

**BETHANY APOSTOLIC CHURCH POLICIES and PROCEDURAL MANUAL
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FORWARD

IV

We are pleased to present the Policies, Procedures and Guidelines Handbook for Bethany Apostolic Church (B.A.C.). Its purpose is to inform and maintain consistency in the operation and practices of our church body.

The handbook addresses the more significant and frequently used processes within Bethany Apostolic Church. The guidelines therein apply to members in “good standing,” as defined by Bethany Apostolic Church constitution and bylaws.

As members of Bethany Apostolic Church with your approval I trust in following this handbook we will strengthen our bond of mutual understanding, brotherly unity and love. In so doing, we will be better equipped to carry out Christ’s purpose in our church and His mission for the world.

I pray that the spirit of love be our guide and motivation as we strive to adhere to the letter and spirit of this handbook.

Bishop G. W. Frazier Sr., Pastor

1 Corinthians 3:9 (KJV) For we are labourers together with God: ye are God's husbandry, *ye are* God's building.

“Behold, how good and how pleasant it is for brethren to dwell together in unity!”

- Psalms 133

1. CHURCH ANNOUNCEMENTS, B.A.C. REPORT AND THANK YOU NOTES

This section covers the procedure for submitting church announcements, BAC Report articles, and Thank You cards/notes.

1.1. Church Announcements

- For printing purposes, it is expected that all announcements to be included in the upcoming Sunday bulletin should be given to the Church Secretary by the Wednesday preceding the upcoming Sunday.
- All announcements provided to the Church Secretary/Assistant Secretary for reading during Sunday's announcements should be written or typed using tactful (tasteful) language (see Sample Announcements below).
- Announcements received past the Wednesday deadline are subject to be omitted from the Sunday bulletin, but may be read during announcements by the Church Secretary or Assistant Secretary.
- Members providing URGENT announcements on Sunday morning should give them directly to the Deacon Chairman or Vice-Chairman for disposition.
- Hand-written announcements should be written legibly.
- The Church Secretary and Assistant Secretary will screen announcements for content and clarity prior to inclusion of the church bulletin

1.2. Sample Announcements

1.2.1. Appropriate Announcement

"Please contact Bro. Ke Committee Chair, if you would like to work with B.A.C.'s Cub Scouts. District training is provided."

1.2.2. Inappropriate Announcement

"We are looking for men to assist with B.A.C.'s Cub Scouts. Last weekend, we had to cancel a trip because we did not have enough leaders. **However, if you are not going to be committed and not willing to go to training classes, we don't need you.** Please contact Bro. Ke, Committee Chairman, for additional information."

1.3. The B.A.C. Report

The B.A.C. Report is a monthly newsletter that is published and made available to the church on the second (2nd) Sunday of each month.

1.3.1. Acceptable Article Types

- Articles regarding church committee, auxiliary, or organization activities (i.e., once an event is held, a summary of what happened is perfect for newsletter articles)
 - B.A.C. special programs
 - Sunday school programs
 - Reports from conventions
 - Church celebrations
- Articles pertaining to student success stories – grade school through any institution of higher learning (honor societies, dean’s list, honor roll, athletic schedules, athletic accomplishments, etc.)
- Each year graduating high school and college students are requested to submit a photo and short article of encouragement
 - High school graduates' articles encourage those still in high school and explain how they were able to successfully complete high school.
 - College graduates' articles encourage those in college and explain what led to their successful completion of college.
 - First (1st) year college students are asked to write a short article about their first year college experience providing encouragement and success tidbits for the high school graduates entering the first year of college.
 - Additionally, graduates/students would include a thank you in their own words.
- Other items include
 - Family related articles from B.A.C. members
 - Job related promotions
 - Military accomplishments
 - Monthly auxiliary news is welcomed
 - New Member information
 - Regular youth news from the Youth Department Director
 - Wedding anniversaries / Birthdays spiritual and natural

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- General news (covers all miscellaneous topics)
- Other items as reviewed/approved by the Pastor

1.3.2. How to Submit Articles for Publishing

Articles may be submitted by any of the following methods for publishing:

- Via e-mail to the B.A.C. Editor or Church Secretary
- Handwritten with clear legibility to the B.A.C. Editor or Church Secretary
 - Via compact disc (CD)

Note: If submitting images electronically, they should be in one of the following formats: (*.tiff, *.jpg, or *.jpeg)

1.3.3. Deadlines for Receiving Articles

All articles to be included in the monthly B.A.C. Report should be submitted by the fourth (4th) Sunday of each month.

Note: The **newsletter** presents information relative to the previous month activities (i.e., Jan 2022 B.A.C. Report will contain news articles about December 2021 activities).

All articles are forwarded to the B.A.C. secretary and subject to approval by the Pastor prior to being published in the monthly B.A.C. Report.

1.4. Thank You Cards and Notes

Members that would like to provide 'Thank You' cards or notes to the church (any auxiliaries, committees, or ministries) should give them to the Church Secretary or Assistant Secretary. Currently, all 'Thank You' cards and notes will be posted at the designated area of the church. However, cards expressing appreciation for acts of kindness related to bereavement may be read during the Sunday morning announcements.

2 EDUCATIONAL RELATED FINANCIAL CONTRIBUTIONS

This section covers the guidelines for providing financial contributions to B.A.C. graduates on all levels of education. It also covers sponsorship assistance guidelines for education all related school trips.

2.1. Graduate Recognition

Graduates receiving an educational degree or certification from a business school or other institution are recognized each year during the annual Graduate Recognition Day and on a per graduation or certification basis for the remainder of the year. The graduates are given a monetary amount based on their level of graduation or certification (see Table 1 for these amounts).

Table 1 Graduate Recognition

Graduate	Amount of Recognition
High School Graduates	\$25.00 (+ King James Bible)
College Graduates (4 year)	\$50.00
Technical School / Community College (2 year)	\$35.00
Business School or Other Institutions	\$35.00
Masters	\$100.00
Doctorate	\$100.00

2.2. Educational Related School Trips (Sponsorship and Donations)

Requests for financial assistance, sponsorship, or donations from the church for all grade level educational related school trips will need to be presented as an action item by the requesting student, parent or guardian at the scheduled at a B.A.C. board meeting for approval. Relevant trip information should be provided at this time (i.e., name of member, total cost of trip, location of trip, purpose of trip, etc.).

If the request is approved, B.A.C. will contribute 25% of the cost of the trip, not to exceed two-hundred and fifty dollars (\$250).

3 OTHER SPONSORSHIP AND DONATION REQUESTS

This section covers the guidelines for additional areas that B.A.C. may support via sponsorship or donation.

The dollar amounts listed in Table 2 are the current sponsorship amounts provided to church members who are participants in the following events:

- B.A.C. Sunday School
- Weekly Bible Study
- Weekly Prayer Meeting
- Sunday Services
- B.A.C. Giving

3.1. In Recognition of Matthew 25:35-36

Event	Sponsorship Amount (Per Participant)
Community Services	\$25
School Services	\$25
Evangelistic Services	\$25
Other Requests	*TBD

Note:

*TBD = To be determined at scheduled church B.A.C. meetings

3.2. Scout Troops

Requests from all Scout Troops should be brought before the church during scheduled B.A.C. meetings and will be handled on a case-by-case basis.

4 HONORARIUM AMOUNTS FOR SPEAKERS (MINISTERS VS. LAY MEMBERS)

This section covers the procedures and guidelines for choosing speakers and for providing honorarium to speakers for various occasions at B.A.C.

4.1. Qualification of Speakers and Other Invited Guests

All speakers (member or non-member) and other invited guests that will address the congregation for a particular occasion (i.e., Men's day, Women's day, Youth Day, Choir Day, etc.) must be approved by the Pastor in advance of the occasion.

4.2. Honorarium Payment Amounts

The dollar amounts listed in Table 3 are the current honorarium amounts given to speakers for the occasions listed.

4.3. Who Provides Honorarium Payments to Speakers

Once the speaker has been approved, the **Pastor or event coordinator** should contact the Church Finance Treasurer with relevant information regarding the speaker (i.e., name, event, minister, lay person, etc.).

The **Pastor or event** coordinator is responsible for providing honorarium payments to the speaker.

Table 3 Honorarium Payment Amounts

Occasion	Ministers	Lay Persons	Visiting Minister
Revival	\$125/night	\$125/night	\$125/night
Women's Day	\$125	\$100	\$125
Youth Day	\$125	\$100	\$125
Men's Day	\$125	\$100	\$125
Morning Worship Service	\$125	N/A	N/A
Bible Studies	TBD	TBD	TBD

Notes:

N/A = Not Applicable.

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TBD = To be determined by the Pastor

5 MISSION FINANCIAL CONTRIBUTIONS TO MEMBERS

This section covers the procedures and guidelines associated with providing mission related financial contributions to members.

5.1. Sick & Shut-in

Financial contributions to B.A.C. sick and shut-in will be determined on a case-by-case basis by the Pastor and B.A.C. Deacon's Board.

5.2. Bereavement

5.2.1. Amount of Contribution

The current bereavement contribution to a member that has lost an immediate family member to death is fifty dollars (\$50).

Note: An 'immediate family' member is defined as one of the following: spouse, child, parent, or guardian

5.2.2. The Process

In the event of death of an immediate family, the church member should notify the Pastor or their assigned Deacon.

- 1 If notifying the Pastor, the Pastor will contact the following:
 - Assigned Deacon of the member
 - Church Secretary
 - Church Finance Treasurer
- 2 If notifying your assigned Deacon first, the Deacon will contact the following:
 - Pastor
 - Church Secretary
 - Church Finance Treasurer
- 3 Following the notifications above, the following actions will be completed:
 - The Church Secretary will prepare a Letter of Condolence or Resolution Letter to be given to the member.
 - The Church Finance Treasurer will prepare the bereavement check of fifty dollars (\$50) to be given to the member.

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Once the Letter of Condolence or Resolution Letter and the bereavement check have been completed by the Church Secretary and Church Finance Treasurer, they will be given to the Deacon Chairman. The Deacons Chairman will arrange with the other Deacons for delivery of the Letter of Condolence or Resolution Letter and the bereavement check to the church member.

5.3. Funeral Repast Assistance for Members

If repast assistance is needed for the funeral of an immediate family member, the church will have a standing (pre-set) menu which consists of the following food items: fried and baked chicken, boiled potatoes, green beans, rolls, dessert, beverage, and paper supplies. The culinary department will coordinate the repast when assistance is needed.

5.4. Monetary Christmas Gifts to Senior Citizens

Each year out of love and respect, the church presents the Senior Citizen members (65 years of age and older) with a monetary Christmas gift. Currently, the amount of the monetary gift is one-hundred dollars (\$100)

5.4.1. Delivery of Christmas Contributions to Senior Citizens

The Deacon Chairman will provide a list of the Senior Citizen members to the Church Finance Treasurer at least one week prior to the planned distribution date (distribution date to be determined by the Pastor and Deacons). After receiving the list, the Church Finance Treasurer will prepare and provide individual checks to the Deacon Chairman within a one-week period.

Following receipt of the checks, the Deacon Chairman will coordinate delivery with the Pastor and other Deacons.

6 FINANCIAL ASSISTANCE FOR MEMBER HARDSHIPS

This section covers the procedure for members requesting financial assistance due to **extreme** hardships.

Members requesting financial assistance due to **extreme** financial hardships should contact their assigned Deacon for **possible** assistance (see Table 4 for Deacon Membership list). All financial hardship requests will be decided by the Pastor and Deacons on a case-by-case basis.

Table 4 Deacon Membership List

DEACON	MEMBERSHIP ASSIGNMENTS LIST
Deacon	
Deacon (Chairman)	
Deacon (Secretary)	
Deacon (Vice Chairman)	
Deacon	
Deacon (Treasurer	
Deacon	Currently No Members Assigned

Note:

Phone numbers of Deacons are listed in APPENDIX 1.

7 CONVENTION AND TRAVEL EXPENSES

This section covers the policies, procedures, and guidelines related to convention attendance and travel expenses.

7.1. Convention Expenses

Church related convention expenses will be handled on a case-by-case basis at Church Conference. The following information should accompany your request for convention and travel expenses:

- Name of Convention
- Location of Convention
- Dates of Convention
- Name of Hotel or place of lodging (if costs are involved when overnight stay is required)
- Total nights of lodging
- Total cost of lodging (if overnight stay is required)

Upon approval of convention expenses, complete a Travel Expense Form and give it to the Church Finance Treasurer (see APPENDIX 1 for current Church Finance Treasurer).

7.2. Travel Expenses

If using your personal vehicle to attend a church related convention, pre-approval is required from the Church Finance Treasurer in order to be reimbursed for travel expenses. Upon approval, a Travel Expense form will need to be completed upon return from the convention.

The current Internal Revenue Service (IRS) rate is **.56** cents (\$.56) per mile driven in service of charitable organizations.

Travel Expense Forms can be found in the mail holder **in the back hallway** of the church and are also available electronically per request from the Church Secretary or Church Finance Treasurer.

Completed Travel Expense Forms should be given to the Church Finance Treasurer (see APPENDIX 1 for current Church Finance Treasurer).

See following pages for a sample Travel Expense Form.

7.2.1. Gas Expenses When Using the Church Van

If requesting use of the church van for convention travel, please contact the Church Van gas contact person (see APPENDIX 1) upon approval of van usage. The Church Van gas contact person will ensure that the van has a sufficient amount of gas for your approved trip.

If your approved use of the van requires more than one tank of gas, you must do one of the following:

- 1 Upon approval of van use, per-arrange with the Church Finance Treasurer via Purchase Requisition Form to get the needed gas funds to accommodate travel.
- 2 If per-arrangement of gas expenditures have not been made with the Church Finance Treasurer prior to the trip, gas expenditures may have to come out-of-pocket of the traveling organization. Upon return from travel, the organizer of the trip -or- person responsible for out-of-pocket gas expenses should complete a Purchase Requisition Form and give it to the Church Finance Treasurer.

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SAMPLE – TRAVEL EXPENSE FORM

Form Instructions: Complete and return to Church Finance Treasurer

Please Fill-out the Information Below:

Date of Request:	
Name of Requester:	
Name of Organization Represented:	
Name of Event Attending/Attended:	
LODGING INFORMATION	
Name of Hotel (or place of lodging)	
Cost of Lodging per Night	
Total Nights of Lodging	
Total cost of Lodging	
TRAVEL INFORMATION (if using personal vehicle)	
Date/Time of Departure:	
Date/Time of Return:	
From (Starting Destination):	
To (Ending Destination):	
Beginning Vehicle Mileage	
Ending Vehicle Mileage	
Total Number of Miles Traveled:	

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(\$ Total Dollar Amount of Travel of Reimbursement: Total Miles Traveled x (\$0.56 cents)	
Authorized by (one authorization needed): Pastor: Church Finance Treasurer:	

8. ASSOCIATION AND REGISTRATION FEES

This section covers the guidelines and procedures related to association and registration fees for events attended and supported by B.A.C. (i.e., B.A.C. events, IN STATE CONFERENCE, and P.C.A.F.I. National Convention events).

8.1. Association Fees and Payments

Annual association fees on the county, state, and national level will be fielded by the Pastor, Church Secretary, and/or P.C.A.F.L. These association fees will then be forwarded to the Church Treasurer who will coordinate payment with the Church Secretary.

8.2. Registration Fees and Payments

Registration fees for delegates attending local and out-of-state conventions will be paid for by member delegates.

In lieu of paying association fees on-site at the convention, payments can be mailed in advance to the auxiliary/association.

A Purchase Requisition form must be completed, along with an attached copy of the registration form, and forwarded to the Church Treasurer or Secretary. A 30-day advance notice is required to ensure adequate time for the payment to be mailed and processed by the receiving auxiliary/association.

9. ANNUAL BUDGET PROCEDURES

This section covers the policies, procedures, and guidelines related to the annual budget process at BAC.

9.1. General Budget Information

BAC and its members serve the Lord through several ministries supported by the budget. These ministries serve within and beyond the walls of our church. In - - -, BAC successfully implemented a Unified Budget. In previous years, each organization was responsible for funding its own activities. With a Unified Budget, all income and expenses are managed through one fund, and auxiliaries make requests for funding based on their projected spending for the upcoming year. Auxiliaries no longer have to take up “dues” in order to finance their activities. Now, all church ministry activities are funded through general **offering and tithes**.

A ministry-based budget starts from the purpose, desire, and needs of the ministries, organizations, and groups of the church. The Finance Committee can study the budget requests as compared to the budget goal, once the needs and desires of the ministries, organizations, and groups are known.

9.2. Why Budgets Matter?

Many churches do not prepare an annual budget. In others, the budget simply maintains the status quo by adjusting last year's expenditure for inflation and then adjusting that amount based on “feelings”. The task of budget preparation, legally as well as spiritually, belongs to the church leadership. The budget is the purpose of the church written in numbers. A budget can never replace a vision nor the strategic thinking which turns vision into reality. However, a budget properly prepared serves three fundamental purposes within the life of the local church:

- First, the budget is an action plan for the ministry and mission of the church. Without the allocation of financial resources any vision or plans for ministry remain merely a mirage. A budget will highlight vision for ministry, speaking clearly about the priorities that govern the direction of the church.
- Second, a budget is a channel of communication between leadership and people. Use the budget to convey to the church membership the priorities for the church in the coming financial year. A budget helps change the money culture in the local church.
- Third, a budget is a vital tool for the treasurer to inform the church leadership in their capacity as trustees about the financial health of the church. A

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budget allows careful monitoring and wise stewardship of the resources entrusted to the leadership by congregation and community.

9.3. Budget Categories

BAC church leadership is asked to consider the following budget categories and priorities on an annual basis:

- **Administration & Personnel:** Pastors, office salary, minister of music, and janitorial staff. Consider all salary adjustments, including cost of living.
- **Mission:** As a member of Bethany Apostolic Church, we portray Christ's sacrificial love locally, domestically, and internationally.
- **Facilities Maintenance:** We strive to provide a safe, inviting, and inspirational environment for worship, fellowship, and service. To achieve this, we must maintain our facilities, including ongoing building maintenance, landscaping, and utilities.
- **Christian Education:** Our teaching ministries are an extension of our mission. Once souls are won for Christ, we must educate them on how to live for Christ! The Sunday School, Apostolic Training, Vacation Bible School, Bible Study, and Children's Church are our teaching ministries.
- **General Administration:** We support our church office expenses and all of the equipment used in that function including copiers, computers, printers, office supplies, and general expenses.

9.4. Who Should Submit a Budget?

All standing auxiliaries, standing committees, and ministries that require financial expenditures to support their efforts should submit a budget to the Budget Committee on an annual basis.

No parties are to be funded from an auxiliary, committee, or ministry budget.

9.5. How to Submit a Budget Request Form

- 1 The President, Chairman or Treasurer of auxiliaries, committees, and ministries should obtain a Budget Request Form from the Church Finance Treasurer or from the church Secretary office. These forms are also available electronically per request from the Church Secretary or Church Finance Treasurer.
- 2 The Budget Request Form should be completed and returned to the Church Finance Treasurer by the agreed date.
- 3 It is the responsibility of the Budget Committee to approve, reject, or refine all budgets on an annual basis.

- 4 Any auxiliary, committee, or ministry that does not turn in a Budget Request Form prior to the final annual meeting of the Budget Committee will be subject to receiving the same budget set forth for the current year.

9.6 What Happens to Unused Budgeted Funds?

Budgeted funds that are not used **DO NOT** roll-over to the next year. Auxiliaries, committees, and ministries should not spend budgeted funds just because they are available. Budgeted funds should only be used in a manner that supports the efforts of the auxiliary, committee, or ministry. If there are questions regarding what items can be purchased using budget funds, feel free to contact the Church Finance Treasurer.

9.7 What Happens When Budgeted Funds Have Been Depleted?

Any auxiliary, committee, or ministry who depletes their annual budget anytime prior to last scheduled conference of the year will need to come before one of the regular scheduled church conferences to request additional funds.

If a budget is depleted anytime following the 4th quarter, the President, Chairman or Treasurer of the requesting auxiliaries, committees, or ministries will need to request additional funds via the scheduled B.A.C. board meeting.

9.8. How to Acquire a Budget Request Form

Budget Request Forms can be found in the mail holder in the Trustee's office and are also available electronically per request from the Church Secretary or Church Finance Treasurer.

Completed Budget Request Forms should be given to Church Finance Treasurer (see APPENDIX 1 for current Church Finance Treasurer).

See next page for sample of Budget Request Form.

SAMPLE – BUDGET REQUEST FORM

- 1 Pray for God's leadership as your group dreams and plans.
- 2 Define the work your ministry group will contribute to the church's mission.
- 3 Then develop strategies that enable your committee/organization to join BAC in addressing needs and objectives that help us fulfill our mission.
- 4 You should **not** start with last year's events and programs and then try to duplicate last year.

10. PURCHASE REQUESTS AND FINANCIAL REIMBURSEMENT PROCEDURES

This section covers the policies, procedures and guidelines for obtaining financial reimbursement for the purchase of approved church related items.

10.1. Purchase Information

The ability to spend funds will be kept under careful control to ensure that we are good stewards over that which God has blessed us with. All expenses must directly relate to fulfilling the ministry purposes of B.A.C. Purchases of ministry products such as supplies, literature, small equipment purchases, and services shall be made on the authority of the Purchase Requisition Form.

Requests should be approved before a purchase is made, funds are advanced, or the church is obligated for a product or service. Expenditures from the general operating budget will be approved if permitted by the adopted annual budget (refer to Section 9, B.A.C. Annual Budget Procedure).

10.2. Reimbursement Requests

- 1 Committee chairpersons, ministry leaders, and staff members determine the need for an expenditure, and sign the submitted request for reimbursement.
- 2 Expenses are to be planned well in advance and all check requests are to be submitted for processing.
- 3 It is critical that emergency check requests be held to a minimum. Emergency check requests should only happen in true emergencies.
- 4 A reimbursement form for the expense is completed in full and placed in the Treasurer's mailbox. (See example form attached.)

10.3. Check Issuing Process

- 1 Completed Purchase Requisition Forms are placed in the Treasurer's mailbox.
- 2 Request forms must be submitted by the conclusion of the Sunday service to be processed within the upcoming week.
- 3 Request forms may not be processed if submitted incomplete or without documentation (receipts) of the expense.
- 4 Per church policy, **three authorized signatures** and appropriate paperwork documenting the expense are always required before the check is validated and disbursed.
- 5 The Treasurer will have checks by the next Sunday morning service.

10.4. Reimbursements

- 1 Reimbursements will be for the approved amount only.
- 2 Purchase Requisition Forms must contain a receipt, invoice, bill, or other official documentation of the expense, and signature of the staff member, ministry leader, or committee chairperson.
- 3 Requests for reimbursement of expenses must be submitted within ninety (90) days of the date that the expense is incurred.

If you are unsure if an item falls into the “Petty Cash” category, the first line of approval will come from the treasurer of your auxiliary, committee, or ministry. The second line of approval (if needed) will come from the Church Board or Church Finance Treasurer.

10.5. How to Acquire a Purchase Requisition Form

Purchase Requisition Forms can be found in the mail holder in the Trustee’s Office and are also available electronically per request from the Church Secretary or Church Finance Treasurer.

Completed Purchase Requisition Forms should be given to the Church Finance Treasurer (see APPENDIX 1 for current Church Finance Treasurer).

See next page for sample of Purchase Requisition Form.

SAMPLE – PURCHASE REQUISITION FORM

Please Fill-out the Information Below:

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Requesting Organization:	
Date of Request:	
Item(s) to be Purchased:	
Reason for Purchase or Disbursement:	
Reason for Purchase or Disbursement:	
Total Amount of Purchase: (including tax)	\$
Attach Receipt(s) for this Amount	
Make Check Payable to: Name/Vendor:	
 Address:	
Signature of Person Requesting:	
Approval(s): Pastor:	
 Treasurer:	
<i>To be Completed by Church Finance Treasurer</i>	
Check #:	
Date Paid:	
Signature:	

11. RETURNED CHECKS MADE PAYABLE TO B.A.C. BY MEMBERS (TITHES, OFFERING, ETC.)

This section covers the policies, procedures, and guidelines related to returned checks made payable to B.A.C. by members and visitors.

11.1. Notification to Members of Return Checks

When an insufficient funds check of a church member is returned to B.A.C. from the bank, the Church Finance Treasurer will make contact with the member that the insufficient funds check belongs to. The member will pay the amount of the returned check and the cost of the bank handling fee to B.A.C.

If a member is aware that a check may be returned due to insufficient funds, he/she should contact the Church Finance Treasurer as soon as possible to resolve the matter.

11.2. Repeat Offenses of Insufficient Funds Checks

If a member is a repeat offender of writing an insufficient funds check, the Church Finance Treasurer will call the individual to inform them of the offense and to collect funds for the insufficient funds check. If no effort is made by the member within 14 days to provide funds for the insufficient funds check response, a second call will be made to the member. If there is no response from the member within 3 days, a letter from the Church Finance Chairman or Church Finance Treasurer will be written and sent to the member. If no response is received from the letter within 7 days of mailing, the individual will be contacted by the Chairman of the Deacon Board (Chairman has the option of asking that member's Deacon to make the contact with the member).

11.3. Notification to Visitors of Returned Checks

The Church Finance Treasurer or Finance Chairperson will contact the visitor via phone or written letter to notify them of the returned check. The contact information of the visitor will be retrieved from the Finance Committee records.

11.3.1. Recording of Visitors Contact Information

The Finance Committee will write the contact information from the check of the visitor (i.e., address and/or phone number) on an offering envelope (which will also contain a stamped date that the check was received). By having the written address of the visitor on the offering envelope, the church will not have to pay the bank to get a copy of the check in order to get a mailing address.

12. USE OF THE CHURCH AND FACILITIES

This section covers the policies, procedures, and guidelines for requesting use of the church and facilities for functions that are outside the scope of normal church usage.

12.1. Functions Outside of Normal Church Use

Upon approval, the church can be used for the following functions:

- Funeral of B.A.C. member's family upon request from the member(s)
- Wedding of B.A.C. member
- Weddings of non-members inclusive of: (approval by pastor)
 - Child(ren) of member or Inclusive if member is legal guardian of a child(ren)
- Outside apostolic groups or organizations .

12.2. How to Submit a Request for use of the Church Facilities

Requests for use of the church and facilities should be made in writing via the Church Facilities Use Form and presented to the church at the scheduled church Board Meeting.

If the use of the church is requested between scheduled church Board Meetings, the request should be given to the Chairman of the Deacons for disposition by the by the Pastor and Deacons. The Church Secretary will be asked to notify the individual in writing of the outcome of the disposition by the Pastor and Deacons.

Note: Funerals are an exception to the written request guideline stated above. However, appropriate request notification should be made to the Pastor.

12.3. Allowable Changes to Pulpit for Weddings:

- Furniture in the pulpit area may be moved on an "as needed" basis by the Trustees
- Chairs should remain in the choir stand area.
- Movement of the lectern (out of and into the pulpit) should be handled by or supervised by a Sound Committee member due to microphone connection from the lectern to a flood jack.

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- It is the responsibility of the member to request assistance from the Trustees and Sound Committee for the duties described above.

- See Section 13, Sound Committee Requests for instructions regarding sound system services for special events.

12.4. Parking

If parking attendants are needed for any of the functions mentioned in Section 12.1, it is the responsibility of the church member to secure assistance from known sources to assist with parking. It is not the responsibility of the Trustees to serve as parking attendants. However, Trustees may volunteer their services for events mentioned in Section 12.1.

12.5. Clean-up Following use of the Church Facilities

To keep the church from being in disarray following a wedding, the member requesting use of the church and facilities will need to fill-out a Church Facilities Use Form. Those requesting use of the church will have the following two options:

- 1 Member may provide their own cleaning committee. The person(s) responsible for clean-up will have to be listed on the Wedding Request Form, along with contact information.
- 2 Member may agree to pay an advanced fee of \$75.00 to the church custodian to provide clean-up.

Any church auxiliary, committee, group, etc. who uses the church for any function outside of normal church functions should also be responsible for having a clean-up committee in place (i.e., Family Day activities, Men's Day activities, etc.). Food items should not be left in the trash cans following such events.

Note: When submitting requests for use of the church facilities, please be considerate of the time allocated and our apostolic culture.

12.6. How to Acquire a Church Facilities Use Form

Church Facilities Use Forms are available electronically per request from the Church Secretary.

Completed Church Facilities Use Forms should be given to the Trustee Chairman (see APPENDIX 1 for the current Trustee Chairman).

See next page for sample of Church Facilities Use Form.

SAMPLE – CHURCH FACILITIES USE FORM

Church Member/s – In the event of cancellation of your request, please provide a 24-hour notice to the Trustee Chairman.

Outside groups or organizations – In the event of cancellation of your request, please provide a 24-hour notice by calling (812) 428- 0643.

Please Fill-out the Information Below:

Member(s) or Organization Requesting Use	
Date of Request:	
Signature of Person Requesting:	
Date(s) of Facilities Use:	
Event Start Time:	___ O'clock A.M. P.M.
Event End Time:	___ O'clock A.M. P.M.
Type of Event	
Number of People Attending	
Person(s) Responsible for Clean-up:	
<p>IMPORTANT: When submitting requests for use of the church facilities, please be considerate of the time allocated. The requested time period should allow sufficient time for cleanup.</p>	
<p>If you would like to have cleaning services provided for an advanced fee of \$75, please check the box below:</p> <p>Yes, I would like to have cleaning services provided for a cost of \$75</p>	

Approvals: are need by the following:	
Pastor:	
Deacon Chairman:	
Trustee Chairman	
If microphones or sound equipment is needed for this event, please contact a member of the Sound Committee or see Section 13 of the Church Handbook.	

13. SOUND COMMITTEE REQUESTS

This section covers the procedures and guidelines for requesting audio copies of recorded church services and programs. It also covers how to request special services assistance from the Sound Committee.

13.1. Cost of CDs/DVDs

The cost of audio CDs are four dollars (**\$4**) each.

Note: In the event that more than one audio CD is needed to record a service or event, the cost is still four dollars (**\$4**) each.

In order to prevent CDs/DVDs from being wasted (when a requests is made, but never picked-up), the Sound Committee is asking that all requests for CDs/DVDs **be prepaid**.

CDs/DVDs are available upon request at "No Cost" to any member that misses a service due to their support of another ministry (i.e., Children's Church).

13.2. How to Submit a Request for CDs/DVDs

To request for CDs/DVDs of any recorded church services, fill-out the top portion of the Sound Committee Request Form. The Sound Committee Request Forms are available electronically per request from the Church Secretary.

13.3. Operation of Sound Equipment

Only Sound Committee members and other trained persons are permitted to operate the **AV** equipment.

13.4. How to Request for Assistance for Special Occasions

To request Sound Committee assistance for special occasions (i.e., Special Training, wedding rehearsals, weddings, plays, etc.), please provide as much advanced notice as possible so that the Sound Committee can make adequate preparations for sound system support.

- If making/submitting a request for Special Services assistance, please be considerate of the time allocated and of the Sound Committee member(s) operating the sound system equipment.
- The Sound Committee will be completely responsible for ensuring all Sound System equipment (microphones, monitors, Pastor's lecture, etc.) are back in place following Special Services.

To request Sound Committee assistance for Special Services, fill-out the bottom portion of the Sound Committee Request Form. The Sound Committee Request Forms are available electronically per request from the Church Secretary.

Completed Sound Committee Request Forms should be given to a member of the Sound Committee (see APPENDIX 1 for current Sound Committee Officers).

See next page for sample of Sound Committee Request Form.

SAMPLE – SOUND COMMITTEE REQUEST FORM

Cost of CD's/DVDs are listed on the form below.

Request for Audio DVDs or CDs (Compact Disk)		
Name:		
Number of DVDs or CD's Requested:	Audio CDs (\$4.00/copy)	CDs (\$4.00/copy)
Total Cost of DVDs or CD's Requested:		
Date of Service Requested:		
Please Specify: Sunday Worship Bible Study Other		
Check here if requesting a complimentary copy due to support of another church ministry: (i.e. Children's Church, Bible Study, Other)		

*****Fill-Out this Section Only if Requesting Special Services from the Sound Committee*****

Please notify the Sound Committee as soon as special event services have been scheduled so that we can make adequate preparations for sound system support.

Request for Special Services	
Date Request Submitted:	
Contact Person's Name:	
Contact Person's Phone Number:	
Date(s) of Special Service:	
Type of Special Service: (i.e., wedding, funeral, etc.)	

If special service is a wedding, please provide the following information:	
Rehearsal Time:	Wedding Time:
Time of Other Special Service:	
Will special arrangement of microphones and/or equipment be required?	Yes No

Note:

When submitting requests for Special Services, please be considerate of the time allocated and of the individuals operating the sound system equipment.

14. KITCHEN COMMITTEE REQUESTS

This section covers the procedure for requesting supplies from the Culinary Committee

14.1. When to Submit a Request to the Kitchen Committee

If paper, plastic or Styrofoam, or other kitchen related products are needed for any church function, the requester will need to complete a Kitchen Committee Request Form.

If the needed supplies are not currently stocked, the Kitchen Committee will need to purchase the needed supplies.

14.2. How to Acquire a Kitchen Committee Request Form

Kitchen Committee Request Forms are available electronically per request from the Church Secretary.

Completed Kitchen Committee Request Forms should be given to a member of the Kitchen Committee (see APPENDIX 1 for a list of Kitchen Committee members).

Note: The Kitchen Committee asks that a **two week notice** is provided for all requests.

See next page for sample of Kitchen Committee Request Form.

SAMPLE – KITCHEN COMMITTEE REQUEST FORM

Please Provide the Following Information:	
Requesting Organization:	
Name of Event:	
Date Supplies are Needed:	
Supplies Needed: Cups Napkins Plates Plastic Ware Other:	
Number of People Supplies Needed for:	
Person(s) Responsible for Clean-up:	

Note:

The culinary Committee asks that a two week notice is provided for all requests.

15. USE OF THE CHURCH VAN

This section covers the procedures and guidelines for requisition and use of the church van.

15.1. Qualifying use of the Church Van

The church van should **ONLY** be used as transportation for the following:

- Approved, church-related trips
- Pick-up/drop-off of members in need of transportation to/from church events
- Evangelistic purposes (i.e., neighborhood evangelism, pick-up/drop-off for church services in neighborhoods, college campuses and other evangelistic locations).
- The person responsible for requesting use of the church van is also responsible for making sure that the interior of the church van is clean upon return (i.e., removal of any trash accumulated during usage of the church van).

The **scouts** may use the church van under the following conditions:

- As long as scout use of the church van does not conflict with any scheduled church related use of the van (church related events have priority).
- An authorized driver must be available to operate the church van
- Scouts are responsible for gas for their approved use of the church van. Scouts should always return the church van **with a FULL tank of gas**.

When using the church van, the driver should always **fill-out a driver log** located in the van. The driver log should be started prior to the beginning of a trip and completed at the end of the trip.

Please note that the church van is limited to 15 passengers, including the driver.

15.2. Qualified Drivers of the Church Van

The church van can only be operated by those who are listed on BAC's vehicle insurance policy. The list of approved drivers primarily consists of BAC's Deacons and Trustees. The Chairman of the Trustees should always know the approved list of drivers. Drivers other than Deacons and Trustees will need to be approved by the Pastor and/or Deacon Chairman.

15.3. Gas Expenses When Using the Church Van

One of the following methods should be used to purchase gas for the church van:

- Complete a Purchase Requisition Form for the needed funds and give to the Church Treasurer a week in advanced of your trip.
- Any unused gas prepayments must be returned to the Church Treasurer along with the gas receipt(s).
- Request the prepaid **Master/Visa Card** from the Church Treasurer. Gas purchase receipts must be provided to the Church Treasurer upon return of the card.
- If
- per-arrangement of gas expenditures have not been made with the Church Treasurer prior to the trip, gas expenditures may have to come out-of-pocket of the traveling organization. Upon return from travel, the organizer of the trip -or- person responsible for out-of-pocket gas expenses should complete a Purchase Requisition Form, along with the attached gas purchase receipt(s) and give it to the Church Finance Treasurer.

Note: The van should be returned from each trip with a **FULL tank of gas**.

15.4. Use of Scout Trailer

With proper notice and availability, BAC organizations can use the Scout Trailer with an authorized van driver. Contact a scout leader for availability of the Scout Trailer.

15.5. How to Acquire a Church Van Request Form

Church Van Request Forms are available electronically per request from the Church Secretary.

Completed Van Request Forms should be given to the Trustee Chairman or Vice-Chairman (see APPENDIX 1 for current Trustee Chairman and Vice-Chairman).

See next page for sample of Church Van Request Form.

SAMPLE – CHURCH VAN REQUEST FORM

Form Instructions

- 1 All requests should be given to the Trustee Chairman or Vice-Chairman at least two (2) weeks prior to date the van is needed.
- 2 The van is limited to 15 passengers, including driver.

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- 3 An approved van driver must be secured by the requester before submitting the request.
- 4
- 5 Approved drivers consist of the Deacons and Trustees (see Church Directory or back of weekly Church Bulletin for current list).

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Please Fill-out the Information Below:

Date of Request:	
Name of Requester:	
Name of Ministry:	
Name of Van Driver:	
Date(s) Van Needed:	
Purpose of Request:	
Number of Passengers:	
Destination of Trip:	\$
Date/Time of Departure:	
Date/Time of Return:	
Authorized by: Pastor: Chairman of Trustees: Vice Chairman of Trustees:	

16. INCLEMENT WEATHER POLICY

The following protocol will be used in the event that inclement weather is the reason for church services and church related events to be delayed or canceled.

- 1 The Pastor, Trustee, and Deacon Chairman will make a decision to delay or cancel relevant church services or events due to inclement weather.
- 2 If a decision is made to cancel or delay church services, the Pastor, Trustee or Deacon Chairman will contact the Church Secretary regarding the decision.
- 3 The Church Secretary will then contact the local media sources and provide them with the status of BAC's closings or delays.
- 4 The decision to delay or cancel relevant church services or events due to inclement weather will also be sent via social media (pending there is no loss of power in the effected areas).

16.1. Membership Responsibility

In the event of inclement weather, members should tune-in to the following news media sources to see if B.A.C.'s services have been delayed or canceled:

- **NBC**
- **FOX**
- **ABC**

NOTE:

In the event of power loss during the inclement weather and you are unable to tune-in to the media sources above, please contact your assigned Deacon (if phone lines are available).

17. TECHNOLOGY COMMITTEE REQUESTS

This section covers the procedures and guidelines for requesting set-up and/or assistance with the audio/visual equipment at BAC (i.e., LCD projector, roll-down projection screen, wall mounted LCD monitors, laptops, etc.).

Please note that the Technology Committee is a separate entity from the Sound Committee.

17.1. Operation of B.A.C.s audio/visual equipment

Statement needed stating who is permitted to operate B.A.C. audio/visual equipment (i.e., Only trained or authorized Technical Committee members and other trained persons are permitted to operate the audio/visual equipment).

17.2. Responsibility For Set-Up And Shut-Down Of Audio/Visual Equipment?

Statement needed as to who is responsible for set-up, shut-down, and securing of audio/visual equipment.

17.3. Can The Audio/Visual Equipment Be Used Off-Site?

Statement needed in case there are requests to use any of the B.A.C.s audio/visual equipment offsite (i.e., we will need to consider the need for usage of the portable equipment by the Pastor & Education Committee for presentations at other locations vs. members requesting offsite usage of the portable equipment).

17.4. How To Request Assistance With The Audio/Visual Equipment

When submitting requests to the Technology Committee, please provide as much advanced notice as possible, so that the Technology Committee can make adequate preparations to support your request.

To request Technology Committee assistance with use of audio/visual equipment, please fill-out a Technology Committee Request form. The Technology Committee Request form are available electronically, per request from the Church Secretary.

Completed Technology Committee Request Forms should be returned to the Technology Committee Chairman or to one of the Technology Committee Audio/Visual members. (see APPENDIX 1 for current Technology Committee Members).

See the next page for a sample of the Technology Committee Request Form.

SAMPLE – TECHNOLOGY COMMITTEE REQUEST FORM

When requesting assistance, please provide as much advanced notice as possible, so that the Technology Committee can make adequate preparations to support your request.

Please Fill out the Information Below							
Date Request Submitted:							
Contact Person's Name:							
Contact Person's Phone Number:							
Date Assistance is Needed:							
Type of Event: (i.e., educational, auxiliary, other etc.)							
Time of Event:	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Start Time:</td> <td style="width: 10%; text-align: center;">am</td> <td style="width: 10%; text-align: center;">pm</td> <td style="width: 25%;">End Time:</td> <td style="width: 10%; text-align: center;">am</td> <td style="width: 10%; text-align: center;">pm</td> </tr> </table>	Start Time:	am	pm	End Time:	am	pm
Start Time:	am	pm	End Time:	am	pm		
Will you need a member of the Technical Committee to operate the equipment for you?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: left;">Yes</td> <td style="width: 50%; text-align: right;">No</td> </tr> </table>	Yes	No				
Yes	No						

Note:

When submitting requests for Technical Committee assistance, please be considerate of the time allocated and of the individuals operating the technical equipment.

A. APPENDIX 1 – CONTACT LIST

CONTACT NAME	PHONE #	COMMENTS
PASTOR		
Bishop G. W. Frazier Sr.		
Asst. Pastor Elder Earl Floyd		
DEACONS Earl Williams (Chairman)		
Jaun Brooks,		
(Secretary)		
(Treasurer)		
Timothy Johnson		
		Currently No Membership Assignments
TRUSTEES		
Earl Floyd (Chairman)		
John Shamell (Vice-Chairman)		
(Secretary)		
George Jackson		
CHURCH SECRETARY		
Dr. Matressa Morgan		
CHURCH ASST. SECRETARY		
CHURCH FINANCE CHAIRMAN		
CHURCH FINANCE TREASURER		See for Van Gas Prepaid and Purchase Requisitions

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Elder Earl Floyd		
BAC REPORT EDITOR		
SOUND COMMITTEE OFFICERS		
John Shamell (Chairman)		
(Secretary)		
(Treasurer)		
(Technical Advisor)		
(Member)		
CULINARY COMMITTEE MEMBERS		
Geneva Johnson (Chairperson)		
CHURCH VAN MAINTENANCE CONTACT		
(Trustee / Deacon Chairman)		
TECHNOLOGY COMMITTEE ASSISTANCE		
John Shamell (Chairman)		
		Audio/visual
		Audio/visual

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 Email address bethanyapostolic@gmail.com
 Affiliation pcafi.org

