



Monthly Business Meeting – Highlights and Summary of Minutes

(Detailed minutes, recorded by the clerk, are located in the Secretary's Office)

The Regular Monthly Business Meeting was held on **July 14, 2021** at 6:30 p.m. "Social Distancing" guidelines were still encouraged but the mask mandate has been lifted. Bro. Billy Compton served as moderator. (1) Charlotte Benningfield read the minutes of the June meeting. The minutes were approved without comment. (2) Andrea Morrison gave the Treasury Report. She included a separate breakdown of receipts and expenditures of the general fund and the designated funds plus a report of the budget vs actual since the beginning of the year. (3) Josh Veatch, Sunday School Director, reported that the restart of Sunday School will probably coincide with the beginning of the new church year in September. The Pairs and Spares class continues to meet in the old fellowship hall at 11:00 a.m. each Sunday. Anyone is welcome to join the group. The Young at Heart Sunday School class began meeting June 30th (every Wednesday) at 1:00 p.m. under the tree near the portico (inside Fellowship Hall if weather does not permit outdoor meeting). Anyone is welcome to join the group. (4) Bro. Billy read a message from Sue Ann Compton regarding the WMU. They continue to meet at 5:30 p.m. every third Sunday. Bro. Billy also reported that the youth will promote a "Back to School" emphasis to re-build the youth program. Many of their youth graduated and COVID affected the decline of the program. Bro. Billy reported that Vision 24 will be meeting tomorrow at Bradfordsville Baptist Church to get ideas for improving and remodeling the church sanctuary and other aspects of the building. (5) Sam Graham, representing the Transportation Committee, reported that the bus received a full level one inspection on July 16th and it passed with flying colors. (6) Don Veatch, representing the Trustees, reported that Tim Moore (Larry Moore's brother) repaired one level of the steps at the church entry, that had been crumbling off, and he did it on Independence Day Holiday as a donation to the church.

In Old Business: (1) Don Veatch, representing the Trustees, reported that the parking lot re-sealing and striping has been completed. The final bill was given to the Financial Secretary this evening and once all the bills have been paid the Parking Lot Expansion Fund will be dissolved at the next monthly business meeting. (1) Andrea Morrison, Financial Secretary, reports that she has not yet met with the Financial Advisory Committee to research what are our options regarding the \$1,000 CD that is just sitting there earning very little interest.

In New Business: (1) Jim Sabo, Jr., Chairman of the Deacons, made a motion that the following members serve on the Nominating Committee for the coming church year: Nick Cobb, Kelly Carney, Lea Ann Moore, Mark Speer, and Dennis Wise. (2) Bob Moore, representing the Trustees, made a motion that the church enter into a contract with Miles LP Gas for the purchase of 4,000 gallons of propane gas at a pre-paid cost of \$1.399 per gallon. The church still has a little over 1,000 gallons of gas left over from last year because there was a reduced need for gas secondary to the facility not being used during the COVID-19 pandemic. The motion was voted on and accepted. (3) Josh Veatch made a motion to install a Wi-Fi thermostat on the middle HVAC unit (there are three) that service the Fellowship Hall. This would allow the heat and air to be adjusted without being on the premises as needed. The unit could still be adjusted manually on site. Keltner Contracting installed the 3 units and estimated it would cost \$325 for the thermostat and the installation fee for the one unit. There was some discussion about whether it might be feasible to add the Wi-Fi thermostat to the other 2 units as well and the installation fee might be less per unit if all three done at the same time. A motion was made for Josh to look into the possibility of doing all three. Definite agreement to at least do the one unit. (4) Josh Veatch, representing the Nominating Committee, made a motion to create a “Committees Handbook” for the Nominating Committee to hand out and use when asking potential members to be part of a committee. It has a description of each of the committees that are named in the Constitution and By-Laws document and it describes the nepotism policy when forming the committees. Josh provided each member in attendance a copy of the Committee Handbook (See copy below). The motion was voted on and accepted.

With no additional business to discuss, the meeting was adjourned.

Muldraugh Hill Baptist Church

Committee Handbook

July, 2021

VII. Committees

As identified in the Constitution and Bylaws Document

Section 1 General

All church committee members shall be recommended by the nominating committee and elected by the church unless otherwise indicated in the description below. The committee members shall be elected each year. After being elected, the committee members of each committee shall be called together to elect their officers and for the consideration of problems related to their work. Each committee shall report the action taken to the second business meeting following the election of its members. All committees shall meet at least annually and otherwise as needed or as individually described.

It is the goal of the Church to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflict or management disruptions exist. Therefore, each committee will be limited to no more than 33% of "close relative" members. A "close relative", as per our "Hiring Policy", is defined as mother, father, son, daughter, brother, sister, and spouse; and in-laws of the same. Committees already established by the Nominating Committee and approved by the church for the church year of September 1, 2020 to August 31, 2021 will not take effect until September 1, 2021. Existing rotating committees (i.e., Cemetery Committee, Trustees Committee) are grandfathered in until the individuals serving have completed their time. The Sunday School Program, GA's, RA's, Mission Friends, and AWANA are exempt from this policy.

The following committees shall be elected:

Section 2 Baptism Committee

The baptism committee is elected to assist the pastor in preparing for the ordinance of baptism. The committee is responsible for preparing the candidates and the baptistry for the ordinance.

Section 3 Flower Committee

The flower committee is responsible for securing, arranging and disposing of floral arrangements for church services, and for providing flowers for sick and bereaved members.

Section 4 History Committee

This committee of three is to preserve and use the historical records of the church. The committee is especially concerned with gathering and preserving available church records, recording full and accurate records, and using the records to help members understand and appreciate their heritage and mission.

Section 5 Lord's Supper Committee

The Lord's Supper committee prepares the elements and the equipment for the observance of the Lord's Supper. The committee does the preparatory and maintenance work needed to observe the memorial service. The committee will prepare the elements on a schedule approved by the church. The suggested membership of this committee consists of the chairman of the deacon's wife and two additional members

Section 6 Nominating Committee

The nominating committee coordinates the staffing of all church leadership positions that are filled by volunteers. The nominating committee recommends persons for all volunteer positions, except the

stewardship committee which is recommended by the deacons, to be elected by the church. The deacons recommend the nominating committee, consisting of the Sunday school director, the chairman of the Deacons for the coming year and five other members, to the church to be elected.

Section 7 Personnel Committee

This committee of five assists the church in matters related to employed personnel administration. Its work includes such areas as staff needs, employment, salaries, benefits, job descriptions and personnel services.

This Committee shall use the adopted "Muldraugh Hill Baptist Church Hiring Policy", established March 9, 2016, in matters related to its work.

Section 8 Recreation Committee

This committee of a minimum of three seeks to serve the entire church in seeking that all recreation activities sponsored by the church or any organization united are properly planned and that they contribute to the ultimate objectives of the church. The committee will plan all church activities and serve as a resource to others who plan activities.

Section 9 Nursery Committee

The nursery committee is to coordinate the church's nursery activities and to help nursery parents and teachers work together. The committee will see that adequate provisions are made for nursery children each time they are at church.

Section 10 Benevolence Committee

This committee of three is to perform acts of benevolence to persons in need in the name of Christ and his church. These needs may be physical, social, or mental.

Section 11 Kitchen and Social Committee

The kitchen and social committee of a minimum of three is responsible for formulating policies of the kitchen and for communicating these policies to church members.

Section 12 Stewardship Committee

This committee of six, including the secretary-treasurer, shall develop and recommend an overall stewardship plan, and administer the gifts of the church members, using sound principles of financial management. The deacons recommend the stewardship committee to the church to be elected.

Section 13 Auditing Committee

This committee of three shall audit the financial records annually and report their findings to the church.

Section 14 Cemetery Committee

This committee of three shall have the responsibility of administering funds received and/or generated for the purpose of caring for the church cemeteries. The members are to be elected for a three-year term but may succeed themselves. The committee shall administer funds to effectively maintain the cemeteries as appropriated by the church for up-keep of the cemeteries. According to Kentucky KRS 367.952 regarding perpetual care and maintenance of cemeteries, amended July 15, 2014, no less than \$20,000 shall remain in an established "Cemetery Fund" with money exceeding this amount to be used to maintain the cemeteries.

Section 15 Youth Advisory Committee

This committee of five assists the church in matters related to the ministry to youth. Its work includes such areas as those that might arise from time to time in carrying out programs for the youth of the church. Although the members of this committee would be recommended by the Nominating committee, the committee would seek input from the parents of youth in making any recommendations.

Section 16 Staff Evaluation Committee

This committee of three will consist of the Pastor, one active Deacon, and a representative of the Personnel Committee. The responsibility of this committee is to evaluate staff/employees whom include the church secretary, Minister of Music, Minister of Youth, and custodial and mowing staff; with the exclusion of the Pastor who is to be evaluated by the deacon body. This evaluation is to be made annually, prior to the initial Stewardship Committee meeting.

Section 17 Transportation Committee

This committee of four will be responsible for establishing a set of guidelines for usage of any church vehicle. This committee will also be responsible for ensuring that each of the church's vehicles are serviced routinely, and/or as the need arises. This committee's main objective is to keep and maintain the church's vehicles in suitable working condition.

Section 18 Van Drivers Committee

This committee of four will be responsible for driving the van/bus to and from any event from the church when the need arises or for approving other drivers. Each of the drivers must meet the eligibility requirements set out by the state and federal laws and the insurance company.

Section 19 Senior adult activities committee

This committee of four will be responsible for the planning and organizing of activities that the senior adults of the church may participate in.

Section 20 Constitution and By-Laws Committee

This committee of four, including one deacon (active or inactive), will be responsible for reviewing the church constitution and by-laws on a semi-annual basis, or more frequently if necessary, to determine if any changes/additions need to be made to the Constitution and By-Laws document. All revisions are presented as recommendations to the church at a monthly business meeting to be voted on for approval. The committee shall consistently keep in mind the Biblical guidelines set forth by the original designers of the Constitution and By-laws in 1975.

Section 21 Memorial Committee

This committee of four, two from Marion County and two from Taylor County, will be responsible for notifying individuals in the event of a tragedy within the church.

Section 22 Music Committee

This committee of eight, including all organists and pianists along with the minister of music/song leader, will be responsible for directing the music played at all worship services held by the church. This committee may also be responsible for selecting special music programs for the choir and/or congregation.

Section 23 Finance Committee (Bill Approval)

This committee of two, will be responsible for meeting and reviewing bills submitted to the church for payment. This committee will also be responsible for reviewing requests for reimbursement from church members for expenditures they incurred. This committee should provide input on non-budgeted items, advise on budget revisions or adjustments, consider special offerings, and make recommendations concerning these issues to the church. They should work closely with the Financial Secretary, Financial Advisory Committee, the Audit Committee, and the Stewardship Committee.

Section 24 Christmas Celebration Committee

This committee, of at least six, will be responsible for decorating the church at Christmas time. This committee will be responsible for setting up, decorating, and removing the Christmas tree along with any

and all other Christmas decorations inside the church. This committee will also be responsible for the planning and organizing of the annual *Hanging of the Greens* service to be held during the first week of advent.

Section 25 Children's Church Coordinators Committee

This committee of three will be responsible for organizing and directing the children's church activities when children are dismissed from the sanctuary each Sunday morning.

Section 26 Facility Use Committee

This committee of four will be responsible for maintaining a record of who is scheduled to use the church facility and which portion(s) that party may be using. The members of this committee may also be called upon to unlock the church if the need arises. This committee is also responsible for deciding whether or not a party that has requested use of the facility will be granted that request. A complete description of the rules and regulations of the reservation and use of the church facilities and grounds are documented in the *Facilities Use Policy*.

Muldraugh Hill Baptist Church believes that marriage is ordained of God and the wedding ceremony is a service of worship. Our facilities were thoughtfully and prayerfully built and dedicated to the glory of God. Therefore, we endeavor to use them appropriately. Our Scriptural convictions dictate per our *Wedding Policy* established in August 2014 that: "We believe Biblical marriage is the union of one man and one woman. Therefore, the facilities of Muldraugh Hill Baptist Church may not be used for any other type of wedding ceremony."

Section 27 Financial Advisory Committee

This committee of three will be responsible for providing guidance for matters related to the financial standing of the church's funds. If a question arises, this committee should meet and discuss the area of concern and advise the individual/group of their findings. They should work closely with the Financial Secretary and the Audit, Stewardship, Finance (Bill Approval) committees and any other committees involving church funds as requested.

Section 28 Elevator Maintenance Committee

This committee of five will oversee the continuing operation and service of the elevator. Their duties include, but are not limited to, negotiating the annual service agreement, coordinating unscheduled maintenance and parts, and coordinating annual inspections. This committee will also ensure that all testing and licensing for the elevator is conducted at the appropriate time.

Section 29 Women's Ministry Committee

This committee of four will be responsible for implementing and carrying out programs for women in the church. Programs consist of, but are not limited to, the Women's Brunch and the Women's Bible Study. This committee will strive to increase the fellowship and strength of women in the church and provide outreach to women outside the church.

Section 30 Children's Sermon Committee

This committee of four will be responsible for coordinating with the pastor each week as the children are provided a brief message during the Morning Worship Service.

Section 31 Missions and Outreach Committee

The committee of six is responsible for making recommendations to the church concerning local, national, and international mission opportunities.

Section 32 Safety and Security Team

Each of the team members serve as representatives of the church and the pastor and share responsibility for the safety and security of the facility, grounds, members and visitors. As the first line of protection, they identify actions and/or situations that need to be addressed in an emergency or safety situation.

Section 33 Ad Hoc Committee

An Ad Hoc Committee is temporarily formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective. It is the responsibility of the church council to dissolve committees that are no longer needed or required.