Handbook of Policies, Procedures, and Fees

January 23, 2018
Scriptural:

“O Lord our God, all this abundance that we have prepared to build you a house for Your holy name is from Your hand, and is all Your own.” 1 Chronicles 29:16

Mission Statement:

The mission of the Board of Trustees is to provide excellent stewardship over Beulah’s real and personal property in the name of The Lord.

MEETING DATE:

The Trustees meet every Monday after the third Sunday in each month at 7:00 pm.

OFFICERS OF THE TRUSTEES BOARD:

Chairman – Deacon Nathaniel Jackson
Vice Chairman – Deacon Andre’ Todd
Secretary – Sister Wendy Brown
Vice Secretary – Brother Deandre Moore
BEULAH BAPTIST CHURCH HOURS OF OPERATION

Worship Center (Sanctuary – Fellowship Hall – Classrooms – Administrative Offices)

**CHURCH OFFICE:** The church office will be opened from 9:00am to 5:00 pm Monday – Friday; the office will be closed on Saturday and Sunday. Please enter from the Administrative Wing.

**WORSHIP CENTER (MONDAY – FRIDAY):** The worship center will be opened from 5:30pm to 10:00pm Monday – Friday; please enter from the Church’s Lower Level (fellowship hall).

**WORSHIP CENTER (SATURDAY):** The worship center will be opened from 7:00am to 4:00 pm on Saturday’s. Please enter from the Church’s Lower Level (fellowship hall).

**WORSHIP CENTER (SUNDAY):** The worship center will be opened at 6:00am and will close after 10:45am services or until everyone leaves the church building.

**MIDWEEK SERVICE:** All doors to the worship center will be open for mid week services.

**SPECIAL EVENTS:** All doors to the worship center will be open for special events, wedding, funeral or any other events when using the sanctuary.

Entrance onto the grounds of Beulah Missionary Baptist Church

**MONDAY – FRIDAY:** Both gates will be opened during the day from 6:00am to 10:00pm

**SATURDAY:** Both gates will be open from 6:30am - 6:00pm on Saturday.

**SUNDAY:** Both gates will be open from 5:30am – 4:00pm on Sunday’s. The gates open and close time will accommodate the Church and the FLC.

**EMERGENCY CONTACTS:**
- SGT, Dale Collins (Security Supervisor) 404-456-7985
- Security at the FLC 404-241-3307 (1287)
- FLC Front Desk 678-553-6030
- Trustee (Eberhardt Murray) 404-557-5334
- Trustee (Andre, A Todd) 404-379-9537
- Trustee (Nathaniel Jackson) 404-234-2808
BEULAH BAPTIST CHURCH TRANSPORTATION POLICY

When the Pastor or the Church at-large accepts an engagement to another church and transportation is requested by a ministry on duty, the church will bear the cost of one (1) charter bus for out of state at a cost $3300 and the transportation cost for five charter bus/shuttle bus in-state trips at a cost of $600 each.

This policy applies to only ministries that are “on duty” for that particular engagement. The ministries included are Music Department, Ushers, Nurses, Deacons and Mothers. Any additional cost related to the event/trip will be the responsibility of the ministry or ministries on duty. The funds provided by the church for supporting the transportation expense as stated above will not exceed $6300 annually and will be available only if the church’s budget can accommodate this expense.

The church shall NOT bear the transportation cost for any individual ministry engagement or fellowship that exceeds beyond Pastor’s / Church engagements.

The following is the new fee/cost structure for BBC bus drivers for ministry use:

<table>
<thead>
<tr>
<th>Miles Range</th>
<th>Cost per Round Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 99 Miles</td>
<td>$55.00</td>
</tr>
<tr>
<td>100 – 225 Miles</td>
<td>$75.00</td>
</tr>
<tr>
<td>226 – 350 Miles</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

(Committee consisted of the following: Minister of Music, Choir Presidents, advisor from the P. W. Elliott Choir, Usher Board Presidents, President of the Nurses Guild, and representatives from the Deacon Board)

This policy supersedes any other policy and is effective January 1, 2015

Submitted and Approved by the Church Conference: October 23, 2014
POLICY REGARDING FOOD IN WORSHIP CENTER

The Board of Trustees is reminding all organizations that the church has a policy against having or eating food anywhere in the Worship Center except the Fellowship Hall.

If you have any questions or concerns, please contact the Board of Trustees.

Thank You
The distribution of keys has been limited to the following:

Security Guards  Selected Trustees and staff members
Office Staff (stored in a locked box)  Janitorial Service

Sanctuary Security

The following guidelines have been implemented to ensure that the sanctuary is secured at all times.

Monday – Friday / 9:00 am – 5:00 pm (Members, visitors, and staff access)

Members, visitors, and staff who wish to enter the sanctuary for any purpose must follow the process outlined below to gain entrance:

1. Sign in the “Visitor’s Log”, noting the reason for requesting access to the sanctuary.
2. A staff member will escort the individual to the sanctuary and unlock a door.
3. Once the individual is inside, the door will be locked by the staff member. This will support securing the sanctuary once the individual leaves the sanctuary.
4. The individual will sign out the “Visitor’s Log” and notify the staff that they are leaving. After 5:00 PM

Weekdays

The security guards will be responsible for administering the above process after regular business hours. The only additional requirement is that access will be governed by the church calendar and Week at A Glance. If access is not scheduled, the security guard will not open the sanctuary.

Funerals

The janitorial service is responsible for opening the sanctuary for all funerals per established church guidelines. They are also responsible for securing the sanctuary after the service is completed. This applies to both weekends and week day funerals.

Weekends

The janitorial service shall be responsible for providing access to the sanctuary based on the above referenced process and requirements.

Emergency access

In the event of an emergency, the Trustee Board should be contacted to gain access to the sanctuary. While we realize that the implementation of these guidelines will cause some inconvenience, we must safeguard the assets of the church. We appreciate your cooperation in this matter.
BOARD OF TRUSTEES

RESERVATION OF TABLES FOR EVENTS AND MEETING ROOMS

We are experiencing problems with organizations using tables and rooms without going through the reservation process. This represents a violation of church policy and may jeopardize the safety of our members.

The Trustee Board is requesting your assistance by supporting the established guidelines relative to the reservations of spaces in the Worship and Family Life Centers.

TABLE RESERVATIONS

Requests for the use of tables must be submitted via the “Calendar Request” process, no exceptions.

Please note that a maximum for four (4) tables may be setup at a time.

Annual Days: Per existing guidelines, priority will be given to support all annual day celebrations. This means that annual days will take priority relative to the reservations of the tables during the four (4) weeks leading up to the actual date for the associated annual days.

This implies that an existing reservation of a table may be “bumped” if a request is made by the annual day committee for a table on the concerned date.

This process will help to ensure that tables are available when requested and will prevent the over-booking of tables.

MEETING ROOMS

Request to use any space within the Worship & Family Life Centers must be submitted via the “Calendar Request” process. This includes the use of such spaces for practices, meetings, or any other type of event.

Adherence to this policy will prevent confusion and support the need to know who is using the church property at all times.

Rooms not scheduled for use will be locked for safety purposes. Please note that the janitorial service and the staff of the church are not authorized to open any doors that have not been previously reserved.

If an organization is found to be using a room without going through the reservations process, they will be requested to vacate the room.
BOARD OF TRUSTEES
RENTAL PRICES FOR WORSHIP CENTER AND FAMILY LIFE CENTER (FLC)

**FLC**

<table>
<thead>
<tr>
<th><strong>PRICES</strong></th>
<th><strong>FLC</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Beulah Members</em></td>
<td></td>
</tr>
<tr>
<td>Fellowship Hall</td>
<td>$100.00 Hr.</td>
</tr>
<tr>
<td>Arts &amp; Craft Room</td>
<td>$50.00 Hr.</td>
</tr>
<tr>
<td>Short Basketball Ct.</td>
<td>$50.00 Hr.</td>
</tr>
<tr>
<td>Full Basketball Ct.</td>
<td>$100.00 Hr.</td>
</tr>
<tr>
<td>Conference Rooms A, B, &amp; C</td>
<td>$25.00 Hr. Each</td>
</tr>
<tr>
<td>Pool</td>
<td>$100.00 Hr.</td>
</tr>
<tr>
<td>Lifeguard</td>
<td>$50.00 Hr.</td>
</tr>
<tr>
<td>Party Room</td>
<td>$50.00 Hr.</td>
</tr>
<tr>
<td>Security (DeKalb County Officers)</td>
<td>$50.00 Hr.</td>
</tr>
<tr>
<td>Entire Gymnasium (8-hours)</td>
<td>$1,500.00 Per Day</td>
</tr>
<tr>
<td>Custodian**</td>
<td>See Below</td>
</tr>
</tbody>
</table>

**Non-Members**

<table>
<thead>
<tr>
<th><strong>PRICES</strong></th>
<th><strong>Non-Members</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowship Hall</td>
<td>$100.00 Hr.</td>
</tr>
<tr>
<td>Classrooms</td>
<td>$25.00 Hr.</td>
</tr>
<tr>
<td>Security</td>
<td>$25.00 Hr.</td>
</tr>
<tr>
<td>Custodian**</td>
<td>$50.00 Per 100 persons</td>
</tr>
</tbody>
</table>

**Auxillary Functions (Saturday Only)**

<table>
<thead>
<tr>
<th><strong>PRICES</strong></th>
<th><strong>Auxillary Functions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowship Hall</td>
<td>No Charge</td>
</tr>
<tr>
<td>Security</td>
<td>$25.00 Hr.</td>
</tr>
<tr>
<td>Custodian</td>
<td>7am - 4:00pm, No Charge</td>
</tr>
<tr>
<td>Custodian</td>
<td>4:00 - 9:00pm, $125 Hr.</td>
</tr>
</tbody>
</table>

**NOTE:** CATERING SERVICE PROVIDERS MUST BE LICENSED AND BONDED

Bonded catering service is NOT required for cold cuts and foods such as fruit, nuts, cake, finger sandwiches, etc.
## WORSHIP CENTER

<table>
<thead>
<tr>
<th>Service</th>
<th>Church Members</th>
<th>Non-Church Members</th>
<th>Church Members</th>
<th>Non-Church Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wedding Only</strong></td>
<td>$800.00</td>
<td>N/A</td>
<td>$500.00(2 hours)</td>
<td>$800.00(2 hours)</td>
</tr>
<tr>
<td><strong>Wedding and Rehearsal Dinner</strong></td>
<td>$1,000.00</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Wedding and Reception</strong></td>
<td>$1,500.00</td>
<td>N/A</td>
<td>$1,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td><strong>Reception Only</strong></td>
<td>$1,200.00</td>
<td>N/A</td>
<td>$800.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td><strong>Pastors Study</strong></td>
<td>$200.00 (Maximum participants 10)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## FAMILY LIFE CENTER

<table>
<thead>
<tr>
<th>Service</th>
<th>Church Members</th>
<th>Non-Church Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wedding Only</strong></td>
<td>$500.00(2 hours)</td>
<td>$800.00(2 hours)</td>
</tr>
<tr>
<td><strong>Wedding and Rehearsal Dinner</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Wedding and Reception</strong></td>
<td>$1,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td><strong>Reception Only</strong></td>
<td>$800.00</td>
<td>$1,200.00</td>
</tr>
</tbody>
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**PLEASE NOTE THE FOLLOWING:**

- **Maximum capacity for the Family Life Center is 150**

- Fellowship hall for rehearsal dinners is available at no charge if the wedding and reception are held in the worship center

- **ALL CATERING SERVICE PROVIDERS MUST BE LICENSED AND BONDED**

- Cold cuts such as: Fruits, Nuts, Cakes and Finger Sandwiches: Bonded Catering service is not required

Updated 01/01/16
1. Please notify the calendar committee of any cancellations.

   **Impact:** Failure to do so will result in a reserved space not being available for others to use.

2. Please provide a **start date / time** and **end date / time** for your event.

   **Impact:** This will help maximize the use of spaces and make them available for others. If the information is not provided, the initiator of the request will be contacted, thus delaying the processing of the request.

3. Please provide an alternate date and time for your event.

   **Impact:** This will save time in responding to a request in the event the original date and time is not available.

4. Please identify your organization when submitting a calendar request.

   **Impact:** This will expedite the processing of your request. Otherwise, the originator of the request will have to be contacted to secure the organization’s name. This info is required to determine if a cost must be assessed for the space.

5. When submitting a request for a non Beulah event, **do not use an organization name**; provide your name in lieu of your organization’s name.

   **Impact:** This will expedite the processing of your request. Otherwise, the originator of the request will have to be contacted to secure the additional information. This info is required to determine if a cost must be assessed for the space.

6. **All organizational leaders are requested** to identify an individual(s) who will be responsible for submitting their calendar requests. Event / activity committees should notify the calendar committee who is going to be responsible for submitting request for the related event / activity. Notification may be submitted to the calendar committee email address listed below:

   CalendarRequest@beulahbaptist.org

   **Impact:** This will reduce confusion as it relates to the needs of the organization. Often times multiple requests are received for the same event that differs in their respective requirements.
2018 OFFICERS AND MEMBERS

Deacon Nathanial Jackson, Chairman
Deacon Andre’ Todd, Vice-Chairman
Sister Wendy F. Brown, Secretary
Brother DeAndre Moore, Assistant Secretary
Sister Virginia Sinkfield, Treasurer

Brother Mylan Anderson
Brother ARthur Baugh
Deacon Percy Brinkley
Deacon Alonza Cooper
Deacon Ray Davenport
Deacon Bobby Griffin
Brother Rafael Jackson
Deacon Charles Hurst
Sister Marva Kenny
Deacon Ronnie Marshall
Brother Harold Moreland
Deacon Conny Moore
Deacon Eberhardt Murray
Brother Louis Neely, Jr.
Brother Harold Pitner
Brother Marvin Smith
Sister Geri P. Thomas
Brother Albert Williams
Deacon Otis Stockings, Emeritus