



Policies & Procedures

October 1, 2018

COMMITTEES

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COMMITTEES

General Statement

As part of their responsibilities, all committee members are expected to have read the Constitution and By-Laws of Twelve Oaks Baptist Church and to assure that all actions of the committees are consistent with this document.

Committee chairpersons shall be selected by the said committee unless by normal rotation. Committee chairpersons will assist with selection of committee members when requested. Chairpersons of all committees are to see that the By-laws and Policies & Procedures are followed in their respective areas.

Anyone serving on a committee, should be an active member and in good standing with the church. Non-members will be allowed to serve on limited committees as ad hoc committee members only. All members of each committee should be willing to cooperate with other committees and organizations of the church.

Additional committees may be added as needed by vote of the church.

All officers and committee members are expected to give notice to the Nominating Committee in the event of their resignation and brought to the church to be voted on.

The following policies and procedures have been adopted and isolated from prior editions of the Twelve Oaks By-Laws. They are considered proper affirmation of how our committees should operate, however they are not necessarily complete or inviolate. Committees are encouraged to review yearly their Policy and Procedures and to develop Policy & Procedures to assure they reflect proper functioning of the committee and their work. The consideration for any modification must be completed by issuing a written statement and presented at a regular monthly business meeting. The church body must have a chance to review, discuss and approve by vote before the request is granted.

Section 1: Audit Committee

It shall be the purpose of this committee to annually audit the books and business procedures of the church or make arrangements for such.

This committee shall consist of at least three (3) members. They are to submit a written report to the church as soon as possible after the conclusion of the audit. It is suggested that an outside audit take place every five (5) years.

The Audit Committee is expected to initiate random audits of the church financial records. This report will be given to the Finance Committee and then to the church at the next business meeting.

Section 2: Baptismal Committee

The committee shall make all necessary arrangements for the ordinance of baptism.

The Baptismal Committee shall consist of six (6) church members – three men and three women. The committee members will serve a three-year term. The Chairperson of this committee shall be the longest serving member of the committee and will serve one year as Chairperson and then rotate off.

Duties & Responsibilities:

1. The Pastor and/or staff will schedule the time of the baptism with the committee.
2. The committee will prepare the baptistry for the baptism (such as fill, heat and then drain).
3. Men will assist the male candidates and women will assist the female candidates.
4. The Chairperson will order replacement robes as necessary.
5. This committee will be responsible for laundry of the baptism robes and towels after each baptismal service.

Section 3: Building and Grounds Committee

They shall be entrusted with the responsibility of maintaining the building and grounds with usefulness, beauty and comfort.

This committee shall consist of at least six (6) members. This committee shall meet as needed or as called by the chairperson.

Duties & Responsibilities:

1. To be responsible for the maintenance and upkeep of the grounds.
2. To have oversight of all Church property.
3. To advise the Church of the need for any major repairs or improvements to property as well as the need for purchases of new equipment.
4. To make reports to the Church as necessary.
5. The committee shall work in conjunction with the custodian to ensure that the Church is in good repair.
6. Building and Grounds shall confer with Trustees when needed to complete a building project or insurance claim.
7. To prepare a budget each year to be presented to the Finance Committee.

Section 4: Counting Committee

The members of the counting committee shall be responsible for the counting and oversight of all monies received.

This committee shall be composed of at least six members with term not to exceed two (2) years. Preference should be given to people who have experience with counting money.

Duties & Responsibilities:

1. The members are to be evenly divided into teams, with a designated Team Leader, whose teams will alternate counting responsibilities.
2. There will be no less than three (3) members present when money is counted. A list of qualified alternative church members shall be maintained to assist.
3. The Assistant Treasurer shall act as Chairperson of this Committee and generally will be available to substitute if a member of the committee is absent.
4. The Assistant Treasurer, acting as Chairperson, will oversee the counting procedures to ensure that procedures are properly and consistently followed.
5. All money received by the church is to be counted by the Counting Committee.
6. The Chairperson or Team Leader shall make and sign a duplicate report of funds received, deposit the money in the bank, file the original copy in the church office, together with a copy of the deposit slip and give the duplicate copy to the church to be put in the appropriate file.
7. Two people are required to transport the money to the bank.
8. All members of this Committee will be properly bonded.
9. Each member of this Committee is expected to maintain strict confidentiality of the individual money records.

Section 5: Finance/Budget Committee

The Finance/Budget Committee is responsible for the oversight of all governmental financial requirements and for developing a yearly budget.

The presence of a fully engaged Finance/Budget Committee is a strong indication that this organization is committed to good stewardship and is actively building and preserving the financial resources necessary to support the accomplishment of its mission, both for the short and the long term.

The Finance/Budget Committee shall consist of the following:

Treasurer, Sunday School Director, Chairman of Deacons, Chairperson of Personnel, Chairperson of Trustees, and three (3) members-at-large who are recommended by the Nominating Committee and elected by the church. The members-at-large shall serve a 3-year rotating term. A designee of the Chairperson may attend in the absence of the Chairperson. The Pastor serves as an ex-officio member of this committee and votes only in the event of a tie vote.

The Chairperson of this committee shall be the longest serving member-at-large. The Finance/Budget Committee Chairperson does not always have to be a professional “numbers” person but should have good judgment, logic, curiosity, and a commitment to accountability.

Duties & Responsibilities:

1. The Finance/Budget Committee shall be responsible for developing and managing the church budget and addressing the financial needs of the church.
2. The committee shall review monthly financial statements and expenditures. The committee will recommend the financial report to the church for questions and approval at the monthly business meeting.
3. The committee will apply all designated funds appropriately according to the church financial policy. If the church votes to use a designated account for another purpose, the designated account shall be paid back in a timely manner and a report made at each business meeting as to the status of the re-payment.
4. When necessary, the committee, as part of managing and administering the budget during the church’s organizational year, shall adjust the various accounts as necessary to ensure all accounts are properly funded in accordance with the church’s priorities. Such budget adjustments shall be detailed in the monthly finance report for church approval and/or questions at the monthly business meeting.
5. The committee is to develop the annual budget for the calendar year beginning January 1st through December 31st. All committee chairpersons and department heads will submit short and long term financial needs to the Finance Committee prior to budget preparation meetings. The completed budget is submitted to the church at the November business meeting for a two week review period. The middle of November there shall be a called business meeting for discussion of the budget. During the discussion period, the budget can be revised through a motion and vote. The original budget or the revised budget will be presented at the December business meeting for approval by vote of the church.

Section 6: Flower/Decoration Committee

The Flower/Decoration Committee shall provide special and/or seasonal decorations for the worship center and foyers.

The Flower/Decoration Committee shall consist of at least three (3) members.

Duties & Responsibilities:

1. Provide floral decorations for the Lord’s Supper Table in the worship center.
2. The Chairperson shall prepare a budget each year to present to the Finance Committee.
3. The members of this Committee will serve a three (3) year term, with the longest serving member serving as Chairperson.

Section 7: Greeters

A church greeter is the first person people see upon entering the church. The greeter is the face of any ministry, which makes it one of the most important jobs in the church. A greeter is to be of service to congregational members and guests before designated services.

Chairperson/s and greeters shall be nominated by the Nominating Committee and elected by the church in regular business session annually. The Chairperson(s) term will not exceed three (3) years. As a representative of the church, a greeter should be an active member in good standing with the church and should attend all services unless providentially hindered.

Duties & Responsibilities:

1. Be dressed appropriately and in designated place of service as assigned by chairperson prior to service.
2. Greet members and guests with a smile and warm welcome.
3. Be able to lead/direct guests and new members to appropriate room for their Sunday School class or worship service.
4. Be familiar with layout of church, bathrooms, nursery, etc.
5. Provide information about church services and programs.
6. Distribute order of worship and other information as required.
7. Chairperson/s will meet with all greeters at the beginning of church year to go over duties.
8. Contact chairperson if unable to be present.

Section 8: Hospitality/Kitchen Committee

Food service in a Baptist church is a unique ministry that requires flexibility, creativity, organization and sensitivity.

This Committee shall be responsible for all church-wide food-related activities and other functions upon request. This service includes but is not limited to Sunday morning coffee, church-wide meals for special occasions, family meals for funerals, Vacation Bible School meals for workers and their children, Agape Supper, etc.

Those who serve on this committee should be flexible and willing to adjust to special requests that occur. They need to see that food service is a way to use the gifts they have been given to build up the body of Christ.

The Chairperson will recommend to the Nominating Committee the people needed to serve on this Committee and will be elected by the church. The Chairperson will divide the Committee into groups who will alternate their responsibilities as assigned by the Chairperson. Each group will have a Co-Leader who will coordinate the responsibilities of each group member.

Duties & Responsibilities:

1. The Chairperson with input from Committee members shall develop written policies and procedures to establish guidelines for both church and non-church use of the kitchen area, supplies, equipment, cleanup and disposal after an activity. This policy shall be voted on and approved by the church.
2. This Committee with approval of the Chairperson is responsible for the loan of kitchen equipment and supplies when this is requested. These items are to be checked out and checked in by a designated member of the Committee.
3. An inventory of equipment is important. It should be the duty of this Committee to see that an inventory of kitchen equipment is made at least once a year.
4. Each committee member is responsible for cleanliness of the areas where food is being prepared for church related activities. Other groups are responsible for their own clean-up or hiring it done.
5. The Chairperson and Co-Leaders will coordinate the purchasing of food and kitchen supplies (except for Wednesday night suppers) and will be responsible for maintenance of the equipment.
6. The Chairperson will annually submit budget requests for Hospitality/Kitchen supplies and equipment to the Finance Committee.
7. This Committee will be responsible for decorating the Fellowship Hall for Christmas and other events.

Section 9: Long Range Planning Committee

This Committee shall seek to correlate and coordinate the activities and organizations of the church, having advisory powers only. The Long Range Planning Committee is to constantly review the church programs to set goals and to enlist the advice and recommendations of others as needed.

The Long Range Planning Committee, unless otherwise determined by vote of the church, shall be composed of the Pastor, Ministering Staff, Treasurer, Deacon Chairman, and up to five (5) at large members selected by the nominating committee.

They will meet at least quarterly and more if the need arises. The Chairperson shall be the Chairman of Deacons. This person will be responsible for scheduling and conducting meetings. Goals set by this committee, with church approval, are to be completed within five (5) years.

All matters agreed upon by the Committee calling for action not already provided for shall be referred to the church for approval or disapproval.

Section 10: Nominating Committee

This committee shall nominate all officers, teachers and committees to be presented to the church for election by the August business meeting.

The Nominating Committee shall consist of at least five (5) members, each serving a consecutive three (3) year term. The name of the newest committee member will be submitted by the Nominating Committee and approved by the church. The longest serving member of this committee shall act as Chairperson.

At the June business meeting, this committee shall nominate the Sunday School Director and, if applicable, the Discipleship Director and the Mission/Outreach Director who upon their election shall serve as members of this committee. All church Ministers shall serve on this committee.

Section 11: Nursery Committee

This committee is responsible for creating a welcoming and safe environment for the infants and toddlers as well as to provide oversight of the nursery volunteers.

This committee shall consist of at least three (3) members, who shall assist the Nursery Chairperson in drawing up operational rules and regulations for the nursery and pre-school. The members of the committee may be the leaders in the nursery and pre-school but may, also, include other church members as well as the Children's Minister.

A nursery general policy book shall be kept in the nursery and in the church office for public viewing. Policy book shall be reviewed yearly by Nursery Committee and updated if required. Updates may be made and implemented anytime deemed necessary throughout the year.

Section 12: Personnel Committee

The Personnel Committee shall represent the needs of the church to the staff and the needs of the staff to the church.

The Personnel Committee is responsible for all church staff except for the ordained/ministerial staff. The Personnel Committee shall consist of at least five (5) members. No person shall serve on this committee more than three (3) consecutive years and the Chairperson will be the member with the longest service.

Duties & Responsibilities:

1. Recommend adjustments to salary, expenses and protection coverage for all non-ordained employees. These recommendations shall be based on individual performance.
2. Recommend additional church staff positions as needed. All new positions will be approved by the church body during regular business meeting by simple majority vote prior to seeking qualified individual.
3. Prepare and update job descriptions and organizational chart as needed.
4. Recruit, interview and recommend for hire all non-ministerial employees.
5. Develop, recommend and maintain personnel policies and procedures.
6. Oversee, along with the Church Secretary, the proper maintenance of all personnel files.
7. Keep staff and church informed on legal and government requirements as it pertains to staff.
8. Perform background checks on all prospective employees.
9. Conduct annual reviews with all non-ordained staff to discuss their job performance.
10. All employee's personnel files must stay on the property of Twelve Oaks Baptist Church and shall be secured from public viewing.

Section 13: Transportation Committee

The transportation committee shall give oversight for all transportation needs in the church.

The Transportation Committee shall consist of at least five (5) church members.

Duties & Responsibilities:

1. Any vehicle that is manufactured to carry 15 or more passengers plus the driver must be driven by a licensed CDL driver.
2. The church will pay for an individual to acquire a CDL license, also, a medical exam.
3. The committee will acquire the annual licensing and safety stickers.
4. They will be responsible for the maintenance and upkeep of the vehicles.
5. They will recommend the replacement of current equipment when required.
6. The committee will maintain a written policy for church bus drivers.
7. This committee will annually submit a budget request to the Finance Committee.

Section 14: Ushers

Ushers will offer general assistance to members and guests before, during and after service, and to assist in maintaining a worshipful atmosphere in the church.

Chairperson/s and ushers shall be nominated by the Nominating Committee and elected by the church in regular business session annually. The term of the Chairperson/s will not exceed three (3) years. Ushers are representatives of the church and should be an active member, in good standing with the church. They should attend all services of the church unless providentially hindered.

Duties & Responsibilities:

1. Be at the sanctuary door, appropriately dressed, to seat people as needed and at specified times.
2. Be familiar with layout of church exits, bathrooms, nursery, etc.
3. Be alert to come forward to receive offerings.
4. Be alert to pastor's instructions to hand out any information needed for that service.
5. Be alert to needs of persons during the service.
6. Have cards/pens in place to record information on persons making decisions during service.
7. Help maintain order during services.
8. Assist, as required, in restoring worship center to physical orderliness.
9. Chairperson/s will meet with all ushers at beginning of church year to go over duties.
10. Notify head usher if you will be absent.

Section 15: Youth Oversight Committee

The Youth Oversight Committee will have responsibility for oversight of all policies and procedures affecting the safety of youth from birth to age 18 who are involved in church programs and/or activities.

This committee shall consist of three (3) members-at-large, one member of the church ministerial staff, and one deacon. The Nominating Committee shall nominate the members-at-large, giving preference to church members with specific backgrounds in law enforcement, school administration, youth protection/child advocacy, etc. Each at-large member shall serve a three (3) year term, but may serve consecutive terms. The ministerial position shall be selected on a rotating basis by the Pastor, and the Deacon shall be selected by the deacon body.

The Chairperson of this committee will be nominated by the Nominating Committee and should be the longest serving member-at-large. The Youth Oversight Committee shall meet as often as necessary to help the church develop and maintain reasonable policies related to but not limited to:

1. The screening and approval of all members and non-members wishing to serve directly with or to transport youth (under 18) under the church's care. Volunteers will be asked to submit to criminal background checks, sex offender registry checks and other measures commonly taken by schools, civic organizations, and other nonprofit groups similarly entrusted with youth.
2. The development of expectations for youth workers/volunteers and the training necessary to communicate those expectations.
3. The management regarding identification of persons picking up/dropping off nursery and preschool children.
4. The maintenance of physical security in and around areas used in youth programs.
5. The establishing of requirements concerning the retention of records related to youth and adult participation in various youth programs and the establishment of a regular audit of such records.
6. The procedure for handling any complaint that may arise regarding the safety and protection of youth enrolled in church programs and/or activities.

Section 16: Church Security Committee

The Church Security Committee will have the responsibility for the oversight of all policies and procedures affecting the safety and security of Twelve Oaks Baptist Church and attendees.

This committee is made up of four (4) permanent members who serve non-expiring terms. Along with the four (4) permanent members there shall be one (1) ministerial position which shall be a rotating position selected by the Pastor. Members will serve as long as they wish with no rotation off of the committee. Any committee member wishing to resign will be granted and replaced by another member selected by the remaining members of the committee. The current committee members were selected with specific law enforcement or security backgrounds along with one deacon.

The Chairman of the committee is selected by the members of the committee. The Security Committee shall meet as often as necessary to assist the security team and church body with the duties outlined below.

The Security Committee will with input from other committees and members of the staff and church body develop and maintain policies and procedures designed to maintain the safety and security of the church.

Duties & Responsibilities:

1. The screening and approval of all committee members of the church Security team.
2. The development of expectations for security team members and training necessary to maintain the security of the church.
3. To ensure that there is always a security presence in and around areas utilized by youth.
4. To schedule security team members to ensure the halls and doors are being patrolled.
5. To have security team members lock all outside doors at the beginning of each service and Sunday School with a member at the canopy door and the Family Life center door to let late arrivals into the building.

CHURCH POLICIES

Use of Church Facilities

Twelve Oaks Baptist Church family acknowledges that we have been richly blessed by God with beautiful and useful facilities. Based on the biblical principle, regarding stewardship, we believe we have a responsibility to maintain and care for these facilities in a way that will honor the Lord and provide ministry opportunities for the church. We further acknowledge the biblical principle regarding the sharing of one's resources and blessings as a means of expressing God's love. The following guidelines regarding the use of all church facilities are established to assist in fulfilling these obligations.

A. Intended Use of Facilities

1. Regular and stated meetings and programs of the church: (e.g. worship, committee meetings etc.) Groups or individuals must check for availability of dates and space on the church calendar with the secretary.
2. Funerals or any unexpected events: Every effort will be made to accommodate the requests.
3. Events: Weddings, anniversaries, birthdays, showers, etc. must complete request form.
4. All other activities must complete request form at least two weeks in advance of event.

B. Scheduling Use of Facilities

A calendar of events by date, time, and portion of facility will be maintained by the church office. All activities, meetings, and programs whether church related, or non-church related must be approved and placed on the calendar two weeks in advance. Request by Twelve Oaks members and organizations will be scheduled on a first come first serve basis as will approved request of non-church groups and individuals. With regards to weddings, members will be given priority in scheduling a wedding up to six months prior to requested date. Member priority also will be given to a parent, child, or grandchild of a member. Only one wedding will be scheduled on a given date.

Church Regulations

The church sanctuary is not a hall nor a public auditorium. It is a sanctuary dedicated to God, all things which take place must be in keeping with the high purpose for which it is dedicated.

1. Arrangements for all events must be made directly with the pastor or in his absence the church secretary, so the date may be set on the calendar and other details arranged. A minimum of six-month notice is required prior to a wedding date, two weeks on all other events.

2. The pastor requires at least two pre-marital conferences with the couple in order that the Christian meaning of marriage and other matters relating to the marriage may be discussed. The wedding conferences should be scheduled as soon as possible. Wedding plans and dates should not be announced until after the wedding conferences.
3. Event music shall be in keeping of the dignity of the occasion and shall be played and sung in a manner that is appropriate.
4. The use of rice, and confetti is prohibited anywhere on church property. Bird seed or bubbles may be used outside. Balloons must all be removed during clean-up.
5. The use of nails, screws, and wire is forbidden.
6. Moving furniture must be approved by the pastor or custodian.
7. All decorations shall be removed, and furniture replaced immediately following the event. No decorations shall be put up that will interfere with regularly scheduled activities of the church. Lit candles aren't allowed over any carpeted areas.
8. Events may be held in the church fellowship hall if advanced arrangements are made. No decorations shall be put up that will interfere with regularly scheduled church activities.
9. Sunday events are discouraged due to regularly scheduled services.
10. Alcoholic beverages of any type are not allowed. Tobacco products are not permitted inside the church facility.
11. Illegal drugs are forbidden, and if discovered, proper authorities will be notified.
12. Furnishings and equipment may be removed from church property for personal use only after responsible committee and permission is granted.
13. The church assumes no responsibility for bodily injury or personal property damage occurring during use of facilities.
14. All individuals shall submit a completed "Request for Use of Facilities form" and shall assume the responsibility for the proper use and care of property. A church representative will inspect the facility after the conclusion of the event. Any losses or damages will be listed and the group or individual will be notified. After the church determines the cost involved, such cost will be billed to the appropriate person. Normal wear and tear excluded.
15. Those using the church facilities will be responsible for or arranging for the cleaning of facilities after use, removal of all trash, returning furniture and equipment, adjusting the heating, cooling and light system, and locking the doors.
16. Groups using the church facilities are responsible for the supervision of children during attendance. Children must remain in the area being used and not left unsupervised to enter other parts of the building.
17. Use of church facilities on an ongoing basis by a non-church related organization may be terminated by the church at any time.
18. Check all doors to make sure they are completely shut and locked. If using the gym especially make sure the two sets of back double doors are completely shut and locked.

Fees and Charges for Events

For members:

There shall be no charge for the use of church facilities by members of Twelve Oaks Baptist Church. Arrangements are to be made with the church custodian as to who will be responsible for janitorial services following an event. It is suggested that the custodian of the church be paid a minimum of \$200 for clean-up of the sanctuary (not including replacement of furniture), fellowship hall (not including dish washing, cleaning equipment, or kitchen area), Family Life Center and outside church grounds. Also, there will be a minimum fee of \$100 for the audio/visual person to be in attendance. If event runs longer than two hours an additional \$50 per hour is required.

For Non-members:

For the use of the church sanctuary, a fee of \$200 will be charged. If the fellowship hall is used the event party shall work with the custodian of the church and an additional fee of \$200 shall be charged for their services of cleaning any rooms in the church (this does not include washing dishes, cleaning kitchen equipment, or kitchen area, replacing furniture or cleaning the grounds outside.) Also, there will be a minimum fee of \$100 for the audio/visual person to be in attendance. If the event runs longer than two hours combined there will be an additional fee of \$50 per hour.

Payment of Fees

A separate check shall be issued as a refundable deposit of \$600. This is required to cover any damages (if applicable) of the church property. Damages more than this deposit is the responsibility of the event party. A refund of this deposit depends on the extent of damages. Fees are to be paid at the time the reservations are made for the use of church facilities, the custodians and the audio/visual person. The event party is responsible to compensate the pastor, musicians, and soloists who provide services.

Ten Commandments

Family Life Center

Purpose: to lift up the outreach mission of Twelve Oaks Baptist. Make sure your activity and guests promote this mission.

Pray: at the start for a safe and rewarding activity.

Scheduling: must be reserved thru the proper approval process thru the office to include filling out the Facilities Request Form. This means all activities must be on the calendar.

Adults: must be 21 years of age to reserve the FLC and remain with the party.

Hours of Operation: 8:00am till 9:00pm unless it is a Church approved activity- youth night, lock-in, etc.

Dress: in an appropriate manner as to not be offensive to anyone.

Enjoy the facility: play by the "Golden Rule." Treat others as you would want to be treated.

Fellowship: in a Christian manner, keeping dress, language, and body actions in a Christ-like manner

Refreshments: should be enjoyed off the court except during church wide fellowship functions.

Leave: the facility and equipment in the condition you received it. Return equipment to its proper place, reset thermostat, take out trash, lock doors, etc. If something happens, inform the Building and Grounds chairman or church office.

This is the Lord's House. Please treat it as such.

Twelve Oaks Baptist Church Facilities Request Form

Sign and return this page.

I have read and agree to follow the “*Guidelines for Use of Facilities*”

Signature _____ Date: _____

Print Name: _____ Organization _____

Church Representative

By: _____
Pastor or other designated church official

Request for Use of Twelve Oaks Baptist Church Facilities:

Name of Person Making Request: _____

Organization: _____

Address: _____

E-Mail: _____

Phone Number: _____ Cell _____

Activity Title Purpose: _____

Facilities Requested: _____

Arrival Date & Time _____

Departure Date & Time _____

Expected Attendance: _____

Other information: _____

The undersigned makes application to Twelve Oaks Baptist Church for the use of church facilities. The undersigned warrants that the applicant has read and will observe all regulations of Twelve Oaks Baptist Church and the applicant will exercise the utmost care in the use of church premises and property and will repair, replace, and/or pay for any damage to said premises and property which arises during applicant’s use thereof, or which is caused by such use, regardless of cause.

Signature: _____ Date: _____

Name (print) _____ Title: _____

Return form to:
Twelve Oaks Baptist Church
2110 New Holt Road
Paducah, KY 42001

Approval or denial can be expected within 2-3 weeks.

Approved _____ Denied _____ By: _____
Pastor or other designated church official

Nursery Guidelines

The following are the guidelines for Twelve Oaks Baptist Church nursery. All guidelines must be upheld by all employed nursery workers and all voluntary nursery workers.

1. Be very friendly when child and parent arrives as you may be the first person at church to greet child and parent. Be in the nursery at least 15 minutes prior to the beginning of services.
2. Meet child and parent at the door to take child and belongings. Parent does not enter the room due to safety concerns. Child must have been checked in and wearing appropriate tag. Parent must show the appropriate tag in order to pick child up.
3. Lots of children cry when first being separated from parent. If a child is crying, nursery worker is to make every effort to console child. This will require getting up and distracting child or getting child involved with a toy or activity. (Rocking child sometimes does not help). If child has been crying for 15 minutes, then parent should be contacted. When parent arrives, worker will give child and belongings to parent at the door. Parent will remove child from room to console child.
4. Nursery worker should be the only person to change diapers, this includes children in preschool class. Child's diaper will be checked and changed if needed before he or she is picked up by parent. Use hand sanitizer or wash hands after changing diaper. Parent can change child's diaper using the baby stations in the restrooms.
5. No use of personal cell phone while children are in the room unless worker is contacting the parent or in an emergency.
6. No older children should be in nursery unless absolutely necessary and permission has been obtained by nursery coordinator.
7. If beds or changing table are used remove linens and replace with clean linens. Place dirty linens in laundry bag.
8. At the close of each time nursery is used clean toys and any items used with disinfectant spray or wipes.
9. Parents are to use nursing station (library) to nurse child.

Child Illness Agreement

Children that have the following symptoms within the last 24 hours will not be accepted to nursery or preschool.

1. Fever
2. Diarrhea
3. Vomiting
4. Yeast Infection, thrush
5. Head lice
6. Impetigo, boils, untreated ringworms or other skin infections
7. Runny nose with green or yellow mucus discharge
8. Pink-eye(conjunctivitis), other eye infections
9. Contagious skin rash
10. Severe cough, croup (except allergies)
11. Any symptom of childhood disease such as mumps, measles, chicken pox.
12. Use of antibiotics in the past 24 hours for any reason.

(parent signature)

I have read this and agree to comply with these guidelines.