

# Bethlehem Baptist Church Policies and Procedures

Last Updated: 03/18/2026

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# Contact Information Policy

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## Email, Phone, and Addresses

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The following statement shall be noted on all printed and electronic contact lists and documents.

*The contact information in this document may be used only for Bethlehem Baptist Church purposes and is not for personal, business, political, or other non-church purposes. The contact information should not be copied without permission from the Trustees or Five-Fold Directors. To request removal from any contact list, please submit your written request to the Bethlehem administrative staff at [office@bethlehemofalexandria.org](mailto:office@bethlehemofalexandria.org).*

# Ministry Deacon and Trustee Liaison Responsibilities

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- Review ministry calendar
- Attend ministry meetings
- Advise ministry leadership of procedures and processes
- Resolve any ministry specific issues and concerns
- Serve as conduit between Joint Ministry, Pastor, Assistants to the Pastor and the ministry

# Church Facilities Usage

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- Bethlehem Baptist Church facilities are available to the congregation and ministries for use during the hours of 8:00 a.m. to 9:00 p.m., unless authorization has been given prior to the event by the Five-Fold Director and arrangements have been made for Deacon/Trustee, and where applicable, security coverage.
- For security purposes, the main Sanctuary doors will be open 30 minutes prior to a ministry meeting and locked 15 minutes after the start of the meeting. Please provide your ministry members with a contact number so they may alert you to open the door if they arrive outside of that timeframe.
- Any person requesting usage of the kitchen, multi-purpose room, classrooms, parsonage, or sanctuary must complete an Internal Facilities Request form, which may be obtained in the church office. The person requesting usage of the facility must have the Internal Facility Request form signed by the Ministry Liaison. It is the requester's responsibility to confirm the facility's availability with the Liaison.

# Check Request and Reimbursement

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Vouchers are required to request funds from approved budgets. (Food, nonstandard supplies, and services)

- Approval signatures are needed from the Ministry Director
- **Submit voucher to Finance Office three weeks prior to scheduled activity**
- Submit reimbursement form with receipts and/or unused funds

***Under no circumstances should you expend PERSONAL funds for any BBC-sponsored event and expect reimbursement. This type of action will put the BBC and you at great risk.***

*No Financial Transactions will be handled on Sunday.*

# Financial Approval Process

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## The Ministry submits a request for approval

↳ Director approves ministry request

↳ Deacon and Trustee Liaison approve ministry request

↳ Finance processes the request and notifies the ministry for pickup

↳ Ministry picks up the check, or the check is mailed

↳ Ministry submits receipts and/or unused funds

# Activities Involving Children

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- All adults, 18 years and older, must be Child Risk Approved.
- For all external activities done in the name of BBC, you must obtain a Parent/Guardian Permission Form (for each child) even if the parent/guardian is attending the event.
- Please note: Parents/Guardians may include the names of all their children on one form if accommodations are made.
- Submit the completed form(s) to the Trustee Liaison PRIOR to the activity.
- External Exposure – Complete a BBC Photograph and Video Consent Release Form with the parent/guardian's approval for minor children (under 18 years of age)

# Activity Planning Procedures

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- Schedule concept meeting with Five-Fold Director
- Check BBC Calendar for possible dates
- Submit planning forms to the Five-Fold Director for approval
- Obtain prior approval for funds, if applicable.
- Submit planning form to the Ministry Deacon and Trustee Liaisons
- Submit signed documents to the Office Staff
- Submit Reimbursement Form and Receipts, if applicable.

# Church-Wide Activity Planning Procedures

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Schedule a concept meeting with the Five-Fold Director and the Joint Ministry (6-3 months prior to the activity).

- Check the BBC Calendar for possible dates to sponsor your event
- Submit planning forms to the Five-Fold Director for approval
  - Obtain Deacon and Trustee Ministry Liaisons sign off on documents and bring them to the attention of respective ministries
  - All changes must be shared with Deacon and Trustee Ministry Liaisons ASAP
  - Check in with the Deacon and Trustee Ministry Liaisons once per month to share progress.
  - Meet and conduct a final activity check one week before the actual event.
- Schedule an After-Action meeting to document lessons learned, such as what went well and what could have been done better, within two weeks after the activity occurs, and give a copy to the Five-Fold Director.
- Submit reimbursement documents (Reimbursement Form and Receipts) for final processing by Finance.

# Accidents and Accident Reports

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- Upon noticing an accident that has occurred on the Bethlehem Baptist Church premises, if possible, seek assistance. **Do not attempt to move the injured person.** One person should stay with the injured individual(s) ; the other person should locate a member of the health, deacon, or trustee ministries, or a member of the office staff, or call 911.
- Church health ministry, trustees, deacons, office staff, and various Bethlehem Baptist Church members have been trained in first aid procedures and to assist. Please note that BBC individuals are NOT permitted to administer any medication, including aspirin.
- An Accident/Incident Report will be completed and filed in the Bethlehem Baptist Trustees and Health offices for future reference if necessary.

# Copying, Posting, and Displaying Announcements (pg. 1)

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- Administrative staff will copy ministry documents.
- An electronic version of the text to be copied, posted, or displayed is to be given to BBC Office Staff no later than Wednesday, Noon.
- All Ministry announcements and requests must be approved by the Five-Fold Ministry Director.
- (**Note:** See additional guidance on the next 3 pages)

# Copying, Posting, and Displaying Announcements (pg. 2)

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- A. All ministry liaison or Kinfolk associate requesting to place an announcement in the bulletin, BBC Info, Email, or to make a verbal announcement are expected to follow this process:**
- All requests must be submitted to and approved by the Five-Fold Ministry Director
  - The Directors require all requests for announcements to be submitted to them at least 4 weeks in advance to ensure ample time is allowed to make necessary contacts and to complete the process before forwarding to the BBC Main Office to be included in the bulletin, BBC Info, or Email.
  - The initial request must come directly from the Director of the Ministry or the Kinfolding Deacon, who will forward it to the BBC Main Office via email by the designated deadline date and time (not later than Wednesday at 12 noon)

# Copying, Posting, and Displaying Announcements (pg. 3)

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- The subject announcement will be displayed in the bulletin, BBC Info., and/or Email for a minimum of 3-4 weeks before the date of the event. In the event of contractual events outside of Bethlehem (where payments are to be collected), announcements can begin as early as 3-4 months in advance.
- During this 3–4-week period, you will be allowed to post your flyers, posters, etc., on the designated public bulletin board (please check with the BBC Main Office for instructions on which board to use).

# Copying, Posting, and Displaying Announcements (pg.4)

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## **B. When a request is made to address the congregation with a verbal appeal, the following steps must be followed:**

- The Director will notify the Deacon Chair for approval, and to let him know who will be making the announcement and at which Worship Service. The Worship Leader will be alerted to introduce that person at the appointed time during the service.
- The announcement should be succinct and brief, and at a minimum address the 5 Ws (Who, What, Where, When, and Why)
- The announcement should have already been posted in the bulletin or BBC Info and/or Email for at least two or three weeks, and the events cannot be more than one week away. If this requirement is not met, you could be asked to cancel the event.
- All announcements must be reviewed and approved by the Five-Fold Ministry Director. The Five-Fold Ministry Directors will inform the Deacon Chair.

# Ministries Election of Officers

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- **Ministry Election of Officers:**

Session planning is built into the Bethlehem Baptist Church ministry election process. The total time commitment for Ministry leadership is 6 years. Two years as Secretary, two years as Vice-President, and two years as President. The election of Ministry Leadership Officers is held every two years for the Secretary position (the Secretary moves up to the Vice-President, and the Vice-President moves up to the President). This will allow for consistent and cohesive leadership. Nominations for the President and Vice-President positions are acted upon if the person in those positions elects not to roll up for any reason.

Rotation: Every two years

Time Commitment: At least 7 hours a month

Length of Service: Total of 6 years

Note: Duties for the position of President, Vice-President, and Secretary are highlighted in the next three slides.

# Ministry Position Description: President

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- **President**

- Familiar with the mission and purpose of the ministry, as well as its history
- Familiar with parliamentary procedures in order to conduct an effective and efficient meeting
- Prepared to preside over the ministry meeting at all times
- In coordination with ministry members develop annual ministry budget and calendar

# Ministry Position Description: Vice-President

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- **Vice-President**

- In the absence of the president, the vice president serves in his/her stead
- Be prepared to perform the duties of the president

# Ministry Position Description: Secretary

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- **Secretary:**
  - Keep a record of the proceedings of the ministry (minutes)
  - Keep the ministry's official membership listing
  - Keep the ministry's calendar
  - Keep members informed of the meeting
  - Prepare all requests for facility usage, funding requests, and announcements for approval of Ministry Director
  - Prepare all announcements for the ministry
  - In the absence of the president and vice president, call the meeting to order and preside until the election of a President