

## **MINISTRIES GUIDELINES AND RULES**

### PRESIDENT/VICE PRESIDENT APPROVAL RULE

Elected Presidents and Vice-Presidents must meet the approval of the Pastor, the Executive and Joint Councils before they officially take office. The election of officers will be conducted as usual. However, the names of the president and vice-president must be submitted to the Pastor, the Executive and Joint Councils who will provide final approvals within 31 days of receiving the submission.

### GUIDELINES FOR MINISTRY AND COMMITTEE ELECTIONS

The following guidelines are recommended for nominating presidential and vice-presidential candidates for office:

- A candidate must be a person who regularly attends church – both morning worship, and other services.
- A candidate must regularly attend Bible Study, Sunday school, or both.
- A candidate must be a tither – one who consistently brings 10% of his or her income to the work of PRBC.
- A candidate should be a person that has learned to follow. Those who cannot follow make poor leaders.
- A candidate must be a person who understands the function and the purpose of the ministry. Therefore, the nominee must have been a participant in the ministry for no less than two (2) years and a member of PRBC no less than three (3) years, unless otherwise approved by the Pastor.
- A president cannot serve more than two (2) consecutive years, except for when appointed by the Pastor.
- A president who has served a two-year tenure cannot be re-elected until they have been out of office for at least two years. The Pastor can waive this requirement.
- Presidents are required to provide ministry rules and by-laws to each new member. In addition, the President or their designee is required to review the rules periodically to ensure they are understood by members of the ministry.
- Presidents are required to submit a copy of any ministry-specific addenda to the church secretary.
- Presidents and vice-presidents are required to attend all church-sponsored leadership training sessions, and all meetings of the Leadership Council.

### SECURING DATES

The scheduling of meetings and rehearsals must be cleared by the church secretary. Likewise, all other ministry-related activities, whether internal or external, must be

communicated to the church secretary who will seek final approval from the Pastor. This includes special events, activities in the fellowship hall, and use of the kitchen.

Prior to accepting engagements or sending representation in support of ministries at another church, the PRBC ministry president must inform our church secretary of such intentions. This information is not for the purpose of denial or permission, but so that the church is aware of such representation. However, if the whole ministry, such as nurses, ushers, etc. wishes to accept an invitation, it is required to first seek permission.

*It is against the policy of PRBC for a ministry to sponsor any type of event using either the names of the church or the ministry without the express approval of the church. All gatherings in said names shall be cleared through the church office.*

**EXAMPLE:** If any ministry wants to have a social gathering at the home of one of its members and the invited guest are all members of the ministry, that constitutes a church function and requires clearance from the church office. Christmas fellowships, various outings, and summer cookouts must be cleared.

#### FUNDRAISING

Fundraising of any kind whether at church or in someone's home should NEVER occur in the name of Pilgrim Rest Baptist Church unless express written approval, with proper signatures, is given.

#### DUES

Dues shall not be collected by any ministry, choir, committee or board. If and when a ministry, etc. needs funds for any purpose they may submit a voucher to the Trustees for approval. Vouchers can be obtained from the Clerical Office.

#### SPECIAL EVENTS

Any ministry or individual requiring use of the kitchen for receptions, banquets, etc. must request the presence a certified food handler during the event. The names of PRBC's certified food handlers are located in the clerical office and a copy is posted in the kitchen.

Presidents and chairpersons are responsible for conveying these rules to ministry members.