

Dauphin First Baptist Church

HANDBOOK

2024

DFBC HANDBOOK 2024

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Introduction to Life at DFBC

Dauphin First Baptist Church is a unique group of believers responding to the Gospel of Jesus in our time – in our generation. Our structure is built to serve our function and for that reason needs to be revisited regularly. If you notice ways to improve your team or position, please share your insight with other leaders. This handbook (a living document) is a record of those insights and a guide for how we can work together.

The TEAM structure allows fluidity in the jobs because we realize God brings different skills and gifts to our community.

The following pages list what generally needs doing and who is responsible to do it. The duties are divided into terms not only so the jobs get done but also so we can practice caring for each other and being cared for as we joyfully work together.

Team Structure:

TEAMS

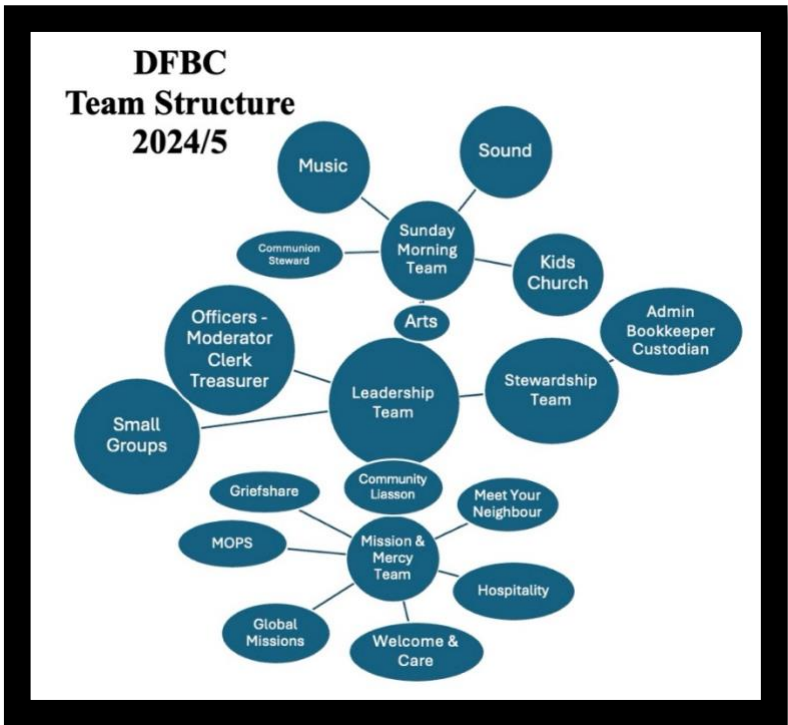
*** Pray *** Have a leader ***

Meet once a month (or 10 times a year)

*** Share a common purpose ***

Care for each other (i.e. know each other’s birthdays) ***

Prepare annual budgets *** Are annually affirmed



Duties of Church Officers:

The Church Board (all being members in good standing) provides leadership and guidance to the congregation in the following ways:

- Prays for the congregation on a regular basis (and upon request with the laying on of hands and anointing with oil)
- Supports all DFBC teams and ensures their well being
- Supports the Pastor and family
- Provides annual and on-going Pastor Evaluations
- Is responsible for addressing church discipline (As outlined in By-laws 8.3)
- Ensures the organization of:
 - The church calendar
 - Sunday morning worship
 - Communion once a month
 - 3 required yearly congregational meetings
- Participates in baptisms and child/family dedications
 - Education of candidates
 - Interviewing candidates
 - Assisting with the services
- Develops documents, reviewing and updating annually
 - Membership Roll Review – (As seen in By-law 3.1) on the calendar year
 - Pastor’s Memorandum of Understanding (M.O.U)
 - Church Documents (Statement of Faith, Covenant, Constitution, By-Laws, Handbook & Policies)
- Receives new membership requests
- Authorizes church building usage in conjunction with the Stewardship Team

The Moderator (Chair of the Church Board) is an ex-officio member of all teams affirmed by the church

- Presides at all church business meetings and meeting of the Church Board, setting the agenda in cooperation with the Lead Pastor
- Meets with the Lead Pastor regularly
- Participates in two Leadership Team retreats per year (spring and fall)
- Is to be available to address any congregational emergencies
- Prepares a written report for the Annual meeting

The Clerk – In Coordination with the Church Administrator

- Keeps an official copy of the Documents of the church and updates Minutes and Notes Book
- Takes minutes of all regular and special meetings of the Church
- Is responsible for filing annual reports required by the government and denomination
- Maintains the Church Membership Roll
- Prepares letters of release or requests for transfer of membership
- Handles various correspondence and typing as required
- Prepares a written report for the Annual meeting

The Treasurer – In co-ordination with the Bookkeeper

- Participates (ex-officio) in Stewardship Team monthly meetings with a prepared financial report
- Keeps an accurate account of the Church's financial transactions
- Maintains accurate and confidential record of all donations
- Supplies and oversees the distribution of offering envelopes
- Issues all tax receipts for donations
- Under the direction of the Stewardship Team, ensures that all authorized accounts are paid
- Informs and seeks approval from the Stewardship Team before making payments of any non-budgeted items
- At the close of each fiscal year, prepares a reconciled financial statement for the Annual Meeting
- Completes government and denomination reports as required
- Ensures all financial processes are in compliance with the Charitable Organization Act

Duties of Teams:

The Stewardship Team is to maintain the assets of the church, to oversee the handling of finances, prepare the annual budget, promote financial stewardship through education and supervise stewardship programs.

- Consists of approximately six members
 - One of whom shall be the Church Treasurer
 - One of whom shall be the Church Administrator
- Includes three signing officers

The Stewardship Team Leader

- Prays and cares for their team members
- Is a reporting member of the Church Board
- Ensures Stewardship Team meetings are held, organized and documented
- Ensures all stewardship decisions are brought to the team for discussion and voted upon
- Prepares a written report for the Annual meeting

The Duties of the Stewardship Team Include:

- Counting and depositing of all monies received
- Purchasing insurance, new equipment and supplies
- Supervising renovations and repairs
- Preparing an annual budget from direction given by all teams and presentation to the church for adoption at the June congregational meeting
- Maintaining and use of church building, property and equipment
- Ensuring the building meets all fire regulations and safety codes
- Ensuring fire extinguishers are inspected and maintained
- Maintaining yard care including grass and snow removal
- Control of church building security and distribution of church building keys
- Hiring of custodian and revision of the agreement as needed
- Forming and implementing Stewardship policies

Note: All non-budget items over \$1000.00 must be approved by the Church

The Mission and Mercy Team (M&M) is to investigate, initiate, encourage, resource, recommend and assess congregational mission projects and programs, as well as developing and implementing care strategies that promote mercy and hospitality both in the church and within local and global communities.

This Team may include:

- Team Leader
- Hospitality Coordinator
- Congregational Care and Welcome Team Coordinator
- Global Missions Coordinator
- Local Missions Coordinator (Community Liaison)
- Meet Your Neighbour Representative
- GriefShare Facilitator
- MOPS Representative
- Parkland Crossing Representative
- Other Project Coordinators as required

Mission and Mercy Team Leader

- Prays and cares for their team members
- Is a reporting member of the Church Board
- Ensures M&M Team meetings are held, organized and documented
- Coordinates with the Pastor when emergency benevolent situations arise
- Prepares a written report for the Annual meeting

Hospitality Coordinator

- Participates in M&M monthly meetings
- Develops and/or maintains a system to manage the hospitality needs of the congregation including but not limited to:
 - Organizing church meals, snacks and banquets
 - Maintaining kitchen set up, supplies and sanitation (in compliance with government standards)
 - Coordinating with kitchen users for funeral luncheons and special occasions
 - Upholds lending and usage policies of the church

Congregational Care and Welcome Team Coordinator

- Participates in M&M monthly meetings
- Develops an appropriate system to stay aware of the well-being of the congregation
- Coordinates with the Pastor in caring for the sick and shut-ins
- Ensures hospitalized congregants are visited and cared for
- Ensures cards and/or gifts are purchased and delivered for special occasions (such as new babies, graduates, dedications, weddings, farewells and other occasions)

Global Missions Coordinator

- Participates in M&M monthly meetings
- Receives reports from all the mission project items
- Investigates and informs the M&M Team of potential ministry opportunities

- Keeps in regular contact with global missionaries and regularly updates the M&M Team, making recommendations in accordance with the missionary's needs
- In cooperation with the Pastor, maintains a system of communication and promotion within the congregation (i.e. M&M Book, announcements, bulletin inserts and posters)

Local Missions Coordinator (Community Liaison)

- Participates in M&M monthly meetings
- Helps coordinate and participate in Community Meal
- Coordinates Local Missions, monthly activities, and involvement
- Keeps congregation aware of M&M local activities

Meet Your Neighbour Coordinator

- Participates in M&M monthly meetings
- Organizes Meet Your Neighbour group weekly and yearly BBQ

GriefShare Facilitator

- Participates in M&M monthly meetings (optional)
- Facilitates the GriefShare program as needed

MOPS Representative

- Participates in M&M monthly meetings (optional)
- Represents DFBC in and works closely with the MOPS Steering Team

- Communicates financial, spiritual and physical needs to the M&M Team and also with other appropriate church leadership as needed
- Protects and maintains a healthy relationship between DFBC and MOPS Ministry

Parkland Crossing Representative

- Participates in M&M monthly meetings
- Keeps in regular contact with Parkland Crossing
- Helps coordinate and participate in Community Meal

The Sunday Morning Team provides organization and leadership for Sunday morning service in cooperation with the Pastor and the Board

- The Team may include:
 - Team Leader/Organizer
 - Sound Booth Coordinator
 - Music Coordinator
 - Arts Coordinator
 - Children Ministry Coordinator

Sunday Morning Team Leader

- Prays and cares for their team members
- Is a reporting member of the Church Board
- Organizes Sunday Morning Agenda
- Ensures safety regulations are organized and maintained throughout the ministries
- Prepares a written report for the Annual meeting

Sound Booth Coordinator

- Prepares and presents a dated list of those working – including special services
- Ensures sound booth workers are instructed to – unlock the front door, turn on lights, prepare and test sound equipment, prepare hearing devices for congregants, adjust thermostats accordingly
- In cooperation with the Music Coordinator and Pastor, prepares the service order and song lists for projection
- Recruits tech people and provides necessary training for use of audio/visual equipment
- Ensures audio/visual equipment is maintained and operational
- Oversees internet connections and maintenance
- Upholds lending and usage policies of the church

Music Coordinator

- Develops and cares for music team(s)
- In cooperation with the Pastor, ensures the music ministry is God honoring, theologically sound and harmonious
- Prepares and presents a dates list of those leading music – including special services
- CCLI purchase and compliance
- In cooperation with the Pastor, prepares the service order and songs lists for projection and bulletin
- Develops and/or maintains system of organizing printed music

- Ensures musical instruments are maintained and operational
- Upholds lending and usage policies of the church

Arts Coordinator

- In cooperation with the Pastor, ensures the church building is decorated to be God honoring, theologically sound, seasonally appropriate and beautiful

Children Ministries Coordinator

- Develops and coordinates the children's ministries by:
 - Enlisting and providing training for teachers and leaders
 - Reviewing and recommending curriculum, resources and program materials
 - Maintaining safety files and training
 - Annually reviewing safety policies and procedures
 - Keeping Stewardship Team apprised of facility requirements

Special Teams:

- Internal Auditors
 - Two appointed at the annual meeting
- Communion Steward
 - Assures communion supplies are acquired and prepared for the second Sunday of each month
- Nomination Team
 - Includes the members of the Board and
 - May also include two members in good standing appointed from the floor at the annual meeting

Future (inactive) Teams:

The Spiritual Growth Team is to investigate, initiate, recommend, resource, encourage, and assess congregational spiritual growth opportunities in the area of Christian Education and intentional fellowship groups.

- This team may include
 - Children Ministries Coordinator (2023/4 included in Sunday Morning Team)
 - Youth Ministries Coordinator
 - Adult Education Coordinator
 - Librarian (Resource Coordinator)
 - Women’s, Men’s, and Senior’s Ministries Coordinators
 - Other Project coordinators as required

Spiritual Growth Team Leader

- Prays and cares for their team members
- Is a reporting member of the Church Board
- Ensures Spiritual Growth Team meetings are held, organized and documented
- Ensures safety regulations are organized and maintained throughout the ministries

Children Ministries Coordinator

- Develops and coordinates the children’s ministries by:
 - Enlisting and providing training for teachers and leaders
 - Reviewing and recommending curriculum, resources and program materials
 - Maintaining safety files and training

- Annually reviewing safety policies and procedures
- Keeping Stewardship Team apprised of facility requirements

Youth Coordinator

- Develops and coordinates the youth ministries

Adult Education Coordinator

- Develops and oversees adult education opportunities in coordination with the Spiritual Growth Team leader

Librarian (Resource Coordinator)

- Maintains the library by:
 - Researching, acquiring, cataloging, and organizing books and other resources
 - Accepting and redistributing donations

Ushers and Greeters Coordinator

- Prepares and presents a dated list of those working – including special services (Good Friday and Christmas Eve)
- Ensures ushers and greeters are instructed to:
 - Arrive at least 20 minutes prior to service
 - Receive guests in a friendly manner and hand out bulletins
 - Assist congregation with elevator use
 - Know how to collect the offering

Policies:

Church Use

Who **may** use the Church building:

- a. Members and adherents for regular church business/meetings/events
- b. Approved outside user groups (e.g. weddings, funerals, events)
- c. Cost of building use for most activities will be by donation (a written suggested donation will be provided for weddings, funerals, and events)

Who **may** not use the Church building:

- a. Partisan political groups
- b. Groups operating for commercial gain
- c. Organizations whose activities are in conflict with the mission and doctrine of Dauphin First Baptist Church

Finances:

Lending

Church equipment and furniture may be lent out at the discretion of the Stewardship Team

Budget

Deposits: Two designated people are needed to count and record monies given. Utmost care will be taken in receiving and recording digital donations

Savings Policy: There is no legal limit for church savings accounts. Best Practice is a minimum .5 of annual budget for undesignated funds.

Designated Giving

DFBC works with a “unified budget” meaning that designated gifts will be used for special projects but generally an exception to the norm.

When gifts are designated:

“Spending of funds is confined to board approved programs and projects. Each restricted contribution designated towards a board approved program or project will be used as designated with the understanding that when the need for such a program or project has been met or cannot be completed for any reason determined by the board, the remaining restricted contributions designated for such program or project will be used where needed most, as determined by the board.”

The Church leadership has adopted the policy in order to establish a transparent and effective use of funds that fit within the framework of our Charitable Organization and Canadian Revenue Agency standards. In general terms this policy means that we will receive donations only for the Funds we have established and that the Board ultimately will make the final decision when adjustments have to be made.

Personal Information Privacy Commitment Statement

To safeguard the personal information entrusted to the Dauphin First Baptist Church, DFBC is committed to the following principles:

1. Accountability
2. Identifying purposes
3. Consent
4. Limiting collection
5. Limiting use, disclosure, and retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual Access
10. Challenging compliance

DFBC, its directors, officers, employees and volunteers are required to comply with the Principles and the Policy and will be given restricted access to personal information solely to perform the services provided by DFBC.

Other persons or organizations who act for, or on behalf of DFBC are also required to comply with the Principles and Policy and will be given restricted access to personal information solely to perform the services provided for DFBC.

**Dauphin First Baptist Church
Confidentiality Agreement
(Personal Copy)**

This is to certify that I, _____,
an Employee/Church Officer/Board or Team Member of
Dauphin First Baptist Church, understand that any information
(written, verbal or other form) obtained during the performance
of my duties must remain confidential. This includes all
information about attendees, families, employees and other
associate organizations.

I understand that information such as a family’s address, or the
amount of money they may give and/or any other information
that may be considered private must remain completely
confidential. Even the act of insinuating that I know private
information of an individual/family is not acceptable.

I understand that any authorized release or carelessness in the
handling of this confidential information is considered a breach
of the duty to maintain confidentiality.

I further understand that any breach of this duty to maintain
confidentiality will be taken very seriously by the church and
could result in the termination of my position.

Signature of Employee/Church Officer/Board or Team Member

Date

Signature of Witness