



**Second Baptist Church
Of Elgin
Processes/Procedures/Policies**

Rev. Nathaniel L. Edmond, Pastor

**Second Baptist Church of Elgin
Processes/Procedures/Policies**

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Second Baptist Church of Elgin Processes/Procedures/Policies

Ministry Chairperson Guidelines

Pastor:

- Obtain approval for speakers and ministers for all services/functions.
- Obtain approval on invitation to appear as part of a program, reception, or function as an organization of the church.
- Obtain approval for Church announcements.
- Obtain approval for function date.
- Obtain approval of program three (3) weeks prior to activity.

Trustee:

- Contact Trustee Chairperson for major purchases and a Trustee will be assigned to work with you.
- Contact Trustee with issues that deal with the church facility, e.g. access to the church.

Deacon:

- Provide spiritually guidance for the ministry.

Budget:

- Obtain purchase order number for purchases over \$150 and credit card purchases.
 - It **must** be part of your yearly budget
 - Required information: ministry, amount, vendor, and purpose.
- Prepare, discuss (if over \$500) yearly budget, and adhere to yearly budget.

Treasurer/Financial Administrator:

- Obtain reimbursement for purchases.
 - For reimbursement must have the original receipt(s) and purchase order number for purchases over \$150.
- Obtain Sam's or Jewels' credit card or letter of tax-exempt status for purchases.

Administrative Assistant:

- Provide assistant with office work e.g. publishing and printing of programs.
- Required material must be received 10 days prior to the event.

Kitchen Ministry:

- Contact when the kitchen is required for function(s).

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Ministry Chairperson Guidelines Cont.

Christian Board Education:

- Obtain approval for all literature.
- Share planning information for ministry support prior to activity.

Public Relations:

- Obtain approval for all written material to be distributed to congregation or the public.
- Provide help with all publication.

Music Ministry:

- Oversee the music ministries of the Church.
- See the Facilities Use Manual for detail procedure.

Beautification Ministry:

- Oversee the church beautification for the purpose of honoring and glorifying God.
- See the Facilities Use Manual for detail procedure.

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General Financial Procedures

All Presidents, Chairperson, etc. of ministries shall submit a projected annual budget for their committees. The budget committee will determine the exact dates and provide to Chairpersons.

Any expenses over \$150 you must obtain a purchase order number from the designated person of the Budget committee.

Approved purchase order number for expenses over \$150 must be presented before any checks will be written or cash distributed for reimbursement of payment. This does not apply to bills of the church that the Financial Administrator is responsible for paying each month.

Receipts for all items purchased must accompany each request for payment.

All payments shall be by check.

The fiscal year of Second Baptist Church shall be the calendar year. By December 15th every Ministry should have all of their expense(s) / reimbursement(s) turned in. This is to ensure that their expenses(s) get applied to their budget in preparation of closing the books for the fiscal year.

An audit of the church's records shall be done annually, no later than February of the new fiscal year. An internal audit shall be done when the budget committee deems it necessary or upon request of members of the church.

All economic activity should be summarized and reported on a monthly basis by the Church's Treasurer and Financial Administrator. The Financial Administrator is responsible for itemization of the Tithes and General offering.

Bank reconciliation must be prepared on a monthly basis.

Major transactions shall be accounted for through the general journal.

All employees, excluding the pastor shall receive 1099 forms at the end of the year with the understanding they will pay taxes on the amounts received.

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General Financial Procedures Cont.

Budgetary information shall be evaluated at the end of a given period to note variances.

Fixed assets of the church shall be appraised every three years.

To properly segregate the function of payment of bills and approval of the voucher to be paid, the person approving the payment should NOT be the person who writes the checks.

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Purchase Order Number Process

General

- Purchase Order (PO) number is required for:
 - Purchases over \$150
 - Church credit card
- Determine that the item/activity is in your budget and the amount is allocated.
- If it is not in your budget contact your ministry Deacon or Budget Chairperson for authorization.
- Non-capital items - determine where you will be purchasing and the amount.
- Capital/Major purchases (over \$500) contact Trustee Chairperson and a Trustee will be assigned to work with you to facilitate the purchase.
- Obtain letter of tax-exempt status for purchases.
- Contact authorized person for Jewel and Sam's cards.

Obtaining PO Number

- Contact Budget Committee to obtain PO numbers: Delores.Green08@att.net

Note: This must be done at least two week prior to the activity.

- The following information is required for the PO:
 - Your Name / Number
 - Ministry
 - Purpose (event e.g. Men's Day)
 - Reference Number (e.g. Audio ministry – batteries – Ref. No. AV-10-08).
 - Amount (exact or estimate)
 - Vendor Name/address/city
 - Item/quantity being purchased
 - How payment will be made (e.g. send bill, credit card, check)
 - Authorized person and date, if applicable (if not in the budget)
- PO number will be communicated by email.

Purchases Under 150

- Purchases under \$150 do not require PO number; however it must be in your ministry budget.
- Reimbursement will follow the same process for purchases over \$150, except PO number not required.

Credit Card

- To use the Church's credit card for purchases/activities obtain PO number and complete the "Credit Card Report" form and place in the Financial Administrator's inbox.

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Purchase Order Number Process Cont

Reimbursement and Reconciliation

- To obtain reimbursement and reconcile for purchases/activities complete the "Ministry Activity Expense Report" form.
 - Must have PO number for purchases over \$150.
 - Must have the original receipt(s).
 - Must have the Reference Number that pertains to the purchase (e.g. Audio ministry – batteries – Ref. No. AV-10-08).
 - Must be done no later than **one week after the purchase/activity**.
 - Complete "Ministry Activity Expense Report" and place in the Financial Administrator's inbox.
- Financial Administrator will process check(s). Check(s) **will not** be processed when a PO number is required.
- Reimbursement requests will be processed on the 1st and 15th of each month. Check(s) will be disbursed within one week and will be placed in the appropriate inbox.

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Kitchen Ministry

Kitchen Ministry will be responsible for maintaining the kitchen, ordering general kitchen supplies (e.g. paper products, condiments, pots/pans, etc.), purchasing, and preparing food when requested.

Ministries can either prepare food or request the assistance of the Kitchen Ministry. If the Ministry requests the assistance of the Kitchen Ministry, this will be a partnership between the Kitchen Ministry and the Ministry requesting assistance.

Ministries will be responsible for notifying the Kitchen Ministry two weeks prior to the event/function, leaving the kitchen in the same condition found and notifying the Kitchen Ministry if low on general supplies.

If the Kitchen Ministry is preparing the food for another Ministry the following will take place:

Ministry will:

- Contact Kitchen chairperson two week's prior to the event/function
- Advise of the event/function – date and time
- Identify responsibilities (set-up, clean up, etc.)
- Menu
- Number of participants
- Set up Fellowship Hall
- Assist with food preparation, if required
- Assist with serving
- Assist with clean up

Kitchen Ministry will:

- Purchase required foods
- Prepare the food
- Assist with set-up, if required
- Assist with serving, if required
- Assist with clean up, if required

If the Ministry is preparing or ordering food the following will take place:

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Kitchen Ministry Cont.

Notify the Kitchen Ministry of event/function (Note: Kitchen Ministry will determine if their presence is required)

Purchase required food

Prepare the food

Serve the food

Clean-up

Purchase Order number associated with the event/function must be obtained in either case.

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Outreach

All Outreach donations will require the completion of the Outreach form for auditing purposes. The information is confidential and will be kept with the financial records. See Deacon Board for additional information.

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Music Ministry

Minister of Music are responsible for overseeing the music of the Church.

Supervise and manage the work of all paid staff and volunteers supporting the various music ministries - including choir directors and paid and unpaid musicians.

Currently, SBC music ministries include the following groups: Choral Ensemble; Male Chorus; T.E. Bedford Choir; Precious Praise; Youth Praise Team; Adult Praise Team

Coordinate the scheduling of choirs and musicians rehearsals for all Church services, funerals, ministry services and other Church-related activities and special events as required. Secure replacements as needed.

Ministries will:

Be responsible for notifying the Minister of Music 30 days prior to their worship services and other events for their music needs.

Minister of music will:

Work with ministry leader / program committee for program services / event music

Recommend songs for program services / events

Coordinate the scheduling of choirs and musicians for their rehearsals with leaders if needed

Assigned musician(s) for their services / events needs

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Beautification Ministry

The Beautification Ministry's mission is to make our church beautiful for the purpose of honoring and glorifying God.

The Beautification Ministry will provide services and offer recommendations to beautify the inside of church building. They will assist with church and ministries services / events.

Ministries:

- Will be responsible for notifying Beautification ministry 30 days prior to services / events
- Any ministry that would like to decorate for their event will have to provide any additional funds for the event. However, floral arrangements and centerpieces in the church inventory can be and should be used before new ones are created or purchased
The cost per centerpiece can cost significantly and vary depending on the cost of flowers requested. 45 days in advance is required for planning and creating new centerpieces by beautification ministry.
- If flowers, boutonnieres or corsages are requested, you should order them through church current vendor. *Unless you can find them cheaper*
- Any colors for events should be given 30 days prior to event. *If floral colors are not in season for a particular event, Beautification will suggest alternative colors*

Beautification ministry:

- Assures the Sanctuary, MPC and all other areas of the church are appropriately decorated in accordance with seasonal and annual church events such as *Christmas, Good Friday, Easter, Thanksgiving, Pastor's Anniversary, Church Anniversary and other Special programs*
- Responsible for church floral arrangements and special projects whenever necessary
- Assist church ministries with decoration for their services / events as requested
- Make floral arrangements and centerpieces in the church inventory available to ministries as needed

Second Baptist Church of Elgin Processes/Procedures/Policies

Beautification Ministry cont.

- Will provide current vendor names for flowers, boutonnieres or corsages if needed
- Work in conjunction with the church trustees to enhance the beauty of the church by maintaining an inventory list of decorations and floral arrangements

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Church Wedding Policy

General Rule

1. No rice is to be thrown.
2. The maximum time allowed for a wedding that includes a reception in the Fellowship Hall is four (4) hours.
3. Two (2) weddings rehearsal will be granted in a maximum of two-hour increments. REHEARSALS ARE EXPECTED TO START AND END AT THEIR SCHEDULED TIME.

For Members of Second Baptist Church

1. A Second Baptist Church Wedding Form **MUST** be completed before the scheduling of the wedding. This form can be obtained from and must be returned to the Pastor.
2. All engaged couples that are to be married at the church are required to go through the Premarital Counseling Program. Sessions should begin no less than three months before the wedding. You will be notified when your sessions will begin.
3. The Pastor of Second Baptist Church of Elgin is automatically scheduled to do your wedding, unless he is unavailable or you desire another minister to officiate your ceremony. If another minister is to officiate, he/she must be an ordained minister and you must list their information where indicated on the wedding form. Should a change occur, you must notify the Pastor at least one week before the wedding.
4. There will be no charge for members of Second Baptist Church to have their wedding at the church. However, a donation will be accepted.
5. If the Fellowship Hall will be used, a deposit of \$100.00 is required and is due at the time the request for usage is made. However, if it is returned to its original clean and previously setup condition, the deposit will be returned.
6. If the bridal party uses the nursery or Library for dressing, these rooms must be returned to their original clean and previously setup condition.

For Non-Members

1. The church cannot be used by anyone who is not a member of any Church.
2. The church can be used by a person who is a member of a local church with prior approval from the Pastor of Second Baptist Church. However, verification of a non-member's membership at a local church is required from their pastor. Subsequently, it is the responsibility of the non-member to ensure that the Pastor of Second Baptist Church is contacted by their Pastor with the verification.
3. A Second Baptist Church Wedding Form must be completed before the scheduling of the wedding. This form can be obtained from and must be returned to the Pastor of Second Baptist Church.

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Wedding Policy Cont.

4. The cost to have a wedding at Second Baptist Church is \$150.00; of which \$75.00 is due at the time the request to use the church is made. The remaining \$75.00 is due at the 2nd rehearsal or at the 1st rehearsal, if no 2nd rehearsal will be held.
5. The cost to have a reception in the Fellowship Hall is an additional \$100.00, which is due at the time of the 2nd rehearsal or at the 1st rehearsal, if no 2nd rehearsal will be held.

**** DISCLAIMER: Second Baptist Church of Elgin shall not be liable for any personal, rented or borrowed items used by the wedding party during or left at the church after the wedding and/or reception.***

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Bus Ministry

The Church Bus / Van will be available to members and non-members. Contact the Church with name, phone number and address.

Guidelines for the Use:

- The primary use of the bus / van is to pick up passengers for Worship Service, Sunday school and Church events.
- Pickup locations include Elgin, South Elgin, Carpentersville, Hanover Park, Schaumburg, and Dundee.
- The use of the bus is pending upon the availability of a sanctioned driver from the Second Baptist pool of drivers.
- The use of the van is pending upon the availability of a sanctioned driver or license driver 18 or older from Second Baptist Church.
- The bus / van are to be used for church sponsored events. The Deacon must approve any exceptions.
- The bus / van are not to be used for overnight trips unless approved by the Board.
- The bus / van are to be used for church deliveries only.
- The bus / van are not to be used for social gatherings or family outings.
- The bus / van will not be loaned or leased out.
- Written request for Ministry fellowships must be made 10 days in advance and approved by the bus ministry and/or Deacons. (See Forms.)
- Seat availability is for Ministry members first. Spouses, children, and other individuals may ride based on availability.
- The Deacons retains the right to exclude any individuals from the driver's pool for any reason. Any trips longer than 4 hours one way require two drivers.
- The bus capacity is 34 passengers plus driver and van 14 passengers plus driver. Alternate transportation arrangements must be made to accommodate all ministry members who desire to go, prior to the request being made.

Drivers Responsibilities:

- All drivers must have a valid CDL driving license for the bus.
- All drivers must have a valid driving license for the van.
- All drivers must be road tested before their first schedule pick-up.
- Drivers will not go into houses.
- Drivers must inform the Church of suspended license.
- Drivers must provide the Church with a copy of their MVR each year.
- Bus can be used for new drivers attaining their license.
- All drivers will report any damage or problems to the Trustee Board.

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Bus Ministry Cont.

Routing and Schedule:

- Drivers will map out the route and schedule the pick-up times.
- Drivers will complete the travel/gas log for each trip.
- Bus Ministry will contact regular riders the night before to see if they will be attending service on Sunday.
- The Church Secretary will notify Bus ministry of any new riders.

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Payroll

ADP will be the vendor used to process payroll. Payroll will be process bi-weekly.

The Treasurer and Budget Chairperson will be authorized to input payroll data into EasyPayNet System via the Internet.

Data for hourly paid employees will be entered by Tuesday of the payroll week. A manual check will be issued via Elgin State Bank. The pay stubs will be placed in the appropriate in-box by Sunday. The Employee Earnings Record will be filed in the Payroll binder.

ADP will pay federal employee and State taxes.

Effective with the January 3rd 2003 payroll, all wages will be paid out over 26 payments. All current and future employees will be required to have automatic deposit.

The musicians will receive three weeks vacation, which will require two weeks advance notice. The vacation weeks will be identified in the payroll system.

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Credit Cards / Accounts

Credit Cards will be restricted to authorize members. All purchases must have a Purchase Order number, if applicable and completed Cash Advance/CC form (required). Contact the Pastor or Church Admin. for the credit card number prior to the purchase. The Budget chairperson will notify Pastor or the Church Admin. of the pending purchase.

VISA:

Nathaniel Edmond
Kim Harris
Mitchell McCutchen
John Harper

Sam's Credit Card:

Annie Wilder-Douglas
Michael Thomas
Dorothy Ike
Mitchell McCutchen

Jewel Account:

Dorothy Ike
Michael Thomas
Mitchell McCutchen

Elgin Lock Account:

Otis Mathews

Town & Country Flowers Account:

Kim Harris

Ziegler's Ace Hardware Account:

John Harper
Orlin Campbell

Second Baptist Church of Elgin Processes/Procedures/Policies

Weekly Financial Count

Money is counted after each Sunday Service. There will be a minimum of four Deacons available to complete the financial count.

Monies in envelopes

- Verify name, type of offering, and amount
 - If no selection is made then check public offering
 - If two selections are made then select first selection
 - Make sure amount is readable
- Establish separate counting for each account (e.g. Tithe, bldg. fund, etc.)
- Separate cash, coin, and checks
- Multiple Accounts:
 - Separate accordingly
 - If check use cash on hand to distribute appropriately

Cash and Coins

- Sort by denomination
- Log on recording sheet
- Verified by two different people and initial

Checks

- Run tape receipt
- Record checks on bank deposit slip
- Verified by two different people and initialed
- Staple tape receipt to sheet

Envelopes

- Record on separate sheets type of offering
- Verified by two different people and initialed

Cash, coin, and checks from must equal amount for envelopes

Monies not in envelopes – Public Offering

- Separate cash and coin
 - Sort by denomination
 - Log amount on recording sheet
 - Verified by two different people and initialed

Recount checks, cash, and coins the amount must equal the total by account.

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Financial Process (Quicken)

Journal Entry Procedure:

1. Click on internet icon and select Quick Book website from your Favorites.
2. Menu Bar select Banking - make a journal entry.
3. Date: should be the date that you are making the journal entry for and not the current date.
4. Entry No: This will automatically populate
5. Click in the Account column, and then click the arrow to see your chart of accounts. Choose the appropriate account (e.g. Chase Bank, Elgin State Bank – Bank) you need.
6. Move to the Debit or Credit column (depending on the data you're entering), and enter the amount for that account.
7. Repeat for all account in the journal entry.

Second Baptist Church of Elgin Processes/Procedures/Policies

Check Writing

The Financial Administrator will prepare checks for all bills. All checks will require two authorized signature.

Authorized Signatures:

Delores Green

Michael Thomas

Mitch McCutchen

Kim Harris

Nathaniel Edmond

Reimbursement requests will be processed on the 1st and 15th of each month. Check(s) will be disbursed within one week and will be placed in the appropriate inbox.

Ordering checks can be done online or by phone. Generally takes 5 – 7 business days. Order 500 at a time and use reorder form in box of checks.

All disbursement to be made by checks no cash for any reason. Additionally, personal checks will not be cashed. The church does not have petty cash on hand.

W9 forms will be given to outside Ministers, speakers or facilitators who speak at any event of Second Baptist Church.

All regular bills such as electric, water-sewer, gas, do not require P.O., but must be signed off by the Authorized Signee.

Applicable forms; Purchase Order form, Credit Card form, and Reconciliation form will be attached to the appropriate check record.

Voided checks will be placed in voided check file. This information is provided to the auditor.

Returned checks will be placed in the return check file and deducted from income. In addition, a letter will be sent to the person. This information is provided to the auditor.

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Check Writing Cont.

1. Insert check(s) into the printer tray face up with the lowest check number on top.
2. Click on internet icon and select QuickBooks from your Favorite.
3. Menu Bar select: Banking - Write checks.
4. Bank account should read as: Elgin State Bank – Bank Account
5. No. (check number) should be the same check number of your check that is in the printer tray (i.e. the lowest check number in the tray).
6. Pay to the Order of: > is the name of the person or vendor you are writing the check to.
7. \$ > the dollar amount of the check that you are paying to vendor or person.
8. Account > purpose of the payment and P.O. is applicable, i.e. usher board, audio video, custodial supplies, etc.)
9. Amount > the whole dollar amount of the check or split up between accounts.
10. Finish click on the print icon or go to next if more check are to be written.

Second Baptist Church of Elgin Processes/Procedures/Policies

Forms

- Credit Card Report
- Ministry Activity Expense Report
- Bus Ministry Request Form
- Second Baptist Church Ministry Room(s) / Event Setup Request Form
- Multimedia Ministry Request Form
- Second Baptist Church Field Trip * Parent/Legal Guardian Permission Form