

Baptist Church of the Covenant
Council on Mission
Meeting Minutes
March 18, 2018

Attendance

COM Members: Mike Casey, Patrick Chappell (Chair), Carol Dean, Daniel Evans, Chuck Rogers,
Dennis Wilson
Staff: Taylor Bell, Valerie Burton, Dan Lawhon
Guests: Kathy Grissom, Treasurer
Ronald Williams, Assistant Treasurer

1. Ronald opened the meeting with prayer.
2. Carol and Taylor reported on Ministry Committee activities (copy of report attached).
 - a. The Ministry Committee is grateful to the Finance Subcommittee, the church and the anonymous benefactor for making the hiring of Taylor possible.
 - b. The committee will be focusing on incorporating spiritual reflection and discernment into ministry activities and decisions.
 - c. One identifying characteristic that has emerged is that BCOC is hospitable; the committee will focus on basing ministries on this characteristic.
 - d. A “Celebration of Ministries” service is being considered; it will be based on the stories of those members involved in ministries.
3. Kathy presented the February Treasurer’s Report (copy attached).
 - a. Kathy asked about the application of the new facility rental procedures to groups who have been renting for a long period of time. Patrick responded that those groups are grandfathered under previous procedures.
 - b. Year to date Budget and General Fund results are good with a surplus of \$9,167.
 - c. Ten parking renters were recently lost when UAB opened a new parking lot. Sherri Swickard has filled all but one of those spaces and has an inquiry out to an interested party. Our waiting list is now depleted. Kathy is considering advertising by word of mouth to existing parkers and/or by signage on the lots.
 - d. Transition from Regions Bank to Renasant Bank is going well and nearly complete. All deposits are now going to Renasant, and the last payroll was successfully drawn through Renasant. The only remaining transfer items are automatically drafted mortgage payments and notification to all vendors who have authorization to withdraw from our account.
 - e. Our current e-giving provider is not servicing our needs adequately and has very poor customer service. Kathy and Sherri have determined that our accounting software provider, ACS, now provides an e-giving service that integrates directly with the accounting software. Kathy and Sherri have participated in a webinar and reviewed promotional material. This service will require that the church pay transaction fees (about \$0.35 for checking account transfers and \$2.90 for credit card payments), but our current provider had recently made this change as well. We expect to make a transition to the ACS e-giving service.
 - f. During their due diligence, Renasant Bank discovered that we are not listed in state records as an incorporated non-profit, even though we had the paperwork showing our incorporation from the early 1970’s. State registration of incorporated non-profits was not required when we incorporated; in 1982, the state changed that requirement, but did not automatically register or notify affected existing organizations. Ronald was able to make some contacts and circumvent the normal requirements which included applying for a name for our registered organization (which would result in a months-long review by the state) and several fees, so that we were only required to pay \$100 and our name was grandfathered.

4. Kathy presented revised Financial Procedures. The intent of the procedures is to effectively implement the requirements of the Bylaws, even though at this time there is no requirement for the development of these procedures in the Bylaws. Based on past practice, we have established a process for adoption of these procedures only after approval by the church in a manner similar to Bylaw revisions, most notably, presentation to the church, a period of “laying on the table”, then final approval by the church. Since the actual procedures often change on a pace faster than this allows, the procedures are cumbersome to update and frequently out of date. The Finance Subcommittee recommends that we do not go forward with the presentation of the latest revised document to the church, but rather spend the next few months restructuring the procedures into a more modular format and developing changes to the Bylaws that recognize the need for the procedures and authorize the Council to manage the procedures without a requirement for church approval. This proposal was approved, with a target completion date of August.
5. Patrick led a discussion of feedback from the open forums that have been conducted on our partnerships, particularly with Global Cooperative Baptist Fellowship (Global CBF).
 - a. The staff has intended that we conduct a process of discernment that will conclude with action on partnerships, again, most specifically on our relationship with Global CBF. The staff has provided open forums on Wednesday nights and Sunday mornings, with sessions on March 21 and 25 still to come.
 - b. There are members who support staying aligned with Global CBF and members who support disassociating with Global CBF. Those who favor disassociation seem to be more passionate about this than those who favor continued alignment; however, we may not have heard from everyone, so we should encourage input from all positions.
 - c. Some members do not see a difference in Global CBF and Alabama CBF, while others do.
 - d. It was noted that the Missions and Ministries Study Committee chaired by Fisher Humphreys will likely recommend changes to our approach to missions and ministries giving, but will also likely recommend that we retain, in some form, pledge card options for members to indicate their specific missions giving. It was the consensus of the Council that a decision by the church to disassociate from Global CBF would result in elimination of Global CBF from the missions options on the pledge card.
 - e. Business meetings are scheduled for April 4 and 11 to provide an opportunity for the church to make decisions about ongoing partnerships.
 - f. Patrick encouraged Council members to continue to listen and to encourage input from all church members.
6. Patrick distributed Bylaw revisions recommended by the Worship Committee and the Deacons (both attached). These committees will present the recommendations to the church.
7. Carol reported that the 50th Anniversary Committee has met and defined and appointed workgroups (committee membership, meeting minutes, and workgroup assignments attached).
8. Staff reports
 - a. Dan
 - i. Preparation for the Maundy Thursday Service is going well. The combined choirs of BCOC and the Samford University Chorale will be led by Dr. Milburn Price in the presentation of John Rutter’s *Requiem*.
 - ii. Youth choir is going well.
 - b. Valerie
 - i. The Education Committee continues to meet on a regular basis and is pleased with the preparation and delivery of education programs for all ages. They are looking forward

to a busy summer and making initial plans for the beginning of the new education year in August.

- ii. Many good reports from the School for Christian Living were received.
- iii. Camp BCOC registration will be open beginning next Sunday, March 25th. Allison Hawley and Melissa Evans will be camp directors.

c. Taylor

- i. The recent Young Adult Retreat went very well. The group is considering formation of a Young Adult Sunday School class.
- ii. The Equal Justice Initiative is conducting a Peace and Justice Summit in Birmingham with very qualified leaders from around the US. Taylor and the Ministry Committee members plan to attend and encourage other BCOC members to attend.

9. With no further business introduced Patrick adjourned the meeting.

Ministries Committee
Report to Council on Mission
March 18, 2018

This has been an exciting year for the Ministries Committee. We are delighted to welcome Taylor Bell as ministries coordinator and appreciate the work of the finance committee and COM to help make that happen.

We appreciate the work of the Mission and Ministry Review Committee lead by Fisher Humphreys. We look forward to the committee's recommendations to the church and the actual policy revisions made by the church members. The ministry committee is open to being involved in and/or taking leadership relating to the new policies.

Taylor is leading the committee and the church in a time of discernment concerning BCOC ministries.

- Led 3 Wednesday evening discussions
- School for Christian Living
- Book Studies
- Ministries Retreat

Taylor is leading an effort to partner with ALCBF and other churches to organize Seed Camp in Perry County in July.

The committee is reviewing each current ministry this year.

- Review Documents on website
- Ministry leaders attending committee meetings
- Documents for New Ministry Proposals on website

Because of the instability at Southtown, the committee is revisiting ministries that specifically target that community.

- Storytime and Arts Camp are suspended for this year
- Leadership Southtown may be moved to a night other than Wednesday

The committee is considering new ways of sharing ministries with the church. We are asking the communications committee to help us create a video and to help create a more professional ministries brochure.

Ministries is considering organizing a Dee Dah Day in fall 2018.

1. 2018 Operating Budget through February 28, 2018

Reports for 2/28/18 attached (pages 2-4)

- Budget = \$734,607
- Revenue to date = \$125,041 (17% of 2018 budget)
- Expenditures to date = \$115,874 (15.8% of 2018 budget)
- General Fund Balance = \$ 9,167

Comments:

- Note significant increase in Interest Revenue

2. 2018 Designated Accounts through February 28, 2018

Reports for 2/28/18 attached (pages 5 & 6)

Comments:

- Renamed BCOC Endowment to coincide with Financial Procedures (9.400.000 & 1.400.000 on the Balance Sheet)

3. Balance Sheet for February 2018

Report attached (page 7)

4. Additional Business

- Update on moving the church's bank accounts from Regions to Renasant
- Update on finding a better eGiving application
- Update on church's incorporation status
- Proposed revisions to Financial Procedures

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Baptist Church of the Covenant
Budget
February 2018

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% of Annual Budget Used (This Year)

Accounts	MTD Actual (This Year)	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget Remaining (This Year)	% of Annual Budget Used (This Year)
Revenues					
4.100.000 - General Fund Revenue	\$64,862.05	\$124,865.83	\$0.00	(\$124,865.83)	0.00 %
4.100.200 - Interest Revenue	\$174.78	\$174.78	\$0.00	(\$174.78)	0.00 %
Total Revenues	\$65,036.83	\$125,040.61	\$0.00	(\$125,040.61)	0.00 %
Expenses					
Personnel					
Payroll					
5.100.101 - Salaries	\$22,106.98	\$44,192.09	\$266,465.48	\$222,273.39	16.58 %
5.100.102 - Housing Allowances	\$6,169.18	\$12,338.36	\$75,000.15	\$62,661.79	16.45 %
5.100.104 - Church FICA Expense	\$1,130.78	\$2,274.11	\$13,896.27	\$11,622.16	16.36 %
5.100.105 - Health Insurance	\$1,549.79	\$3,099.58	\$19,581.48	\$16,481.90	15.83 %
5.100.106 - Church Retirement Mal	\$1,049.94	\$2,099.88	\$13,849.68	\$11,749.80	15.16 %
Total Payroll	\$32,006.67	\$64,004.02	\$388,793.06	\$324,789.04	16.46 %
Other Personnel Expenses					
5.100.103 - Mileage Reimbursemer	\$295.78	\$378.15	\$3,222.53	\$2,844.38	11.73 %
5.100.107 - Workers Compensator	\$0.00	\$0.00	\$4,585.42	\$4,585.42	0.00 %
5.100.108 - Professional Developm	\$0.00	\$2.95	\$5,545.00	\$5,542.05	0.05 %
5.100.109 - Staff Care	\$0.00	\$0.00	\$2,550.00	\$2,550.00	0.00 %
5.100.110 - Staff Recognition	\$0.00	\$0.00	\$1,650.00	\$1,650.00	0.00 %
5.100.111 - Calling New Staff	\$0.00	\$0.00	\$250.00	\$250.00	0.00 %
5.100.112 - Sabbatical Fund	\$0.00	\$0.00	\$2,300.00	\$2,300.00	0.00 %
5.100.113 - Min Coor Set Aside	\$1,250.00	\$2,500.00	\$15,000.00	\$12,500.00	16.67 %
Total Other Personnel Expenses	\$1,545.78	\$2,881.10	\$35,102.95	\$32,221.85	8.21 %
Total Personnel	\$33,552.45	\$66,885.12	\$423,896.01	\$357,010.89	15.78 %
Pastoral					
5.100.151 - Pastor's Expense Acco	\$48.11	\$48.11	\$570.49	\$522.38	8.43 %
5.100.152 - Pulpit Supply	\$0.00	\$200.00	\$1,500.00	\$1,300.00	13.33 %
5.100.154 - Pastor's Library	\$0.00	\$104.00	\$200.00	\$96.00	52.00 %
5.100.155 - Continuing Education	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00 %
Total Pastoral	\$48.11	\$352.11	\$3,770.49	\$3,418.38	9.34 %
Education					
PreSchool/Children/Youth					
5.100.201 - Nursery/Preschool	\$57.17	\$93.17	\$1,000.00	\$906.83	9.32 %
5.100.203 - Children	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00 %
5.100.204 - Youth	\$518.95	\$666.84	\$4,000.00	\$3,333.16	16.67 %
5.100.205 - Youth Mission Engager	\$0.00	\$92.46	\$1,000.00	\$907.54	9.25 %
5.100.208 - Leadership Networking	\$0.00	\$150.00	\$600.00	\$450.00	25.00 %
5.100.209 - Camp BCOC	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00 %
Total PreSchool/Children/Youth	\$576.12	\$1,002.47	\$12,100.00	\$11,097.53	8.28 %
Adult					
5.100.212 - College/Young Adults	\$0.00	\$0.00	\$500.00	\$500.00	0.00 %
5.100.214 - Special Conferences	\$5,200.00	\$5,200.00	\$6,800.00	\$1,600.00	76.47 %
Total Adult	\$5,200.00	\$5,200.00	\$7,300.00	\$2,100.00	71.23 %
Resources					
5.100.206 - Literature	\$56.70	\$545.77	\$3,623.49	\$3,077.72	15.06 %
5.100.207 - Supplies	\$0.00	\$0.00	\$600.00	\$600.00	0.00 %
5.100.211 - Missions Education	\$0.00	\$0.00	\$600.00	\$600.00	0.00 %
5.100.213 - Study Groups	\$0.00	\$0.00	\$200.00	\$200.00	0.00 %
Total Resources	\$56.70	\$545.77	\$5,023.49	\$4,477.72	10.86 %
Total Education	\$5,832.82	\$6,748.24	\$24,423.49	\$17,675.25	27.63 %
Worship					
5.100.251 - Music Literature	\$11.76	\$11.76	\$2,000.00	\$1,988.24	0.59 %
5.100.252 - Special Programs	\$335.00	\$335.00	\$5,000.00	\$4,665.00	6.70 %
5.100.253 - New Equipment/Music	\$183.59	\$183.59	\$350.00	\$166.41	52.45 %
5.100.254 - Worship Supplies	\$0.00	\$390.00	\$400.00	\$10.00	97.50 %
5.100.255 - Leadership Training	\$0.00	\$0.00	\$200.00	\$200.00	0.00 %

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Baptist Church of the Covenant
Budget
February 2018

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Accounts	MTD Actual (This Year)	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget Remaining (This Year)	% of Annual Budget Used (This Year)
5.100.256 - Choir Retreat	\$0.00	\$0.00	\$200.00	\$200.00	0.00 %
5.100.257 - Baptism & Lord's Supp	\$0.00	\$0.00	\$300.00	\$300.00	0.00 %
5.100.258 - Decorations	\$65.05	\$65.05	\$750.00	\$684.95	8.67 %
5.100.259 - Substitute Organist	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00 %
5.100.261 - Maintenance & Tuning	\$500.00	\$500.00	\$3,117.48	\$2,617.48	16.04 %
Total Worship	\$1,095.40	\$1,485.40	\$13,817.48	\$12,332.08	10.75 %
Office					
5.100.300 - Printing	\$36.25	\$61.23	\$704.79	\$643.56	8.69 %
5.100.301 - Postage	\$20.08	\$407.18	\$2,550.00	\$2,142.82	15.97 %
5.100.302 - Office Supplies	\$527.28	\$530.51	\$3,505.95	\$2,975.44	15.13 %
5.100.303 - Custom Paper	\$2,262.50	\$2,262.50	\$3,240.00	\$977.50	69.83 %
5.100.306 - Memorial Flowers	\$0.00	\$104.65	\$800.00	\$695.35	13.08 %
5.100.307 - Staff Business Expenses	\$0.00	\$0.00	\$200.00	\$200.00	0.00 %
5.100.308 - Check Scanner Fees	\$96.06	\$223.41	\$2,000.00	\$1,776.59	11.17 %
5.100.309 - Payroll Processing	\$163.20	\$477.65	\$2,125.00	\$1,647.35	22.48 %
5.100.700 - Previous Bank Fees	\$187.87	\$214.69	\$0.00	(\$214.69)	0.00 %
Total Office	\$3,293.24	\$4,281.82	\$15,125.74	\$10,843.92	28.31 %
Property					
5.100.304 - Computer Cost	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00 %
5.100.305 - Telecommunications	\$488.58	\$1,241.42	\$12,000.00	\$10,758.58	10.35 %
5.100.359 - Janitorial Supplies	\$0.00	\$677.25	\$3,750.00	\$3,072.75	18.06 %
5.100.361 - Ground Maintenance	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00 %
5.100.363 - Property Insurance	\$1,369.04	\$2,738.08	\$18,000.00	\$15,261.92	15.21 %
5.100.365 - Building Equipment and	\$4,043.97	\$7,159.96	\$25,100.00	\$17,940.04	28.53 %
5.100.366 - Audio Visual Equipment	\$0.00	\$0.00	\$200.00	\$200.00	0.00 %
5.100.370 - Property Mortgage & P	\$1,336.00	\$2,672.00	\$16,032.00	\$13,360.00	16.67 %
5.100.376 - Emergency Reserve	\$590.33	\$1,180.70	\$7,048.00	\$5,867.30	16.75 %
5.100.377 - Contract Housekeeping	\$1,080.00	\$3,240.00	\$15,000.00	\$11,760.00	21.60 %
Utilities					
5.100.350 - Power	\$2,637.71	\$5,440.42	\$30,100.00	\$24,659.58	18.07 %
5.100.351 - Water	\$308.00	\$699.13	\$4,000.00	\$3,300.87	17.48 %
5.100.352 - Gas	\$1,095.36	\$2,532.36	\$2,750.00	\$217.64	92.09 %
Total Utilities	\$4,041.07	\$8,671.91	\$36,850.00	\$28,178.09	23.53 %
Vehicles					
5.100.353 - Vehicle Gas	\$102.73	\$102.73	\$650.00	\$547.27	15.80 %
5.100.355 - Vehicle Maintenance	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00 %
5.100.357 - Vehicle Insurance	\$0.00	\$0.00	\$875.00	\$875.00	0.00 %
5.100.358 - Vehicle License/Tags	\$0.00	\$0.00	\$139.00	\$139.00	0.00 %
Total Vehicles	\$102.73	\$102.73	\$3,164.00	\$3,061.27	3.25 %
Total Property	\$13,051.72	\$27,684.05	\$139,644.00	\$111,959.95	19.82 %
Missions					
5.100.401 - Alliance of Baptist	\$2,640.77	\$2,640.77	\$32,332.84	\$29,692.07	8.17 %
5.100.402 - National CBF	\$0.00	\$0.00	\$7,069.40	\$7,069.40	0.00 %
5.100.405 - Baptist World Alliance	\$1,212.68	\$1,212.68	\$14,843.99	\$13,631.31	8.17 %
5.100.406 - Alabama CBF	\$1,569.70	\$1,569.70	\$19,214.50	\$17,644.80	8.17 %
Total Missions	\$5,423.15	\$5,423.15	\$73,460.73	\$68,037.58	7.38 %
Ministries					
5.100.445 - Leadership Training & :	\$0.00	\$0.00	\$500.00	\$500.00	0.00 %
5.100.450 - New/Expanded Ministri	\$67.35	\$101.53	\$891.10	\$789.57	11.39 %
5.100.453 - Greater Birmingham Mi	\$0.00	\$0.00	\$1,200.00	\$1,200.00	0.00 %
5.100.454 - Cuba Partnership	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00 %
5.100.457 - Family Promise	\$0.00	\$97.82	\$1,000.00	\$902.18	9.78 %
5.100.462 - Alabama Arise	\$0.00	\$0.00	\$500.00	\$500.00	0.00 %
5.100.467 - Leadership SouthTown	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00 %
5.100.468 - Storytime & Arts Camp	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00 %
5.100.473 - Cuba Partnership Trips	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00 %
5.100.475 - Dee Dah Day	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00 %

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 Budget
 February 2018

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Accounts	MTD Actual (This Year)	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget Remaining (This Year)	% of Annual Budget Used (This Year)
5.100.476 - Terra Nova	\$0.00	\$0.00	\$2,400.00	\$2,400.00	0.00 %
5.100.477 - U + 1	\$1,225.50	\$2,338.50	\$7,000.00	\$4,661.50	33.41 %
5.100.480 - Backpack Program	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00 %
5.100.482 - Bread for the World	\$0.00	\$0.00	\$300.00	\$300.00	0.00 %
Total Ministries	\$1,292.85	\$2,537.85	\$28,291.10	\$25,753.25	8.97 %
Council On Mission					
5.100.483 - AWAB	\$0.00	\$0.00	\$500.00	\$500.00	0.00 %
5.100.502 - Contingency	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00 %
Total Council On Mission	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00 %
Congregational Life					
5.100.550 - Social Activities	\$0.00	\$0.00	\$1,612.25	\$1,612.25	0.00 %
5.100.551 - Recreation	\$0.00	\$0.00	\$500.00	\$500.00	0.00 %
5.100.553 - Coffee Fellowship	\$111.36	\$201.61	\$646.74	\$445.13	31.17 %
5.100.555 - Senior Adult Activity	\$0.00	\$0.00	\$300.00	\$300.00	0.00 %
5.100.556 - Funeral Expenses	\$0.00	\$0.00	\$300.00	\$300.00	0.00 %
5.100.560 - BCOC Fiftieth Annivers	\$83.33	\$166.70	\$1,000.00	\$833.30	16.67 %
Total Congregational Life	\$194.69	\$368.31	\$4,358.99	\$3,990.68	8.45 %
Church Communication					
5.100.600 - Church Communicator	\$100.00	\$100.00	\$2,228.86	\$2,128.86	4.49 %
Total Church Communication	\$100.00	\$100.00	\$2,228.86	\$2,128.86	4.49 %
Deacons					
5.100.661 - Deacons	\$8.00	\$8.00	\$340.00	\$332.00	2.35 %
5.100.662 - Care Teams	\$0.00	\$0.00	\$150.00	\$150.00	0.00 %
Total Deacons	\$8.00	\$8.00	\$490.00	\$482.00	1.63 %
Special Events					
5.100.479 - Trunk or Treat	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00 %
5.100.481 - Live Nativity	\$0.00	\$0.00	\$950.00	\$950.00	0.00 %
5.100.557 - Beach Retreat	\$0.00	\$0.00	\$1,650.40	\$1,650.40	0.00 %
Total Special Events	\$0.00	\$0.00	\$3,600.40	\$3,600.40	0.00 %
Total Expenses	\$63,892.43	\$115,874.05	\$734,607.29	\$618,733.24	15.77 %
Net Total	\$1,144.40	\$9,166.56			

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Baptist Church of the Covenant
 Summary of Designated Accounts
 February 2018

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Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Temporary Restricted				
Ministries				
8.300.000 - Cuba Partnership	\$1,076.50	\$0.00	\$0.00	\$1,076.50
8.300.021 - Ministries Coordinator	\$45,580.42	\$1,358.00	\$2,507.98	\$44,430.44
8.300.060 - Rogers Benevolence Fund	\$5,827.62	\$2,288.00	\$1,982.10	\$6,133.52
Pastor's Emergency Fund				
8.300.061 - Pastor's Emergency Fund	\$29.86	\$91.20	\$0.00	\$121.06
8.300.069 - Pastor's Discretionary Fund	\$4,146.19	\$0.00	\$22.99	\$4,123.20
Total Pastor's Emergency Fund	\$4,176.05	\$91.20	\$22.99	\$4,244.26
Total Ministries	\$56,660.59	\$3,737.20	\$4,513.07	\$55,884.72
Music				
8.200.020 - Choir Robes	\$0.00	\$120.00	\$30.00	\$90.00
8.200.050 - Music Fund	\$3,401.73	\$275.00	\$0.00	\$3,676.73
8.200.055 - Hall Music Scholarship	\$2,550.00	\$35.00	\$600.00	\$1,985.00
Total Music	\$5,951.73	\$430.00	\$630.00	\$5,751.73
Children				
8.500.010 - Children's Activities	\$998.90	\$0.00	\$0.00	\$998.90
8.500.071 - Godly Play	\$69.52	\$0.00	\$0.00	\$69.52
8.500.149 - Camp BCOC	\$0.00	\$190.00	\$0.00	\$190.00
8.500.151 - Passport Kids	(\$1,963.60)	\$75.00	\$0.00	(\$1,888.60)
Total Children	(\$895.18)	\$265.00	\$0.00	(\$630.18)
Youth				
8.600.010 - Youth Activities	\$1,862.11	\$0.00	\$278.00	\$1,584.11
8.600.011 - Youth Passport	(\$380.05)	\$300.00	\$0.00	(\$80.05)
Total Youth	\$1,482.06	\$300.00	\$278.00	\$1,504.06
Building				
8.200.000 - Property Mortgage & Purchase Fund	\$27,475.61	\$12,320.32	\$5,576.11	\$34,219.82
8.200.010 - Emergency Reserve	\$118,077.05	\$590.33	\$0.00	\$118,667.38
8.200.011 - Computer Cost	\$6,629.74	\$0.00	\$0.00	\$6,629.74
8.200.060 - Organ Fund	\$26,571.49	\$0.00	\$0.00	\$26,571.49
8.200.063 - Ministries Center	\$1,096.42	\$0.00	\$0.00	\$1,096.42
8.200.081 - Parking Rental	\$4,371.32	\$3,174.60	\$7,545.92	\$0.00
Total Building	\$184,221.63	\$16,085.25	\$13,122.03	\$187,184.85
Pass Through				
8.500.015 - Adult Retreat	\$194.00	\$69.00	\$0.00	\$263.00
8.500.020 - Beach Retreat	\$1,579.34	\$0.00	\$0.00	\$1,579.34
8.500.022 - Beach Retreat T Shirts	\$212.08	\$0.00	\$0.00	\$212.08
8.500.035 - CD Ministry	\$647.99	\$0.00	\$0.00	\$647.99
8.500.050 - Food Services	\$1,242.20	\$911.80	\$1,612.80	\$541.40
8.500.070 - Pre-Paid Pledge	\$6,432.29	\$0.00	\$0.00	\$6,432.29
8.500.075 - Nursery Fund	\$1,301.71	\$40.00	\$0.00	\$1,341.71
8.500.119 - SCL Lunches	\$432.24	\$2,889.00	\$0.00	\$3,321.24
8.500.148 - Youth Missions Summit	\$243.15	\$958.00	\$1,388.50	(\$187.35)
8.500.201 - Special Craft Classes	\$0.00	\$40.00	\$0.00	\$40.00
Special Projects				
8.200.030 - Columbarium	\$516.06	\$0.00	\$0.00	\$516.06
8.500.055 - BCOC Fiftieth Anniversary	\$83.37	\$83.33	\$0.00	\$166.70
8.500.080 - Southtown	\$1,167.33	\$0.00	\$0.00	\$1,167.33
8.500.090 - Coffee Fellowship	\$108.80	\$71.00	\$0.00	\$179.80
8.500.092 - Golf Tournament	(\$500.00)	\$0.00	\$0.00	(\$500.00)
8.500.095 - Wedding Fees	\$2,285.00	\$0.00	\$1,178.17	\$1,106.83
8.500.113 - Charitree Cuba	\$235.00	\$0.00	\$0.00	\$235.00
8.500.123 - Couples Retreat	(\$1,178.17)	\$1,178.17	\$0.00	\$0.00
8.500.155 - U + 1 Meal Donations	\$674.87	\$872.90	\$0.00	\$1,747.77
Total Special Projects	\$3,592.26	\$2,205.40	\$1,178.17	\$4,619.49
Flowers				
8.500.040 - Sanctuary Flowers	(\$341.78)	\$0.00	\$0.00	(\$341.78)
8.500.041 - Easter Flowers	\$136.48	\$25.00	\$0.00	\$161.48
8.500.042 - Poinsettias	\$4.50	\$0.00	\$0.00	\$4.50
Total Flowers	(\$200.80)	\$25.00	\$0.00	(\$175.80)
Total Pass Through	\$15,676.46	\$7,138.20	\$4,179.27	\$18,635.39
Sabbatical				

Date : 03/10/2018
Time : 10:34:28 AM

Baptist Church of the Covenant
Summary of Designated Accounts
February 2018

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Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
8.200.083 - Sabbatical Fund	\$6,646.05	\$0.00	\$0.00	\$6,646.05
Total Sabbatical	\$6,646.05	\$0.00	\$0.00	\$6,646.05
Total Temporary Restricted	\$269,743.34	\$27,955.65	\$22,722.37	\$274,976.62

Date : 03/10/2018
Time : 10:34:28 AM

Baptist Church of the Covenant
Summary of Designated Accounts
February 2018

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Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Permanent Restricted				
9.400.000 - BCOC Endowment	\$24,593.76	\$0.00	\$0.00	\$24,593.76
Total Permanent Restricted	\$24,593.76	\$0.00	\$0.00	\$24,593.76

Date : 03/10/2018
Time : 10:33:25 AM

Baptist Church of the Covenant
Balance Sheet
February 2018

~~CONFIDENTIAL~~
7

Accounts

<u>Assets</u>		
Checking Accounts		
1.110.000 - General Checking - Regions	\$83,688.40	
1.115.000 - Prepaid Payroll	\$12,656.11	
1.210.000 - General Checking-Renasant	\$2,581.02	
Total Checking Accounts		\$98,925.53
Savings Accounts		
1.120.000 - Money Market - Regions	(\$12.00)	
1.220.000 - Money Market-Renasant	\$250,174.76	
Total Savings Accounts		\$250,162.76
Investment Accounts		
1.400.000 - BCOC Endowment Fund	\$24,593.76	
Total Investment Accounts		\$24,593.76
Fixed Assets		
1.800.000 - Building & Grounds	\$3,649,102.50	
Total Fixed Assets		\$3,649,102.50
Total Assets		\$4,022,784.55
<hr/> Liabilities, Fund Principal, & Restricted Funds <hr/>		
Liabilities		
Payroll Withholding		
2.100.130 - Retirement/Lawhon	\$437.20	
2.100.200 - Self Employment/Shelton	\$2,166.68	
2.100.205 - Self Employment/Burton	\$1,210.60	
Total Payroll Withholding		\$3,814.48
Loan Accounts		
2.100.320 - Mortgage Loan (Member 1)	\$402,083.56	
2.100.325 - Mortgage Loan (Member 2)	\$123,408.31	
2.100.420 - Mortgage Regions Bank	\$119,040.66	
Total Loan Accounts		\$644,532.53
Total Liabilities		\$648,347.01
Fund Principal		
2.999.998 - Fixed Asset Fund Principal	\$3,005,467.47	
2.999.999 - General Fund Principal	\$60,233.13	
Excess Cash Received	\$9,166.56	
Total Fund Principal and Excess Cash Received		\$3,074,867.16
Restricted Funds		
Total Temporary Restricted	\$274,976.62	
Total Permanent Restricted	\$24,593.76	
Total Restricted Funds		\$299,570.38
Total Liabilities, Fund Principal, & Restricted Funds		\$4,022,784.55

Changes to Financial Procedures

March 2018

Many of the changes simply reflect changes to titles and/or additions to staff; changes in committee names; changes in line item names, typo corrections, consistent use of acronyms.

Section I -

- removed the requirement that counters deposit cash in the night deposit
- removed the requirement to scan envelope, deposit slips, etc.
- updated that security donations are deposited directly into the bank
- deleted requirement for Treasurer and Finance Subcommittee to review securities process annually
- put responsibility for notifying the church of the need for a new designated account on the Treasurer instead of the Chair of COM [Note: any such recommendation would come through COM before going to the church]

Section II –

- clarified the line budget line items where funds remaining at the end of the year are transferred to designated funds
- Added requirement that account managers review expenditures at least quarterly; added language cautioning account managers about end of the year expenditures
- Removed requirement that Financial Administrator have custody of all church credit cards
- Clarified who has church credit cards
- Cleaned up procedures for paying credit card charges
- Edits to Account responsibilities to reflect correct titles and the addition of the Ministries Coordinator [note one late correction – Church Communication is the Pastor, not the Organist-Choirmaster]

4 - FINANCIAL PROCEDURES

EFFECTIVE DATE: January 1, 2004; amended July 21, December 1, 2004; July 10, 2005; January 18, June 21, 2006; March 21, 2007; April 9, 2007; September 22, 2009; November 30, 2011; October 24, 2012; November 28, 2012; December 9, 2015; TBD

RESPONSIBLE PARTY: Treasurer

I. Receipts

A. General Principles

1. The Financial Administrator shall maintain an electronic file of all receipts.
2. Designated gifts made through the church must be for use by the church in one or more of its activities or for a purpose approved by the church.
3. The church shall reserve the right to limit participation in some activities to those who have paid or have made arrangements to pay in advance. The expenses of church staff and invited leaders shall be paid for from the fees charged to the participants.

B. Procedures

1. Sunday Morning Offering

- a. The Offering Counters, following written procedures (Section VI), shall scan all the checks using the check scanner. If the scanner is not working, the Offering Counters shall secure the checks in the safe for the Financial Administrator to scan during the workweek. All checks, cash and contribution envelopes will be secured in the safe after counting. The Offering Counters shall leave the Financial Administrator a summary sheet listing the total of the cash and checks.
 - b. The Financial Administrator shall verify the check information in the Contribution Database. S/he shall shred the contribution envelopes and hard copy checks after 60 days.
2. Checks Received other than in the Sunday morning offering: The Financial Administrator shall electronically deposit checks to the bank and verify the check information in the Contribution Database. S/he shall shred the hard copy checks after 60 days.

3. Money Collected for Other Church Activities

- a. Any church member who collects money for a church activity shall count it after all money is received.
- b. Using a pen, s/he shall fill in (a) the front of an envelope, signing it after "Counted by" signature. If the money was not counted, s/he shall write "not counted" before signing.
- c. S/he shall then put the money in the envelope and secure the envelope in the safe.
- d. The Financial Administrator shall remove the envelope from the safe, recount the money, and sign the front of the envelope after "Received in the church office & Verified by" Signatures. If the money has not been previously counted, the Financial Administrator will get another staff or church member to count the money with him/her. That person will also sign the envelope after "Verified by."
- e. The Financial Administrator shall deposit the money, record the amount in the appropriate account, and retain the envelope and the deposit receipt.

4. Receiving Securities

- a. An individual who is giving securities to BCOC should notify (1) his/her brokerage firm to authorize the transfer, and (2) the Financial Administrator to designate how he/she intends his/her contribution to be used.
- b. The brokerage firm transfers the securities to the broker within that firm that acts for BCOC. That broker immediately sells the securities, which is BCOC's current standing order with all brokerage firms.
- c. The broker acting for BCOC then sends BCOC (1) notification of a direct deposit for the amount received from the sale minus any charges for the sale and (2) a statement giving the name of the donor, the quantity and name of the securities given, the date of sale of said securities, and the charges for the sale.
- d. When the funds from the sale of the stock are deposited into the BCOC bank account, the Financial Administrator shall send the donor (if a church member) a written notification (can be email) reflecting the gift.
- f. If the donor is not a church member the Financial Administrator shall write a letter of appreciation to the donor, stating the date of sale, number, and name of the securities received. S/he shall keep a copy of this letter in the Stock Gifts file along with the broker's statement.

- g. The Financial Administrator shall record the amount of the member's stock gift on their contribution statement as a non-cash gift of stock. If the gift is given as a contribution toward a member's pledge, the amount of the stock gift will be subtracted from the member's pledge but will not be included in the member's total contributions. The member should use their broker's statement for tax purposes.

5. Receiving gifts of real property

- a. Anyone wishing to give real property to BCOC shall notify the Chair of the Council on Mission (COM) of his or her intent and shall provide the Chair with the property's location.
- b. The Chair of the COM shall provide the information concerning the property to the Trustees. The Trustees shall conduct a study of the relative benefits and liabilities associated with the church accepting the property. The Trustees shall present a report to the COM for their consideration. If the COM endorses the acceptance of the property, the COM will present a recommendation to the church to accept the property. Approval by the church shall be required before the property can be accepted by the church.

If the COM declines to accept the property, the Chair of COM will notify the potential donor by letter. The letter as well as relevant reports and minutes addressing this issue, will be maintained by the Financial Administrator.

- c. If accepted, the Trustees shall work with the donor in employing an attorney to complete the transfer of the deed and to record that transfer at the courthouse. Any costs incurred by the church shall come from the COM budget account.
- d. The Trustees shall then notify the Financial Administrator and the Chair of the Property Committee that the property has been donated to the church. The Trustees shall provide the Financial Administrator with the deed and an estimated fair market value of the property (supported by an appraisal or a letter from a real estate professional knowledgeable in these matters).
- e. The Financial Administrator shall deposit the deed in the Real Property Gifts file and record the real property on the church's balance sheet.
- f. The Financial Administrator shall write a letter of appreciation to the donor, describing the property, stating the date of the church's receipt of the deed, but not stating a fair market value of the property. The Financial Administrator shall keep a copy of this letter in the Real Property Gifts file along with the deed.

- g. The Property Committee shall be responsible for the property for as long as it belongs to the church, taking care of maintenance, insurance, and taxes.

6. Establishing and Inactivating Designated Accounts

- a. The Financial Administrator shall have the authority, with the approval of the Treasurer and the Trustees to establish pass-through designated accounts to handle funds for purposes already approved by the church or authorized in the By-Laws.
- b. If the church receives a gift designated for an activity or purpose not previously authorized by the church, the Financial Administrator shall notify the Treasurer. The Treasurer shall give the church the opportunity to establish a designated fund for the activity or purpose for which the gift was designated. If the church declines to establish the fund, the Financial Administrator shall return the gift, after first giving the donor the option of changing the gift's designation.
- c. The Financial Administrator, with the approval of the Treasurer and the Trustees, shall have the authority to inactivate any designated account with zero balance and for which a purpose no longer exists.

II. Expenditures

A. General Principles

1. No one shall make a purchase without authorization by a manager of the account from which the money will come.
2. When practical, account managers shall make purchases in excess of \$1,000 from the lowest acceptable bidder among at least three bidders.
3. Account managers may spend more than the amount budgeted for any one item as needs arise, but may not spend more than the total amount budgeted for the account without permission from the COM. However, Account Managers should not make end of the year expenditures for the sole purpose of increasing or adding expenditures for some line items simply because expenditures for other line items were less than budgeted. Account Managers should recognize that budgeted and actual receipts will likely be different so that any opportunity to reduce expenditures should be taken. The Personnel Account managers may not alter church-approved salaries.
4. See Section 8.3 of the Bylaws regarding authorization of unbudgeted expenditures.
5. The Financial Administrator shall make no payment without proper authorization from a manager of the account from which the money will come.

6. The Financial Administrator shall issue a stop-payment order for a lost or stolen check only if that check was for an amount greater than \$100 and if it was written to someone with whom the church does not conduct business on a regular basis.
7. The Financial Administrator shall withhold FICA from the wages of all employees who are not contractors (i.e., performing similar functions for other companies or institutions).
8. At the end of the fiscal year, the Financial Administrator shall ensure that any surplus or deficit in budget receipts versus budget expenditures (with the exception of those for Sabbatical Fund, Youth Mission Engagement, and Computer Cost) is reflected in the General Fund balance. Unspent funds for Sabbatical Fund (Personnel Account) shall be transferred to the designated fund Sabbatical; unspent funds for Youth Mission Engagement (Education Account) shall be transferred to the designated fund Youth Activities; and unspent funds for Computer (Office Account) shall be transferred to the designated fund Computer Cost.
9. The Financial Administrator shall disburse all designated funds in strict accordance with the designation.
10. The Financial Administrator shall not cash personal checks.
11. No account manager may authorize donations in the name of BCOC to be sent to an outside entity that has not been approved by the church.

B. Procedures

1. One-Time Payments
 - a. The account manager (appropriate committee chair or staff member) shall fill in a Check Request form, sign his/her name after "Requested by," and give the form and invoice or receipt for the purchase to the Financial Administrator. The account manager may send a comparable email in lieu of the form.
 - b. The Financial Administrator shall cut the check.
 - c. In the privacy of a church office, two check signers appointed by the church shall ascertain that the payment is properly authorized by the Check Request form, that the requested funds will be taken from the proper account, and that the form matches the invoice or receipt. S/he shall then sign his/her name after "Approved by" on the Check Request form and shall sign the check.

- d. After checks are disbursed, invoices, receipts, and request forms shall be retained, and Financial Administrator shall record payments in the proper accounts.

2. Regularly Occurring Payments

- a. Before the beginning of the fiscal year the Financial Administrator shall prepare a schedule for each regularly occurring obligation, showing the dates and amounts (approximate for utilities) to be paid.
- b. S/he shall fill in the Check Request form for each obligation, attach the form to the schedule and give it to the account manager.
- c. After ascertaining that the schedule matches the budget, the account manager shall fill in the Check Request form, sign it after "Requested by," and return the schedule and form to the Financial Administrator.
- d. At least quarterly, the account manager shall review expenditures to ensure that they are in line with the pre-approved schedule of payments.
- e. Steps b through d under Section II.B.1 shall then be followed.

C. Credit Card Use

1. General Principles

- b. Credit card use is limited to these staff members: Pastor, Minister of Christian Formation, Organist-Choirmaster, Ministries Coordinator, Facilities Manager, Financial Administrator, and Office Administrator. Designated users may authorize another person to use a card for a specific purpose.
- c. Credit card use is limited to purposes specified below:
 - 1) The Home Depot card may be used for purchases authorized by a budget or designated account manager.
 - 2) A church owned credit card may be used a) for expenses incurred by those traveling out of town on behalf of the church; b) to order literature or other items from suppliers who require credit card payment; and c) by the designated users identified in item b. of this section to extend hospitality on behalf of the church in such ways as purchasing meals for prospects.

d. Credit card use for any purpose or in any manner not expressly permitted by these policies and procedures is prohibited.

- 1) The church shall have the right to obtain full reimbursement from any person who uses a church credit card in a manner inconsistent with these policies and procedures.
- 2) The Financial Administrator is not authorized to issue a credit card to any individual who has previously used a card in a manner inconsistent with these policies and procedures. The Trustees must determine whether said individual is eligible for continued card usage.

2. Procedures

- a. To use a credit card, fill out the Documentation for Credit Card Use form, obtain the signature of the account manager for the budget or designated account from which payment will come and present it to the Financial Administrator.
- b. Failure to turn in receipts prior to the payment of the statement may result in the card user being held personally responsible for the charges.
- c. The Financial Administrator receives the monthly credit card statement by mail. After expenses are credited to the appropriate budget and designated account, the authorizations are attached to the credit card statement and filed with the check request form, invoices and receipts.

D. Travel on Church Business

1. General Principles

- a. The church shall pay all expenses for staff travel that is required as part of their employment.
- b. The church shall pay all expenses for members when the church requests them to travel on church business. All travel expenses to be reimbursed for members must have prior approval from the appropriate Account Manager.
- c. Groups traveling on church business should, when possible, use church-owned vehicles rather than personal vehicles.

- d. Those traveling on church business should, when possible, charge expenses to a church credit card.

III. Internal Audit of Income

- A. Purpose: There will be an annual internal audit of income to assure the church that all income is properly handled and recorded in the books and records of the church, and to assure the Financial Administrator that he/she has the full confidence and trust of the church.
- B. Scope: The church receives income in a variety of ways including Sunday morning offering collection, mailings to the church (directly from the payer or from the payer's bank), drop-by deliveries, on-line payments, and interest earned on deposits. Income also comes in a variety of forms including check, cash, stocks and bonds, and property. The purpose of income received also varies including contributions/gifts, rental income, reimbursements and insurance claims. This includes both budget (or operating) income and designated (e.g., Capital Campaign) income.
- C. Procedure
 1. At least once each year, the Council on Mission will appoint an Audit Team consisting of three active church members.
 2. The following persons may not be appointed to the Audit Team: Treasurer, Assistant Treasurer, Trustees, Offering Counters, check signers, and church Staff.
 3. The Audit Team will schedule a meeting with the Financial Administrator. The Pastor will also be invited to attend this meeting.
 4. At the meeting the Audit Team will identify a month to be audited.
 5. For the identified month, the Financial Administrator will produce from the church accounting software, and any other necessary books and records of the church:
 - a. A full set of redacted (i.e., names of contributors removed) contribution statements for the same month ordered randomly (i.e., not alphabetically). The contribution statements will contain all (or the cash resulting from all) gifts to the church whether made by cash, check, stocks and bonds, or property.
 - b. An alphabetical list of all persons/giving units (names only) represented by the contribution statements.
 - c. All records of the conversion of non-cash gifts to cash and linkage (e.g., a reference number) to the appropriate contribution statement(s).
 - d. All rental income received by the church, including a statement describing any vacancies in rental properties for the month (e.g., the number of parking spaces not then currently rented).
 - e. All bank deposits for the month.
 - f. All interest earned on deposits for the month.
 - g. Beginning balances, expenditures for the month, and ending balances for all church funds, including the General Fund and all designated funds.

6. The Audit Team will:
- a. Review the records of conversion of non-cash gifts to cash.
 - b. Compare the rental income to the available rental property and the vacancy statement.
 - c. Calculate the total contributions for the month from the contribution statements and add rental income for the month to the appropriate account (i.e., as approved by the church).
 - d. Compare total bank deposits for the month in Item 5.e. to the results from item 6.c.
 - e. Add any interest earned on deposits to the results from item 6.c.
 - f. Calculate ending fund balances by: (1) adding the Beginning Balances from (a) Item 5.g. to (b) the Item 6.e. Totals, and (2) subtracting the Expenses from 5.g.
 - g. Compare Item 6.f. results to the Ending Balances in Item 5.g.
 - h. Select 10 names from the list in Item 5.b. Instruct the Financial Administrator to send Contribution Statements including the month covered by the audit (i.e., the same statements used in step 6.c.) to each of these persons/giving units for review and verification. In addition to the Contribution Statement the Financial Administrator will include a Verification Statement to be signed by the 10 persons/giving units. The Verification Statement will include only a statement regarding the accuracy of the Contribution Statement (it is accurate or it is inaccurate) and a signature line for the persons/giving units (i.e., it will not include giving amounts). The 10 persons/giving units will return the executed Verification Statements directly to the Audit Team.

IV. Account Managers

A. Budget Accounts

Account Name	Lay Manager	Staff Manager
Personnel	Staff Committee Chair	Pastor
Pastoral	Staff Committee Chair	Pastor
Education	Education Committee Chair	Minister for Christian Formation
Worship	Worship Committee Chair	Organist-Choirmaster
Office	Staff Committee Chair	Pastor
Property	Property Committee Chair	Pastor
Missions	Council on Mission Chair	Pastor
Ministries	Ministry Committee Chair	Ministries Coordinator
Council on Mission	Council on Mission Chair	Pastor

Account Name	Lay Manager	Staff Manager
Congregational Life	Congregational Life Committee Chair	Pastor
Church Communications	Communications Committee Chair	Organist-Choirmaster
Deacons	Deacon Chair	Pastor
Special Events	Chair of Each Activity	Minister for Christian Formation
General Fund	Treasurer and Trustees	No staff manager

B. Designated Accounts

Account Name	Lay Manager	Staff Manager	Purpose
Property Mortgage & Purchase Fund	Council on Mission Chair	Pastor	New construction needs, property purchase and mortgage payments . Est. Oct 2003, modified in Jan 2018
Emergency Reserve	Property Committee Chair	Pastor	Capital needs. If possible, maintain balance of at least \$2,000 for emergencies. Est. Jan 1985.
Children's Activities	Education Committee Chair	Minister for Christian Formation	A pass-through fund for children's activities. Est. Oct. 2005.
Choir Robes	Worship Committee Chair	Organist-Choirmaster	Purchase of choir robes. Est. Apr 2001.
Columbarium	Property Committee Chair	Pastor	To establish and maintain columbarium that will be paid for by those purchasing niches. Est. July 2004.
Computer Cost	Property Committee Chair	Pastor	To purchase, maintain computer hardware and software. Est. Oct. 2005.
Cuba Partnership	Ministry Committee Chair	Ministries Coordinator And Pastor	Partnership with Baptist church in Cuba (Alliance of Baptists program). Est. Oct 1998.
Education Fund	Education Committee Chair	Minister for Christian Formation	Additional education needs. Est. Jan 2001.
Endowment Fund	Council on Mission Chair	Pastor	Toward Endowment with WMU Foundation. Est. September 2005.
Flowers	Worship Committee Chair	Organist-Choirmaster	A pass-through fund for Sunday morning sanctuary flowers.

Account Name	Lay Manager	Staff Manager	Purpose
Food Services	Congregational Life Committee Chair	Pastor	A pass-through fund for meals.
Ministries Coordinator	Staff Committee Chair	Pastor	For salary/expenses for Ministries Coordinator for first three years
Music Fund	Worship Committee Chair	Organist-Choirmaster	Additional music needs. Est. Oct 2003.
Organ Fund	Worship Committee Chair	Organist-Choirmaster	To add to organ and routine maintenance. Est. Oct 2003.
Hall Music Intern	Staff Committee Chair	Organist-Choirmaster	Fund a music intern position in honor of Paul and Peggy Hall. Est. September 2017
Parking Rental	Treasurer	Pastor	To collect parking fees which are transferred to Property Mortgage & Purchase Fund at the end of each month.
Pre-paid Pledge	Treasurer	Financial Administrator	To account for pre-paid pledges until the year for which it was pledged. Est. Oct 2003.
Rogers Benevolence Fund		Member of ministerial staff	Emergency assistance at member of ministerial staff's discretion. Est. May 1994.
Youth Activities	Education Committee Chair	Minister for Christian Formation	To support youth activities. Est. 1990.
Sabbatical Fund	Staff Committee Chair	Pastor	To support staff sabbatical activities

V. Schedule

Date	Who's Responsible	Action
May	Council on Mission	Instruct Treasurer to implement Internal Audit of Income Procedure
August	Financial Administrator and Treasurer	Financial data through July distributed to committee chairs to consider current

Date	Who's Responsible	Action
		spending and develop new ideas for the next year's budget and respond with next year's budget proposal.
September (Wednesday after 3rd Sunday)	Treasurer	Present budget proposal as approved by Council on Mission to church for initial review and discussion
October (Wednesday after 3 rd Sunday)	Treasurer	Present budget to church for final approval
November	Staff/Council on Mission/Treasurer	Conduct Pledge Campaign
November (Sunday to be specified)	Finance Committee	Pledge Sunday
November	Financial Administrator	Collect and compile pledges
December (2nd Wednesday)	Council on Mission/Treasurer	Amend budget as necessary and inform church
December	Council on Mission/Treasurer	Give budget, procedures and all policies to all account managers.

VI. Offering Counting Procedure

Counting should always be done by a minimum of two individuals, never by one person alone.

1. Count the loose offering and make an offering envelope for the amount. Write "Loose Offering" on the envelope.
2. Empty the envelopes. Write check or cash in the upper right hand corner of each.
3. Verify the amount in each envelope.

Total and electronically deposit the checks using the following steps:

1. Using the adding machine, total the checks and create a tape.
2. On the computer homepage, click on the RDC Scanner Login Icon located in the upper left-hand corner. The User Name is on the instructions sheet.
3. Click on Create a New Batch. The batch number and date will appear at the top of the screen.
4. Put all the checks into the scanner on the right side of the machine with the checks facing outward.
5. Click on Start Capture. The checks should go through the scanner and appear on the screen. Make sure the number of checks on the screen matches the number of checks on your adding machine tape.
6. Click on End Batch/Process. The checks will disappear from the screen.
7. Click on Exit in the top right-hand corner.
8. Remove the checks from the scanner and wrap the adding machine tape around them.

Complete and sign the Sunday Morning Counting Form. Put everything (including cash) in an envelope and secure it in the safe.

VII. Acceptance and Distribution Policies for the Baptist Church of the Covenant Endowment established in 2005 with the Woman's Missionary Union Foundation (WMUF)

- A. Definition: An endowment is money or an asset given to an institution which will be protected and allowed to grow to provide an income into the future.
- B. Background: Believing stewardship of an individual's total assets is biblical, the Endowment Committee proposed the establishment of an endowment for channeling discretionary funds over and above the tithe and other offerings to the church budget for the future financial support of the missions/ministries of BCOC. (This may include emergency or special needs of the church as part of the ministry interpretation.) Members will be encouraged to name the church in their wills for final distribution of all or a portion of their assets at death.

In September 2005, the members of BCOC in church conference voted to establish the Baptist Church of the Covenant Endowment with WMUF. BCOC retains full ownership of the funds. The funds may be moved to another foundation upon two-thirds vote of the membership in church conference. Only the gain or interest posted by the WMUF annually may be distributed. (It is suggested that the endowment make no distributions until after accruing the sum of \$100,000. This will allow for growth.) Individuals may make separate endowments (minimum of \$10,000) or create annuities (minimum \$10,000) and trusts (suggested minimum of \$100,000) with expressed BCOC purposes with WMUF. The same guidelines and procedures will apply to the acceptance and distribution of funds.

C. Procedures and Guidelines (adopted in church conference in April 2006)

Making a Gift to the BCOC Endowment : The acceptance policy will be in line with the policy established by the WMUF, a 501(c) 3 not-for-profit organization under the laws of Alabama.

1. BCOC will accept unrestricted gifts of cash and securities for BCOC. (By transferring stocks and bonds to the church from the individual's brokerage, there may be a capital gains tax savings as allowed by law.) The donor will be notified BY THE BROKER (NOT THE CHURCH) concerning the value of the gift. Paper securities are received by the church, but will be immediately redeemed Please consult with a tax advisor before making a gift. Bequests through a will are always welcomed. (Donors should make the checks out to BCOC and earmark them for the BCOC ENDOWMENT.) If you wish, you may call the Financial Administrator for the number of a church member who will speak with you concerning your gift: 205-328-0644.
2. WMU Foundation will work with an individual to establish an endowment (\$10,000 minimum for BCOC. WMUF is able to accept cash, tangible personal property, securities, real estate, oil and gas interests, remainder interests in property, life insurance, Charitable Remainder Trusts, Charitable Gift Annuities, Charitable Lead Trusts, Retirement Plan Beneficiary Designations, Bequests and Life Insurance Beneficiary Designations. You may call WMUF 205-408-5525 for further information.

Guidelines for Distributions from the BCOC Endowment: Criteria will include but not be limited to the following:

1. The worthiness of the project. Need is not to be the sole determinant. (For example, grants to students, capital improvements, mission trips, grounds, ministries or support groups at BCOC may be considered.)

2. The number of requests must be considered in line with the amounts available.
 3. The future success of the project and ongoing expense will be a determining factor.
 4. Recommendations of the pastor, staff members, and BCOC members will have priority over other requests.
 5. Consideration must be given for the overall ministry/mission of BCOC.
 6. The Endowment Committee in discussion with the Finance Subcommittee must determine the financial strength of the endowment/church and the economy annually. The Finance Subcommittee shall periodically (at least annually) review the endowment's assets to determine how the assets should be invested (i.e. the mix of equities, bonds, and fixed income) with the Council on Mission making the final decision.
 7. BCOC should propose and direct the use of funds in the project. Although there are worthy entities separate from BCOC, the committee recognizes that gifts are made for the purposes of BCOC.
 8. Application should be made on the form provided through the BCOC office and returned completed for the use by the Endowment Committee by October 1 each year (after the endowment has reached \$100,000). The recommendations will be presented to the Finance Subcommittee for presentation to the Council on Mission.
 9. The Council on Mission will present recommended distributions to the church for approval.
- D. Changes to the Procedures and Guidelines will depend on a majority vote of the church in conference.

Application for a Grant from the
Baptist Church of the Covenant Endowment

AMOUNT REQUESTED _____

PURPOSE _____

DATE of PROJECT _____

NAME OF APPLICANT _____

RELATIONSHIP OF APPLICANT TO THE PROJECT _____

DESCRIPTION OF THE PROJECT _____

HOW WILL THE FUNDS BE USED? _____

WHO WILL ADMINISTER FUNDS? _____

WHAT IS THE DATE THAT THE FUNDS ARE NEEDED? _____

At the end of the project you should report on the value of the project, the number of people

impacted, stories/comments from the participants/pictures for publication and give a complete financial reporting of the funds. Any unused funds should be returned to BCOC Endowment.

Please sign that you agree:_____

Worship Committee Report

April, 2018

The committee met in January. We are recommending a change in the name of this committee to “Worship Support Committee” (requiring a slight change in the Procedures Manual.) The rationale for this change is that Worship is essentially planned by the ministerial staff, and our committee functions to aid in planning where needed.

We have added several volunteers to the various areas of service – Ushers/Greeters, Baptism, Lord’s Supper, and Decorations.

We are working with Dan to secure Worship participants, assisting with Vespers, looking at piano options for the choir room, and making a few changes to the “special flowers” used to decorate the sanctuary.

Submitted by Sally McElroy, Chair

Deacons Report

April 4, 2018

The deacons had an organizational meeting on January 7, 2018. Many thanks to those who volunteered to coordinate various deacon functions: Karen Stinnett – communion; Nancy Yarbrough and Don Peppenhorst – new member presentation; and Gail Hill – Covenant 101.

During the review of deacon responsibilities there was a concern that deacons are tasked in the bylaws with having conversations with individuals whose behavior threatens the church, but there are no guidelines for those conversations. A committee composed of Allan Burton, Ashley Gilbert, and David Goodwin volunteered to work on guidelines which the deacons adopted at their meeting on February 11, 2018. The deacons propose that the bylaws be amended to add the bold italicized language below into the first paragraph of Section 3.3:

In accordance with the meaning of the word and practice of the New Testament, Deacons are to be servants of the church. The duties and qualifications of the Deacons shall be those prescribed by the New Testament (Acts 6:3, I Timothy 3:8-13). They shall assist the ministerial staff by consistently and regularly visiting with church members, caring for members in times of crisis or distress, initiating personal or group conversation with individuals whose conduct threatens the church, serving the Lord's Supper, keeping the membership enlisted in the full program of the church, promoting a spirit of cooperation among the membership, and performing such other duties as may be delegated to them by the church. ***As servant leaders, Deacons are charged with the care and support of church members, their families, and regular participants. Any conversation concerning conduct that threatens the church should be entered into with the same heart, mind, and actions one would use for any other Deacon tasks -- listening, with a heart of humility, a mind that assumes the positive of everyone involved, and actions that work for reconciliation.*** The Deacons shall collect and maintain visitor registration information. The Deacons shall contact visitors and determine the desirability of a home visit. The Deacons, with the assistance of the Education Committee, shall provide a program of orientation for candidates for membership as described in Section 2.1.

This proposal is being presented for information at this meeting to be voted on at the next business meeting.

The deacons continue to care for the church membership. In addition to their regular communications to their groups, the deacons have begun sending cards each month to those in the congregation identified by the pastor as needing extra care.

Respectfully submitted,
Bill Caughran

Fiftieth Anniversary Planning Committee

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Sharon Chappell	Chappells93@gmail.com ; bakingatreat@gmail.com
Brent Cotton	cotton9398@yahoo.com
George Crear	mommyson3@gmail.com
David Goodwin	03goodwin@gmail.com
Howard Goodwin	hgood47@gmail.com
Kit Deason	Kitdeason@gmail.com
Steve Johnson	lifedancephotography@mac.com
Brenda Jones	brendajones2525@gmail.com
Cindy Ponder	csponder55@gmail.com
Vicki Rayford	vkassick@gmail.com
Bill Smith	wsmith@law-alabama.com
Jean Thomason	jeanwayne@charter.net
Mary Jane Walker	alamom45@aol.com
Ann Yates	dglenyates@aol.com

Baptist Church of the Covenant
Fiftieth Anniversary Committee
March 4, 2018
Minutes

Present: Sharon Chappell, Brent Cotton, George Crear, Carol Dean, Kit Deason, Howard Goodwin, Steve Johnson, Brenda Jones, Cindy Ponder, Bill Smith, Jean Thomason, Brian Vaughn, Mary Jane Walker, Ann Yates. Committee members not present: David Goodwin, Vicki Rayford

The committee to plan the celebration of BCOC's fiftieth anniversary celebration met in the Bock Mayes Ministry Center at 1:15 on Sunday, March 4, 2018. The purpose was to begin planning an event or multiple events to celebrate the church's 50th anniversary, which will take place in November 2020.

The committee began by discussing goals for the event. Those goals include the following:

1. Celebrate the past
2. Celebrate the future
3. Include past members and leaders
4. Include members from the synagogue that housed the church as it was beginning
5. Include partners and friends of the church
6. Celebrate BCOC's unique values and identity
7. Have fun!

The committee brainstormed possible events. All members agreed that there should be a special Sunday worship service as the culmination of the event or events. Members discussed whether there should be one event such as a large formal dinner or whether there might be multiple events such as an outdoor family picnic as well as a dinner. There was also discussion as to whether all events should take place on one weekend or on more than one. An idea that seemed to have support from many was to have a family picnic on a Saturday and then on the following weekend have a formal dinner on Saturday night with a worship service on Sunday. Many felt that this would be appropriate for out of town guests, who would probably come for the second weekend. The venue workgroup will explore these ideas as they explore possible dates and venues. The committee will welcome other ideas.

Committee members discussed the idea of including history lessons for the children which might include a tour of the Civil Rights Museum to help them understand the historical context of the walk-out from First Baptist Church.

The planning committee was sub-divided into workgroups that will recruit other volunteers and explore specific aspects of the celebration. Workgroups will explore ideas and will report to the full committee by email and/or at the next meeting.

The next meeting will be Sunday, September 9, 2018.

Baptist Church of the Covenant
Fiftieth Anniversary Committee
Workgroups

Venues/Dates

Sharon Chappell, Convener
Kit Deason
Brent Cotton
Bill Smith

Communication / Logo / T-shirts

Cindy Ponder, Convener
Steve Johnson
Ann Yates

Program

Howard Goodwin, Convener
Brenda Jones
Ann Yates
Mary Jane Walker
Brian Vaughn

History

Jean Thomason, Convener
Mary Jane Walker
Steve Johnson
George Crear
Bill Smith

Fundraising

Brian Vaughn, Convener
David Goodwin

Food (to begin work in the future)

Sharon Chappell
Kit Deason

Decorations (to be determined in the future)