

Approved 12/2006

POLICY FOR PERSONNEL

The following personnel policies pertain to the senior and associate ministers, church office staff, music staff, janitorial, and maintenance staffs, and any other full-time persons to be employed by the Church. These policies do not apply to temporary personnel. Areas included in this policy section are; office hours, work schedules, and leave policies; hospitalization and retirement plans; employee evaluation procedures; policies for disciplinary, grievance, termination procedures; sexual harassment; and organization chart.

Office Hours and Work Schedules

Except for those holidays designated in another section, the church office will usually be open and staffed from 8:00 AM until 4:30 PM Monday through Friday of each week. Staff will stagger hours to ensure the office is occupied at all times. When ministers and/or staff members are away from the office, they should make every effort to remain reachable via their cell phone.

The normal work week for all full-time non-ministerial staff is 37.5 hours. Generally, the non-ministerial staff will perform work during the period of office hours. The specific hours of duty for each employee will be assigned by the Senior Minister or delegated staff member. The Senior Minister may also approve occasional deviations from one's normal work schedule. Daily rest periods of 15 minutes each in both the morning and afternoon will be permitted.

The nature of duties of ministers dictates that their work schedules be irregular. However, they will coordinate their schedules to ensure that at least one is on call and available during office hours.

Leave Policies

1. **Annual Leave** – Leave with pay is normally based upon the length of continuous service* of permanent employees as follows:
 - a. After six months employment, the employee is eligible for one week's paid leave during the first calendar year;
 - b. After the first calendar year and through the ninth year, two weeks paid leave;
 - c. From the tenth through the nineteenth year, three weeks paid leave;
 - d. From the twentieth year and thereafter, four weeks paid leave.
 - e. Previous full-time ministerial service will be considered in computing the continuous service requirements.

All leave must be appropriately scheduled with the immediate supervisor in accord with the church calendar.

Note: Routinely, annual leave may not be carried over from one year to another. Under unusual circumstances, leave may be carried over with the written approval of the Personnel Committee. Annual leave must be mutually agreed to by the person taking the leave and their immediate supervisor.

2. **Sick Leave** - Sick leave with pay shall accrue at a rate of one and a fourth calendar days per month. Not more than 90 may be carried forward in a new calendar year. Sick leave may be used for employee illness or up to five days per calendar year may be used for the illness of an immediate family member. Immediate family members include parents, spouse or children. Any illness necessitating leave time should be reported to the immediate supervisor.

3. **Family Leave** - The Maternity Leave Policy applies to all full time staff members and is available to them upon the first anniversary of their employment at First Baptist Church, Clemson.

Maternity Leave will be granted for the birth or arrival-by-adoption of a child for a total of 12 weeks in compliance with the FMLA. For the birth of a child, the church will continue to pay the employee's salary for six weeks while on family leave without loss of sick annual leave. An additional six weeks will be granted upon request without pay. The employee may use her sick/annual leave as a part of the latter period. In the event of the adoption of a child, the church will continue to pay her salary for 2 weeks without loss of sick/annual leave. An additional ten weeks will be granted upon request without pay. She may use her sick/annual leave as part of this latter period.

Paternity leave will be granted for the birth or arrival-by-adoption of a child for the total of twelve weeks in compliance with the FMLA. The church will continue to pay the employee's salary for two weeks while on family leave, without loss of sick/annual leave. An additional ten weeks will be granted upon request without pay. He may use sick/annual leave as part of the latter period.

If both parents are employed by the church, parental leave will be staggered so that both parents will be on leave for no more than two weeks simultaneously.

During family leave the church staff/ministerial staff is expected to maintain good communication with the Senior Minister and may, in certain time of necessity, be asked to help with church duties.

4. **Bereavement Leave** - Up to three days bereavement leave with pay may be granted in connection with the death of a family member to include spouse, parents, children, brothers, sisters or mother – or father-in-law, grandparent, grandchild, or child's spouse

of the staff member. In unusual circumstances, sick leave maybe used for additional bereavement leave. Permission to use sick leave in this situation must be approved by the Senior Minister.

5. Study Leave - The church recognizes the desirability of its ministers devoting continuous periods of time for further study and/or theological research. Therefore, leave with pay for such purpose is authorized when the plan of study or research receives prior approval by the Senior Minister, Personnel Committee and the Deacons. Scheduling will be coordinated by the Senior Minister in accordance with the following provisions: study leave cannot be carried over from year to year and cannot be paid at termination or separation. Study leave is not guaranteed; it is available only if the Church has funds to pay for it. The policy for study leave is as follows:

- a. After two years of service at the church, up to two weeks study leave per year to attend theologically-oriented short courses or the like which are conducted on an organized basis by recognized educational institutions or denominational agencies.
- b. After completion of seven years of service at the church, three months study leave in lieu of vacation.
- c. After fourteen years of service at the church and in each seventh year thereafter, three months study leave in addition to annual leave.

This time constraint does not apply to a new employee attending job-related workshops or conferences which the Senior Minister may feel is in the best interest of the individual and the Church.

6. Professional Leave - The Ministerial staff shall have the opportunity to participate in conference, denominational, professional development activities. Time away and travel expenses must be approved by the Senior Minister with due regard being given to local ministerial needs. In each case, reimbursable expenses will be limited to those actually incurred. The Senior Ministers professional leave must be approved by the Personnel Committee. When a minister is away on approved travel on one of their normal days off, arrangements should be made for a compensatory day off.

7. Court Leave – Paid leave for court appearance is provided when in obedience to a subpoena, one is called to testify, to appear as a witness, or serve on a jury.

8. Military Leave - A staff member who is a member of the military reserve forces will be granted up to two weeks military leave per year to perform duties to which he or she has been ordered. In the event one's military pay and allowances are less than his or her compensation from the church, the church will pay the difference between the two for these two weeks. Ministers serving as chaplains in the reserve forces will perform their

active military duty as denominational service or as study leave if in chaplain's school, rather than being granted military leave.

9. **Extended Leave Without Pay** - Leave without pay may be granted to full-time professional staff members. In order to be granted, such leave must be recommended by the Senior Minister, approved by the Personnel Committee and reported to the Deacons.

10. **Holidays** – The following holidays are designated as paid holidays for the church staff:

New Year's Day	1
Martin Luther King	1
July 4 th	1
Labor Day	1
Thanksgiving	2
Christmas	3
<u>Elective</u>	<u>1</u>
Total	10

A church-observed holiday falling within an annual leave period will entitle the staff member to an additional day of leave. If a holiday falls on a Saturday or Sunday with the approval of the Senior Minister the staff member may have the option of taking the holiday on the preceding Friday or the following Monday.

11. **Permanent Part-time Employees** - Permanent part-time employees working a minimum of half time (20 hours per week) shall be entitled to annual and sick leave proportional to their percentage of full-time employment. Permanent part-time employees are entitled to those holidays falling on days they are routinely schedule to work. Whenever a week is used in policies above, for permanent part-time employees shall be interpreted as their work week. Study and Professional Leave maybe granted by the Personnel Committee based upon the recommendation of the Senior Minister.

Medical Coverage

Major medical coverage will be provided (based on insurability) for all full-time employees. Should an employee not be eligible for this coverage, or already have coverage, the church will pay directly to the individual an amount equal to the rate of coverage for that individual in the insurance program used by the Church. An employee electing coverage for eligible dependents will pay the full cost of dependent coverage.

Retirement

All employees are encouraged to make preparation for their retirement through systematic contributions to tax deferred annuities with the Annuity Board, SBC or other individual retirement plans. The Church will contribute an amount equal to 12% of each full-time and three quarter time ordained minister's annual salary plus housing allowance to a retirement fund. In the case of the full-time non-ministerial staff and non-ordained ministerial staff who are at least three quarters time, the Church will contribute an amount equal to 5% of each employee's annual salary to a retirement fund and pay the employers cost of Social Security and Medicare. This policy shall be reviewed as Social Security laws change regarding employer contributions. The Stewardship and Finance Committee shall review and update the retirement policy as needed.

Exit Interviews

The Personnel Committee may invite departing employees to an exit interview.

Ministerial and Non-Ministerial Staff Evaluations

All ministers and non-ministerial staff shall be evaluated annually. The primary purpose of these evaluations is to assist the ministers and non-ministerial staff to continually improve.

1. Evaluation of the Senior Minister - The Senior Minister shall be evaluated based upon the goals and objectives and other criteria mutually agreed upon by the Personnel Committee and Senior Minister prior to the beginning of the year. This document may be revised during the year if necessary by mutual agreement of the Senior Minister and the Personnel Committee. The Senior Minister shall submit to the Personnel Committee two weeks before the review is initiated, his statement of progress on the goals and objectives and other criteria agreed upon. The evaluation shall be done by the Personnel Committee and Chair of the Deacons who may invite input from members of the Church. The result of the evaluation shall be shared with the Deacons and be retained in the Personnel Committee files.

2. Evaluation of Other Ministers - The Senior Minister shall be responsible for personally evaluating all of the other ministerial staff. The ministerial staff and the Senior minister shall mutually agree upon goals and objectives and other criteria prior to the beginning of the year. This document may be revised during the year if necessary by mutual agreement of the minister and the Senior Minister. The ministers shall submit to the Senior Minister two weeks before the review is initiated, their statement of progress on the goals and objectives and other criteria agreed upon. The Senior Minister may seek input on the minister's performance by creating a focus committee which would consist of two individuals selected by the minister being reviewed and two selected by the Senior

Minister in consultation with the Chair of the Personnel Committee. The result of the evaluation shall be shared orally in a general sense with the Personnel Committee.

3. Evaluation of Non-ministerial staff - The non-ministerial staff shall be reviewed annually by their supervisor.

4. General

1. Evaluations non-ministerial staff will be reviewed with the second level supervisor prior to communicating with the person being evaluated.
2. A summary of the annual reviews, will be reported to the Personnel Committee by the Senior Minister.
3. The evaluation process for the ministers and/or administrative staff should be completed by June 1.
4. Salary increases for the ministers and/or administrative staff will be effective January 1. Funding for any such increases should be included in the Personnel Committee regular budget request for the coming year and will be approved by the Church in the annual budget.
5. Ministers and staff members serving in interim positions will be evaluated according to criteria based on applicable employment agreements.
6. Criteria for each staff position are found as an appendix to the personnel policies.
7. In addition to the annual written evaluation, each supervisor will make an informal, written mid-year progress report against stated goals for each supervised non-ministerial employee. Copies of this mid-year review will be provided to the employee, the Senior Minister and the Personnel Committee.

DUE PROCESS OF DISCIPLINARY ACTION, GRIEVANCE AND TERMINATION

The Church expects its ministers and other employees to work together in a professional manner befitting laborers in the ministry of the Gospel of Jesus Christ – coordinating their efforts and resolving minor conflicts without formal procedure or intervention. However, any conduct or behavior perceived as inappropriate by a member of the ministerial staff or other employee of the church shall be resolved in the following manner:

1. Supervisory Disciplinary Action

- a. A formal discussion shall be scheduled for the employee by the immediate supervisor. The 2nd level supervisor shall be informed prior to scheduling the formal meeting. The immediate supervisor may request the attendance of the 2nd level supervisor at the formal meeting, but it is not mandatory. (NOTE: The Personnel Policy Chart shall be used to determine immediate and 2nd level

supervisors. The Personnel Committee shall function as the immediate and 2nd level supervisor for the Senior Minister.)

The problem is to be discussed, clear and definite expectations offered, and an opportunity for improvement outlined. The supervisor must submit a written statement summarizing the reasons for the meeting and the discussion with the employee. Both the supervisor and employee must sign and date the summary.

The employee may prepare a written response to the meeting if desired. The employee may request a follow-up meeting with the supervisor(s) to present the response, but this is not mandatory. Any such response must be presented to the supervisor – with or without a follow-up meeting – and signed and dated by both parties. (NOTE: Signature does not imply agreement in either case; it simply shows that both parties have read the document.)

The supervisor's summary, the employee's response, and any further documentation shall constitute the meeting notes. These meeting notes shall be given to the Personnel Committee and either copied or otherwise indicated in the employee's personnel file. Either or both parties may appear before the Personnel Committee to discuss the problem, but this is not mandatory at this stage.

- b. Upon recurrence of the problem or any problem of a similar nature, the supervisor will issue a written reminder outlining the violation, summarizing earlier efforts at remediation, and further delineating expectations. The 2nd level supervisor shall receive a copy of this reminder. The reminder shall also indicate that a failure to meet expectations will result in disciplinary measures – up to and including recommendation for dismissal. The employee will be asked to sign and date this reminder, and shall also have the opportunity to respond, as in (a) above. In signing, the employee does not signify agreement with the document, but only acknowledges the existence of the document.

The Personnel Committee shall receive copies of the written reminder and any responses as soon as they are submitted.

- c. If the problem continues after the written reminder, the supervisor will refer the matter to the Personnel Committee along with his/her recommendation.
- d. The Personnel Committee will schedule a meeting with the employee to ensure that the employee understands the expectations and requirements for continued employment. The employee will be permitted the options of resigning or trying one more time to meet expectations. The employee must understand that this is the final opportunity for continued employment.
- e. If the non-ministerial employee's behavior and conduct do not significantly improve, the Personnel Committee will report to the Church that the employee is terminated. If the ministerial employee's behavior and conduct do not significantly improve, the Personnel Committee will recommend to the Church that the employee should be terminated.

2. Employee Grievance

- a. An employee with a grievance against a supervisor is encouraged to resolve the problem informally in a mature, Christian manner. If, however, the employee determines that a formal grievance procedure is needed, he/she may call for a hearing in a manner similar to the procedure described in (1.) above. In this case, the employee must inform the 2nd level supervisor who will determine whether to initiate the formal procedure. The presence of the 2nd level manager is mandatory at any formal grievance meeting between the employee and the immediate supervisor.
- b. An employee may present any grievance directly to the Personnel Committee at any time. The Personnel Committee shall counsel the employee as to further action. As appropriate, the Committee shall refer action to the immediate or 2nd level supervisor, or if necessary, shall direct the formal procedure.

TERMINATION POLICY

Church Staff Members may be terminated as follows:

1. Immediate terminations may occur as a result of:
 - (1) Budgetary problems requiring a reduction in staff.
 - (2) Organizational changes which may result in elimination of positions;
 - (3) Misconduct of an ethical or moral nature.

The procedure for terminating a ministerial employee is by a recommendation from the Personnel Committee to the church for action.

The dismissal of a non-ministerial employee comes via a recommendation from the Senior Minister to the Personnel Committee which reviews the dismissal notice and recommends action. Only non-ministerial staff will be relieved of duty by the Personnel Committee.

2. Terminations with due process may occur for any of the following reasons:
 - (1) Undesirable behavior within the Church or the community;
 - (2) Gross neglect of assigned duties;
 - (3) habitual absence from work without prior approval of the immediate supervisor;
 - (4) Inefficiency or inability of an individual to satisfactorily perform assigned duties.

Should an employee be terminated due to budgetary problems or organizational changes which necessitates a reduction in staff through no fault of the employee, the affected employee may be given severance pay of up to one week's pay for each full year of service, up to a maximum of twelve weeks pay. The amount of severance must be recommended by the Personnel Committee, approved by the Stewardship & Finance and presented to the Church in conference for approval.

4. SEXUAL HARASSMENT POLICY

First Baptist Church is committed to the principles that every employee is entitled to be treated with dignity and respect as an individual and that every employee is expected to uphold high standards of personal conduct related to work. First Baptist church affirms and supports the

prohibitions of discrimination under Title VII of the 1964 Civil Rights act (“Title VII”) and the Americans with Disabilities Act (“ADA”) and other anti-discrimination laws, and requires each employee to fully comply with these laws as a condition of continued employment. This policy, however, is not a contract and does not change anyone’s at-will status.

First Baptist Church will not tolerate any conduct that violates this policy, whether or not the conduct or communications take place on the Church’s premises. Nor will First Baptist Church tolerate any actual or attempted reprisals or retaliation against any employee who raises a sincere and valid concern that this policy has been violated.

DEFINITIONS

As used in this policy, the term “harassment” concerns conduct relating to a person’s race, sex, age, ethnic background, or handicap, which fails to respect the dignity and feelings of the individual. Harassment that is forbidden by this policy can take several forms including:

- A. **Sexual Harassment.** Sexual harassment includes sexual advance, requests for sexual favors, and other conduct of a sexual nature where the employee is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work. Sexual harassment also includes sexually oriented conduct and communications which unreasonably interfere with an employee’s work performance or creates an intimidating, hostile, or offensive environment. It is important to remember that these rules cover the conduct of all employees. In other words, unwanted sexual advances violate this policy even if directed at a coworker or supervisor.
- B. **Verbal Harassment.** This includes comments regarding an individual’s sex (a form of sexual harassment), religion, race, ethnic heritage, handicap or disability, or age. Examples of this form of harassment include sexist or racist remarks or sharing offensive jokes that degrade or offend minority or handicapped employees.
- C. **Distributions or display of written or graphic material (i.e. pictures) that is derogatory or vulgar in nature.** Examples of this form of harassment include distribution or display of cartoons, nude calendars, or other materials that are racist or sexually explicit in nature.
- D. **Threats of physical harm or physical harassment such as hitting, pushing, or other physical contact (i.e. offensive touching).**
- E. **Any retaliation against an employee for raising a genuine concern that this policy has been violated, or for exercising any right provided under Title VII or the ADA, or any other applicable federal or state law.**

REPORTING HARASSMENT

All employees are held responsible and accountable for avoiding or eliminating harassment that violates this policy. Employees are expected to report potential violations of this policy, including possible harassment of co-workers within 24 hours. Please remember First Baptist Church will not tolerate offensive conduct by members either. If a member

acts in a way that violates this policy, an employee should immediately report the situation to his or her supervisor.

Since it is each employee's duty and obligation to report harassment, employees should not feel hesitant or embarrassed about reporting harassment. The best and sometimes the only way for management to learn about illegal conduct is for you to report it. First Baptist Church is dedicated to making sure that the work place is productive and free from harassing conduct. First Baptist Church can only achieve this goal if employees cooperate in reporting all violation of this policy. On the other hand, truly frivolous claims of harassment could lead to appropriate disciplinary action or other measures if warranted.

Reports of violations may be made to an immediate supervisor, 2nd level supervisor, or the Personnel Committee.

In cases involving a report of sexual harassment, all reasonable efforts will be made to protect the privacy of the individuals involved. In many cases, however, First Baptist Church's legal duty to investigate and remedy harassment makes absolute confidentiality impossible. Investigation of potential harassment will normally include conferring with the parties (accuser and accused) and any witnesses. First Baptist Church will try to make sure that it limits sharing confidential information to those employees with a "need to know." Employees who assist in an investigation are required to keep confidential all information they learn or provide.

An employee's concern that this policy has been violated will be thoroughly investigated. Where appropriate, prompt attention and disciplinary action will be taken to stop the harassment and prevent its recurrence.

Draft by Personnel Committee 10.15.06

POLICY FOR USE OF FACILITIES

First Baptist Church wishes to be a good steward of its property. We understand that groups both from the church and community often need meeting space. It is our desire for the church's property to be used within the following guidelines so that the church can help meet church and community needs.

GENERAL POLICIES: The following policies apply to the use of all church property.

1. No meetings will be scheduled that will interfere with the regularly scheduled activities of the church.
2. Before any reservations for room space can be granted, the individual making the request must file with the church office a Request for use of Church Facilities form. This applies to all community groups. Church Groups may call the church office to reserve meeting space.
3. In most cases a decision can be made in the church office concerning the request for use of space. In cases where there is any question the Properties Committee will be consulted and will make the final decision.
4. The buildings and grounds cannot be used for profit making purposes. Service groups and educational programs are allowed in which a fee is charged provided the fee is used for materials and the cost of the instructor only and not sent to a "parent organization," unless that organization has an I. R. S. tax exempt status as a nonprofit organization. The appropriateness and purpose of the fee charged by any instructor will be considered by the Properties Committee in deciding whether to approve the request.
5. All area used by groups must be left in as good a condition as they were found with the lights off, windows closed, the furniture replaced in its original position, and outside doors locked.
6. If the group needs a key for the area to be used, the person responsible may pick up a key during office hours (Monday-Friday, 8:30 a.m. – 4:45 p.m.) for a deposit of \$10.00. The deposit will be returned to the individual upon return of the key. This applies to all community groups even if members of the church are in the group. Church groups are not subject to the deposit.
7. The church charges a fee of peruse of the space. This covers the extra cost of heating, air conditioning and additional cleaning required when the groups use the building. This applies to community groups only. Exceptions may be made by the Properties Committee.

8. The thermostats are set in compliance with the law and to conserve energy. The thermostats may not be tapered with in any way.
9. No alcoholic beverages may be served or brought on the church property.
10. The Properties Committee reserves the right to reject any group whose purposes are not in keeping with the spirit and nature of the church in the opinion of the Properties Committee.

MISCELLANEOUS POLICIES The following policies apply to the specific areas mentioned in addition to the General Policies

CAR WASH: Nonprofit groups wishing to raise money by means of a car wash may use the street between the church buildings. The group must supply their own hoses, nozzles, buckets, cleaning aids, etc. A “key” to turn on the water may be picked up from the church office by the person responsible for the group during regular office hours (Monday-Friday, 8:30 a.m. – 4:45 p.m.). A fee of the proceeds from the car wash to cover the use of the water is charged to all but church groups. Time must be cleared on the church calendar.

CHURCH NURSERY: A nursery will be provided at all church-wide activities and for specific functions as the need arises. In these cases the church will pay the salary of the regular nursery workers or their substitutes if the regular workers cannot work. The church nursery may also be used by nonprofit groups wishing to raise money by providing a nursery for C. U. football games and the like. The nursery may also be used by groups not sponsored by First Baptist Church when the group wishes to provide nursery space while parents are attending meetings.

USE OF NURSERY:

1. A fee of per use will be charged to all but groups sponsored by First Baptist Church.
2. All but First Baptist Church sponsored groups must have the crib sheets laundered at the group’s expense at a professional laundry and returned within one week.
3. The nursery area must be left in as good a condition as it is found.
4. If the group wishing to use the nursery for fund raising purposes is a youth group (e.g. Girl Scouts), there must be an adult sponsor with the group at all times.
5. There must be one worker for every 8 children, 3 years old and up and one worker for ever 5 children, 2 years old and under.
6. Children must be confined to the nursery area or outside the church.
7. All but First Baptist Church-sponsored groups wishing to use the nursery while parents are attending meetings and not for fund raising purposes, must employ the church paid nursery workers and must pay them at least the amount per hour paid by the church. If the church’s paid nursery workers are not available the group may employ someone else.

POLICY FOR USE OF CHURCH EQUIPMENT

First Baptist Church wishes to be good stewards of the church's equipment. We understand that some equipment is needed especially by church groups to carry out their functions away from the church buildings. Occasionally responsible community groups need the loan of equipment. It is our desire for the church's equipment to be used within the following guidelines so that the church can meet church and community needs.

REQUEST FOR EQUIPMENT: Before permission for loaning any equipment can be granted an Equipment Request Form must be filed with the church office. In most cases a decision can be made in the church office concerning the request to borrow equipment. In cases where there are any questions the Properties Committee will be consulted and will make the final decision. No equipment may be loaned if it will interfere with its normal use at the church.

RETURNING EQUIPMENT: Equipment must be returned by the time agreed upon and recorded on the Equipment Request Form.

DAMAGES: If the items borrowed are damaged, the individual making the request to borrow equipment is responsible for paying the church the cost of repairing or replacement at the current values.

SPECIFIC EQUIPMENT

The following policies apply to the specific equipment mentioned.

TABLES AND CHAIRS: Tables and chairs cannot be loaned to community groups. They may be loaned to other churches. They may be loaned to individuals within the church for functions at their homes. They may be loaned to church groups having functions away from the church building.

PLATES, CUPS, ETC.: The glass punch cups, saucers, punch bowls and servers may be borrowed by individuals to take to their homes. The Silver Service may not be taken from the church.

AUDIO VISUAL EQUIPMENT: The projectors, screens, etc. may be used away from the church for church functions. They may be loaned to responsible community groups with the permission of the Properties Committee.

ICE: Ice may be used from the ice machine by church groups provided its use will not deplete the ice supply for a scheduled function. Permission to obtain ice must come from the church office.

KITCHEN EQUIPMENT: Kitchen equipment may be used only on church property.

PAPER PRODUCTS: paper table cloths, cups, plates and napkins are kept in the kitchen storage area and may be used by church groups for church functions.

RECREATION EQUIPMENT: The church Recreation Committee is responsible for establishing any policies dealing with sporting equipment.

(Adopted: January, 1980)

POLICY FOR USE OF CHURCH VAN

USE: The Church van may be used by all groups from First Baptist Church. It may be used by groups from other churches with the approval of the Properties Committee. Groups other than from First Baptist Church must pay for their own gas and must pay a mileage fee to the church.

DRIVER: The van driver must have a valid driver's license and normally be 21 years old. Younger drivers may be approved by the Properties Committee.

RESERVATIONS: The van must be reserved by calling the Church office during office hours (Monday-Friday, 8:30 a.m. – 4:45 p.m.). The van is reserved on a "first come, first served" basis.

DAMAGES: All damages not covered by insurance will be paid by the organization that used the van.

RULES IN EFFECT DURING VAN USE:

1. **All riders are required to wear seat belts.**
2. **The first aid kit is to be kept under the drivers seat.**
3. **Keys (and gas credit cards for First Baptist Church groups) may be checked out of the Church office by the secretaries during regular office hours.**
4. **The van is to be returned with the gas tank filled or the driver must return the next day to fill the tank.**
5. **All gas receipts to be paid by First Baptist Church must be returned to the Church office with the keys.**
6. **The driver must enter the proper information in the log kept in the van.**

(Adopted: January 1980)

Amended:

January 7, 2009