

**LINDEN HEIGHTS BAPTIST CHURCH  
CONSTITUTION AND BYLAWS  
POLICY AND PROCEDURE STATEMENTS**

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Policy and Procedure Statements are presented by responsible group as they appear in the Constitution and Bylaws.

**CONSTITUTION:**

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- Annual Review of Church Roll - Done

**BYLAWS:**

**ARTICLE I. CHURCH OFFICERS**

**A. Church Staff**

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  - ii. Assistant to the Pastor for Children's Ministry
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  - iv. Choir Director
  - v. Music Coordinator
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**B. Trustees**

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  - i. Daily Cash Management - Done
  - ii. Treasury Management - Done
  - iii. Financial Statement and Budget Review - Done
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- b. Emergency Purchases (see Church Council Note on page 10) - TBD
- c. Church key distribution and return - TBD
- d. Budget Development – Done
- e. HVAC – Done
- f. Grease Trap Maintenance – Done
- g. Janitorial Responsibilities – Done
- h. Water Heating and Water Cut Offs – Done
- i. Management of Multicamera Security System – Done
- j. Plumbing – TBD
- k. Elevator – TBD
- l. Fire Alarm System, Extinguishers, and Exit Lights – TBD
- m. Kitchen Equipment Maintenance – TBD
- n. Electrical - TBD
- o. Snow Removal - TBD
- p. Pest Control - TBD
- q. Organ Tuning - TBD
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**B. Worship Committee**

- a. Audio/Visual Equipment - Done
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- b. Celebration of Holiday Lights - Done
- c. Food Pantry - Done
- d. Kitchen Equipment Maintenance and Usage reported to Work Committee - Done
- e. Kitchen Supplies - Done
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**D. Nominating Committee – If needed**

**ARTICLE V. PASTOR SEARCH COMMITTEE – If needed**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Deacon Body Leadership
<b>WHY</b>	Provides process for establishing the leadership, duties, and confidentiality standard.
<b>WHO</b>	Deacon Body
<b>WHEN</b>	Annually in October or as needed to fill vacancies.
<b>ACTIONS</b>	<p>The Deacon Body shall elect from among their membership, in the October's Deacon's Meeting, a Chair, Secretary, and Treasurer. Their duties shall be as follows:</p> <p>The Chair shall provide leadership for the ministry of the Deacon Body by:</p> <ul style="list-style-type: none"> <li>• Directing monthly and special called meetings of the Deacon Body</li> <li>• Moderating monthly and special called business meetings of the Church or assigns duties to another Deacon</li> <li>• Assigning specific tasks to individual Deacons</li> <li>• Filling the pulpit in the absence of the Pastor</li> <li>• Coordinating with the pastor in the work of the church; family prayer, observance of the Lord's Supper, baptism</li> <li>• Providing Church Secretary with a list no less than six months in advance of Deacons responsible for the morning and offertory prayer for each Sunday's second service</li> <li>• Fielding concerns from Deacons</li> <li>• Participating in decision of church operations during times of inclement weather or emergencies</li> <li>• Overseeing the Deacon Body's responsibility for maintaining, updating and removing individuals from the church roll and signing the "Church Membership" letter(s).</li> </ul> <p>The Secretary shall attend monthly and special called meetings of the Deacon Body for the purpose of capturing and recording (minutes) the activities, attendees, and votes of the meetings.</p> <p>The Treasurer shall collect and maintain a written record of all items of monetary value and report this information monthly to the Deacon Body.</p> <p>When a member resigns, rotates off or is removed from the Deacon Body all record(s) and monetary items will be surrendered to the Deacon Chair.</p> <p>The Bible teaches that Christians should carefully guard and personal and private information that others reveal to them. Protecting confidences is a sign of Christian love and respect. It also discourages harmful gossip, invites confessions, and encourages people to seek needed counseling. All members are expected to restrain from gossip and to respect the confidence of others.</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

## LINDEN HEIGHTS BAPTIST CHURCH POLICY AND PROCEDURE STATEMENT

<b>WHAT</b>	Annual Review of Church Roll
<b>WAY</b>	Process for annual review of the Church roll to determine removal of those members not fulfilling Covenant of Membership
<b>WHO</b>	Deacon Body
<b>WHEN</b>	Annually as determined by the Chair of the Deacon Body
<b>ACTIONS</b>	<p>The Constitution calls on the Deacon Body to annually review the church roll to determine removal of those members not fulfilling their Covenant of Membership and present a revised church roll to the church body for a vote at a regular business meeting. Our Covenant is as follows:</p> <p style="text-align: center;"><i>C O V E N A N T</i></p> <p><i>Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.</i></p> <p><i>We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge and holiness; to promote its prosperity and spirituality; to sustain its worship, ordinance, disciplines, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.</i></p> <p><i>We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our family and acquaintances; to walk righteously in the world; to be just in our dealings, to be faithful in our engagements, to avoid behavior that is hurtful to others, and to be zealous in our efforts to advance the kingdom of our Savior.</i></p> <p><i>We further engage to watch over one another in love, to remember each other in prayer; to aid each other in sickness and distress; to cultivate sympathy in feeling and courtesy in speech; to be slow to take offense; but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.</i></p> <p><i>We moreover engage that when we remove from this place, we will, as soon as possible, unite with another church where we can carry out the spirit of the covenant and the principles of God's Word.</i></p> <p>At the beginning of each service year, individual deacons are assigned families on the church roll to shepherd through visitation, contact, and prayer. The Bible teaches that Christians should carefully guard any personal and private information that others reveal to them. Protecting confidences is a sign of Christian love and respect. It also discourages harmful gossip, invites confessions, and encourages people to seek needed counseling. All members of the Deacon Body are expected to restrain from gossip and to respect the confidence of others. With this principle in mind, a portion of each regular monthly meeting of the Deacon Body is spent in prayer over the spiritual needs of individual members.</p> <p>The Chair of the Deacon Body will call upon individual deacons to identify those members who have not shared worship with us during the past year. Following prayerful deliberation by the Deacon Body, the Chair of the Deacon Body will send the Church Membership letter to affected members notifying them that their names will be removed from the church rolls.</p> <p>The Chair of the Deacon Body will prepare and present a revised church roll to the church body for a vote at a regular business meeting.</p>
<b>RELATED FORMS</b>	Church Membership Letter

Date Approved by Church Council:

Name  
 Address  
 City, State, Zip  
 Phone

**Subject: Church Membership**

Dear –

On behalf of Linden Heights Baptist Church, we pray that this letter finds you in good health and flourishing in the Lord. We have missed seeing you. Our continuous worship experience and fellowship with one another is an important part of shared spiritual growth.

The Church's Constitution defines the principles of our faith that allow this body to be governed in an orderly and democratic manner. Upon attaining membership, each of us entered the Covenant of Membership found in **Article III Covenant** and provided below for your convenience.

**C O V E N A N T**

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

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

*We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our family and acquaintances; to walk righteously in the world; to be just in our dealings, to be faithful in our engagements, to avoid behavior that is hurtful to others, and to be zealous in our efforts to advance the kingdom of our Savior.*

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

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

If you were not aware, the Constitution also calls on the Deacon Body to annually review the church roll to determine removal of those members not fulfilling their Covenant of Membership and present a revised church roll to the church body for a vote at a regular business meeting. At the beginning of each service year, individual deacons are assigned families on the church roll to shepherd through visitation, contact, and prayer. Our records find that you have not shared worship with us during the past year. It is to that end that we are sending you this notification letter that your name will be removed from the church roll as of: \_\_\_\_\_.

Should you wish to re-establish you Covenant of Membership with the fellowship of believers here at Linden Heights Baptist Church, we will welcome you back with "Open Arms".

In Christian Love

Deacon Body Chair

**Linden Heights Baptist Church  
Policy and Procedure Statement  
Church Staff – Job Descriptions**

**Position - Pastor**

**General Description**

The Pastor is responsible for providing administrative leadership for the church and for using his skills in proclamation and pastoral care in meeting the needs of persons in the church and community.

**Duties:**

1. He is the spiritual leader and overseer of the congregation.
2. Provide administrative leadership.
3. Serve as chairman or delegate and share the leadership of the Church Annual Planning Council.
4. Proclaim the gospel and lead the church in proclaiming the gospel to the church and the community.
5. Lead the staff and the church in a caring ministry for persons in the church and the community.
6. Lead or delegate the leadership of the congregational services: plan, coordinate and evaluate congregational services.
7. Preach at all worship services which include preaching or arrange for someone else to perform this function.
8. Recommend and advise on the selection of all staff members and in determining their duties.
9. Give supervision to other members of the church staff according to the staff organization set forth in the church organizational chart.
10. Plan and provide leadership in the observance of the church ordinances.
11. Conduct funeral services and wedding ceremonies as he is able, sharing and delegating to others on the staff responsibilities in this area.
12. Appoint (2) committees (Five-Year Physical Assessment and Special Needs) as set forth in the By-laws and other such special committees as the church may request.
13. Counsel with and assist in training deacons for their responsibilities.
14. He shall be an ex-officio member of all committees and all staff personnel shall be responsible to him/administrative committee for the performance of their duties.
15. He shall maintain regular posted office hours four days a week except when out on visitation or other church business.
16. He shall conduct Wednesday evening Bible study except when pre-empted by business meetings or other activities.

**Qualifications**

A seminary-educated pastor, preferably a graduate of an accredited Baptist seminary.

**Linden Heights Baptist Church  
Policy and Procedure Statement  
Church Staff – Job Descriptions**

**Position** - Assistant to the Pastor for Children's Ministry

**General Description**

This person will be responsible for all aspects of ensuring the spiritual growth and development of children ages birth through 5th grade. This includes curriculum selection, volunteer recruitment and development, classroom management, and operational management necessary to ensure successful, continuously improving weekend children's services and periodic special interests.

**Duties:**

1. Implement children's registration, classroom management, and security policies/practices in support of weekend services and periodic special events.
  - a. Children's events include:
    - i. VBS- Cast vision for and programming of the church's annual children's outreach event (VBS) including music selection, development of messages/teaching, and utilization of games and other artistic elements in the inspiration of children learning about God.
    - ii. Easter Egg Hunt - Community outreach celebrating the resurrection of Jesus
    - iii. Trunk or Treat - Community outreach offering a safe environment for the church to display the love of Jesus while engaging in a secular holiday.
    - iv. Christmas Programming
      1. Assisting the children's choir director with the winter musical programming
      2. Organizing the children's Christmas party
      3. Organizing a missions project in conjunction with Youth Group ministerial staff
    - v. Monthly Parents' Night Out
    - vi. Wednesday night Kids Club
2. Develop and maintain relationships with students to become a trusted person in their lives.
  - a. Weekly prayer requests
  - b. Showing interest in their lives
  - c. Showing concern for and relating to things that they believe are important
  - d. Offering a safe place to discuss difficult topics
  - e. Maintaining boundaries and treating the students with respect and dignity
3. Develop and maintain relationships with families and parents to encourage spiritual development at home.
  - a. Weekly prayer requests
  - b. Updating guardians as appropriate when children have a concern
  - c. Distributing seasonal family devotions
  - d. Offering support during difficult times
  - e. Celebrating wins and achievements with the families
4. Be an advocate for children and educate the congregation about the hopes, concerns and needs of children in the local church and community.
5. Assist in the development of an annual budget for children's ministries and manage spending according to budget.
6. Attend periodic training and continuing education to help support and grow an understanding of children's programming, volunteer development, etc.
7. Use effective modes of communication including emails, Facebook, Twitter, mailings, etc. designed to keep families engaged and informed of current programs, projects, and opportunities.
8. Is responsible for requesting and administrating the budget items related to children's ministry.
9. Coordinate the use of church facilities and supplies as they pertain to Children's ministry.
10. Responsible for own secretarial needs such as making copies, children's ministry mailouts, etc.

**Linden Heights Baptist Church  
Policy and Procedure Statement  
Church Staff – Job Descriptions**

11. Ensure the confidentiality within staff of personal information of volunteers, children, and their families.
12. Responsibility of reporting all suspected child abuse or family violence
13. Perform other duties as assigned.

**Qualifications**

1. Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close consistent walk with Him
2. Embrace a vibrant vision for Children's Ministry consistent with LHBC's mission statement
3. Commit to and support the theological stance of LHBC
4. University graduate, preferably with a complimentary major to enhance ministry to children; Seminary education or equivalent experience and training in Christian Education is a plus
5. Continue to study and grow in knowledge and practical ministry strategies current with culture, trends, and societal changes
6. Love kids and grant grace in discipline
7. Demonstrate strong conflict management and public relation skills
8. Demonstrate flexibility and calm under pressure in changing and/or emergency situations



**Linden Heights Baptist Church  
Policy and Procedure Statement  
Church Staff – Job Descriptions**

**Position – Youth Pastor**

**General Description**

The Youth Pastor will be responsible for the professional, safe, and effective operation of our Youth ministry program including recruitment and training of additional Youth Ministry volunteer staff as the program grows. It is our goal to use this ministry to lay a foundation for a lifelong commitment to be a faithful follower of Jesus Christ. This is a part-time position, initially requiring approximately 15 hours per week.

Our Youth Pastor will be responsible for the care and biblical education of our teens, ranging from grades six through twelve to include providing a Sunday School program from 10:00 AM – 10:45 AM and a Wednesday evening activity from 6:30 PM until 7:30 PM. This position requires completion of High School or Equivalent. The successful candidate must be a committed follower of Jesus Christ and be creative, positive, energetic, dependable, and punctual. Strong organizational skills and interpersonal skills are required.

**Duties**

1. Overseeing and developing all aspects of the Youth Ministry of Linden Heights including, but not limited to:
  - a. organizing classroom and materials
  - b. development of lessons
  - c. scheduling of workers, substitutions, and Youth Ministry events
  - d. keeping records of expenditures, Youth Ministry budget, and attendance.
  - e. Sunday School program from 10:00 AM – 10:45 PM
  - f. Wednesday evening activity from 6:30 PM until 7:30 PM
2. Maintaining visitation, prayer, and outreach to teens and their families.
3. Working with other church staff and Pastor to ensure success of the program.

**Qualifications:**

The successful candidate must also:

- demonstrate ability to exercise good judgment, preserve confidentiality, and work well as part of a team.
- demonstrate ability to delegate tasks and communicate clearly.
- have a willingness to learn and accept the guidance of the pastor.
- be willing to share responsibilities with a planning team and other staff members.
- be passionate about helping youth grow in their faith.
- willing to delegate responsibilities to others in areas of weakness.
- recognize one's own personal gifts and talents as well as areas for growth
- willing to participate in continuing education.
- possess a valid Driver's License.
- be willing to undergo a background check.

**Linden Heights Baptist Church  
Policy and Procedure Statement  
Church Staff – Job Descriptions**

**Position:** Choir Director

**General Description**

This person serves as the music worship leader for all Sunday morning 11:00 services and special services (Christmas, Easter, Hymn Sings).

**Duties:**

1. Choose anthems that are appropriate for the abilities and strengths of the choir that bring glory to the Lord and draw the congregation into worship.
2. Teach and rehearse those anthems with the choir every Wednesday evening along with the following Sunday's hymns that have been chosen. Always try to teach and rehearse anthems for at least three weeks before they are presented.
3. Typically ask a soloist, duet, or small group to present a special in the event that the choir will not be presenting an anthem.
4. Provide rehearsals that consist of prayer, rehearsal of that Sunday's hymns, learning and rehearsing three anthems, and prayer again...all in a joy-filled, worshipful time of fellowship.
5. Provide a short review of the Sunday's anthem with the choir directly following Sunday school.
6. Lead the worship at all Sunday morning 11:00 services and special services with the exception of the 9:00 Sunday morning services.
7. Actively seek to recruit new members to the choir.
8. Early in the week, study the following Sunday's sermon Scripture and prayerfully consider and choose hymns that are cohesive with that Scripture and will also draw the congregation into worship and "oneness" with the Lord and each other. Then, provide those selections to the church secretary, pastor, media person, and organist through a text message.
9. Prayerfully choose all music related to special services...Tenebrae, Easter sunrise, Revival, Hanging of the Greens, Christmas Eve, always studying the Scriptures that will be used. Secure special music (soloists, duets, etc.) for those services as well.
10. If there is sufficient interest (at least eight participants), plan Easter and Christmas caroling with those who would like to participate and then go out into the community to our homebound and shut-ins.
11. Plan at least one summertime hymn-sing under the pavilion with a homemade ice cream social provided by church members to follow.

**Qualifications:**

- Remember, this is a calling, not a job. Spend time with the Lord and in His Word on a regular basis, being able to give a reason for the hope that is within you.
- Follow the church's covenant and seek to be Christ-like at all times.

Trained musician in piano and/or voice. Demonstrated teaching and leadership skills.

**Linden Heights Baptist Church**  
**Policy and Procedure Statement**  
**Church Staff – Job Descriptions**

**Position - Music Coordinator**

**General Description**

This person serves as the music worship leader for all services and functions except the Sunday morning 11:00 services and special services (Christmas, Easter, Hymn Sings).

**Duties:**

1. Plan and gather the music for the 9:00 a.m. Worship Service.
2. Gather all song choices and send to secretary before Wednesday rehearsals.
3. Direct the Praise Team on song choices for the upcoming services on Wednesday at 6:30-7:15.
4. Accompany the Adult Choir practice on piano and sing as needed (7:15-8:30 p.m.).
5. Work with the Pastor, Worship Committee, Choir Director, Sunday School Director, and Youth Directors
6. Lead, direct, and play for the Praise Team and congregation on Sundays for the 9:00 a.m. service. (8:30-10:00 a.m.)
7. Direct and play for the Children's Choir 10:00-10:15.
8. Play and sing when needed for performances.
9. Accompany Adult Choir and congregation during the 11:00 service.
10. Other duties:
  - a. Teach and play music for Vacation Bible School
  - b. Play for Revival
  - c. Play for Communion Service
  - d. Play for Sunrise Service
  - e. Rewrite and plan music for Handbells
  - f. Work with PIP special music with the kids or Adult Choir/Praise Team.
  - g. Play for funerals and weddings when requested
  - h. Play and plan for Holiday Cantatas
  - i. Weekly meetings with Pastor – 6:00-6:30 p.m., Wednesdays
  - j. Maintain piano (humidifier, etc.)
  - k. Work with organist
  - l. Play for extra rehearsal times when needed
  - m. Meet with soloist to go over songs
  - n. Order music for Praise Team, Handbells, Specials.

**Qualifications**

Trained musician in piano and/or voice. Demonstrated teaching and leadership skills.

**Linden Heights Baptist Church  
Policy and Procedure Statement  
Church Staff – Job Descriptions**

**Position** - Church Secretary (Part-time)

**Work Hours** - Monday through Thursday 8:00 a.m.to 1:00 p.m.

**General Description**

The secretary shall report to and take instructions from the Pastor, but will also serve the staff and church members as required. When necessary, the Pastor will set priorities and handle questions and conflicts.

**Duties**

1. General organization of church office
2. Facilitate flow of information/communication among church staff, leaders, committees, etc.
3. Responsible to the pastor and staff for typing, copying, filing, etc. This will be limited to material that is associated with the enhancement of the church and office of the pastor.
4. Responsible for maintaining and updating church records, roll, files, etc.
  - a. Keeps current alphabetical roll
  - b. Keeps current numerical roll
5. Responsible for the design, copying and general production of both the weekly bulletin and monthly newsletter.
6. To preserve all other business records and documents of the church.
7. To prepare and mail promptly to the proper parties all letters which may be granted by the church.
8. Order and maintain regular office supplies as needed.
9. Sort and distribute church mail.
10. Type minutes of all business meetings. After minutes are approved, file a copy in open file.
11. Prepare annual report to be sent to the Augusta Baptist Association.
12. Post office hours.
13. All church staff, by virtue of the fact that we are a church, must operate with a certain degree of flexibility. The secretary is encouraged to make suggestions for improvement and enhancement of church office efficiency. As an integral part of church staff, the secretary will operate with integrity, honesty, and be respectful of persons to which she has privileged information.

**Qualifications**

Typing at least 50 words per minute, clerical ability, telephone experience, receptionist skills, word processing and data entry skills, etc.

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Daily Cash Management
<b>WHY</b>	To maintain the daily financial activity
<b>WHO</b>	Treasurer
<b>WHEN</b>	Weekly
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• Each Sunday after services, pick up the statements, invoices and reimbursement requests collected by the Church Secretary in her desk drawer.</li> <li>• Review the statements, invoices and reimbursement requests and then code with the proper account from the Church Budget and authorize payment by initialing the document.</li> <li>• Take the deposit prepared by the Financial Secretary to DePont Community Credit Union for deposit.</li> <li>• Take the statements, invoices and reimbursement requests to the accountant's office to process payment.</li> <li>• Semi-monthly pick up the payroll checks for Church personnel and distribute.</li> </ul>
<b>RELATED FORMS</b>	Church Annual Budget

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Treasury Management
<b>WHY</b>	To review and maximize the return on Church Investments
<b>WHO</b>	Treasurer
<b>WHEN</b>	As needed
<b>ACTIONS</b>	<ul style="list-style-type: none"><li>• Review the monthly statements from Truist Investment Services.</li><li>• Record monthly activity by sending journal entry to accountant.</li><li>• Select new investment asset/s when they reach maturity.</li><li>• Move accumulated income into a daily money market</li></ul>
<b>RELATED FORMS</b>	Truist Monthly Investment statements

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Financial Statement and Budget Review
<b>WHY</b>	To review monthly Financial Statement and Budget
<b>WHO</b>	Treasurer
<b>WHEN</b>	Monthly
<b>ACTIONS</b>	<ul style="list-style-type: none"><li>• Review the monthly Financial Statements for accuracy.</li><li>• Review and compare Financial Statements to Annual Budget for variances that may be out of line or concerning.</li><li>• Communicate with the accountant to make any necessary corrections or adjustments.</li><li>• Present the Financial Statements to the monthly Church Business Meeting and answer any questions.</li></ul>
<b>RELATED FORMS</b>	Monthly Financial Statement Church Annual Budget

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Financial Secretary Duties
<b>WHY</b>	The financial secretary shall weekly prepare a record of contributions for deposit in the name of Linden Height Baptist Church of Staunton. The financial secretary is responsible for maintaining records of all contributions for reporting annually.
<b>WHO</b>	Financial Secretary
<b>WHEN</b>	Weekly and Annually
<b>ACTIONS</b>	<p>Weekly:</p> <ul style="list-style-type: none"> <li>• Collect all Sunday morning offerings from both services, all mailed checks received by the Church Secretary, all memorial/honorary gifts and all special fund-raising activities such as Christmas and Easter flower sales, Baptist Women on Missions Easter Egg sales, Brotherhood's chicken BBQ sales, and Praise in the Park concession sales.</li> <li>• Prepare weekly deposit by completing the Weekly Deposit Summary that categorizes all funds by General Operating or Designated Fund. Provide funds and completed deposit slip(s) and Weekly Deposit Summary to the Treasurer for depositing in the bank, church files and reporting to the accountant.</li> <li>• Maintain record of each member's weekly offerings for use in the annual December reporting of total gifts received.</li> <li>• Acknowledge to both the giver and honored family all memorial gifts.</li> </ul> <p>Monthly:</p> <ul style="list-style-type: none"> <li>• Download and maintain record of each member's PushPay offerings for the current month for use in the annual December reporting of total gifts received.</li> </ul> <p>Yearly:</p> <ul style="list-style-type: none"> <li>• Prepare annual offering statements for all members for distribution in late January.</li> <li>• Prepare new year's Excel Weekly Deposit Summary template.</li> <li>• Purchase and make available boxes of offering envelopes for member's use.</li> </ul>
<b>RELATED FORMS</b>	Weekly Deposit Summary

**Date Approved by Church Council:**



**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Church Library
<b>WHY</b>	Provide religious growth opportunity and church history resources
<b>WHO</b>	Witness Committee
<b>WHEN</b>	On-going
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• Weed Shelves and discard unwanted, low circulation, outdated, damaged books and remove from the database.</li> <li>• Purchase and catalog new materials and add to the database. Also add spine labels.</li> <li>• Maintain a check-out, check-in clipboard for those who visit the library. Shelve returned books.</li> <li>• Provide an inbox for submissions such as writing, photos, clippings, etc. that are to be added to the historical books by the Witness Committee.</li> <li>• Pull one year of newsletters from the church office and write happenings for the previous year and file in the church history book.</li> <li>• Keep library neat and clean.</li> <li>• Designee to maintain database.</li> </ul>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	<b>SUNDAY SCHOOL MINISTRY</b>
<b>WHY</b>	Sunday School is the church's foundational discipleship strategy for reaching and leading people to faith in the Lord Jesus Christ, for inviting people to discover the truths of God's Word through Bible study and for connecting with others through fellowship and ministry.
<b>WHO</b>	<p>The <b>Sunday School Superintendent</b> will lead and oversee the ministry of the Sunday School Program. This person will ensure proper staffing (volunteer teachers and helpers), training and ongoing operation of the Sunday School Program (see Actions 1 - 10 below).</p> <p>The <b>Assistant Sunday School Superintendent</b> will fill in and assist the Superintendent as needed.</p> <p>The <b>Sunday School Clerk</b> will be responsible for securing Sunday School curriculum and devotionals, record keeping and completing monthly Sunday School Attendance Report (see Actions 11 - 14 below). The Sunday School Superintendent/ Assistant will assume this role if vacant.</p> <p>These individuals must be committed, active members of Linden Heights Baptist Church. They will be elected/approved annually and will serve no longer than a 3-year term.</p>
<b>WHEN</b>	Sunday School classes meet every Sunday morning from 10 AM - 10:45 AM unless otherwise announced.
<b>ACTIONS</b>	<ol style="list-style-type: none"> <li>1. Recruit volunteers (teachers, substitutes, helpers) to serve in Sunday School Ministry. Present names for confirmation to the Witness Committee prior to the September church business meeting.</li> <li>2. Organize and implement special events, activities and recognitions (e.g., "Moving Up" Sunday, Sunday School Teacher's Appreciation Day, children's classes Easter and Christmas caroling, special holiday events).</li> <li>3. Ensure the monthly Sunday School Attendance Report is completed and submitted to the church secretary prior to the monthly business meeting.</li> <li>4. Attend and report Sunday School activities at the monthly business meeting and the monthly Church Council meeting.</li> <li>5. Develop and implement training events for Sunday School teachers and workers.</li> <li>6. Recognize, encourage and equip Sunday School teachers and workers.</li> <li>7. Communicate upcoming events and announcements in the monthly church newsletter, weekly bulletin, and the pre-service PowerPoint announcements.</li> <li>8. Ensure printed and online Sunday School information is current.</li> <li>9. Prepare the annual budget with attention to classroom needs, curriculum, training and special events costs. Monitor expenditures and submit receipts to the Work Committee in a timely manner.</li> <li>10. Collaborate with the Pastor, Deacon chairperson and Building and Grounds Supervisor during inclement weather events to determine if Sunday School and Worship Service closure is indicated.</li> <li>11. Collect monthly attendance records from each Sunday School teacher and compile results for the monthly Sunday School Attendance report. Distribute blank</li> </ol>

monthly attendance half-sheets to each classroom at the end of the calendar year for recording attendance for the upcoming year.

12. Order Sunday School curriculum quarterly. Monitor the monthly attendance report and contact teachers prior to ordering curriculum to determine the amount needed for each classroom.
13. Distribute Sunday School curricula to classrooms 2 weeks prior to the upcoming quarter or store it in a designated location for easy access by teachers.
14. Ring the Sunday School dismissal bell at 9:40 each Sunday to signal the close of classes.

<b>RELATED FORMS</b>	See Attachments: 1. Sunday School Monthly Report 2. LHBC Weekly Sunday School Attendance Report
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**Date Approved by Church Council:**

Sunday School Monthly Report - December 2024					
Linden Heights Baptist Church					
	Dec. 1	Dec. 8	Dec. 15	Dec. 22	Dec. 29
<b>ADULT</b>					
Faithful Followers Tammy J.					
Pathfinders Doug H.					
Ruth Dorcus Eva M.					
Job Ken S.					
Young Adults					
<b>Week Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>YOUTH</b>					
MS (Gr. 6, 7, 8) Kristen/Andrew					0
HS (Gr. 9 - 12) Kristen/Andrew					
<b>Week Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ELEMENTARY</b>					
Grades 4, 5 Cindy					
Grades 1, 2, 3 Karen H.					
Pre-School Debbie G.					
Toddlers Dawn & Libbey					
<b>Week Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Avg. Monthly SS Attendance</b>					<b>0</b>
<b>Combined Worship Attendance</b>					
<b>Avg. Monthly Worship Attendance</b>					
<b>Avg. Monthly Attendance</b> (Sunday School/Worship)					
January			July		
February			August		
March			September		
April			October		
May			November		
June			December		

Submitted by: Cindy Benson

**LHBC Weekly Sunday School Attendance Report**

**Please complete by the last Sunday of each month  
and place in the Sunday School Superintendent's Mailbox  
Data is used for the monthly business meeting report.**

Teacher's Name \_\_\_\_\_ Month \_\_\_\_\_  
(Include students, teacher[s] and visitors)

Week One \_\_\_\_\_

Week Two \_\_\_\_\_

Week Three \_\_\_\_\_

Week Four \_\_\_\_\_

Week Five \_\_\_\_\_

**LHBC Weekly Sunday School Attendance Report**

**Please complete by the last Sunday of each month  
and place in the Sunday School Superintendent's Mailbox  
Data is used for the monthly business meeting report.**

Teacher's Name \_\_\_\_\_ Month \_\_\_\_\_  
(Include students, teacher[s] and visitors)

Week One \_\_\_\_\_

Week Two \_\_\_\_\_

Week Three \_\_\_\_\_

Week Four \_\_\_\_\_

Week Five \_\_\_\_\_

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Emergency spending of existing funds
<b>WHY</b>	Promptly address emergencies that endanger personnel and/or property
<b>WHO</b>	Church Council upon recommendation from the Work Committee
<b>WHEN</b>	As needed
<b>ACTIONS</b>	<p>The Church Council upon recommendation from the Work Committee can approve <u>emergency spending of existing funds</u> and subsequently report their actions at the next scheduled business meeting.</p> <p>As stated in <u>Article X. Rules of Order, Section 2. Quorum and Voting for Specific Circumstances</u>, the assumption of a <u>large non-budgeted financial expenditure (defined as an amount in excess of \$10,000)</u> must be approved by the Church and requires a super quorum of thirty (30) members with a two-thirds majority affirmative vote of the members present and voting required for a motion to carry.</p>
<b>RELATED FORMS</b>	None.

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Annual Budget Development
<b>WHY</b>	To prepare an annual budget the details the year's allocation of resources
<b>WHO</b>	Work Committee
<b>WHEN</b>	Annually
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• Notify committee chairmen and other stakeholder of the budget to submit their budget requests to the Work Committee by the end of July of first week of August.</li> <li>• Prepare a template worksheet that compares by line item the July to December for the previous two years and then calculates an average YTD percentage.</li> <li>• Apply this average YTD percentage to the current year's July figure by line item to estimate what the current year's December figure may total.</li> <li>• Use the estimated December figure to determine new year's budget by line item and also plug in the budget requests submitted for consideration.</li> <li>• Work Committee reviews the outcome of the Budget Worksheet to make adjustments and to finalize the proposed budget.</li> <li>• The proposed budget is presented at the October Business Meeting and make copies available for review.</li> <li>• Make any adjustments submitted and amend the Proposed Budget as necessary.</li> <li>• The Proposed Budget is then voted on by the Church Business meeting held in November.</li> </ul>
<b>RELATED FORMS</b>	Monthly Financial Statements (July and December) Church Annual Budget Template Budget request documents submitted to the Work Committee

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	HVAC Systems
<b>WHY</b>	Actions required for routine maintenance and troubleshooting
<b>WHO</b>	LHBC Building Superintendent and outside contractors as needed
<b>WHEN</b>	<p>Building Superintendent ensures the following actions are performed:</p> <ul style="list-style-type: none"> <li>• Routine maintenance such as maintaining water levels in the gas boilers and changing filters in indoor blowers is done inhouse. Normally the water level of the steam boiler is automatically filled, but due to the lack of a floor sump pump to handle spills from over-filling, the main valve is kept closed. This requires weekly monitoring.</li> <li>• The attic above the sanctuary and new addition house heating and air conditioning units, exhaust fan and miscellaneous items. OHP1 blower supplies heat and air conditioning to the elevator vestibule areas and is housed in the attic above the sanctuary and require filter changes.</li> <li>• OHP2 and 3 blowers, which supply heat and air conditioning to the elevator vestibule, are housed in the attic area above the new addition. Filter changes are required.</li> </ul> <p>Miscellaneous items are stored in the attic and this area should be monitored closely to limit the possibility of a fire hazard.</p>
<b>ACTIONS</b>	<p>If additional support is required for the gas boilers or the blowers, Blaugh Brothers, Harrisonburg, VA should be contacted 540-434-2589.</p> <p>If additional support is required for air conditioners, Draft Electric and Plumbing, Stuarts Draft, VA should be contacted, 540-337-2176.</p> <p>The exhaust fan is controlled by a thermostat located on the fan.</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**



**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Grease Trap Maintenance
<b>WHY</b>	Actions required for routine maintenance and troubleshooting
<b>WHO</b>	LHBC Building Superintendent is responsible for ensuring contractor, Rotor Reuter, performs annual maintenance as well as contacting the contractor for any issues that may arise regarding the grease trap.
<b>WHEN</b>	Annually
<b>ACTIONS</b>	Rotor Reuter is responsible for annual maintenance of the Kitchen Sink and Garbage disposal grease trap. Their contact number is 540-886-4954.
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Janitorial Responsibilities
<b>WHY</b>	Actions required to maintain a sanitary and safe environment for staff, parishioners, and visitors.
<b>WHO</b>	LHBC Building Superintendent is responsible for communications with the contractor providing janitorial duties.
<b>WHEN</b>	Routine custodial services are provided on a weekly basis. Tile floor cleaning, wood floor mopping or other non-routine activities are provided on an as needed basis. The contractor provides all the cleaning equipment. The church provides all aerosol deodorant sprays. The sanctuary vestibule floor mat is rented from H&R Custodial.
<b>ACTIONS</b>	<p>In instances where services outside of the weekly custodial work are needed, the Building Superintendent will contact the contractor. The contractor for providing these services is H&amp;R Custodial, Staunton, VA 540-885-1454.</p> <p>Wood floor refinishing was completed by Garlan Yoder. For issues outside of typical cleaning of the floor, the Building Superintendent will contact Mr. Yoder at 540-421-3585.</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Water Heating and Water Cut Offs
<b>WHY</b>	To provide information regarding location and types of water heaters used as well as location of water cutoffs for maintenance or emergency issues
<b>WHO</b>	LHBC Building Superintendent, contractors needing this information to perform their work and/or emergency responders upon request
<b>WHEN</b>	As needed
<b>ACTIONS</b>	<p>Water throughout the church is supplied by a tankless water heater in the Furnace Room (Room #101) and a standard water heater in the Janitors' Room (Room #116).</p> <p>Outdoor water supplies have three water connection points controlled by shut off valves located in the 1-2 year old Class Room (Room #110). These shut off valves normally remain closed.</p> <p>The main water shut-off valve for the church is in Electrical Room (Room #104).</p> <p>There are 13 restrooms throughout the church.</p> <p>For plumbing issues that cannot be addressed in-house, contact Draft Electric and Plumbing, Stuarts Draft, VA 540-337-2176</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Management of the multicamera security system located both outside and inside throughout the church.
<b>WHY</b>	To provide video recordings of incidents and unexpected events and a means to review those events occurring at the church such as but not limited to break-in, property damage, theft, injuries, assaults, etc.
<b>WHO</b>	The operator of this system must be an active member of the church who the church administration designates and trains to provide this function. This member will not connect, disconnect, adjust, delete, change the settings of any aspects of the system without approval of the church administration and in conjunction with Advance Camera and Alarm Company.
<b>WHEN</b>	<ol style="list-style-type: none"> <li>1. While the cameras and equipment are relatively maintenance free, the camera lens from time to time may need to be dusted off as needed.</li> <li>2. When it is necessary to add someone to be able to manage the system or remove someone who no longer had that need.</li> </ol>
<b>ACTIONS</b>	<ol style="list-style-type: none"> <li>1. Carefully remove any dust from camera lens.</li> <li>2. If any camera is found to be not operating correctly or at all, contact Advance Alarm and Camera Company, located at 414 Greenville Avenue, phone (844) 434-7233 or by calling Scott Langston at (540) 448-1343.</li> <li>3. While the primary purpose of these cameras is not to provide an alarm system for the church, the cameras are capable of notifying a designated person of movement in an area after hours, such as a break-in and can also provide license numbers of unauthorized vehicles on the property as needed and will maintain that information for a multi-week time span to assist.</li> <li>4. The operator may be called upon at hours of inconvenience to assist authorities with reviewing of video footage due to unexpected events.</li> <li>5. The church administration would need to contact the City 911 Dispatch System located at the Staunton Police Department and advise who to contact in the event of a Police or Fire Department need.</li> <li>6. Any request for the release for information recorded by these cameras will be through the church administration. All information is to be confidential. Any request from</li> </ol>

# LINDEN HEIGHTS BAPTIST CHURCH

## CAMERAS

NO	LOCATION
1	Front Parking Lot
2	Side Parking Lot
3	Front Walkway
4	First Floor Entry (Office)
5	Play Area and Parking
6	LPR1 Tag Reader
7	Pavilion and Parking
8	Side Parking Lot
9	LPR2 Tag Reader
10	First Floor Elevator and Entry
11	Pantry
12	Sanctuary
13	Third Floor Hallway
14	First Floor Hallway
15	Second Floor Stairs
16	Fellowship Room
17	Front Door Entry
18	Side Yard (Grass Area)
19	Third Floor Stairs
20	Classroom 110
21	Classroom 113
22	Classroom 112
23	Classroom 118
24	Classroom 301
25	Classroom 304
26	Classroom 303
27	Classroom C C
28	Youth Office
29	Pastor's Office
30	Choir Room

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Audio/Visual Equipment
<b>WHY</b>	Actions required for non-routine issues
<b>WHO</b>	LHBC Building Superintendent and outside contractor as needed.
<b>WHEN</b>	As needed
<b>ACTIONS</b>	<p>The audio/visual equipment is operated from the sound booth in the sanctuary loft. Most all wiring and connections are made in the choir loft and the area behind the baptismal on the first floor.</p> <p>For issues that cannot be solved in-house contact Jeremy Sheffer with Mathers Brothers at 469-636-0090.</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Baptistry
<b>WHY</b>	To document steps to be taken before and after baptismal is used as well as appropriate contact for plumbing issues that cannot be addressed inhouse.
<b>WHO</b>	LHBC Building Superintendent and outside contractor when needed
<b>WHEN</b>	As needed
<b>ACTIONS</b>	<p>Baptismal pool is located behind the choir loft on the second floor.</p> <p>Filling Baptismal Pool</p> <ul style="list-style-type: none"> <li>• First Floor Furnace Room (Room #101)</li> <li>• Close the Drain Valve and Open the Fill Valve</li> <li>• Tankless water heater, set to 110 degrees, will fill the pool</li> <li>• Close the fill valve when pool is filled as desired</li> </ul> <p>Draining the Baptismal Pool</p> <ul style="list-style-type: none"> <li>• Open the Drain Valve</li> <li>• Leave valve open</li> </ul> <p>For plumbing issues that cannot be addressed in-house, contact Draft Electric and Plumbing, Stuarts Draft, VA 540-337-2176</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

WHAT: Bereavement Meals  
WHY: Outreach to deceased church family and friends  
WHO: Witness Committee  
WHEN: Upon request from Pastor

**ACTIONS: Request and Approval**

1. The Pastor will offer the family a hot meal or sandwich meal.
2. If the family wants a meal the Pastor will notify the designee.
3. Details not provided to pastor will require the Witness committee designee to reach out to the family for details required such as date, time and number of meals to provide.
4. The Witness committee will make all necessary arrangement to provide, serve and cleanup after the bereavement meal.

**Meal Preparations:**

The Witness Committee will stive to ensure that each bereaved family is provided the same meal, as requested through the Pastor, in sufficient quantities to meet that estimated number of participants.

**Sandwich Meal:**

Mini Sandwich Tray and Gourmet Vegetable Trays from Martins. They require a 48 hour notice for their orders. Place in person or call 1-888-442-6812.

Any Two of the following purchased from Martins:

Cold Salad: Potato, Macaroni or Cole Slaw

Individual Bags of Chips

Water, sweet and plain tea purchased from Martins:

Desserts purchased from Martins, if requests for donations do not produce the needed amount.

**Hot Meal:**

Wade's Deli and Catering on W.Beverley St., call store 540-886-3886 or the owner Beth 540-290-7655 - 48 hour notice please.

Order Fried Chicken from Wade's

Order two side Macroni & Cheese and Green Beans

The following purchased from Martins:

Dinner rolls

Water, sweet and plain tea

Desserts purchased from Martins, if requests for donations do not produce the needed amount.



**Finances:**

The Witness Committee designee will retain all purchase receipts and submit them to the church secretary for the Director of Finance's file for reimbursement from the church. A tax exempt form that the designee has is to make a copy for each location that items are purchased. The designee is required to complete the necessary information on the tax exempt form and present it to the vendor at the time of payment. A copy will be given to the purchaser to be turned in with the receipts.

**Serving Preparations:**

The Witness Committee will setup the church social hall to accommodate the bereavement meal to include the following:

- Serving and drink station will be covered with plastic table cloths and served buffet style.
- Paper plates and cups will be at the head of the distribution table.
- Serving utensils will be provided next to each food item.
- Dining tables will be setup and covered with plastic table cloths.
- Dining tables will include decorative center pieces, salt/pepper and individual placemat, napkins and plastic eating utensils.

The Witness Committee designee will seek volunteers to assist with the desserts, serving, and cleaning efforts associated with individual bereavement meal requests. The most current list of volunteers will be given to the designee.

***A Bereavement instructional notebook is kept  
upstairs in the kitchen cabinet next to the refrigerator.***

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Celebration of Holiday Lights (COHL) – Church’s and Praise in the Parks Display
<b>WHY</b>	Outreach to larger community – general welcome to visit church
<b>WHO</b>	Witness Committee
<b>WHEN</b>	Application submission and payment - October Display setup / take down in park – Before Thanksgiving / 1 <sup>st</sup> week in January
<b>ACTIONS</b>	<p>The Celebration of Holiday Lights committee mails its annual application to the church in October. The Witness Committee makes sure the applications are completed for both the church and Praise in the Park. The completed applications with a payment check for the requested fee are then mailed to the COHL committee for processing.</p> <p>COHL will notify the church in early November where they can setup their displays.</p> <p>Displays need to be setup before Thanksgiving and removed during the first week of January.</p> <p>The church’s display should be updated / changed periodically.</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	<p>Linden Heights Food Pantry</p> <p>The pantry is to provide food to all those in need in our area.</p>
<b>WHY</b>	<p>The church has set up this ministry to provide help to those in need in our area.</p>
<b>WHO</b>	<p>The pantry, with the help of Blue Ridge Food Bank provides food with the donations from our church members and the church budget.</p>
<b>WHEN</b>	<p>The pantry is open on Tuesdays every week from 10 AM to Noon. We are also open the last Thursday of the month between 4 PM and 6 PM</p>
<b>ACTIONS</b>	<p>We provide a balanced mix of food goods for those in need. We purchase as needed from the Blue Ridge Food Bank what is available to us. We do not use the USDA program so we have to purchase meats and other items locally,</p> <p>This year we have been blessed by the Brotherhood who sold the old sanctuary windows and that money was donated to the pantry. It amounts to about \$2,200.00.</p> <p>The church family has provided the balance of funds to our cause. We therefore have not used any of the budget set aside for this ministry.</p> <p>The pantry has seen an increase in the number of people and families in need. We are finding more families with larger numbers. This increase is partly due to our night hours being added to our service time. We anticipate these numbers to continue to grow. We are asking that our budget be increased to \$ 4,500.00. We were very fortunate of the generosity of the Brotherhood. We can not predict the future would provide similarly large donations.</p>

# Linden Heights Baptist Church

## Food Pantry

### General Guidance

Linden Heights Baptist Church partners with the Blue Ridge Area Food Bank to distribute nutritious food to people who suffer from hunger or food insecurity in the Staunton and surrounding local areas. We **Do Not** participate in the USDA's Emergency Food Assistance Program (TEFAP) program. We provide donated or purchased food based on family size. Families and individuals may visit our pantry once a month or more based on their needs.

Our pantry will be open each Tuesday morning from 10 AM to Noon and the last Thursday of the month from 4 to 6 PM. Deliveries upon request should call LHBC at 540-886-1138.

First-time requesters for help from our pantry will be required to complete an intake form which will remain confidential. Our agreement with the Blue Ridge Area Food Bank Partnership requires this information. We never ask clients to bring or show ID. Names and date of birth are the only requirements for service at our food bank.

PROUD TO  
PARTNER WITH THE



Blue Ridge Area  
**FOOD BANK**

Everyone should have enough to eat.

Linden Heights Baptist Church

Food Pantry Volunteer List

October 21, 2024

Witness Committee Contacts

- Karen Hall 540-885-0025 [joyandpeace65@hotmail.com](mailto:joyandpeace65@hotmail.com)
- Nancy Downs 603-504-4536 [fireside75@gmail.com](mailto:fireside75@gmail.com)

Pantry Buyer Contact

- Jeff Downs 603-504-4536 [jndgolfer1@gmail.com](mailto:jndgolfer1@gmail.com)

Pantry Volunteers

- Mark & Debbie Mitchel 540-290-4263 [mitchedb56@gmail.com](mailto:mitchedb56@gmail.com)
- Art & Jo Spedden 540-885-3124 [aljspedden@verizon.net](mailto:aljspedden@verizon.net)
- Leland JR Brown 540-885-4604 [brownale75@gmail.com](mailto:brownale75@gmail.com)



**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Kitchen Equipment Maintenance and Usage
<b>WHY</b>	Ensure that kitchen equipment is in good working order to support Church sponsored meals and events
<b>WHO</b>	Witness Committee
<b>WHEN</b>	January – Kitchen equipment audit and recommendations to Work Committee
<b>ACTIONS</b>	<p>The Witness Committee conduct a kitchen equipment audit annually in January to include the cleaning and running of all equipment. All identified repair needs are reported to the Work Committee for their action.</p> <p>The Witness Committee does recommend the professional cleaning of all equipment on at least a bi-annually basis.</p> <p>As requested, the Witness Committee will sponsor a general how-to use workshop for interested church members or groups.</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Kitchen Supplies
<b>WHY</b>	Ensure that adequate kitchen supplies are on hand to support Church sponsored meals and events
<b>WHO</b>	Witness Committee
<b>WHEN</b>	Quarterly kitchen supply audit and order
<b>ACTIONS</b>	<p>On a quarterly basis, the Witness Committee will complete the "Kitchen Supply Inventory and Order Sheet and the arrange for the procurement of any and all needed items.</p> <p>The current process is for a Witness Committee member to order plates, bowls, cups, napkins, place mats, plastic ware, gloves and tablecloth rolls from Amazon with delivery to their home. The member will then bring the items to the church and place them in the kitchen storeroom. All remaining items are picked up at Walmart as needed. The assigned Committee Member will then submit a written request for reimbursement from the church.</p>
<b>RELATED FORMS</b>	Kitchen Supply Inventory and Order Sheet

**Date Approved by Church Council:**



**Linden Heights Baptist Church  
Kitchen Supply Inventory and Order Sheet**

Inventory Date: \_\_\_\_\_

Supply Items by Category:	On Hand Need	Actual Count	Items Needed	Vendor Information
<b>Plates:</b>				
10 3/4" Foam	0			
10 3/4" Chinet	0			
9" Foam	0			
6" Foam	0			
10 1/4" Foam (Divided)	0			
10" Dinner Paper (Heavy-Weight by GP Pro)	1000			
6" Dessert Plate (Heavy-Weight by GP Pro)	1000			
Hinge Lid Container Foam (Member's Mark)				
<b>Bowls:</b>				
Large Foam (Salad/Soup)	0			
Mediam Foam (Dessert)	0			
Small Foam (Dessert/Relish)	0			
12 oz Bowl Paper (Medium-Weight by GP Pro)	1000			
<b>Cups:</b>				
8 oz Foam Cup (Hot or Cold)	1000			
12 oz Foam Cup (Hot or Cold)	0			
20 oz Foam Cup (Hot or Cold)	0			
16 oz Plastic Cup (Solo Cup Company)	1000			
<b>Napkins:</b>				
Tork Advanced Dinner Napkin Folded (375 per bundle)	1000			
<b>Face Mats:</b>				
Praying Hands				
Gold Edge	250			
	250			
<b>Plastic Silver Ware (White):</b>				
Forks	500			
Knives	500			
Spoons (Genuine Joe Medium-Weight Spoon)	500			
Sleeves	500			
<b>Other Items:</b>				
Plastic Wrap Commercial Box (18x2000)	1			
Foil Wrap (Commercial)	2			
Nitrile Gloves:				
Xlarge	150			
Large	150			
Medium	150			
Straws	1000			
Tablecloth Roll (QSD Plastic Party Banquet Table Cover 300' x 40"):				
White	2			
Paper Towels	10			
Tissue (Cube Box)	10			
Metal Surface Cleaner	2			
Dawn Dish Soap (Large)	2			
Surface Spray (Grease Cutting 409 Spray)	2			
Dish Washer Cascade (Large)	1			
Clorex (Gallon)	2			
Oven Cleaner	1			
Ziplock Sandwich Bags	4			
Ziplock Freezer Bags	2			
Parchment Paper	2			

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Van Inspection / Maintenance
<b>WHY</b>	Provide safe group transportation for church sponsored travel
<b>WHO</b>	Witness Committee
<b>WHEN</b>	May for van inspection and general maintenance review December for van annual license/registration
<b>ACTIONS</b>	<p>Take van to designated service provider for its annual inspection and notify the Pastor and Work committee of any needed requires</p> <p>Ensure the annual license and registration is completed.</p> <p>Take van to designated service provider to repairs approved by Pastor and Work Committee</p> <p>Upon request, ensure that the van's interior is clean and has gas for the first lag of any planned trip.</p>
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Outreach Programs
<b>WHY</b>	Reaching Unsaved and Serving Membership
<b>WHO</b>	Witness Committee
<b>WHEN</b>	Ongoing
<b>ACTIONS</b>	Provide first time visitor bags and ask others to help distribute Coordinate outreach efforts during Christmas, Easter, and Revival Follow up with unchurched attendances at Trunk or Treat and other events Support shut ins with items as requested Support Plaza Apartment ministry as requested Support food pantry to help reach those in need as requested Support Paise in the Park with tracks as requested
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**

**LINDEN HEIGHTS BAPTIST CHURCH  
POLICY AND PROCEDURE STATEMENT**

<b>WHAT</b>	Van Inspection / Maintenance
<b>WHY</b>	Provide safe group transportation for church sponsored travel
<b>WHO</b>	Witness Committee
<b>WHEN</b>	May for van inspection and general maintenance review December for van annual license/registration
<b>ACTIONS</b>	Take van to designated service provider for its annual inspection and notify the Pastor and Work committee of any needed requires  Ensure the annual license and registration is completed.  Take van to designated service provider to repairs approved by Pastor and Work Committee  Upon request, ensure that the van's interior is clean and has gas for the first lag of any planned trip.
<b>RELATED FORMS</b>	

**Date Approved by Church Council:**