**Thompson Station Baptist Church**

**Policy and Procedures Manual**

**rev 11/2020**

**Preface**

This document includes current policy and procedures of Thompson Station Baptist Church, dba. Thompson Station Church. This revision supersedes and replaces the prior document by the same title and is effective November 12, 2020. Thompson Station Church reserves the right to alter, change, add to, delete, or otherwise amend policies herein in accordance with paragraph two (2) below.

Amendments to and revisions of the Thompson Station Church Policy and Procedures Manual must be ratified by a 2/3 majority vote of present church members at a scheduled conference, where a quorum is present (see also Church Conference(s), Page 3).

The content of this document is to provide a general framework for the way church staff and leadership carry out various responsibilities and activities. It is not designed to be a comprehensive operation manual. Minor deviations from these policies and procedures do not constitute a breach of legal obligations and do not void or invalidate its contents. The Thompson Station Church Senior Leadership Team (see also Senior Leadership Team, Page 3) and the Trustees are the governing authority in interpreting and reviewing the implementation of the contents herein.

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**Church Conference(s)**

Thompson Station Baptist Church will have a Church Conference each year to be held on or between the 15th day of October and the 15th day of December of that year, which shall be called the Annual Church Conference. This conference stands as an official business meeting of the corporation. The Senior Pastor as President of the Corporation (or designee) shall preside as Church Moderator over the meeting and minutes will be taken by the Church Clerk (or designee).

The Annual Church Conference will include a business meeting portion, where voting on team members and officers, presentation and discussion of the proposed budget, and other corporation business will be conducted. The conclusion of the conference and meeting will be held at regular worship services for the purpose of voting on the annual church budget. The conference may also include a state of the church or church vision elements.

Additional Church Conference(s) may be called if there is a need to attend to corporate business or to initiate a special church vote.

Notification of the Annual Church Conference or additional Church Conference(s) date, time, and location must be communicated, via the church calendar or other communications standards in place at the time, to the church membership at large no less than one (1) week prior to the meeting.

Conferences shall not be scheduled at times that are deliberately inconvenient for church members to attend. Church Conference quorum will be seven (7) members in good standing.

Staff, Ministry Teams, and members in good standing may present items of business to be considered for the Annual Church Conference Agenda by submitting them in writing to the Church Clerk prior to the 12th day of October in the year of the conference or three (3) days prior to additional Church Conference(s). The President of the corporate church has final authority to determine the conference agenda, except where prescribed herein or when there is consensus agreement by all three trustees to include or exclude an agenda item. Trustees will be presented the proposed agenda two (2) days prior to the Conference.

*Acting President.* In the absence of a Senior Pastor the Chairpersons of the Personnel Team, Finance Team, together with the Trustees shall designate a provisional president to preside as Church Moderator and act as Acting President of the Corporation until the Senior Pastor role is filled.

**Senior Pastor**

By virtue of his calling and office, the Senior Pastor is the spiritual leader of the church. Spiritual leadership involves setting the spiritual direction and vision for the church as he is directed by God and scripture, and oversight of the spiritual wellbeing of its members.

The Senior Pastor serves as:

1. Ex-officio member of all ministry teams
2. Chief administrator of the staff
3. President of the corporate church, responsible for the general supervision of the policies of the church
4. Church Moderator at Church Conferences
5. Final authoritative interpreter of the Scripture of The Holy Bible as pertaining to policy, procedures, operations, and employment matters of Thompson Station Baptist Church.

His role includes the scriptural charge to: *“…prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.”*  (Ephesians 4:12-13)

The Senior Pastor shall be called for an indefinite period and he may terminate his position with the church by a notice of 30 days, or the church may terminate his position by the same notice. All employment with Thompson Station Church is “at-will”.

The Personnel Team will have responsibility for pulpit supply during vacancies in the position of Senior Pastor.

*Pastoral Search.* In the event of a vacancy in the position of Senior Pastor, a replacement shall be sought by a Pastor Search Team consisting of five (5) persons; two shall be current members of the Personnel Team and three (3) members in good standing from the church at large. Pastor Search Team members are to be elected by the church from nominations presented by the Nominating Team. The Nominating Team will consult with the Personnel Team as nominees are considered.

The Pastor Search Team will develop search criteria and qualifications, receive and review credentials, interview prospective pastors, and prayerfully seek God’s leadership in presenting the church with one Senior Pastor candidate. The Pastor Search Team will invite one pastor candidate to visit the church in view of a call, giving ample opportunity for church members to dialogue with the candidate. The pastor candidate shall either preach in person at regular or a special worship gathering(s) or, if not possible, via electronic media. After the candidate presentation, the Pastor Search Team will make an official recommendation to the church to call the candidate or continue their search.

*Calling a Senior Pastor.* Upon the Pastor Search Team’s recommendation to call a Senior Pastor candidate, a vote will be taken at regular worship services. A call may be extended upon receipt of a 2/3 majority vote, by ballot, of the church. Votes of members in good standing shall determine the outcome, however the inclusion of present non-member votes, if received, will not necessarily void or invalidate an uncontested election. If Thompson Station Church has additional campuses operating under the leadership of Thompson Station Church and the Senior Pastor, they shall also be included in voting on the Senior Pastor candidate.

**Senior Leadership Team**

The Senior Leadership Team shall consist of three (3) to six (6) members of church staff, selected and appointed by the Senior Pastor. This team’s responsibility is to assist the Senior Pastor in all areas of leading the church and the church staff. The Senior Leadership Team is both advisory and is also charged with overseeing the execution of the decisions of the Senior Pastor.

Team members are to keep the Senior Pastor and other leadership abreast of ministry activities, oversee the annual budget completion, and assist the Senior Pastor in refining the church vision and direction. They are to communicate leadership decisions, as appropriate and requested, to the staff and church. Team members are required to fully embrace the Mission, Vision, and Core Values of Thompson Station Church and submit to the authority of the Senior Pastor. They must have a mindset that extends beyond their area of responsibility and focuses on the best interest of the entire church.

**Church Officers**

**President**: The Senior Pastor shall be the President of the corporation and shall have general and active management of the operation of the corporation. He shall be responsible for the administration of the corporation, including general supervision of the policies of the corporation.

**Secretary**: The Church Clerk shall be the Secretary of the corporation and shall maintain accurate and up-to-date records of the corporation’s official business. The clerk will be recommended by the Nominating Team and elected by the church at the Annual Church Conference. The Church Clerk/Secretary will serve a one-year term and may be re-elected in consecutive years.

**Treasurer:** The Church Treasurer will regularly review all aspects of church finances and will assist with the preparation and presentation of the annual budget, working closely with the Finance Team and staff. The treasurer will be recommended by the Nominating Team and elected by the church at the Annual Church Conference. The Church Treasurer will serve a one-year term and may be re-elected in consecutive years. The Church Treasurer is a member of the Finance Team.

**Trustees**: The trustees shall consist of three (3) persons recommended by the Nominating Team and elected by the church at the Annual Church Conference. A Trustee will serve a three-year term and may be re-elected in consecutive years.

*Trustees Primary Functions*

1. Act as the legal representatives of the church with authority to hold legal title to church property and sign deeds, mortgages, liens and other legal documents for the church, but shall have no authority to buy, sell, mortgage, lease, etc. any real property of the church without approval of the church.
2. Supervise and maintain any deeds, mortgage loans, insurance policies and important papers of the church. They are further authorized to receive and disperse monies in accordance with terms of wills, bequests, and special instruments wherein the church is named beneficiary.
3. Shall make at least one written report annually to the church. The report shall be prepared together with the Administrative (or Executive) Pastor and will include but is not limited to, information regarding any outstanding or anticipated long-term debt, and the purchase and disposition of fixed assets in the past year.
4. As prescribed herein, may be called upon to oversee, advise, or make decisions regarding corporate matters. Trustees shall review and approve the agenda for any Church Conference.
5. Together with the Finance Team, review and assess church exposure to risks of a fiscal, legal, physical, or other nature, and management thereof.

**Ministry Teams**

Ministry Teams will assist the church staff in studying, planning, recommending, and facilitating the ministries of the church. Thompson Station Church is staff-led and team-protected. Team members understand that they have been empowered by the Holy Spirit with spiritual gifts that the church trusts them to use to fulfill team tasks. Active participation by each team member is expected.

Thompson Station Church will have the following Ministry Teams: Benevolence Team, Facilities Team, Finance Team, Nominating Team, Personnel Team, and Trustee Team.

Members of the Finance Team, Personnel Team, and Trustee Team will be recommended by the Nominating Team and elected by the church at the Annual Church Conference. The Nominating Team will be nominated by the Senior Pastor and elected by the church at the Annual Church Conference. Vacated seats/terms shall be filled by appointment by the Senior Pastor. At the conclusion of the filled term, the team member is eligible for nomination to a full term.

Members of the Facilities Team and the Benevolence Team will be selected by the staff person/minister liaison to the Team with approval by the Senior Pastor.

Any member in good standing may present possible Ministry Team candidates to the Nominating Team (or make recommendations to staff for staff-selected teams).

All Ministry Team members shall be Thompson Station Church members in good standing. The Senior Pastor shall serve as an ex-officio member of each Ministry Team. The Senior Pastor may designate/appoint other staff members as liaison(s) to or ex-officio member(s) of any Ministry Team.

All team member terms shall begin on the first day of January following the team member’s election, except where a team member is appointed to a vacated term or otherwise elected at mid-year, whereas their membership to the team shall begin immediately after the appointment or election or as requested by leadership.

When applicable, officers, including Chair, Vice-Chair, and Secretary, for each Ministry Team will be appointed by the Senior Pastor or his designee. Teams are responsible for keeping minutes on file and providing the church office with a copy for permanent file.

As a first order of business, each Ministry Team will pray, seeking the will of God concerning their decisions and recommendations. Once a team has reached a decision regarding recommendations to be made to the church, they will stand united before the church at large.

Should the need arise, additional ministry teams may be recommended by the Nominating Team and approved by the church.

***The Benevolence Team*** shall consist of three (3) to four (4) members, selected by the church staff liaison to the team and approved and appointed by the Senior Pastor. Team members will serve in three-year terms and may be re-appointed in consecutive years.

The Benevolence Team has the responsibility to oversee and make recommendations to staff about the use of benevolence funds and other available services to help meet the physical needs of people both within and outside of the church, herein Applicants.

Team members should be familiar with and able to recommend to Applicants local services and benevolent care organizations that may provide services or resources.

Team members must meet with Applicants to interview and assess their physical and spiritual needs, prior to making a recommendation. Attention to detail and a focus on how to assist the Applicant in ways that do not perpetuate ongoing dependency should influence team decisions. Team members must not meet alone with Applicants. Church staff, the member’s spouse, or other non-team members may be utilized to meet this requirement.

Special attention and care should be given to widows and needs that involve children. Needs of Thompson Station Church members or participants in church ministries may take precedence over other Applicants, but not at the ongoing exclusion of assisting members of our community.

Team members shall make recommendations to the church staff liaison about assisting an Applicant using benevolence funds. Whenever possible, a majority of the Benevolence Team members should be consulted and engaged in decision making about these recommendations. When haste is necessary, a single team member is permitted to make recommendations.

The church staff shall accept and act upon Benevolence Team recommendations, except where additional knowledge/information or resource limitations prescribe further discussion or Applicant denial.

The church staff liaison to the Benevolence Team may provide a means for quick response to Applicant’s needs in non-cash assistance, such as store gift cards, fuel cards, or non-monetary items.

The Benevolence Team Chairperson should regularly communicate with the church staff liaison to maintain records, share ministry needs of Applicants, and keep abreast of budgetary constraints.

***The Facilities Team*** shall consist of three (3) to five (5) members, selected by the church staff liaison to the team and approved and appointed by the Senior Pastor. Team members will serve in three-year terms and may be re-appointed in consecutive years.

This Team will serve in both an advisory and assisting capacity to the Facilities Pastor or other church staff liaison to this team. Responsibilities include physical plant, furnishings, and surrounding grounds. An additional sub-team may be formed as deemed necessary to fulfill this role at other Thompson Station Church campuses. Sub-teams are under the oversight of the Facilities Team of the Thompson Station campus. The team will have periodic meetings to discuss maintenance, repair, new projects, and long-term goals for the upkeep of church properties.

Team members should consider best practices, resource stewardship, aesthetics, safety, and function when making recommendations regarding facilities. The team is to ensure adherence to national, state, and local laws and ordinances, including, but not limited to, building codes.

***The Finance Team*** shall consist of seven (7) members [meeting quorum: four (4) members], recommended by the Nominating Team and elected by the church at the Annual Church Conference. The church staff liaison to this team will be the Administrative Pastor, Executive Pastor, and/or other administrative staff leader(s) as assigned by the Senior Pastor.

This team will have a chairperson and vice-chairperson appointed by the Senior Pastor and may have a secretary elected by the Finance Team. The elected Church Treasurer will serve as an ex-officio member of the Finance Team. At least one member of the Finance Team will also serve as a member of the Personnel Team and act as a liaison between these teams.

The Finance Team will select two members of the team to serve as signatories on all church bank accounts.

The Finance Team serves in an advisory and support capacity to church staff and leadership and provides an accountability oversight on behalf of the church at large.

*Finance Team Primary Functions*

1. Regularly review the financial affairs of the church to provide stewardship accountability, ensure reporting accuracy, and assist in fiscal planning. This team meets monthly (or as required by the chairperson) to review financial statements and consider the accounting and financial systems of the church. The Finance Team has the responsibility to advise the church staff of any action needed in the financial area.
2. Meet annually to review and approve a proposed budget for the next church fiscal year. The Finance Team assists in overseeing the preparation of a proposed budget which is presented to the church for approval at the Annual Church Conference. A proposed budget will be distributed to the church at least one (1) week prior to the opening of the Annual Church Conference at which the vote will be taken. The budget presentation and discussion will occur at the business meeting portion of the Annual Church Conference. The proposed budget will be voted on at regular worship services in the week following the open of the Annual Church Conference as the final agenda item of the conference.
3. Promote tithing and encourage church members to participate in the support of mission offerings and other financial ministries of the church. The Finance Team is responsible for oversight of the receiving, recording, and depositing the weekly tithes and offerings as well as paying the bills.
4. In conjunction with the Trustees, review and assess church exposure to risks of a fiscal, legal, physical, or other nature, making recommendations for risk mitigation and best practices for the church. Review, create, or advise on church policy related to risk management. Trustees, staff, and other teams should be consulted and informed regarding matters of risk management.

***The Nominating Team*** shall consist of five (5) members [meeting quorum: three (3) members], recommended by the Senior Pastor and elected by the church at the Annual Church Conference. The function of the Nominating Team is to review and propose nominations for vacancies in the Trustees, Finance Team, and Personnel Team and to review and propose nominations for the offices of Church Clerk (Secretary) and Treasurer.

***The Personnel Team*** shall consist of five (5) members [meeting quorum: three (3) members], recommended by the Nominating Team and elected by the church at the Annual Church Conference. The function of the Personnel Team is to assist the Senior Pastor in determining the church staffing and compensation levels of the church and to propose staffing and compensation changes and to assist in creating and maintaining human resource policies.

*Personnel Team Primary Functions*

1. Assist the Senior Pastor and other staff in preparing and updating position descriptions for all personnel.
2. Work with the Senior Pastor in securing credentials, and interviewing candidates, for ministerial positions. Ministerial positions, with the exception of the Senior Pastor, will be selected and hired by the Personnel Team and Senior Pastor as chief of staff.
3. Assist in developing and recommending compensation packages to the Finance Team and oversight of human resource policies.
4. Enlist pulpit supply in the event of a vacancy in the position of the Senior Pastor.

Additionally, the Personnel Team may be asked by the Senior Pastor to advise and counsel him in other personnel-related matters. (i.e. evaluations, updating or revising personnel policy, conflict resolution, etc.). To provide continuity in leadership amidst significant church transitions (such as a Senior Pastor change), Personnel Team member terms may be extended with Trustees approval for up to two (2) years.

***A Task Force or Ad Hoc Team*** may be formed when the need arises. Teams may be recommended by a ministry team or church staff and will be formed by, with members appointed by, the Senior Pastor. Any task force or ad hoc team will fall under the oversight of an elected Ministry Team. The Senior Pastor will assign an elected Ministry Team to this oversight. Generally, these teams are given a short-term assignment and would dissolve upon completion of that assignment. In the event that such a team’s assignment extends for a period of more than twenty-four months, a nominated and elected team must be formed according to the policy herein.

***Notes and Definitions***

*Regular worship services shall, throughout this document, be defined as in-person worship service gatherings held within a seven-day period, where such services are substantially similar and/or are designed as an additional opportunity to experience Sunday morning worship. Therefore, regular worship services may include multiple Sunday morning times, Saturday, or weekday services.*

*Church elections and votes are determined based upon a 2/3 majority of church members in good standing at the time of the vote, except where otherwise described herein [quorum: seven (7) members].*

*Alternative method voting. If in-person services are unable to be held at a time when a Senior Pastor calling vote or other church vote is urgent, the Pastor Search Team and/or Trustees may determine an adequate and acceptable alternative for taking a church vote. The Personnel and Finance Teams should be consulted in this decision and the church must be informed about the alternative, one (1) week prior to the vote.*

*Ex-officio members are in addition to the prescribed number of team participants and are non-voting members of a Team(s).*

*Members in good standing are individuals who have joined the church in any manor prescribed and accepted at the time of the vote, strive to espouse the core values of Thompson Station Church, do not disparage the church or its leadership in public forums, and are not divisive or disruptive to the church’s ministry and mission. The Senior Leadership Team, under the direction of the Senior Pastor, are the governing authority in determining membership status.*