrates that good nutrition is linked to educational, health, and life successes. Our policies are in place to support, protect, and advance the total person. We will remain faithful to this policy because our children are our future elders.</p>
Responsible Ministry	Health and Counseling Ministry
Primary Audience:	Congregation
Policy	
<p>This nutrition policy is divided into guidelines for meals, snacks, and beverages. Also included are guidelines for food and drink services, and the need to monitor advertisements and messaging. The policy also outlines the importance of role- modeling, and identifies the ministries that are impacted and the ministries that are accountable. Overall, Mount Zion Baptist Church supports the consumption of fresh fruits and vegetables, whole foods, and less processed foods with its nutrition policy.</p>	
Procedures	
<p>Meal Guidelines</p> <ol style="list-style-type: none"> 1. We use the plate guidelines http://www.choosemyplate.gov / established in 2011 as a guide to plate foods. These guidelines recommend that 50% of the plate includes a fruit and vegetable. 2. The buffet table will contain 50% fresh fruits and vegetables, 25% meat/protein, and 25% starch or carbohydrate. 3. The starch or carbohydrate will be a whole grain product (about 75% of the time). For whole grains, at least 51% of the grain ingredients are whole grains. When reading the ingredient label, the first two grain ingredients should be whole grains. 4. We will use no saturated oils, solid fats, or lard in food preparation. 	

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5. Foods will be roasted, grilled, or baked rather than fried.
6. Fruits and vegetables will be served with every meal.
7. A vegetarian entree option must always be provided.
8. We will not serve foods or beverages with artificial dye or coloring.
9. Foods will be finished with sea salt or kosher salt rather than cooking foods in salt. Since sea salt or kosher salt are easier taste, we will use less salt.
10. When serving food family style, we will have two vegetables dishes without meat for every dish with meat.

We will strive to accommodate special dietary needs.

Dessert Guidelines

Fruit is considered a dessert. Fruit will be offered in the same or higher quantity than other desserts.

Dessert Choices:

Best Choices:

- Fresh fruit
- Fruit canned in juice or in water
- Frozen fruit (without added sugar)
- 100% fruit sorbet with no added sweeteners

Better Choices: Sherbet

- Frozen yogurt (plain without additions such as nuts or chocolate)
- Plain cake without frosting
- Fruit pies (or sweet potato pie) with a bottom or top crumb crust
- Fruit cobblers with a top or crumb crust, or no crust
- Pudding, yogurt, frozen yogurt, ice cream made with fat-free or low-fat milk

Limit these options:

- Pecan pie
- Cakes with frosting
- Cakes with cream cheese frosting
- Cheesecake
- Pound cake
- Doughnuts, pastries, cookies
- Full-fat ice cream

Dessert Portion Size

For any dessert option, portion size is the critical element. We will pre-slice desserts

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and plate sliced desserts in advance to assure the appropriate portion size.

A serving of fruit salad is about 1/2 cup, as is a serving of frozen yogurt or ice cream. Using a 1h cup serving utensil will assist in limiting the portions served.

For cakes or pies the recommended serving size is about the size of a deck of cards. So for a typical 8" or 9" pie the serving size should be about 1/12th of the pie.

Snack Guidelines To provide a healthful nutritional environment and the best Church environment for our children, we will serve the following healthy snacks:

1. Seasonal fresh or dried whole (unprocessed) fruits such as apples, oranges, pears, bananas, grapes, strawberries, melons, pineapples, apricots, etc.
2. Seasonal fresh vegetables such as celery, carrots, broccoli, tomatoes, bell peppers, cucumbers, etc.
3. Healthy grains such as whole grain crackers, wheat crackers, whole-wheat wafers, and rye crackers.
4. We prefer foods that are locally grown and support the sustainability of our natural environment.
5. We will not use any snacks with artificial dye or coloring.
6. We will not serve packaged, highly processed, highly sugared, high sodium and high saturated fat foods for snacks.

Snack Choices:

Best Choices:

Fresh or dehydrated vegetables (e.g. baby carrots, celery, broccoli)
Cup of soup with a quarter cup of vegetables
Fresh or dehydrated fruit (e.g. apples, oranges, pears, apricots, avocados, bananas)
Fruit packed in its own juice
100% fruit sorbet with no added sweeteners
100% whole grain crackers, pretzels, rice cakes, pita
100% whole grain cereals, granola or cereal bars, muffins
Air popped or low-fat popcorn
Trail mix or fruit bars with no nuts and unsweetened dried fruit
Fat-free or low-fat plain yogurt
Fat-free or low-fat and low-sodium cheese
Low-fat and low-sodium cottage cheese
Low-sodium dried meat [jerky] or tuna
Low-fat, low-sodium bean soup
Hardboiled egg

Better Choices:

Fresh or dehydrated vegetables with lightly added salt, sugar or fat Baked chips or baked potato chips
100% frozen fruit juice bars with no added sweetener
Fresh or dehydrated fruit with lightly added salt, sugar or fat Fruit packed in "lite" syrup
Whole grain crackers, pretzels, pita, corn chips, soy crisps
Whole grain cereals, granola or cereal bars, muffins, fig bars
Fat-free cream cheese
"Lite" string cheese
Pudding, yogurt, frozen yogurt, ice cream made with fat-free or low-fat milk
Hummus
Low-fat bean soup

Limit these options:

Fried vegetables
Regular chips
Fruit in heavy syrup
Imitation fruit snacks and gummies
Popsicles
Doughnuts, croissants, pastries, cookies, cakes, pies, pop tarts
Full fat granola
Products made with refined grains such as multigrain crackers, cereals and cereal bars
Trail mix that includes candy
Full-fat yogurt
Full-fat cheese
Full-sodium dried meat (jerky)
Full-sodium tuna

Beverage Guidelines

1. Water will be provided at every meal. It is preferred to have water pitchers on the dining tables.
2. Water is the preferred beverage to serve to children and youth. If desired, fresh or frozen fruits can be submerged or floated in the water.
3. No sugar sweetened beverages will be served to children or youth.
4. No juice will be served to children less than twelve months of age. ..
5. 100% natural juices, 4 ounces or less are acceptable for children over 1 year of age and youth.

For milk, we will use whole milk for children 12-24 months old and 1% or skim milk for children 2 or older.

Beverage Choices Best

Choices Plain

Water

Unflavored fat-free or 1 % milk for people older than 2 Soy milk, rice milk, or whole milk for children 12-24 months old Plain carbonated water (seltzer)

Better Choices

100% natural juices with no added sweeteners in a 4 oz or less serving size for children over 1 and youth

Soy milk, rice milk, or whole milk for children 12-24 months old and 1% or skim milk for children 2 or older

Limit these options

Sugar sweetened beverages for children

Calorically sweetened soda, teas, coffee drinks, lemonade, fruit drinks, sports drinks and energy drinks that exceed 10 calories per 8 oz

Service Guidelines

We require basic hand washing for teachers, children, and youth before snacks, meals or beverages are served, consumed, or distributed. We will bless the foods and beverages provided to our children by saying grace. Preparers of food will have a food handler's permit. Servers will wear gloves or use utensils.

1. When food is pre-plated for dinners, we will serve children children's size portions. This will help reduce food waste and teach children portion size control. If pre-plating, we will make plates attractive to our children and youth with 50% fruits and vegetables, 25% meat/protein, and 25% starch or carbohydrate.
2. When we serve buffet style, we will encourage children, youth, and families to eat according to portion sizes and they may return to the buffet until they are no longer hungry. Buffer servers will use serving utensils designed for portion control. Children, youth, and families will select the foods they want among the healthy foods offered on the buffet.
3. We prefer that food for serving large meals (more than 50) get prepared at the Church.
4. Donated food cooked at home is requested to have a list of ingredients placed in writing near the dish.
5. We prefer that snacks are prepared and cut on-site near a sink to ensure cleanliness, freshness and visual appeal.
6. We would like beverages to be opened immediately before they are consumed.
7. Teachers or parents are encouraged to sit with children to model appropriate food and drink consumption behaviors.
8. We will allow adequate time for children and youth to consume food and drinks, and partake in faith activities.

9. We will not use food as a reward or a punishment. Children will not be forced to eat food or drink in a certain order or of a certain type.

Meal and Snack Planning/Review

Refer to the **Mount Zion Baptist Church's Food Handlers Manual** for details about how to plan meals and snacks. Information is also provided about how to get resources to have a

nutritionist or dietician review meal and snack plans.

Monitoring of Advertisements and Messages

We will be mindful of exposing our children to advertisements and messages which encourage overeating, and unhealthy snacking and drinking behaviors. Providing food at meetings or during classes will be done only when necessary. For example, when meetings or classes occur during mealtimes, healthy food can be provided. Food is not needed for every gathering but a beverage of water, tea or coffee can be served instead.

Ongoing Role-modeling and Learning

The Church will provide opportunities for children, youth and families to develop knowledge and skills to make healthful food and drink choices. We will use events and programs to be thankful for the natural, whole food gifts that are provided for the nourishment of the total person. Drinks will provide for our hydration.

Ministries Impacted by this Policy

As we improve our Church environment to integrate faith and health, the Health and Counseling Ministry will be the lead ministry responsible for the development and evaluation of this nutrition policy. The policy will be used with each ministry with a focus on the faith development of children and youth.

Accountability for Policy Review and Revisions

This policy will be reviewed for currency by the Health and Counseling Ministry yearly in January. The review will be initiated by the Health and Counseling Ministry Co-Chairs. If policy revisions are needed, the Medical Director or Co-Chairs of the Health and Counseling Ministry will facilitate the revision process. The guidance of a certified nutritionist or dietitian will be sought as needed.

Accountability for Policy Monitoring

The Health and Counseling Ministry and Children's Ministry will monitor the use of this policy. Other Ministries who are responsible include the Lead Food Handlers, Diaconate, and Children and Youth Heads. Select ministries will guide persons toward having healthy donations. The whole Church is accountable to this policy and to our children and youth.

Approval Date:	June 14, 2011
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Category:	Health and Counseling Ministry
Title	Physical Movement and Activities

Mission Statement:	<p>Mount Zion Baptist Church is committed to a Physical Movement And Activities Policy for children and youth. Physical activity along with healthy nutrition has been proven to reduce chronic diseases in children and youth. We will encourage children and youth to participate in age appropriate physical activities that they enjoy. The Physical Movement And Activities Policy is faith based and divided into the following programs:</p> <p>Mount Zion Baptist Church will integrate faith and physical activities in the Sunday School, Vacation Bible School, and Praise Dancing Programs. Children and youth will learn that physical activities and nutrition are important to their well being. We will teach children and youth that physical activity and eating healthy food is a lifelong commitment in caring for their bodies</p>
Responsible Ministry	Health and Counseling Ministry
Primary Audience:	Congregation
Policy	
<p>Vacation Bible School (3 hr. Program)</p> <p>Children will read Bible passages that emphasize the importance of physical activity. An example is 1 Corinthians 3:16. In this Bible verse teachers will explain that the temple is the body and the importance of taking care of the body. They will explain to the children that while the activities seem like only play, and are a lot of fun, they are also taking care of the body.</p> <p>Children will read Bible passages that emphasize working with their hands which is another way of taking care of the body through nutrition, sharing with others, and being physically active. An example is Ephesians 4:28. Gardening is one way that teachers can illustrate this Bible verse.</p> <ol style="list-style-type: none"> 1. Aerobic Activity---Brisk walking or running 20 min. a day, at least 3 days per week 2. Muscle Strengthening---Swimming 1 hr. a day, 1 day per week, and basket ball 3? min. a day, at least 3 days per week 3. Bone Strengthening---Jumping rope, hula hoops or running 30 min. a day at least 3 days per week can be used to enhance bible stories. 4. Gardening---Requires working with their hands and using their whole body <p>Goggles and swimming caps can be provided for swimming. Jump ropes and hula</p>	

hoops can be provided for bone strengthening exercises.

Sunday School (50 min.-1 hr. Program)

Children can read Bible Verses that emphasize children and youth at play. An example is Zechariah 8:4-5. They can incorporate movement by having children and youth role-play some of the stories in the Bible. Children and youth might show excitement that illustrates going to see Jesus. An example can be found in Luke' 18:16.

1. Have 2-5 minute stretch breaks every hour for youth.
2. Jogging for 2 min. can be done in the classroom.
3. Some activities require walking, skipping or jumping when role-playing stories in the bible. Children can do these activities in the classroom.
4. Jumping Jacks for 2 min. can be done in the classroom. This activity can be used to enhance bible stories.

Children's Ministry (1 - 2 hr. Programs)

The Children's Ministry is made up of the Eagle's Nest Nursery Program and the Children's Church Program. Teachers can read Bible verses to the children in the Eagle's Nest Nursery that emphasize children at play. Children attending Children's Church can read Bible verses that emphasize children at play. An example is

Zechariah 8:4-5. They can incorporate movement by having children role-play some of the stories in the Bible. Children might show excitement that illustrates going to see Jesus. An example can be found in **John 6:1-14.**

1. Jogging for 2 min. can be done in the classroom.
2. Some activities require walking, skipping or jumping when role-playing stories in the bible. Children can do these activities in the classroom.
3. Jumping Jacks for 2 min. can be done in the classroom. This activity can be used to enhance bible stories.

Role playing Bible stories may take 10 - 20 min. depending on the age of the children.

Procedures

Praise Dance x

Childr

en x Youth

x Adults

Praise dancing to religious music is a form of worship. It is a physical activity that requires the whole body. Dancers rehearse at least 1 hr. a week. Praise dancers learn that praise dancing is an expression of praising God. An example can be found in **Psalm 149:3**.

Note: All of the above activities are free.

Special Events:

All children and youth events such as Retreats/Conferences, Youth Groups/Bible Study, Holiday Programs, Indoor/Outdoor Physical Activity Events, etc. and events with 10 or more children and youth in attendance such as the Church Picnic, will follow the Physical Activity guidelines and include opportunities for physical activity as the events are planned.

Planning for all of the above events in addition to Thanksgiving Dinner, Scholarship Sunday, Sunday Breakfast, etc. will follow the nutrition guidelines for meals, desserts, snacks, and beverages that are found in the Mount Zion Baptist Church Nutrition Policy.

The Nutrition Policy can be found in the Mount Zion Baptist Church Policies and Procedures Manual. A copy of the manual is available for review in the Church office. Each ministry chair is given a copy of the Policies and Procedures Manual. Copies of the Nutrition Policy will be placed in all areas where food is prepared.

Curriculum Planning

Each teacher will follow the Urban Ministries curriculum. They will teach bible verses that are age appropriate. All physical activities will be biblically based.

Ministries Impacted by the Policy

Sunday School
Vacation Bible School
Children's Ministry
Praise Dancing
Athletics & Recreation Ministry
Scholarship Ministry Youth
Ministry

Ongoing Role-Modeling and Learning

The Minister of Christian Education will provide training for teachers that will help them develop their skills in relating physical activities to Bible verses. Teachers can share their curriculum with parents so they can continue to teach the children at home through role-modeling.

Accountability for Monitoring

The Minister of Christian Education and the Church School Superintendent will monitor the use of this policy. Other Ministries that are responsible include Children and Youth Ministry Leads

Accountability for Policy Review and Revisions

This policy will be reviewed for currency by the Minister of Christian Education the School Superintendent the Health and Counseling Co-Chairs and the Medical Director annually in January.

Approval Date:	June 14, 2011
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Category:	Health and Counseling Ministry
Title:	Procurement
Mission Statement:	Mount Zion Baptist Church, in support of its Nutrition Policy, will purchase seasonal fruits and vegetables grown locally from vendors/grocers at competitive prices. We will regulate the type of food purchased by the Church and the type of food donations requested by the Church.
Responsible Ministry	Health and Counseling Ministry
Primary Audience:	Congregation
Policy	

1. The Church will purchase cooked meats prepared according to the Meal Guidelines of the Nutrition Policy and cook meats following the same guidelines
2. The Church will purchase desserts for special events, listed under Best Choices or Better Choices of the Nutritional Policy. Request for donated desserts will follow the same guidelines

The following items will be purchased or requested as donations:

1. Water
2. 100% natural juices in 40z containers for family events with 10 or more children and youth
3. Whole grain products
4. Whole or cut fruit
5. Fresh or frozen vegetables
6. Fresh lean meat, i.e. chicken, turkey, fish, pork, turkey franks or beef

We will not request the following:

1. Fried Meats, i.e. chicken, fish, or pork *
2. Soda Pop or other sugar-loaded beverages
3. Cookies
4. Cakes *
5. Pies *
6. Candy

*The Church will purchase cooked meats prepared according to the Meals Guidelines of the Nutrition Policy and cook meats following the same guidelines

*The Church will purchase desserts for special events, listed under Best Choices or Better Choices of the Nutrition Policy. Request for donated desserts will follow the same guidelines,

Procedures

The policy will be distributed with donation letters. Copies of the policy will be posted in all areas where food is prepared and will be available in the Church office. The Procurement Policy will also be include in the Mount Zion Baptist Church's Policies and Procedures Manual

Approval Date:	June 14, 2011
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Category:	Health and Counseling Ministry
Title:	Vending Machine
Mission Statement:	
Responsible Ministry	Health and Counseling Ministry
Primary Audience:	Congregation
Policy	
There will be no vending machines on Mount Zion Baptist Church's property or properties	
Procedures	
Approval Date:	June 14,2011

Category:	Church History
Title:	History and Archive
Mission Statement:	To continuously collect, preserve, and archive all official documents, photos, materials, and memorabilia depicting the history and culture of Mount Zion Baptist Church dating back to its beginning, 1904.
Responsible Ministry	History and Archive Ministry (HAM)
Primary Audience:	Congregation of Mount Zion Baptist Church, visitors, and affiliates within the Faith Community.
Policy	
The elected officers and volunteers of the History and Archive Ministry are assigned the responsibility to carry out the goals and objectives of the ministry, All Records and Documents of Church Financial Business Transactions, All Records and Documents of Property Purchases and Transactions.	
Procedures	
<ol style="list-style-type: none"> 1. Encouraged to submit photos, event celebrations, and other historical materials, to the HAM. 2. Collect and archive the following in a central location: <ol style="list-style-type: none"> a) Sunday Morning Worship Bulletins Zionews Publications b) Mount Zion Annual Reports c) Proposed and Final Annual Budgets, All Advisory Council Minutes, All Church Meeting Minutes and Church Resolutions d) Information from the Faith Community and Community Based Organizations which is relative to Mount Zion Baptist Church e) Responsible for updating and maintaining the Memorial Plaques in honor of deceased members of the Church f) Prepare and publish a MZB Church history book g) Provide historical information to the Mount Zion Baptist Church Congregation through Articles published in the Zionews. 	
Approval Date:	January 22, 2010

Category:	Human Resource
Title:	Human Resource Ministry

Mission Statement:	The Human Resource Ministry's role is to establish guidelines and recommendations to help establish a respectful work environment to allow employees to perform their work and practice the mission of Mount Zion to the best of their ability.
Responsible Ministry	N/A
Primary Audience:	Employees, Authorized Volunteers and Church Members
Policy	
<ol style="list-style-type: none"> 1. To bring formal structure to the hiring, evaluation and employee administrative processes. This ministry does not supervise employees 2. To develop Human Resource policies and procedures in accordance with State and Federal Employment Laws for Mount Zion Baptist Church supervisors and employees. 3. To develop Benefits policies. 	
Procedures	
<ol style="list-style-type: none"> 1. Establish Human Resource policies and procedures 2. Establish Benefit Policies 3. Recruit new employees 4. Conduct applicant screening for all new employees 5. Conduct Salary Surveys 6. Assist supervisors in drafting job descriptions 7. Review all employee evaluations 8. Review all recommendations for discipline and/or terminations 9. Investigate complaints of harassment, discrimination, and/or violations of Mount Zion's code of conduct. 10. Provide a resource for all employees' questions and concerns 11. Provide advice to Leadership over Human Resource policies and procedures 	
Revision Date:	January 22, 2010

Category:	Human Resources
Title:	Part-time Time Sheet
Mission Statement:	The Human Resource Ministry's role is to establish guidelines and recommendations to help establish a respectful work environment to allow employees to perform their work and practice the mission of Mount Zion to the best of their ability. In addition, our goal is to minimize potential employee litigation.

Responsible Ministry	Human Resources Ministry
Primary Audience:	Supervisors, applicable Ministry Chairs and Part-time Employees
Policy	
<p>The Time Sheet is the official record used to determine the appropriate pay for an employee for each pay period. All Part-time employees must complete a time sheet for each designated pay period. The hours certified by the employee and supervisor will be used to generate gross pay per pay period. Completed or partially completed time sheets are the property/records of Mount Zion Baptist Church. The Human Resources Ministry, Trustee Ministry and Church Treasurer shall review payroll practices including individual salaries and pay to ensure compliance with the approved Employee Handbook and applicable federal, state and city regulations.</p>	
Procedures	
<ol style="list-style-type: none"> 1. Time sheets must be completed by each part-time employee for each pay period - 1st and 15th of each month. 2. The date time and hours worked must be entered on the time sheet each day work is performed. 3. Supervisors must complete periodic and random reviews to determine if time sheets are being completed on the day worked. 4. Employees must submit the time sheet to his/her supervisor for verification and signature. 5. The employee and supervisor signatures certify that the time sheet information is accurate. 6. The supervisor must submit all time sheets for all part-time employees at the same time to the Church Treasurer or place in a location designated by the Church Treasurer. 7. Partially completed time sheets must not be removed from the premises of Mount Zion Baptist Church. 8. Employees must work only the total number hours scheduled per pay period, unless prior written permission is given by his/her superior. 9. The supervisor must place initials on each date the employee exceeded the number of budgeted hours or overtime is authorized. 10. Chairs of the Human Resources Ministry, Trustee Ministry and Church Treasurer shall meet semi-annually and provide a written report to the Congregation that all personnel practices are in compliance with applicable federal, state, and city regulations and the Church's approved Employee Handbook. 11. Human Resources will update the Trustee Ministry and Church Treasurer on any new laws and/or changes in applicable laws and regulations. 	
Approval Date:	January 27, 2012
Category:	Technology
Title:	Information Technology Ministry
Mission Statement:	The Information Technology Ministry of Mount Zion Baptist Church implements and enables the Church's use of technology tools that are faithful to the Gospel of Jesus Christ.

Responsible Ministry	N/A
Primary Audience:	Church Membership, Administration and Ministries
Policy	
<ol style="list-style-type: none"> 1. To support Mount Zion Baptist Church computers, networks, device hardware, applications, programs and websites. 2. To provide technical support for the Church and its ministries. 3. Facilitates Information Technology information for Church officers, lay leaders and staff. 4. Assists with special events requiring Information Technology support. 5. Provides governance and policy setting for Mount Zion's information technology systems. 	
Procedures	
<ol style="list-style-type: none"> 1. Maintaining the policies and procedures that we have created to support the information technology needs of the Church. 2. Supplying technology applications to Church ministries to support their activities and missions. 3. Seeking to achieve administrative cost savings/control using technological applications. 4. Providing timely and accurate information and reporting for Church leadership and staff. 5. Serving Mount Zion's congregation and the community using technology. 6. Providing an opportunity for technology professionals and hobbyists to use their skills to serve God and to fellowship with others who share similar interests. 	
Approval Date:	January 22, 2010

Category:	Mission and Evangelism
Title:	African Fellowship Ministry
Mission Statement:	The African Fellowship Ministry was founded in May 2001, with the spirit and intent of welcoming and embracing the presence of relatively new African born immigrants and members of Mount Zion who desire to learn about the continent of Africa and its rich heritage.
Responsible Ministry	Missions and Evangelism
Primary Audience:	Church Membership and Community
Policy	

1. Provide a support group for members of Mount Zion.
2. Provide an opportunity for fellowship among members.
3. Provide a forum for historic and contemporary education about ancestral roots of African in Diaspora and the larger community.
4. Strive to facilitate systemic integration and development through the Christian experience as rooted in the Scripture.
5. Strive to maximize intercultural participation with exuberance and vitality, with profound faith, in the devotional life of the Mount Zion Baptist Church.

Procedures

1. Sponsor spiritual, cultural and economic missions to Africa and other places of historical events.
2. Reach out to the Puget Sound communities.
3. Conduct citizenship classes and offers specialized health care education for new African born immigrants.
4. Through forums information is presented about Africa with lectures, books and pamphlets.
5. Delivers goods and services to the international community.
6. To assist members of Mount Zion who desire to learn about the African Continent, the African Fellowship Ministry sponsors, in July annually, the African Heritage Month event.

The African Heritage month Event is a two day workshop and banquet, which includes an Interactive panel discussion, art, education activities, a fashion show and the best available African cuisine.

Approval Date: January 22, 2010

Category:	Mission and Evangelism
Title:	Campus Ministry
Mission Statement:	We exist to bring souls to Christ by sharing the good news of eternal life through Jesus Christ with all people in spiritually led worship revivals and fellowship. The power of God’s love is demonstrated through our service to the least, the lost, and the left-out by meeting their needs with our mission’s giving at home as well as internationally and evangelistic growth through preaching services, study groups, spiritual workshops and community visitations.
Responsible Ministry	Missions and Evangelism
Primary Audience:	College Students
Policy	

Provide Christian fellowship via outreach to the various college campuses through our development of a regular monthly or quarterly program offering food and spiritual guidance in concert with the assistance of our Young Adult Ministry.	
Procedures	
<ol style="list-style-type: none"> 1. Initial contact with interested students through the Young Adult Ministry and College events. 2. Utilize the Church bus or private vehicles to transport students to events and services. 3. Encourage interaction of Church family with students. 	
Approval Date:	January 22, 2010

Category:	Food Services
Title:	Feeding Ministry
Mission Statement:	We exist to bring souls to Christ by sharing the good news of eternal life through Jesus Christ with all people in spiritually led worship revivals and fellowship. The power of God's love is demonstrated through our service to the least, the lost, and the left-out by meeting their needs with our mission's giving at home as well as internationally and evangelistic growth through preaching services, study groups, spiritual workshops and community visitations.
Responsible Ministry	Missions and Evangelism
Primary Audience:	Community
Policy	
Provide weekly meals to Home-bounded and Homeless members of the City.	
Procedures	
<ol style="list-style-type: none"> 1. Plan balanced menu for weekly meal preparation and distribution. 2. Shop local markets two days prior to event to acquire food and all other needed supplies. 3. Organize and arrange for Volunteers to assist with preparation and food distribution. 4. Clean and sanitize the Church's kitchen. 	
Approval Date:	January 22, 2010

Category:	Mission and Evangelism
Title:	Mission Ministry

Mission Statement:	We exist to bring souls to Christ by sharing the good news of eternal life through Jesus Christ with all people in spiritually led worship revivals and fellowship. The power of God's love is demonstrated through our service to the least, the lost, and the left-out by meeting their needs with our mission's giving at home as well as internationally and evangelistic growth through preaching services, study groups, spiritual workshops and community visitations.
Responsible Ministry	Missions and Evangelism
Primary Audience:	Church Membership and Community
Policy	
Provide financial assistance to numerous organizations both at home and worldwide.	
Procedures	
Mission requests are received and promptly acted on based on their merit.	
Approval Date:	January 22, 2010

Category:	Mission and Evangelism
Title:	Prison Ministry
Mission Statement:	We exist to bring souls to Christ by sharing the good news of eternal life through Jesus Christ with all people in spiritually led worship revivals and fellowship. The power of God's love is demonstrated through our service to the least, the lost, and the left-out by meeting their needs with our mission's giving at home as well as internationally and evangelistic growth through preaching services, study groups, spiritual workshops and community visitations.
Responsible Ministry	Missions and Evangelism
Primary Audience:	Women and Men of Washington State and local prisons
Policy	
Provide effective evangelism with individuals who are in desperate need of the Gospel and are ready to hear the good news of salvation.	
Procedures	
<ol style="list-style-type: none"> 1. Send greetings cards to inmates at various correctional facilities. 2. Mount Zion ministers provide monthly services at Monroe Correctional Facility. 3. Collaborate with other organizations to expand our outreach program. 	
Approval Date:	January 22, 2010

Category:	Music
Title:	Music Ministry
Mission Statement:	The Mount Zion Baptist Music Ministry exists to lead the congregation in worship through song and praise. We strive to demonstrate God's love through our musical outreach to the congregation. We strive to meet the diverse needs of God's people by providing an eclectic approach to the music that is offered, including music of our Afro-centric cultural background.
Responsible Ministry	N/A
Primary Audience:	Congregation and Community
Policy	

The goal of the Music Ministry is scripture Psalm 150 in which it speaks of “praising God with the trumpet, the lute, and harp, tumbrel and dance, stringed instruments, cymbals, singing”...in short, with everything we have. It includes various choirs, music ensembles, dancers and musicians. The charge of the ministry is to lead the congregation in worship each Sunday. Our goal each week is to do our best to achieve what this scripture mandates us to do in our praise and worship.

Procedures

1. Develop policies and procedures for the music ministry that will help things flow more efficiently. A Full-time Minister of Music is included in this goal.
2. A strengthening of all groups within the ministry. Included in this goal would be growth in each of the groups.
3. Expand the music ministry’s outreach.
4. Nurture our youth for future leadership roles in the music ministry.
5. Engage in workshop, locally and nationally, in an effort to better equip the music ministry.

Approval Date: January 22, 2010

Category:	Church Policy Manual
Title:	Policies & Procedures Ministry
Mission Statement:	To ensure that the congregation and visitors know the mission, policy, and procedures of all Mount Zion’s ministries and other key functions of the Church.
Responsible Ministry	N/A
Primary Audience:	Ministries and Church Membership
Policy	
Compile a Policies and Procedures Manual for all Ministries, in a concise and easily understood format, that is accessible to all as mandated by the Church.	
Procedures	

1. Develop a format to assist ministries and staff in describing policies and procedures.
2. Assign a Policies and Procedures Ministry member to assist other ministries and staff.
3. Establish a deadline for the submission of initial and subsequent documents.
4. Review and edit all documents received.
5. Write descriptions and policies for ministries not represented.
6. Collaborate with the Technology Ministry to put the policies and procedures on the website. For example, Funeral, Wedding and Building Use
7. Devise a method of distributing the completed Manual.
8. Review and revise the Manual as needed.
9. Submit a budget for expenditures related to the production and updating of the manual.
10. Compile all policies and procedures into a standardized manual.
11. Submit a draft of the document(s) to the Advisory Council and the Church body for approval before final printing of the manual.
12. Periodically submit any policy and procedure revisions to the Advisory Council and Church for approval.

Approval Date:	January 22, 2010
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Category:	Prayer and Outreach
Title:	Prayer Band
Mission Statement:	The Bible says “feed my sheep”. The Prayer Band brings spiritual outreach to the sick and shut in.
Responsible Ministry	N/A
Primary Audience:	Church Membership and Community
Policy	
The Prayer Band ministers to the sick and shut-in.	
Procedures	

<ol style="list-style-type: none"> 1. Obtain the names of those who need service from the Church office, the Zion News, the congregation, the Messenger, etc. 2. Administer the word of the Lord. 3. Members visits homes, hospitals, nursing homes and restorative care facilities bringing gifts of flowers, money and food, especially during the holidays. Members read scriptures, sing songs, pray and provide comfort and assistance to those served. 4. Visit sick and shut-in at least twice a month. 5. Call sick and shut-in members. 6. Send sympathy cards to sick and shut-in. 7. Publicize the work of the Prayer Band. 8. Recruit new members to the Prayer Band. 	
Approval Date:	January 22, 2010

Category:	Church Publications
Title:	Publications Specialist
Mission Statement:	Publications is a communication tool, printing resource and correspondence link for the congregation and community,
Responsible Ministry	Office Business Manager/Trustees
Primary Audience:	Congregation
Policy	
Publications provide information about Church and community events. It also assists the pastor, office staff and Church ministries with the creation and printing of special documents.	
Procedures	
<ol style="list-style-type: none"> 1. Weekly publication of the Church bulletin, <u>The Messenger</u>. 2. Weekly publication of the Children’s Church bulletin. 3. Monthly publication and mailing of <u>The Zionews</u>. 4. Annual publication of Church ministry reports. 5. Publication of programs for annual days, revivals, funerals and special Church events. 6. Printing of Church minutes, finance reports, surveys and other documents distributed to the congregation. 7. Creation and printing of letterhead, flyers, cards, envelopes, etc. 8. Writing and distribution of Church announcements, advertisements, etc. 	
Approval Date:	December 1, 2007

Category:	Church Security
Title:	Security Ministry
Mission Statement:	<p>To provide a safe and secure environment for members and visitors during worship services and other Church sponsored or authorized events.</p> <p>To assure that all participants realize that security is a team which must function within the constraints of the Mount Zion Constitution</p>
Responsible Ministry	N/A
Primary Audience:	Church membership and Visitors
Policy	
<ol style="list-style-type: none"> 1. To provide for the safety of children in the Kid's Zone. 2. To provide emergency response and preparedness for earthquakes, fires, explosions, etc. 3. To provide protection for members, visitors, property, vehicles, on Church premises. 4. To manage all aspects of security for Church facilities. 5. To coordinate the movement and safety of the senior pastor and others as needed. 6. To provide information and/or assistance to law enforcement officers or private security firms during Church sponsored events, on and off Church premises. 7. To provide seminars for Church staff on aspects of safe travel and personal safety. 8. To conduct risk assessments for burglaries, robberies, and fires on Church premises. 9. To design, implement, and administrate video surveillance systems. 10. To conduct threat assessments of threatening telephone calls, e-mail threats, regular mail threats, bomb threats, and personal threats to Church staff. 	
Procedures	
<ol style="list-style-type: none"> 1. Run criminal background checks and conduct investigations, with permission, on employees, and volunteers. 2. Work with law enforcement to investigate theft, and other criminal incidents. 3. Develop procedures to identify possible bomb and bio-threats. 4. Develop programs to monitor, and circumvent terrorist activities directed towards the Church. 5. Develop procedures for maintaining security during worship services, collection of offerings, and protection of offerings. 	
Approval Date:	January 22, 2010

Category:	Church Security
Title:	Background Checks
Mission Statement:	To provide the congregation, staff, volunteers and visitors with the most secure environment possible for worship and conducting business.
Responsible Ministry	Security Ministry and Administrative Staff
Primary Audience:	Church Membership
Policy	
<p>Background checks will be conducted with the appropriate law enforcement agencies on all individuals seeking leadership positions or at the discretion of the Chief of Security in order to determine if the individual is suitable to serve in the position from a security risk perspective. Background checks will be performed on all elected officers, staff and volunteers every two (2) years.</p> <p>The following offenses automatically disqualifies any individual from holding a leadership position: 1) Sexual Abuse; 2) Child Molestation; 3) Felony Conviction; 4) any violent criminal conviction; and 5) Misdemeanor convictions involving acts of dishonesty, within ten (10) years prior to being considered for a leadership position.</p> <p>Background checks and the resulting information are highly confidential and will not be shared with the individual on which the background check was conducted. However, if an individual is determined to be unfit to serve, and he or she disagrees with the findings, he or she will be informed where to go to confirm the accuracy of the information. If the information received by the Security Ministry is proven to be inaccurate, the member is eligible to seek office</p> <p>The decision of the Security Chief whether an individual is fit to serve is final.</p>	
Procedures	
<ol style="list-style-type: none"> 1. Individuals convicted of one of the disqualifying offenses should not seek a leadership position. 2. No one will be allowed to hold an office until the background check is completed. 3. Individuals must complete and sign a "Background Check" form and provide finger prints to the Security Chief or his designee at least ten (10) business days prior to the date the election is held or an appointment to a leadership position is made. 4. Security Ministry Chief or his/her designee will submit the completed form to the appropriate law enforcement agency. 5. When the results of the background check are known, the Security Ministry Chief or his/her designee will notify the individual that he/she has been cleared to serve. 5. If the results are unfavorable, Security Ministry Chief or his/her designee will notify the individual that he/she cannot serve. 6. All background check information will be placed in a highly secured location with limited access. 	

Approval Date:	January 27, 2012
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Category:	Security Ministry
Title:	Key Access to Mount Zion Baptist Church Buildings
Mission Statement:	To provide maximum security of the Mount Zion Baptist Church by managing key access to keys.
Responsible Ministry	Primary: Security Ministry; Secondary Business Manager
Primary Audience:	Church Administration and Ministry Chairs
Policy	
1. To ensure the safety of people using the Church buildings. 2. To manage who has access using strict controls and accountability. 3. To protect the resources God has provided through the issuance of keys. 4. To maintain keys for different levels of access to the building.	
Procedures	

1. Keys will be issued through the Church office, working as directed by the Chief of Security or his/her designee based on the need to have access to the Church during or after regular office hours.
2. The person possessing a key to the Church shall agree that the key will remain under his/her control and not shared with anyone. Changes in key holders are to be done through the Church office.
3. The key is to be used in the performance of the key holder's ministry responsibilities.
4. A key must be returned to the Office Administrator within two (2) days if any of the following occur:
 - a. The holder of the key is no longer a member of the Church,
 - b. The holder of the key is no longer in the position for which the key was issued, and
 - c. The return of the key is requested by the Senior Pastor or Chief of Security.
5. If a key holder changes positions, a notation shall be made on the Key Request Form indicating the change and the reason for being issued a different key if required.
6. The key holder shall return key upon request by the Chief of Security or his/her designee.
7. Keys shall not be transferred to another member or officer. Keys must be returned to the Church office and reissued using the different Key Request form.
8. If a key is lost, destroyed, not returned or stolen, the key holder will be responsible for the cost to replace the key. Please notify the Church Office immediately.
9. Key holder is restricted to the area of responsibility and must not enter other areas without permission of Security Officer on duty.
10. In order to get a key to access an area other than the assigned area, the key holder must leave picture ID with the Security Officer on duty until the key is returned.
11. One or more violation of this policy will result in forfeiture of his/her key.
12. Keys will be issued by the Church office, Chief of Security or his/her designee using the following criteria:

KEY TYPE	HOLDERS	PURPOSE
Interior Master	Pastor, Office Staff, Security, Trustee Chair, Custodian, Janitor	Opens all interior doors of the Church excluding private offices
External Entry There are 2 keys required.	Pastor, Office Staff, Security, Trustee Chair, Custodian, Janitor, Kitchen Coordinator	Opens all external entry doors
Trustee Office	Trustee ministry members	Opens Trustee office door
Sanctuary	Minister of Music, Organist	Opens sanctuary

Kitchen	Kitchen Coordinator, Feeding Ministry	Opens Kitchen doors
Nursery	Children's ministry leader	Opens doors to the children's nursery and children's Church
Technology	Technology ministry leader	Opens computer lab
Membership	Membership ministry leader	Opens the membership room
Diaconate	Diaconate ministry leader	Opens the diaconate room
Audio/Visual	Audio/visual ministry leader	Opens the audio/visual room
Usher	Usher ministry leader	Opens the usher room
Youth Lounge	Youth ministry leader	Opens the youth lounge
Helping House	Helping House ministry leader	Opens the Helping House
Approval Date:	January 27, 2012	

Category:	Seniors
Title:	Senior Ministry
Mission Statement:	The Senior Ministry is to provide a series of activities to enhance the life of the Mount Zion Baptist Church seniors (elderly) spiritually, physically, and socially.
Responsible Ministry	N/A
Primary Audience:	Seniors of the Church Membership
Policy	
To elicit and involve the seniors of Mount Zion Baptist Church in appropriate activities for their participation.	
Procedures	

1. Outreach through direct contact, mail, e-mail, and telephone calls to stimulate the involvement of the seniors of Mount Zion Church.
2. Identify those seniors who need more intensive services such as home visits, regular telephone calls and referrals as needed.
3. Secure opportunities for seniors to have social and physical activities within Mount Zion Baptist Church as well as the community at large.
4. Periodically assess how the Senior Ministry is meeting the needs of the participants.
5. Be an advocate for the senior program in securing adequate funds to maintain and enrich the various programs.
6. Provide a variety of activities to increase attendance of seniors.

Approval Date:	January 22, 2010
Category:	Food Service
Title:	Social Committee
Mission Statement:	The Social Committee is the official caterer of food services provided to ministries, auxiliaries and official departments of Mount Zion Baptist Church. The Social Committee provides food services for all approved events sponsored by groups both within and outside the Church.
Responsible Ministry	Social Committee
Primary Audience:	Church Membership and organizations approved to use the Church facilities.
Policy	
To provide meals for requested Church ministries and outside events.	
Procedures	
<ol style="list-style-type: none"> 1. Purchase and prepare the food 2. Ensure the adherence to all health regulations. 3. Have an adequate number of persons assisting in the kitchen in the preparation of the food. 	
Approval Date:	January 22, 2010

Category:	Trustees
Title:	Trustee Ministry
Mission Statement:	The Trustee Ministry shall act with the highest level of integrity and transparency to hold in trust, on behalf of the membership, all assets of the Church, and take all necessary measures for its protection, management and upkeep.

Responsible Ministry	Church Membership
Primary Audience:	Pastor, Ministry Chairs & Church Membership
Policy	
Provide good stewards of God's gifts by overseeing and managing, in collaboration with others, the assets of the Church. This includes the Church finances, the facility and other properties, investments, legal and contractual matters and the Church Office.	
Procedures	
<ol style="list-style-type: none"> 1. Count Tithes & Offerings on Sundays and offerings on special occasions as needed. 2. Review and report monthly income and expenditures to the congregation to ensure there is a correlation between these items and the Church budget. 3. Review expense voucher requests. 4. Ensure that no property is bought, sold, mortgaged or otherwise encumbered without a vote of the Church membership. 5. Provide for the maintenance and upkeep of all Church properties. 6. Ensure that all insurance coverage is current and appropriate for the Church. 7. Keep in a safe and secure place at the Church all legal documents such as contracts, deeds, property records, insurance policies and personnel files. 8. Ensure that all contracts, deeds, bank documents and other legal papers are signed by the Trustee Chair and/or other required officers. 9. Fulfill the legal obligations of the Church, including Internal Revenue Service (IRS) and regulatory requirements. 10. Develop and implement short and long-term strategies for protecting, managing and enhancing the Church's assets. 11. Meet at least monthly and maintain written minutes of all Trustee meetings in a notebook. 12. Serve as liaisons to appropriate ministries. 13. Attend all Advisory Council and All Church meetings as required. 14. Maintain confidentiality. 15. Work closely with the Finance Ministry by providing timely financial information that aids in the preparation of quarterly financial status reports comparing the actuals with approved annual budget. 	
Approval Date:	January 22, 2010

Category:	Financial Data Access and Security
Title:	Access and Security of Financial Data
Mission Statement:	To safeguard electronic access to Church financial information that is stored on electronic media, whether internal or external to the Church, and that access does not reside with one individual person, regardless of that individual's position or status in the Church.

Responsible Ministry	Trustee Ministry
Primary Audience:	Church Treasurer, Financial Secretary and Trustee Ministry
Policy	
To provide the maximum security for Financial data, bank accounts, computer passwords and access to other confidential and proprietary information, and any other information necessary for electronic access to Church information must be placed in a central safe in a secured environment under dual control. Access to this information must not be held exclusively by a single individual regardless of that individual's position.	
Procedures	
<ol style="list-style-type: none"> 1. All computer passwords and security codes must be placed in a sealed envelope, signed by two individuals across the seal, and placed in a central safe in a secured environment under dual control. 2. At the time a password or security code is changed by a primary users, the new password must be placed in a new envelope, sealed, signed by two officers and placed in a central safe in a secured environment under dual control Online logon codes to bank accounts must be accessible by at least two Church officers with primary and secondary authority. 3. The CPA firm with an active Engagement Agreement is authorized to have online "review access" to all bank accounts and authorized to obtain copies of all related documents. 4. The CPA firm with an active Engagement Agreement is authorized to have access to all computers housing financial applications and systems, non-electronic financial files and documents held in the Church possession, including contracts, policies and procedures, and Minutes of All Church and Trustee Ministry meetings. 5. The Church Treasurer and Financial Secretary are authorized to have full online access manage all accounts including transferring funds and viewing transactions 6. The Church Treasurer and Financial Secretary are authorized to have full access to the online contribution system through the Church website. 7. The Church CPA firm is authorized to have full online access for "viewing only" all accounts and all transactions. 	
Approval Date:	January 27, 2012

Category:	Trustee
Title:	Cash Advance Funds Requests
Mission Statement:	To provides the congregation with an auditable, accountable financial system that enables effective decision-making and transparency.
Responsible Ministry	Trustee Ministry
Primary Audience:	Administration and Ministry Chairs

Policy	
<ol style="list-style-type: none"> 1. All funds disbursed in advance of an event must be fully documented and accounted for with receipts and other documentation supporting the purpose of the funds. 2. All Receipts supporting funds expedited from the advanced funds must be submitted to the Church Treasurer within fourteen (14) calendar days. 3. All requests for funds must be submitted using an Expense Voucher approved and signed by the appropriate Ministry Chair. 4. All expenditures from the Church Treasury will be made by check only. 	
Procedures	
<ol style="list-style-type: none"> 1. Request for Advanced Funds request must be submitted using an Expense Voucher at least fourteen (14) calendar days prior to the date funds are needed. 2. The Church Treasurer will confirm whether or not funds are available within seven (7) calendar days from receiving the Expense Voucher. 3. The Expense Voucher must be completed and signed by the individual requesting the funds and the approval signature of the Ministry Chair to which the expenses will be charged. 4. The Expense Voucher must have attached documentation that supports the event and amount for which the funds are being requested. 5. Within fourteen (14) calendar days, the individual requesting funds must submit original receipts supporting the actual expenditures of advanced funds. 6. All unused funds must be returned to the Church Treasurer by personal check or money order payable to Mount Zion Baptist Church (write the Expense Voucher number in the lower left corner of the check) and submitted together with the original receipts. 7. Any individual who does not submit the original receipts within fourteen (14) days will be given a reminder that the receipts are outstanding including a copy of the Cash Advance Funds policy. The Ministry Chair will also be sent a duplicate of the reminder. 8. On the second failure to comply with this policy by submitting timely receipts by the same individual or the same ministry chair, the individual and ministry chair will be placed on a list to decline future cash advance requests. 	
Approval Date:	January 27, 2012
Category:	Trustee
Title:	Credit Card Use Policy
Mission Statement:	To provide the congregation with an auditable, accountable financial system that enables effective decision-making and transparency.
Responsible Ministry	Trustee Ministry
Primary Audience:	Business Manager

Policy	
<ol style="list-style-type: none"> 1. The corporate credit card is for the emergency and convenient use by the Business Manager. 2. The assigned credit card may not be given to or used by anyone other than the assigned official. 3. No personal charges are authorized on the Church's credit card. Unless stated, all expenditures using the assigned credit card must receive pre-approval from the Church Treasurer. 4. The Credit Card Holder shall be required by the Church Treasurer or Trustees to surrender his/her credit card for failure to follow the policy and procedures stated above. If the card is not surrendered upon request, the privilege will be terminated without further notice. 	
Procedures	
<ol style="list-style-type: none"> 1. The Business Manager must obtain permission from the Church Treasurer prior to making a charge on the Church credit card with the exception of an emergency, such as vehicle repair involving stranded passengers or building repair that has a potential liability risk. 2. The Business Manager has no authority to make personal charges on the credit card. 3. The Business Manager is the only one authorized to make charges on the Church's credit card. The voucher or petty cash process should be used when an expense is a non emergency and/or can be scheduled. 4. With the agreement of the Church Treasurer and/or Trustee Chair, the Business Manager may schedule or use the credit card for purchases where only a credit card can be used for payment, such as website hosting fees, hotel reservation deposits, etc.. When in doubt, contact the Church Treasurer for authorization. 5. Receipts for all monthly charge must be matched to the transactions on the billing statement and submitted to the Church Treasurer for payment within four (4) calendar days from date the monthly statement is received. Business Manager may request from the Church Treasurer a printout of the online statement prior to receiving the mailed statement to assist with timely submissions. <p>The Church is obligated to pay the monthly outstanding balance on the credit cards, whether the charged expense is authorized or not. The Church Treasurer will work closely with all Credit Card holders to resolve questions and remedy any transactions in question. The Church Treasurer is responsible for reviewing each receipt that matches the transaction on the billing statement and for submitting timely payments to the credit card company.</p>	
Approval Date:	January 27, 2012

Category:	Trustee
Title:	Credit Card Use Policy
Mission Statement:	To provide the congregation with an auditable, accountable financial system that enables effective decision-making and transparency.
Responsible Ministry	Trustee Ministry

Primary Audience:	Senior Pastor

Policy

5. The corporate credit card is to be used for emergencies and for charging travel and entertainment expenses incurred by the Senior Pastor.
6. The assigned credit card may not be given to or used by anyone other than the assigned official.
7. No personal charges are authorized on the credit card.
8. Unless stated, all expenditures using the assigned credit card must receive pre-approval from the Church Treasurer.
9. The Credit Card Holder shall be required by the Church Treasurer, with approval of the Trustees Ministry, to surrender his/her credit card for failure to follow the policy and procedures. If the card is not surrendered upon request, the privilege will be terminated without further notice.'

Procedures

1. The Senior Pastor is authorized to use his/her credit card for travel, entertainment, and other authorized purchases while performing official duties.
2. The Church Credit Card may not be used for purchases of supplies, equipment, subscriptions or other purchases that should be submitted through the Voucher Expense process.
3. Personal charges and unauthorized purchases will not be honored and will need to be repaid by the Senior Pastor at the end of the month..
4. The Senior Pastor is the only one authorized to make charges on the Church's credit card.
5. All monthly charge receipts must be submitted to the Church Treasurer for payment within four (4) calendar days from the date the monthly statement is received. (Senior Pastor may request from the Church Treasurer a printout of the online statement prior to receiving the mailed statement to assist with timely preparation.)

The Church is obligated to pay the monthly outstanding balance on the credit cards, whether the charged expense is authorized or not. The Church Treasurer will work closely with all Credit Card holders to resolve questions and remedy any transactions in question. The Church Treasurer is responsible for reviewing each receipt that matches the transaction on the billing statement and for submitting timely payments to the credit card company.

Approval Date:	January 27, 2012
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Category:	Trustee
Title:	Expense Reimbursement Requests

Mission Statement:	To provide the congregation with an auditable, accountable financial system that enables effective decision-making and transparency.
Responsible Ministry	Trustee Ministry
Primary Audience:	Church Administration and Ministry Chairs
Policy	
<ol style="list-style-type: none"> 1. Requests for reimbursement of out-of-pocket expenditures made on behalf of a ministry or Church Administration must be submitted on an Expense Voucher form and pre-approved by the Church Treasurer prior to the expenditure. Once the ministry representative has received approval from the Church Treasurer for the purchase of authorized goods and/or services, the individual making the purchases must submit receipts within fourteen (14) calendar days from date of expenditure(s). 2. All requests for funds must be submitted using an Expense Voucher form and the completed form must be approved and signed by the appropriate Ministry Chair. 3. All expenditures from the Church Treasury will be made by check only. 	
Procedures	
<ol style="list-style-type: none"> 1. The person making the out-of-pocket expenditure must submit to the Church Treasurer a completed Expense Voucher approved by the Ministry Chair. 2. The Church Treasurer will confirm whether or not funds are available within seven (7) calendar days from receiving the Expense Voucher. 3. The Expenditures must be completed within 30 calendar days after receiving approval. 4. Within fourteen (14) calendar days of the expenditure, the individual requesting funds must submit original receipts supporting the actual amount or funds expended. 5. Any individual who does not submit the original receipts within fourteen (14) days after the event will receive a reminder that the receipts are outstanding. The Ministry Chair will also be sent a duplicate copy of the reminder. 6. On the second failure to comply with this policy by submitting timely receipts by the same individual or the same ministry chair, the individual and ministry chair will be placed on a list to decline future cash advance requests. 	
Approval Date:	January 27, 2012

Category:	Usher
Title:	Usher Ministry
Mission Statement:	An Usher is a recognized child of God who serves the Church by enhancing the worship Service. The Usher provides a friendly, cheerful greeting to all those who pass through his/her post and maintains order in his/her section according to the policies of the Senior Pastor.
Responsible Ministry	N/A
Primary Audience:	Church Membership and Visitors
Policy	
The Mount Zion Senior Usher Ministry serves with enthusiasm and love for our Church family and the community. We strive to be humble in spirit, proficient in leadership and Christ-like in every task undertaken in all services, i.e. Sunday Services, Funerals and other events.	
Procedures	
<ol style="list-style-type: none"> 1. When people enter the Sanctuary, ushers should give a warm greeting, calling people by name when possible, and helping them with seating once the Sanctuary begins to fill up. This may include asking people who sit near the aisles to move in toward the center of the section when others come to be seated. It also involves keeping aware of where the vacant seats are within the particular section. 2. When the Order of Service calls for the doors to be closed, it means that no one should be allowed to enter during that period of time. People should be kindly asked to wait for the completion of the prayer, Scripture reading, or song. 3. When someone needs to leave the service after it has begun, the ushers should be sensitive as to when they would be permitted back into the sanctuary. Perhaps the person would be asked to sit in the back for a few moments until an appropriate time for them to move. These guidelines are designed to minimize distractions. 4. The offering will normally be received from the front to the rear. Ushers will walk together down the center aisle, and stand for the Tither's Covenant which will precede the receiving of the offering. They will then go to their assigned aisles for the collection. 5. The Junior and Youth Ushers meet the second and fifth Saturday of the month. 6. The Usher Senior ministry meets the second Thursday of each month at 7:00 PM, except July and August. 	
Approval Date:	January 22, 2010

Category:	Wedding
Title:	Wedding Ministry

Mission Statement:	Mount Zion Baptist Church is dedicated to the glory of God. It is the intent of our Pastor, Officers, and Members that our Church be used for purposes that will bring honor to God, furthering the cause of Jesus Christ, and being a positive and constructive influence in our community. A wedding ceremony is a religious service. Therefore, the customs and usage of the Church will be observed with the order and reverence befitting in the Sanctuary.
Responsible Ministry	Church Administration
Primary Audience:	Church Membership and Community
Policy	
Coordination of the wedding and consultation of that event must be according to the Wedding Policy and Sanctuary Etiquette Policy of Mount Zion and are the official policies, procedures, and guiding principles governing the use of the Church, building, property, and facilities.	
Procedures	
<ol style="list-style-type: none"> 1. All weddings and wedding rehearsals at Mount Zion will be directed, coordinated and supervised by the Mount Zion Wedding Director only. 2. Observance of the Wedding Policy and Sanctuary Etiquette Policy will be expected of all participants, attendees, family and guests. 3. There is a differential between fees for Members and Non-members of the Church. 4. Some events such as funerals or other sponsored functions requiring the use of the Sanctuary may necessitate rescheduling of the wedding ceremony. 5. A Wedding Ceremony Request Form and Room Reservation Form must be completed and received by the Wedding Director along with the required Deposit and other fees to confirm and secure the desired wedding and rehearsal dates and times. 6. Applicants will be held fully responsible for any damages to the Church, Church property and/or facilities caused by the wedding party, attendees, families, and/or guests. 7. Applicants will be assessed and compensate Mount Zion fully for any damages to the Church, property and/or facilities caused by the wedding party, families, and/or guests. 8. Mount Zion reserves the right to cancel a wedding ceremony for non-payment of fees within two (2) weeks prior to the wedding rehearsal date. 9. The Wedding Director must receive final payment of all fees owing at least four (4) weeks prior to the planned rehearsal date to avoid cancellation of the event. 10. Mount Zion reserves the right to refuse accommodations to anyone. 11. Applicants must notify the Church office or Wedding Director of any changes in wedding plans, dates, and/or times at least four (4) weeks prior to the planned rehearsal date. 12. Applicants must notify the Church office or Wedding Director a minimum of thirty (30) days prior to the planned rehearsal of any cancellations to receive a full deposit refund. 13. Mount Zion is not responsible for personal items, equipment, etc., left after an event. 	
Approval Date:	January 22, 2010

WEDDING FEES (are subject to change)

The following fees are for one event and are applied as follows except the Reservation/Damage Deposit which applies to all except Mount Zion Church Ministries:

Non-Members		Members/Church Affiliate*
Sanctuary	\$300	\$0
Chapel	\$150	\$0
Parlor	\$150	\$75
Fellowship Hall	\$500	\$250
Audio/Video	\$75/person (4 hours)	\$75/person (4 hours)
Security	\$75/person (4 hours)	\$75/person (4 hours)
MZBC Social Committee	\$75/person (4 hours)	\$75/person (4 hours)
Classrooms	\$100	\$50
Premarital Counseling	\$300	\$300
Deposit	\$300	\$300

Category:	Visitors
Title:	Welcome Committee
Mission Statement:	The Welcome Committee is responsible for welcoming visitors to the 7:30 AM and 10:45 AM Worship Services each Sunday.
Responsible Ministry	Senior Usher Ministry
Primary Audience:	Church Membership and Visitors
Policy	
<ol style="list-style-type: none"> 1. Responsible for identifying those who are visiting for the first time and/or those who have not worshipped with us recently. 2. Visitors are encouraged to worship with us again in the future and those who do not have a Church home are encouraged prayerfully, to consider uniting with the Mount Zion Family. 3. Answer questions about the Church. 	
Procedures	
<ol style="list-style-type: none"> 1. A member of the Welcome Committee is present at the “Visitors Table” from 7:15 to 7:45 AM and from 10:20 to 11:05 AM each Sunday. 2. Visitor cards are distributed to visitors. 3. Questions are asked of our visitors. Examples include, “How did you find out about us? What brought you here today? If visitors are looking for a Church home, we take the opportunity to invite them to unite with us. 4. A hand written thank you note is mailed the following week to the visitor. The card is personalized based on the information shared during the card signing time. 	
Approval Date:	January 22, 2010

Appendices

Building Use Priorities

The building facilities described herein are available as follows (in order of priority):

1. Church ministries, groups or organizations
2. Individual church members for events affiliated with or sponsored by the church
3. Individual church members for events NOT affiliated with or sponsored by the church
4. Approved external organizations
5. Private use for non-members

Be advised that there are regularly scheduled church activities (mid-week prayer service, revivals, rehearsals, etc.) which may have an impact (noise, congestion, parking, etc.) on a planned function. The church accepts no responsibility for dissatisfaction resulting from these activities. Please remember that all church functions take precedence in event scheduling. The following days and times are unavailable for facility use:

- Wednesdays: After normal business hours
Fridays: After normal business hours
Sundays: During and between worship services

Note- Funerals take precedence over all planned events. Please understand that every effort will be made not to interfere with events which have been scheduled.

Security

All events must have security personnel present. Security coverage is determined by the event and the number of people attending; 2 security staff for 1-100 people; 3 security staff for 100-200 people, etc.

All event fees include security coverage for events which do not exceed 4 hours. If an event exceeds 4 hours, additional fees may be charged on an hourly basis per security staff per- son. Parking lot coverage can be provided, for an additional fee, if requested.

Audio/Visual Service

Available in the Fellowship Hall and Sanctuary only. The audio/visual fee includes setup and 1 or 2 technicians if required at the function.

Rooms

The **Jessie L. Shields Fellowship Hall** is available for large groups desiring to hold a banquet, reception or event at Mount Zion.

The **Parlor** is a more intimate meeting space available for functions that are small receptions or light refreshment type gatherings.

The **Youth Lounge** and classrooms are available on a limited basis.

The **Sanctuary and Chapel** are normally available for weddings and funerals only.

Room	Capacity
Sanctuary (Incl. Chapel, Balcony)	650
Parlor	125
Fellowship Hall	320*
Youth Lounge	125
Rooms 116, 208, 209	40
Rooms 206, 212B	12

*Ten people per table, seated banquet-style

Kitchen Use

Rental of the kitchen is included in the cost to rent the Fellowship Hall. The Kitchen is not available for personal use, business use or to non-member organizations except for events, held at Mount Zion and catered by an approved, licensed caterer. A Mount Zion kitchen staff- person must be present for all events utilizing kitchen space.

Set-up

Requirements for tables and chairs and their desired arrangement must be made known to the church office at least 3 days prior to the planned event. Please use the space on the bottom or the back of the Room Reservation Form (attached) to indicate how you would like tables and/or chairs arranged. Set-up will include rectangular tables and chairs only. Round tables will be used for banquets and formal events only. Set-up/breakdown fees may apply, depending on the size of the event.

Reservation Deposit

A deposit is required to confirm your reservation and is payable when you submit the Room Reservation Form to the office. The deposit is refundable if your function is cancelled in writing 72 hours or more prior to the scheduled event, otherwise the deposit will be forfeited.

Damage Deposit

The reservation deposit becomes a damage deposit if the function is not cancelled. It will be refunded after function, within 7 days, unless significant physical damage is done to the room (s) during the function or the space used for the event is not cleaned to the satisfaction of staff on duty or the business manager. Please see event protocol on page 3.

Weddings

If you are requesting use of the space for a wedding, please see the Wedding Policy. Fees and instructions for scheduling your special day will be confirmed by the Wedding Coordinator. Contact the office for more information **Fee Schedule (See Page 86)**

The following fee schedule is for all parties requesting to use the facility, including members and members representing an organization.

<u>Fee Schedule</u>	<u>Non-Members & For-Profit Organizations</u>	<u>Non-Profit Organizations w/cover charge</u>	<u>Members & Non-Profit Organizations w/no charge</u>
Building/Facility Use	\$500	\$300	\$100
Chapel	\$150	\$100	\$50
Parlor	\$300	\$200	\$100
Fellowship Hall	\$1000	\$500	\$250
Classrooms	\$100	\$75	\$50
Audio/Visual Support	\$75	\$75	\$75
Security	\$75	\$75	\$75
Events Coordinator	\$75	\$75	\$75
Kitchen Coordinator	\$75	\$75	\$75

Event Protocol

1. The sale of merchandise and/or tickets at a function is prohibited unless specifically authorized by the business manager. Tickets are never allowed to be sold for events held in the Sanctuary.
2. Smoking, drinking alcoholic beverages, gambling, social dancing, offensive language and/or any activity considered inappropriate by the church are not allowed. Respect for the property as a church is priority.
3. Decorations and displays must be approved in advance by the appropriate coordinator or business manager. The use of candles thumbtacks, or similar devise is prohibited unless specifically authorized. Costs to repair damage caused by these devises will be deducted from the damage deposit. If damage costs are greater than the Security deposit, the renter will be billed within 14 days.
4. All food, refreshments, and beverages are restricted to the Jessie L. Shields Fellowship Hall, un- less approved by the office or business manager.
5. Wheelchair accessibility and special parking arrangements must be discussed in advance with the Business Manager.
6. The church is not responsible for any equipment, materials, etc. left after an event.
7. Fire exits must not be blocked.
8. If you would like access to the building prior to your event, please coordinate a scheduled time with the office.
9. Mount Zion security must be present at all events.
10. Ticketed or fundraising events with a cover charge are limited to the Fellowship Hall only.
11. Events must be over and the premises vacated by 9:00pm or by the prearranged ending time.

Application Procedure

1. Contact the church office to determine if the desired room is available on the desired date.
2. Submit the reservation deposit and completed Room Reservation Form (attached) to the church office.
3. Availability of the desired space will be confirmed to you.

Mount Zion Liability

The user(s) of Mount Zion facilities and/or Social Committee services agrees to hold harmless and indemnify Mount Zion and it's representatives against all loss or liability including your costs and attorney's fees arising from the use of Mount Zion facilities and services. Any and all items related to the event is the responsibility of the sponsoring agency or organization.

By signing this document you acknowledge that you understand this policy and relieve Mount Zion Baptist Church of all liabilities and responsibilities.

Name of Organization: _____

Printed Name: _____

Signature: _____ Date: _____

Church Representative Name: _____

Church Representative Signature: _____ Date: _____



ROOM RESERVATION FORM – 202.....

Please fill out this form, and return to the church office one (1) week prior to your event or meeting. Only events that have a form on file with the church office will appear on the church calendar.

Ministry /Organization:	
*Name of Event:	

*All special events are subject to approval by the Administrative Staff and/or Pastor.

Contact Person:			
Phone:		Email:	
Event Date(s):		# of Guests:	
RECURRING EVENTS: (Check one below)		Beginning Date:	
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every other week	End Date
Setup Time:	Event Start Time:	Event End Time:	Notes:

Please specify your first and second choices by placing a one (1st) and a two (2nd) in the box next to your choices

Chapel	
Choir Room	
Fellowship Hall	
Kitchen	
Library	

Parking Lot	
Parlor	
Sanctuary	
Youth Lounge	
Room 116	

Room 117	
Room 212B	
Room 206	
Room 208	
Room 209	

If applicable, please explain the arrangement desired for your event (# and type of tables, # of chairs, etc.). Use the back or additional sheets if necessary. Additional Needs:

AV/Stream:	
Kitchen Supervisor:	
Security:	
Ushers:	
Other (Please specify):	

SIGNATURE

DATE

Fee:	Date Fee Paid:	Approved:	Initials:
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634 19th Avenue
(Rev. Dr. S. McKinney Avenue)
Seattle, WA 98122

(206) 322-6500

Church Kitchen Regulations

General Rules

1. Ministries or other groups must check with the Church Office and complete a Mount Zion Building Use Request before using the kitchen.
2. Funerals take precedence over all other groups previously scheduled.
3. Outside caterers must provide evidence of insurance.
4. Mount Zion Kitchen Coordinator or designee must be present if an outside group is using the kitchen.
5. No food or drinks are to be left or stored without the permission of the kitchen coordinator.
6. The kitchen should not be used for personal catering outside of the Church.
7. All kitchen regulations must be followed to receive a refund of damage deposit.
8. Paper towels, soap, bleach and gloves will be provided and must be left in the kitchen.

Health and Cleanliness Rules

1. Do not work in the kitchen if ill.
2. Wash hands with soap and water before handling food.
3. Wash hands after handling garbage.
4. Use rubber gloves provided when handling food.
5. Store chemicals for cleaning and pest control away from food, utensils and equipment.
6. Keep food safe from cross contamination with careful storage and sanitizing.
7. Date all foods placed in the freezer.
8. Throw out or take home leftover food. Do not place in refrigerator or freezer.
9. Take all utensils and dishes home that are not the property of Mount Zion Baptist Church.
10. Do not store large boxes in the refrigerator.
11. Break down empty boxes and put in the recycle bin.
12. Rinse cans and put them in the recycle bin – not the garbage.
13. Empty garbage and place in the garbage bin.
14. Sweep the floor before leaving the kitchen.
15. Check to be sure all appliances are turned off.
16. Check to be sure kitchen door(s) are locked.
17. Have one person initial the Kitchen Checklist before leaving. This document can be found in the kitchen.

Church Kitchen Use Checklist

Date: ____ / ____ / ____

Initials: _____

Kitchen to do List	Date	Comments
Turn off all ovens		
Turn off all ranges		
Place cans in recycle		
Break down boxes and place in recycle		
All garbage is to be taken to garbage bin		
Sweep kitchen floor		
Turn off all lights		
Lock all kitchen door (s)		
Take home leftover food and/or throw it out		

Church Officers Nomination & Election Procedures

CONSTITUTION

The Mount Zion Constitution states the following:

ARTICLE X COMMITTEES, Section 8: Nominating Committee, page 15

The Nominating Committee shall be appointed by the Advisory Council at the third quarterly meeting of the Advisory Council. It shall be a representative committee and prepare a list of those qualified to fill various offices. It shall interview each nominee proposed and ascertain his or her willingness to serve if elected. The committee shall nominate one or more persons for each office to be filled and report the names to the Church at least two (2) weeks before the election is to be held. All auxiliaries shall submit the slate of their offices to the Nominating Committee, to be placed on the ballot for ratification by the Church.

ARTICLE XI ELECTIONS, Section 3: Procedure, page 16

At least two (2) weeks before the election, the Nominating Committee shall present to the Church the names of one or more persons for each office to be filled. This ballot is to be posted so that all members might know those who are being placed in nomination. It shall be the privilege of any two (2) members, qualified to vote, to place in nomination the name of any eligible person for any office, not so nominated, and such nomination shall be placed on the ballot. No nomination shall be made from the floor at the time of election, but each voter may vote for any one whom he pleases by writing in the name on the ballot. All annual elections shall be by written ballot, a majority of the ballots cast being necessary for the election of any officer. No voting by proxy shall be allowed.

NOMINATION AND ELECTION PROCESS

The Nominating Committee is appointed each year to prepare a list of qualified nominees to fill officer and Ministry vacancies. The Committee is charged with identifying each qualified nominee, ascertaining his or her willingness to serve, if elected, and presenting that list of names to the Church for consideration at least two weeks before the election.

Any member of the Church may nominate any eligible member for office. You may also nominate yourself. The nominee shall be a member in good standing and willing to accept the nomination. He or she shall have the necessary skills for the position and be willing to carry out the responsibilities.

The Committee seeks nominees to fill elected positions. Members of the Church who wish to make a nomination are asked to secure a Nomination Form from the Church Office or in the foyer. The completed form must be signed and dated by the nominee. The Committee also requests a

biography of 100 words or less for each nominee that will be printed with the ballot. The biography shall include a summary of the nominee's Church activities and the experience and expertise they will bring to the position for which they are nominated.

The Nomination Forms and biographies must be submitted to the Church Office no later than 5 p.m. on the date indicated and addressed to the attention of the Nominating Committee.

ANNUAL POSITIONS (elected each year)

Church Clerk

Assistant Church Clerk (2)

Church Treasurer

Church Financial Secretary

At-Large Church Advisory Council (3)

Church School Superintendent

Assistant Church School Superintendent

Church Council of Greater Seattle

MINISTRY POSITIONS *(They are elected for 3 years unless a vacancy is being filled due to resignation or inactive status. No member can serve more than six consecutive years on a Ministry)

Trustee Ministry

Finance Ministry

Christian Education Ministry

Missions & Evangelism Ministry

Building Committee x (1/3

elected every year)

In conjunction with the provisions provided in the Constitution and to facilitate the Nomination and Election process:

1. The Nominating Committee shall include representatives from the Diaconate, the Trustee Ministry, Finance Ministry, Music Ministry, Women's Ministry, Brotherhood Ministry, Young Adult Ministry, Christian Education, Missions and Evangelism for a total of nine members. No Committee member shall serve more than two terms or a maximum of six years.
2. One member of the previous committee shall be held over as an ex-officio member on the Committee.

3. The Nominating Committee shall serve until a new Committee has been appointed in order to fill vacancies that may occur during the year.
4. Each current Ministry Chair shall give the Nominating Committee Chair a written description of their Ministry and each Annual officer shall provide a list of his or her responsibilities or duties.
5. Each Ministry Chair shall provide the number of vacancies and terms of office to the Nominating Committee Chair.
6. At the Annual Meeting uncontested positions shall be declared elected, unless write-in votes change the outcome and/or a run-off vote is needed to determine the winner.
7. Written instructions shall be provided to the tellers.

If there are any questions about a particular office or Ministry or the nomination and election procedures, please contact any member of the Nominating Committee.

Conflict of Interest Policy

1. Reason for Statement

As a ministry initiated and sustained by God, Mount Zion Baptist Church has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.

As a nonprofit, tax-exempt entity, Mount Zion Baptist Church depends on charitable contributions. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. The Internal Revenue Service (IRS) and state corporate and tax officials view the operations of Mount Zion Baptist Church as a public trust, account-able to both governmental authorities and members of the public.

Among and between Mount Zion Baptist Church ministries, officers, and employees, have a fiduciary duty, which carries with it a broad and unbending duty of loyalty. The officers and employees are responsible for administering the affairs of Mount Zion Baptist Church honestly and prudently, and for exercising their best expertise and judgment for the sole benefit of the Church. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Mount Zion Baptist Church or knowledge gained there from for their personal benefit. All confidences and trusts must be held in the strictest of confidence. The interests of Mount Zion Baptist Church must have the first priority, and all purchases of goods and services must be affected on a basis that secures for Mount Zion Baptist Church full competitive advantages as to product, service, and price.

2. Areas in Which Conflicts May Arise

Conflicts of interest may arise in the relations of officers, and employees with any of the following third parties:

- 2.1 Persons or entities supplying goods and services to Mount Zion Baptist Church.
- 2.2 Persons or entities from which Mount Zion Baptist Church leases property and/or equipment.
- 2.3 Persons or entities with whom Mount Zion Baptist Church or its agents is dealing or planning to deal in connection with the gift, purchase, or sale of real estate, securities, or other property.

- 2.4 Persons or entities paying honoraria or royalties for products or for services delivered by Mount Zion Baptist Church for its agents or employees.
- 2.5 Other ministries or nonprofit organizations.
- 2.6 Donors and others who are supporting Mount Zion Baptist Church.
- 2.7 Stations or programmers that carry Mount Zion Baptist Church programming.
- 2.8 Agencies, organizations, and associations that affect the operations of Mount Zion Baptist Church.
- 2.9 Prior to financial or legal relationships with members of Mount Zion Baptist Church and legal or accounting professionals which have represented the member, the member's interests or organizations and associations.

3. Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, between any persons or entity mentioned in Section 2, an officer, or employee, which might affect, or might reasonably be thought by others to affect, the judgment or conduct of an officer, or employee of Mount Zion Baptist Church.

The following are a non-exhaustive list of conflicts of interest requiring recusal and removal from consideration:

- 3.1 Owning stock or holding debt or other proprietary interests in any third party dealing with Mount Zion Baptist Church.
- 3.2 Holding office, serving on a ministry, participating in, or being otherwise employed (or formerly employed) in any third party dealing with Mount Zion Baptist Church.
- 3.3 Receiving remuneration for services with respect to transactions involving Mount Zion Baptist Church.
- 3.4 Using Mount Zion Baptist Church personnel, equipment, supplies, or goodwill for other than organization approved activities, programs, and purposes.
- 3.5 Receiving personal gifts or loans from third parties dealing with Mount Zion Baptist Church. (Receipt of any gift is disapproved except gifts of nominal value, which could not be refused without discourtesy. No personal gift of money shall ever be accepted.)
- 3.6 Obtaining an interest in real estate, securities, or other property that Mount Zion Baptist Church might consider buying or leasing.
- 3.7 Expending staff time during Mount Zion Baptist Church's normal business hours for personal affairs or for other organizations, civic or otherwise, to the detriment of work performance for Mount Zion Baptist Church.

4. Indirect Interests

As noted above, conflicting interests may be indirect. An officer or employee will be considered to have an indirect interest in another entity or transaction if any of the following also have an interest:

- 4.1 A family member of an officer, or employee. (Family member is defined for these purposes as all persons related by blood or marriage.)
- 4.2 An estate or trust of which a ministry, officer, or employee or member of his family is a beneficiary, personal representative, or trustee of the estate.
- 4.3 A company of which a member of the family of an officer, or employee is an officer, director, or employee, or in which he has ownership or other proprietary interests.

5. Interpretation of This Statement of Policy

The areas of conflicting interest listed in Section 2 and the relations in those areas which may give rise to conflict, as listed in Section 3, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that officers and employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 3 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of Mount Zion Baptist Church. However, it is the policy of the Church that the existence of any of the interests described in Section 3 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of officers, and employees to scrutinize their transactions with outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Anyone who has a conflict or the appearance of a conflict or know of a situation that is a potential conflict shall disclose it to the Senior Pastor and the Diaconate Chair who shall bring these matters to the attention of the Diaconate. The first concern must be the welfare of Mount Zion Baptist Church and the advancement of its purposes

CERTIFICATION

I have carefully read the foregoing Statement of Policy concerning Conflicts of Interest. In signing this certificate, I have considered not only the literal expression of the policy, but also

its intents. I hereby certify that, except as hereinafter stated, I do not, to the best of my knowledge: (1) have any of the relations described in Section 3 with any person or firm of the classes listed in Section 2; and (2) I have no interests conflicting with the interests of this organization, nor do I have any relationship that may appear conflicting.

THE EXCEPTIONS ARE:

If any situation should arise in the future which I believe may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Senior Pastor or the Diaconate Chair.

(Signature)

(Date)

Diaconate Complaint Resolution Procedures

Prior to the Hearing

Hearings shall be initiated by the submission of a written complaint

The Complaints must be made in writing, signed and delivered to the Chair of the Diaconate.

The Complaints (the petitioner) must specify the alleged violations and the efforts already undertaken to resolve the dispute.

Complaints must provide the specific policy, procedure or practice(s) the dispute allegedly violates.

When a complaint is received, the Chair of the Diaconate shall delivery a copy to the person named in the complaint (the respondent) within seven (7) calendar days, including a copy of the complaint and the specific policy, procedure or practice(s) the dispute allegedly violates.

A select committee (officers) of Diaconate shall investigate the complaint and may exercise its discretion to resolve the dispute between the parties. The select committee, after investigating, may refer the matter to Diaconate Executive Committee for a hearing and resolution.

The petitioner and respondent may submit documentary evidence to the Executive Committee at any time prior to the conclusion of the hearing process.

The Hearing Process

The hearing should be held as soon as possible but greater than 30 days. The Hearing shall be held in private unless both the petitioner and respondent agree to a public hearing. All participants in the complaints and hearings shall be advised that they are bound by confidentiality, unless both the petitioner and the respondent agree to make it public.

The petitioner and respondent may appear at the hearing and listen to the presentation and provide other information, if requested.

The petitioner is the first to present any additional comments or details not provided in the complaint.

After the petitioner's presentation, the respondent may present any additional comments or details not provided in response the complaint.

The Hearing officials may ask questions of both the petitioner and respondent. The petitioner and respondent may ask questions of the Executive Committee Chair.

The Executive Committee may close the hearing and reconvene at later date, if information needed to make an informed decision is not available.

When the Executive Committee concludes that it has sufficient information to render a decision, it may close the hearing.

The Hearing official excuses the petitioner and respondent.

Post Hearing

By majority vote or by consensus, the Diaconate Executive Committee may issue a finding that the complaint is without merit. A finding that the complaint is without merit ends the complaint process.

By majority vote or by consensus, the Diaconate Executive Committee may issue a finding to the petitioner and respondent that the complaint is valid and stipulate appropriate corrective action. The stipulated corrective action is a binding decision and ends the complaint process. There are two exceptions.

Diaconate Recommendation to the Advisory Council

The Diaconate may recommend final approval of its finding (decision) to the Congregation through the Advisory Council under two conditions:

1. The finding includes a monetary solution.
2. The finding includes a policy and procedures change that require approval by the congregation.

Neither the petitioner nor respondent may appeal the Diaconate finding (decision) to the Advisory Council or the Church Congregation.

Funeral Policy

Mission

To assist the bereaved family in the funeral preparation process and in providing worship services that comfort and encourage the family and bring glory to our Lord and Savior Jesus Christ.

Policy

1. Notify the Church Office of your loss.
2. Arrange a meeting with the Pastor or designated Minister.
3. Review the Program with the Pastor/Minister.
4. Make arrangements for printing of the Program with the Publications Specialist and to discuss any publication fees.
5. Arrange to have the deceased brought to the Church for viewing two hours prior to the Service.
6. The casket will remain closed during the funeral.
7. If a repast (dinner) is desired, inform the Church Office so that the Diaconate Chair can be contacted regarding the Repast and the number (#) to be served.
8. If dinner is to be served, the family is requested to return to the Church as soon as possible after the gravesite services.
9. For Mount Zion members, the Diaconate will provide up to 80 Repast meals.
10. Non-members will pay a fee for use of the facility and for the repast and must complete a Building Use Form.
11. For Mount Zion members, light refreshments, e.g., cookies, cakes, punch and coffee, will be served for a Memorial Service.
12. Non-members will pay musicians directly.
13. The Church Office will notify the president of the Usher Ministry
14. An audio recording of the Service will be made.
15. Video recording will be made on request for a fee.

Memorial gifts for members of Mount Zion may be made and their names will appear on the Memorial Roll in the foyer.

Insurance Coverage Liability Insurance Coverage Policy

Maintain adequate coverage on all Church operations, including those off campus events. Liability insurance coverage shall be maintained on individuals, including members and non-members, who are acting on behalf of the Church. Maintain Sexual Harassment insurance coverage for anyone acting on behalf of the Church.

1. Liability Coverage for legal liability to the public (third parties) for bodily injury and/or damage to property and protects all individuals, including members and non-members, for whom the Church is legally liable.
2. Liability coverage for goods sold or supplied by Church ministries. For example, this coverage includes the preparation or distribution of food or foreign objects being found in food.
3. Liability coverage for any breach of professional duty from any negligent act, error or omission by Church officers or volunteer who act in a professional qualified capacity.
4. Liability coverage for Church officers, employees and members of the Church against personal liability that may occur arising out of any wrongful act committed by them in the course of their duties.
5. Liability coverage for volunteers while they are:
 - a) Engaged in any Church, unpaid activity on behalf of the Church provided that such work is officially organized by and under the control of the Church; and
 - b) Engaged in necessary travel to and from, or during such volunteer work.
6. Liability coverage for the Church, its officers and employees if a claim is brought by, or on behalf of a current, prospective, or past employee for a broad range of allegations, including:
 - a) Actual or wrongful dismissal, discharge or termination of employment;
 - b) Breach of any oral or written employment contract or quasi-employment contract;
 - c) Employment related misrepresentation;
 - d) Violation of employment discrimination laws, including but not limited to harassment.

Insurance Coverage Real Property Insurance Coverage Policy

Maintain adequate coverage on all Church buildings and contents, including off campus building. Coverage shall be replacement cost or actual cash value basis.

1. Trustee Ministry shall be responsible for establishing or reassessing the market and/or replacement value of all real property and contents annually.
2. Trustees shall maintain an inventory of all insurable properties and contents to use in evaluating and determining adequate coverage.
3. Trustee Ministry shall seek at least three insurance premium quotes and coverage limitations from reputable insurance companies or brokers.
4. Insurance coverage shall provide protection against loss or damage to all real and personal property belonging to the Church or held in trust for which the Church has assumed responsibility.

Mount Zion Baptist Church
Church Ministries
Designated Funds Quarterly Financial Report

	Jan - March	April - June	July - Sept	Oct - Dec	Year-end
Beginning Balance					
Revenue (Sources)					
Ministry Membership					
Programs/Events					
Other Income					
Total Revenue					
Expenses					
Membersip Events					
All Church Events					
Other Expenses					
Total Expenses					
Ending Balance					

Guidelines for Conduct with Children

Because our society is filled with pain, problems, and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children at Church have meaningful guidelines for conduct – to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. Here are some practical guidelines:

1. Never leave unattended a child or group of children for whom you are responsible. Provide adequate supervision at all times, no matter what.
2. Never be the only adult serving as a caregiver – always have at least one other person 18 or older with you.
3. Always ask a person’s permission before touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and shorts. If an injury is within this area, make sure another adult works with you as you provide care.
4. Physical and verbal attacks are inappropriate and should never be used as discipline. “Time out” or “sit-in-that chair” may be helpful methods with children. If all else fails contact the parent and/or guardian immediately.
5. Kids need to be touched appropriately. However, keep hugs brief and “shoulder-to-shoulder” or “side-to-side.” Always keep your hands at shoulder level. A caregiver kiss is to be forehead or cheek only – not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
6. Be aware of signs and symptoms of abuse; be aware of the legal requirements in your locality for reporting child abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse.
7. Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at Church is not only a privilege; it is also a deep responsibility that must be approached with utmost care.
8. Washington State law requires background checks on all employees and volunteers providing direct service to all children.
9. Do not recruit a volunteer who has been a Church member for less than six months.
10. Have at least two adults present at all times
11. If the door to a classroom does not have glass in or around it, the door should be left open, so that the teacher is in full view.
12. Young children should be accompanied to the bathroom. When taking small children to the bathroom take another adult along, leave the door open, or take at least two children at a time with you.
13. Don’t let older children go to the bathroom with a friend; send them with the stipulation that if they aren’t back in 5 minutes, some adult will come looking for them.
14. During services children are not allowed to wander around the Church.