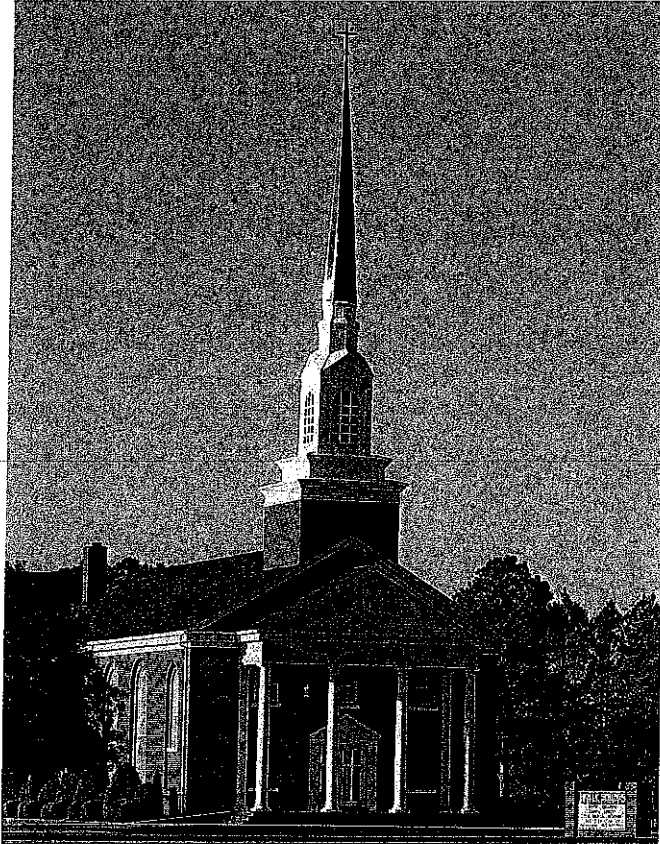


POLICIES



**Holly Springs Baptist Church
385 Holly Springs Church Road
Broadway, NC 27505
919-258-6342**

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WEDDING POLICY

We believe in the biblical teaching of marriage as a relationship established between one man and one woman who commit themselves fully to each other so that they become one flesh; one in mind, heart, and spirit; submitting themselves to each other out of reverence for Christ. (Genesis 2:24, Matthew 19:4-5, Ephesians 5:21). Believing that God gives directives for marriage, in his written word, the Bible, it shall be the policy of Holly Springs Baptist Church to allow only marriages which meet this biblical criteria to be conducted in its sanctuary or on church grounds or officiated by any of its ministers or staff. Moreover, those desiring marriage on church grounds must, if possible, receive counseling either by the Pastor or someone approved by the Pastor.

Scheduling

No wedding will be scheduled without a conference with the pastor after which the church clerk will be contacted by the bride/groom to schedule the date on the church calendar.

Music and Sound System

Music selections will be approved by the pastor as to their appropriateness, since the wedding is a sacred service.

Only a church technician will run the sound system. When the church sound system is to be used, the bride/groom will contact the church office at 919-258-6342 in order for a church sound technician to be scheduled. When a church sound technician is used, a fee of \$100 shall be paid to the sound technician.

The video equipment is for Holly Springs Baptist Church services only.

Decorating

Our church is furnished as a place of dignity and is an appropriate setting for weddings. All decorating will be limited to self-supporting decorations and floral arrangements. Only metal sleeve, dripless candles shall be used. The persons in charge or the families involved will be responsible for removing all decorations from the church immediately following the service.

Photography

In honor of the sacredness and the reverence of the wedding service, photography during the ceremony will be limited to the designated areas of the sanctuary, i.e. side aisle, rear of sanctuary, and balcony. The choir loft may be used only by a videographer.

Receptions

A reception at the church will be held only in the church fellowship hall/multi-purpose building. Use of any type of alcoholic beverage or illegal controlled substance is prohibited on church properties.

Cleaning

The church, the fellowship hall, the multi-purpose building, and the grounds must be cleaned when the ceremony is completed. All furniture must be returned to the appropriate places by the persons in charge or by the families involved. If the church linens are used, the wedding party will be responsible for having the linens professionally cleaned and pressed before returning them to the church. If a church member elects not to clean the church, the fellowship hall, and the multi-purpose building, please contact the HSBC janitorial service, Barry Reynolds, 919-478-0587. Clean up fee of the church -\$125; clean up fee of the church, the fellowship hall, and the multi-purpose building-\$300.

For Non-Church Members

A church member shall agree by signature to be responsible for the buildings and grounds as described in the above sections. The responsible church member shall be in attendance at the event. This person shall also be responsible for the sacredness of the service if the Holly Springs Baptist Church pastor is not officiating at the ceremony. (A form will be provided.)

A fee of \$500 shall be paid for the rent of the main church building (sanctuary and education wing). Payment will be due upon reserving the buildings.

Rental fee schedule for Non-Church Members-Fellowship Hall and Multi-Purpose Building
Fellowship Hall-2 day's reservations; \$250 plus \$100 deposit
Multi-Purpose Building-2 day's reservations; \$500 plus \$200 deposit for both buildings

Use of the fellowship hall and multi-purpose building will comply with the Fellowship Hall and Multi-Purpose Building Policy. A copy of that policy will be provided.

Please contact the HSBC janitorial service, Barry Reynolds, 919-478-0587, to get the date added to their calendar. Clean up fee of the church -\$125; clean up fee of the church, the fellowship hall, and the multi-purpose building-\$300.

Adopted and approved-5/20/2015
Amended and approved-11/10/2015
Revised-5/15/2019

**FORM FOR PERSON IN CHARGE OF WEDDING FOR NON-MEMBERS
OF
HOLLY SPRINGS BAPTIST CHURCH**

I, the undersigned member of Holly Springs Baptist Church, do hereby agree to be responsible for the church buildings, grounds, and service as described in the Wedding Policy adopted May 20, 2015, for the wedding of

to be celebrated on (date) _____ . I will also be attending the event.

Name

Signature

Adopted and approved-5/20/2015
Revised-5/15/2019

Pre-Wedding Planning Checklist

- _____ Meet with Pastor to get approval for use of church
- _____ Pastor must approve guest minister
- _____ Contact Church Clerk to get date added to church calendar
(Susan Britt - 919-353-1395)
- _____ Receive a copy of Wedding Policy
- _____ Receive a copy of Policies and Procedures, Rules and Guidelines
Fellowship Hall and Multi-Purpose Building
- _____ Pay fees to Church Clerk for use of facilities (if applicable)
- _____ Contact Sound Technician to get date added to their calendar
(John Holder - 919-258-9193 or Rick Spivey - 919-776-0428)
- _____ Music selections are to be approved by Pastor
- _____ If a church member elects not to clean the church, the fellowship hall, and the multi-
purpose building, please contact the HSBC janitorial service, Barry Reynolds, 919-
478-0587. Clean up fee of the church -\$125; clean up fee of the church, the
fellowship hall, and the multi-purpose building-\$300.
- _____ Non-church members- Please contact the HSBC janitorial service, Barry Reynolds,
919-478-0587, to get the date added to their calendar. Clean up fee of the church -
\$125; clean up fee of the church, the fellowship hall, and the multi-purpose
building-\$300.
- _____ Contact Susan Britt, 919-353-1395, to line up
--unlocking/locking facilities before and after use
--heating and air conditioning

NOTE: Completed checklist to be returned to Church Clerk 90 days prior to date of ceremony.

NOTE: No use of any type of alcoholic beverage or illegal controlled substance is allowed on church properties.

Adopted and approved-5/20/2015
Revised-5/15/2019

Post-Wedding Planning Checklist

- _____ All wedding decorations removed from church facilities
- _____ All personal items removed from church facilities
- _____ All church furnishings put back into proper place
- _____ All church facilities cleaned and ready for next church service
- _____ All church grounds cleaned and ready for next church service
- _____ All church linens professionally cleaned, pressed, and returned to church

Adopted and approved-5/20/2015
Revised-5/15/2019

CEMETERY POLICY

Purpose

The purpose of this policy statement is to establish a uniform and equitable system of allocating burial space in the Holly Springs Baptist Church cemetery.

Policy

All persons who are church members shall be provided burial space, if requested, at no cost. Additionally, dependent children of these members residing at home will be provided space upon the request of a member parent or guardian. The spaces thus allocated will be considered a benefit of church members, and all maintenance costs of these plots will be borne by the church. If a church member transfers his/her membership, the burial space will be surrendered back to the church.

A spouse may reserve up to four (4) cemetery plots for family burial purposes; if after the death of both the spouse and his or her husband or wife and no children survive them or the children marry, the unoccupied reserved plots shall be returned to the church's cemetery inventory and available to others as herein provided.

Other immediate family members of church members may obtain burial space for a fee of \$800 ** (or the latest adopted fee) per burial space. An immediate family member shall be defined as a legally married spouse, a dependent child, a dependent parent, or a dependent sibling.

All non-church members requesting a burial space shall require the payment of \$1,500 ** (or the latest adopted fee) per burial space

The exclusive right for a burial space may not be sold nor transferred in any manner by a member, non-member, their family, or their heirs. The right to use a reserved burial space may not be sold or transferred in any manner by a purchaser. Designation of the person to the burial space may be changed in writing by the purchaser at any time prior to the purchaser's death. A burial space may only be surrendered back to the church. The church will refund only the amount paid for the burial space itself. The purchase by a purchaser conveys to the purchaser the right to use the burial space but no ownership, interest in the cemetery, or any interest in real estate is implied. The legal title to all of the burial spaces shall at all times remain to the church.

A permanent grave marker with the name, birth date, and death date of the deceased will be placed upon the grave within one year of burial. The Sextons shall approve all monuments as to type and inscription prior to being ordered. Any unapproved monuments placed in the cemetery will be subject to removal at the owner's expense.

A vault will be required for all casket burials. There will be no above ground vaults, crypts, or ledgers.

If an urn is to be placed in a burial space, the opening and closing fee of the burial space must go through the funeral home. An urn may be placed in the burial space without a vault. Urns are not allowed to be placed on top of an occupied burial space.

Family members shall clean off the grave site 5-7 days after the service.

Floral arrangements and other grave articles will be limited so as to allow for the maintenance of the grave plot. If other articles, including concrete benches, are placed around the headstone and not on the headstone, they will be removed. No planting will be allowed. Grounds keeper has the discretion to remove any articles that prohibit maintenance of the cemetery.

If a non-church member is requesting use of any church facilities for a funeral service, only the church sanctuary can be used for the visitation and the service.

The video equipment is for Holly Springs Baptist Church services only.

Procedures

Church members may reserve required spaces either in advance by contacting the church Sexton(s) and selecting a space or spaces from remaining spaces available, or at the time required by asking the church Sexton(s) for assignment of space.

If space is desired for an immediate family member other than a dependent child, the church member may reserve a burial space in advance by payment of the \$800 ** (or the latest adopted fee) maintenance fee.

All others will be considered on a case-by-case basis. No provision will be made for prior reservation of burial space for other than church members and immediate family. If others desire burial space in the Holly Springs Baptist Church cemetery, they may request the Sexton(s) to assign them a space. If it is determined that appropriate space can be provided, a payment of \$1,500 (or the latest adopted fee) will be required for the maintenance of the space. Payment for the space will be required at the time of assignment. The funeral director handling the arrangements has the option to collect the fee and render payment to the church.

All fees will be deposited in the Cemetery Trust Fund, and interest accrued will be applied to the perpetual maintenance of the cemetery.

If questions arise over space assignment that cannot be resolved by the requesting party and the Sexton(s), they will be referred to the Deacons. The Deacons may, if necessary, carry the request to the full church conference for resolution.

If at any time a member who has previously reserved spaces determines the spaces are no longer required, these spaces should be reported to the Sexton(s) for reassignment.

General Implementation

Funeral directors will be responsible for clearing all requests with the Sexton(s). No grave will be opened without prior approval of the Sexton(s). All graves shall be opened and closed by Helio Santana in Lillington, NC. If neither Sexton is available, the pastor, custodian, or Chairman of the Deacons will be contacted, in that order, to insure space has been properly assigned.

By signing this cemetery policy, all parties agree to the terms and conditions.

This the _____ day of _____, 20____.

Purchaser's Printed Name _____

Signature _____

Address _____

Telephone Number _____

Sexton's Printed Name _____

Signature _____

** The fee shall be paid to the Sextons or to the church treasurer at the time of the reservation.

Adopted and approved-5/20/2015

Revised and approved-2/21/2018

Revised-5/15/2019

COLUMBARIUM POLICY

These rules and regulations are to govern the use, operation, and maintenance of the Columbarium.

1. **Columbarium**-The Columbarium shall consist of niches, uniform in size, for the interment of the ashes of cremated humans. Each niche shall have a granite plate of uniform size which shall be engraved with the names of the deceased, date of birth, and date of death. Each niche is limited to the cremated remains of two persons.

2. **Eligibility**-The columbarium shall be restricted to the inurnment of members and non-members of Holly Springs Baptist Church, their immediate family members, which includes parents or stepparents, legally married spouses (male and female), children whether natural, adopted, foster, or step. The Sextons reserve the right to make exceptions to these restrictions as they deem appropriate.

3. **Price**-The church retains the exclusive right to change the price of a niche at any time. The purchase price for all niches shall remain uniform at any given time, regardless of location. The cost of the cremation is not covered by any fee paid to the church pursuant to these rules and regulations and the mortuary chosen by the next of kin shall perform the cremation services.

Church Member	\$300 per niche
Second Church Member	\$300 per niche
Immediate Family Member (non-member)	\$800 per niche
Second Immediate Family Member	\$300 per niche
Non-Member	\$1,500 per niche
Second Non-Member	\$300 per niche

4. **Urns**-The urn containing the cremains of the eligible person to be inurned in the Columbarium shall be provided by the deceased legal representative or family, and the provider shall be responsible for the cost of the urn. Each urn shall not exceed in exterior dimensions 12 x 12 inches-12 inches deep. (Funeral home may suggest types of urns for a niche).

5. **Engraving of Niche Covers**-Engraving of niche covers must be of the uniform size and style prescribed by the church. Each niche cover shall be inscribed only with the deceased name, date of birth, and date of death. Engraving will take place at the time of death. Niches receiving the cremains of two (2) eligible person shall be inscribed with such information for both persons. No other inscription(s) will be permitted except a cross for a Veteran. The engraving will be done by North Carolina Marble & Granite Company, 2064 Southeast Boulevard, Clinton, NC.

6. **Sale of Niches**-The exclusive right to use a niche in the Columbarium may not be sold nor transferred in any manner by a member, non-member, their family, or their heirs. The

right to use a reserved niche may not be sold or transferred in any manner by a purchaser. Designation of the person to be interred may be changed in writing by the purchaser at any time prior to the purchaser's death. A niche may only be surrendered back to the church. The church will refund only the amount paid for the niche itself. The purchase by a purchaser conveys to the purchaser the right to use the space inside the niche but no ownership, interest in the Columbarium, or any interest in real estate is implied. The legal title to all of the niches shall at all times remain to the church.

7. **Multiple Inurnments in a Niche**-The remains of two (2) deceased eligible persons may be placed in the same niche. The placement of the cremains of more than two (2) deceased persons in the same niche is prohibited.

8. **Master Plan**-The Sextons shall maintain a master plan of all the niches in the Columbarium to be identified by a number with the name of the deceased, date of birth, date of death, date of purchase, date of inurnment, name of next of kin, address, and phone number.

9. **Access**-Committal or memorial services may be held in the Columbarium with the approval of and under the direction of a Pastor. The opening of any niche is prohibited by anyone other than the authorized church sexton(s).

10. **Liability**-No liability of any kind or character whatsoever is assumed by the church for the maintenance or preservation of the cremains of any person inurned in the Columbarium or for any loss or damage to the urns nor is any liability of any kind whatsoever assumed by the church for any matter or thing relating to the Columbarium, its use or subsequent maintenance.

11. **Flowers, Plants, Decorations**-No flowers, plants, or any other memorial items may be placed in the Columbarium, by individual niche owners.

12. **Columbarium Fund**-The church shall maintain a separate interest bearing account specifically for the care, maintenance, and purchase of additional niches. All sums paid for the purchase of a Columbarium unit and all donations toward the care and maintenance of the Columbarium shall be deposited into this account to be withdrawn as needed to fulfill these purposes and for the perpetual care of the Columbarium and for the Columbarium general area.

13. **Rule Changes**-After recommendation from the Sextons, the church reserves the right to amend, change, or modify these rules and regulations regarding the Columbarium, which shall govern all niches within the Columbarium at all times.

14. **Addresses**-It shall be the responsibility of the purchaser at all times to keep the church advised of the current mailing address of themselves, the person for whom the niche is reserved, and of their next of kin, or designee's address. The selected person will then be the individual the church would contact for any reason.

15. **Abandonment**-A niche shall be deemed abandoned only after all of the following conditions have been checked and satisfied:

- (a) Niche that has not been used within one year of purchaser's death, and
- (b) Buyer is deceased and buried elsewhere, and
- (c) Buyer does not respond to certified mail sent to his or her last known address, and
- (d) No response or objection is received within 90 days from the date of the certified letter.

16. **Right of the Church to Remove Cremains**-Each eligible person upon his or her reservation of a niche, or the family of any eligible person up to their purchase of the right to utilize a niche, as appropriate, shall grant the church in writing the right to remove the cremains of the deceased inurned therein and to cause the re-inurnment of such remains in another appropriate location upon the occasion of the relation of the Columbarium for any reason.

17. **Removal of Cremains by Entities Other Than the Church**-The cremains of a deceased inurned in the Columbarium may be removed by such persons authorized by law to do so and upon compliance by such persons with all requirements of state, municipal, or other pertinent laws.

If after the removal of the cremains of the deceased, the cremains of another deceased are still not present in the niche, all rights to use of the niche shall revert to the church.

No fees of any type shall be refunded by the church to any person or estate upon the aforesaid removal of inurned cremains.

18. **Supervision of the Columbarium**-The use of the Columbarium shall be supervised by the Sexton(s) composed of church members and presented to the church by the Nominating Committee for approval. The Sexton(s) shall have the authority to determine the eligibility of persons to utilize the Columbarium.

By signing this columbarium, policy, all parties agree to the terms and conditions.

This the _____ day of _____, 20_____.

Purchaser' Printed Name _____

Signature _____

Address _____

Telephone Number _____

Sexton's Printed Name _____

Signature _____

Adopted and approved-11/18/2015

Policies and Procedures
Fellowship Hall and Multi-Purpose Building

For Church Members

Use of the fellowship hall and multi-purpose building will be at no cost to church members. If a church member elects not to clean the fellowship hall and the multi-purpose building, please contact the HSBC janitorial service, Barry Reynolds, 919-478-0587. Clean up fee of the fellowship hall -\$125; clean up fee of the multi-purpose building-\$125. This is an option offered to church members who choose not to clean the facilities themselves. Church activities always have priority over all other functions.

For Non-Church Members

Rental fee schedule for Non-Church Members-Fellowship Hall and Multi-Purpose Building
Fellowship Hall-2 day's reservations; \$250 plus \$100 deposit; and \$125 clean up fee
Multi-Purpose Building-2 day's reservations; \$500 plus \$200 deposit for both buildings; and \$125 clean up fee

If the facilities are reserved by a church member for a non-church member, the member must be present at the function being held and is responsible for making sure all items on the Facilities Checklist-Non-Members are completed. Church activities always have priority over all other functions.

Fees and deposits for use of the facilities are due at the time of reservations for formal functions (i.e., wedding receptions, anniversary receptions). Deposits will be refunded upon completion of checklist by the member who reserved the facilities.

When a request is made for reservation of the facilities, a Request-for-Use form shall be mailed or hand-delivered to the person making the request along with a copy of the Policies and Procedures, Building Rules and Guidelines, and Facilities Checklist-Non-Members. A reservation shall not be scheduled until the signed Request-for-Use form is returned to the church clerk. After the reservation is confirmed, a meeting will be scheduled with the church clerk and the person or group making the reservation to go over the Policies and Procedures, Building Rules and Guidelines, and Facilities Checklist-Non-Members. There should be no more than 24 hours from the time of receipt of the request form that the person or group making the reservation should be notified of the date being reserved.

Cancellations must be made at least seven days prior to reservation of the event or the deposit shall be forfeited.

Groups of up to 299 shall be asked to use the multi-purpose building. Groups of 100 or less shall be asked to use the fellowship hall.

Adopted and approved-5/20/2015

Revised-5/15/2019

Rules and Guidelines
Fellowship Hall and Multi-Purpose Building

1. Use of the fellowship hall and multi-purpose building will be at no cost to church members. If a church member elects not to clean the fellowship hall and the multi-purpose building, please contact the HSBC janitorial service, Barry Reynolds, 919-478-0587. Clean up fee of the fellowship hall -\$200; clean up fee of the multi-purpose building-\$200

This is an option offered to church members who choose not to clean the facilities themselves.

2. If the facilities are reserved by a church member for a non-church member, the member must be present at the function being held and is responsible for making sure all items on the Facilities Checklist-Non-Members are completed.

3. Additional days' use for non-members will be at a rate of \$100 per day. These fees apply to the fellowship hall and multi-purpose buildings only. Fees for use of the sanctuary are not included for non-church members.

Rental fee schedule for Non-Church Members-Fellowship Hall and Multi-Purpose Building
Fellowship Hall-2 day's reservations; \$250 plus \$100 deposit; and \$125 clean up fee
Multi-Purpose Building-2 day's reservations; \$500 plus \$200 deposit for both buildings; and \$125 clean up fee

4. All music played in the fellowship hall and multi-purpose building will have God-honoring words. When the multi-purpose building sound system is to be used for a non-church event, the party will contact the church office at (919) 258-6342 in order for a sound technician to be scheduled. When the sound technician is used, a fee of \$100 shall be paid to the technician for the first hour and \$50 per hour thereafter.

5. Only church functions are permitted to use paper products and supplies in the church and supply closet. Any other functions will need to provide their own food, paper products, and supplies.

6. Each person or group is responsible for cleaning the kitchen, fellowship hall, and multi-purpose building after use according to the checklist posted and provided to each person or group reserving the facilities.

7. Thermostats will be pre-set and should not be changed.

8. No alcoholic beverages are permitted to be served, brought into the buildings, or onto the church grounds. Use of any type of alcoholic beverage or illegal controlled substance is prohibited on church properties.
9. All church property is a smoke-free environment.
10. All youth and children's activities must be supervised by an adult leader at all times, both inside and outside the facilities, for the safety of the youth/children as well as a concern for the buildings and grounds.
11. Tables and chairs shall not be removed from the fellowship hall or multi-purpose building.
12. Pets are not allowed, with the exception of service dogs.
13. Decorations are not allowed to be taped, glued, thumb tacked, or nailed to the walls.
14. No social dancing is allowed.
15. For members and non-church members-In the event of inclement weather and all church activities are cancelled, all prior reservations of the fellowship hall and the multi-purpose building will be cancelled.

Adopted and approved-5/20/2015
Revised-5/15/2019

Rules and Guidelines
Fellowship Hall and Multi-Purpose Building
Emergency/disaster response and recovery

1. All persons who are church members shall be provided use of the FH/MPB during an emergency/disaster response and recovery. Additionally, dependent children of these members residing at home will be provided use of the facilities.
2. Pets will be allowed but must be crated.
3. HSBC will properly maintain the physical property used during emergencies or disasters and will provide power.
4. Church members will provide their own food and beverages and any preparation.
5. Church members will provide their own bedding.

Adopted and approved-5/15/2019

Facilities Checklist - Members

1. Place tables and chairs into racks as instructed and return to storage room.
2. Remove all food brought in for your event from the refrigerator, cabinets, or countertops.
3. Make sure all water faucets, dishwasher, stoves, ovens, and all lights in the kitchen and restrooms are turned off.
4. Sweep and mop all floors.
5. Wipe off countertops in kitchen and all tables used before restacking in racks.
6. Do not remove any items from the kitchen (utensils, serving pieces, pots, or pans).
7. Report any problems or repairs needed to the Buildings and Grounds Committee.
8. All garbage cans shall be emptied into the dumpster and trash bags replaced.
9. All dishtowels and dishcloths used shall be washed and returned to the kitchen.
10. If the tablecloths in the kitchen are used, they shall be washed and returned. If the white skirted tablecloths are used, they should be professionally laundered and returned to the church.
11. Church members may choose the option to pay \$125 for cleaning of the fellowship hall, \$125 for cleaning of the multi-purpose building, or \$250 for cleaning both buildings after a function. This is an option offered to church members who choose not to clean the facilities themselves. Please contact the HSBC janitorial service, Barry Reynolds, 919-478-0587, to get the date added to their calendar.

Adopted and approved-5/20/2015
Revised-5/15/2019

Facilities Checklist - Non-Members

1. Place tables and chairs into racks as instructed and return to storage room.
2. Remove all food brought in for your event from the refrigerator, cabinets, or countertops.
3. Provide needed dishtowels, dishcloths, and paper towels.
4. Make sure all water faucets, dishwasher, stoves, ovens, and all lights in the kitchen and restrooms are turned off.
5. Non-church members are required to pay \$125 for cleaning of the fellowship hall, \$125 for cleaning of the multi-purpose building, or \$250 for cleaning both buildings after a function. Please contact the HSBC janitorial service, Barry Reynolds, 919-478-0587, to get the date added to their calendar.
 6. Wipe off countertops in kitchen and all tables used before restacking in racks.
 7. Do not remove any items from the kitchen (utensils, serving pieces, pots, or pans).
 8. Report any problems or repairs needed to the Buildings and Grounds Committee.
 9. All garbage cans shall be emptied into the dumpster and trash bags replaced.

Adopted and approved-5/20/2015
Revised-5/15/2019

**Request for Use of Fellowship Hall and Multi-Purpose Building
Holly Springs Baptist Church
385 Holly Springs Church Road
Broadway, NC 27505
919-258-6342**

Person/Group _____

If group, contact person _____

Home phone _____ Cell phone _____ Work Phone _____

Approximate size of group _____ Which facilities requested _____

Date of request _____

Times needed _____

Will you need to use the kitchen? _____

I have read the rules and guidelines for the use of the church facilities, and I agree to be responsible for making sure all items on the checklist are completed and that all rules are followed. I will be present at all times during the function.

Church members may choose the option to pay \$125 for cleaning of the fellowship hall, \$125 for cleaning of the multi-purpose building, or \$250 for cleaning both buildings after a function. This is an option offered to church members who choose not to clean the facilities themselves. Please contact the HSBC janitorial service, Barry Reynolds, 919-478-0587, to get the date added to their calendar.

Rental fee schedule for Non-Church Members-Fellowship Hall and Multi-Purpose Building
Fellowship Hall-2 day's reservations; \$250 plus \$100 deposit; and \$125 clean up fee
Multi-Purpose Building-2 day's reservations; \$500 plus \$200 deposit for both buildings; and \$125 clean up fee

Non-church members are required to pay \$125 for cleaning of the fellowship hall, \$125 for cleaning of the multi-purpose building, or \$250 for cleaning both buildings after a function. Please contact the HSBC janitorial service, Barry Reynolds, 919-478-0587, to get the date added to their calendar.

Non-church members-Fees and deposits for use of the facilities are due at the time of reservations for formal functions (i.e., wedding receptions, anniversary receptions). Deposits will be refunded upon completion of checklist by the member who reserved the facilities.

All rental fees, deposits, and cleaning fees are payable to HSBC and will be received by the treasurer, Monday-Thursday, 8am-2pm.

Date _____

For Church Use Only

Proper Clean up was done...checklist items reviewed

Signed _____ Date _____

Comments on cleaning and compliance of rules: _____

Adopted and approved-5/20/2015
Revised-5/15/2019

GUIDELINES FOR MINISTRY

Holly Springs Baptist Church Broadway Community Food Pantry

-
1. This ministry will be known as the Holly Springs Baptist Church Broadway Community Food Pantry.
 2. The purpose of this ministry will be to help alleviate the lack of food for individuals and families who have needs. We will seek to carry out Matthew 25:35 where Jesus said, "For I was hungry and you gave me something to eat" (NIV). His promise is that "whatever you did for one of the least of these..., you did for me" (vs. 36: NIV).
 3. This ministry will be overseen by Co-Directors and a board. The board will be made up of the Pastor, the Chairman of Deacons, the Vice-Chairman of Deacons, and four at-large members, all being members of Holly Springs Baptist Church.
-
4. This ministry will have distributions in February, May, August, November, and December unless times are changed by the board. Distributions will be made on a "first come, first serve" basis, with available amounts being shared in accordance to family size and level of need.
 5. This ministry will welcome donations from our church, from individuals, other churches, and from businesses.
 6. This ministry will be housed in the building designated for the Food Pantry at Holly Springs Baptist Church.
 7. A record of the finances of this ministry will be available from the Holly Springs Baptist Church Treasurer. Expenditures will be guided by the Co-Directors and the board.
 8. We will welcome the assistance of our deacons and other interested persons on the days of distribution. These individuals will be attentive to prayer concerns and also look for opportunities to share the love of Jesus and the message of salvation with those who come for assistance.
 9. A report of the Holly Springs Baptist Church Broadway Community Food Pantry will be presented at our monthly church conference.
 10. All correspondence and information about this ministry will originate from Holly Springs Baptist Church.

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Media Policy

Holly Springs Baptist Church is increasingly exploring how online community through social and news media can empower the Holly Springs Baptist Church to be witnesses of the good news of Jesus Christ as church members and Christians. We believe it is in the best interest of the church and our church family to be aware of and participate in the sphere of online community, interaction, and idea exchange to find opportunities to share the life change that comes through Jesus Christ.

It shall be the policy of Holly Springs Baptist Church that all church social media sites are under the direction of the Pastor and/or Board of Deacons. All articles, ads, and other items placed in the newspapers or other publications shall be approved by the Pastor and/or Board of Deacons.

Leave Policy

Paid annual leave is granted to Professional and Support Staff as a benefit for their physical and spiritual well-being. Staff members will coordinate their leave requests and report leave taken to the Pastor. Annual and Sick leave may be taken in one-half (1/2) day increments. A record of any leave taken will be submitted to and maintained by the Church Office.

A. ANNUAL LEAVE

Annual leave includes both time taken for vacations and personal business. For new staff members, the amount of Annual Leave will be prorated for the remainder of the year and available to eligible staff members 60 days after their date of employment. Thereafter, the full amount of annual leave will be available on the first day of the calendar year. Please note that no more than two (2) consecutive weeks of leave will be authorized at a time unless otherwise approved by the Pastor and Personnel Committee. During the approved leave it is the staff member's responsibility to ensure their position is covered during their absence. A vacation calendar will be located in the Church Conference Room with approved vacations.

Full-time Professional Staff:

Staff members are allocated annual leave as follows:

<u>Length of Service*</u>	<u>Annual Leave</u>
0 to 5 years	2 weeks including 2 Sundays
More than 5 years to 15 years	3 weeks including 3 Sundays
More than 15 years	4 weeks including 4 Sundays

Any unused leave by staff members will be forfeited at the end of the calendar year.

*Length of service maybe based on paid, full-time service in related Christian ministry or directly relevant professional experience as determined by the Personnel Committee. Relevant experience may include both church-related and secular experience.

Part-time Professional and Support Staff

All part-time staff members are allocated leave as follows:

<u>Length of Service</u>	<u>Annual Leave</u>
0 to 5 years	1 week equivalent time including 1 Sunday if a work day
More than 5 years	2 weeks equivalent time including 2 Sundays if a work day

Any unused leave by part-time and support staff members will be forfeited at the end of the calendar year.

B. SICK LEAVE

All full-time staff members are allocated 10 working days of 2 weeks equivalent sick leave during each year. The full amount of Sick Leave will be available to each employee 60 days after their date of employment, and thereafter on the first day of the calendar year. Unused leave will be forfeited at the end of the calendar year.

All part-time staff members are allocated one (1) week equivalent Sick Leave during each year. The full amount of Sick Leave will be available to each employee 60 days after their date of employment, and thereafter on the first day of the calendar year. Unused leave will be forfeited at the end of the calendar year.

Upon departure of employment, staff members will not be paid for unused sick leave. Upon extenuating circumstances, extended illness, or severe injury a medical leave of absence may be requested. (See Leave of Absence section).

C. HOLIDAYS

The Church Office will observe the following Holidays; paid time-off will be granted to all full-time staff members. When a paid holiday occurs during a scheduled vacation time, an additional day of vacation is allowed. If a holiday falls on a weekend, the preceding Friday or following Monday may be designated as the day off.

New Year's Day	Labor Day
Good Friday or Easter Monday	Thanksgiving Day
Independence Day	Friday after Thanksgiving
Memorial Day	Christmas (3 days)*

*These are three (3) floating days that may be scheduled starting December 23rd through December 31st. These floating days may be scheduled on an individual basis with approval. During the Christmas Season a liberal time off policy is encouraged.

D. LEAVE OF ABSENCE

There may be times when emergency or exceptional situations arise which require staff members to be away from work for a lengthy period.

After an initial ninety (90) days of continuous employment, staff members may apply in writing for a leave of absence. The period of time requested for a leave of absence must be designated

with a predetermined date of return. Failure to return to work or apply for an extension by the end of the prescribed leave period will be deemed as an indication that the individual no longer wishes to be a staff member of the Church.

All full-time or part-time Professional and Support Staff may apply for a leave of absence for any of the following reasons:

Bereavement

All full-time or part-time Professional and Support Staff may be granted one week, including travel time, in the event of the death of their immediate family. Immediate family is considered to be a spouse, child, brother, sister, grandparent or grandchild and parents of the employee or their spouse. The Staff member will be paid for any scheduled work hours missed. This paid time will not be deducted from vacation or sick leave time.

Jury Duty

If the Professional or Support Staff is summoned for jury duty, time away without interruption of regular pay and benefits will be granted with notification. A copy of the summons may be requested.

Military Duty

If the Professional or Support Staff has military service commitments, military leave will be granted without pay. The Professional or Support Staff members are entitled to re-employment in accordance with applicable federal law, providing the employee applies for reinstatement within ninety (90) days after discharge. If the Professional or Support Staff member is a member of a reserve unit, they can be granted two (2) weeks away without interruption to pay or benefits. A copy of the military orders may be requested.

Personal

For reasons of extreme personal necessity, personal leave can be granted with approval of the Pastor and Personnel Committee.

No pay or benefits are paid or accrue while on personal leave of absence. Service time will be adjusted after sixty (60) days except when prohibited by federal law. All benefits will resume after the staff member returns from leave. Staff members may opt to use vacation time in order to receive compensation during a personal leave of absence.