



## **BOARD OF TRUSTEES**

**Beulah Missionary Baptist Church  
The Reverend Jerry D. Black, Pastor**

**Handbook of Policies, Procedures, and Fees  
January 1, 2019**

**“Helping You Get Where God Wants You To Be”**



# **BOARD OF TRUSTEES**

## ***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**



# BOARD OF TRUSTEES

## 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, weddings, funerals, and all other events being held in the sanctuary.

## Entrance onto the grounds of Beulah Missionary Baptist Church

**MONDAY – FRIDAY:** Gate B will be open from 6am – 10pm Monday - Friday  
Both gates will be open for Funerals; Revivals, Midweek services, and special events.

**SATURDAY:** Gate B will be open from 6:30am - 6:00pm

**SUNDAY:** Both gates will be open from 5:30am – 4:00pm. The gates' opening and closing times will accommodate events being held in the Church and the FLC.

<b><u>EMERGENCY CONTACTS:</u></b>	SGT, Dale Collins (Security Supervisor)	404-456-7985
	Security at the FLC	404-241-3307 ext.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



# BOARD OF TRUSTEES

## 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, rates will be determined as follows:

- **for out-of-state engagements; the Church will bear the cost of one (1) chartered bus at a cost of \$3,300**
- **for in-state engagements; the Church will bear the cost for five chartered/shuttle buses at a cost of \$600 each.**

This policy applies **only** to 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 \$6,300 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 and/or Church engagements.

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

1 – 99 Miles	\$55.00 per Round Trip
100 – 225 Miles	\$75.00 per Round Trip
226 – 350 Miles	\$100.00 per Round Trip

*(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



# **BOARD OF TRUSTEES**

## **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



# **BOARD OF TRUSTEES**

## **SANCTUARY SECURITY**

**The distribution of keys has been limited to the following:**

Security Guards  
Office Staff (stored in a locked box)

Selected Trustees and staff members  
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 on 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 on 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 the 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.



# **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

Youth Lounge	\$100.00 Hr.
Youth Lounge (Birthdays, Showers & Roasts Only)	\$50.00 Hr.
Arts & Craft Room	\$45.00 Hr.
Short Basketball Ct. (2-goals)	\$50.00 Hr.
Full Basketball Ct. (All goals)	\$100.00 Hr.
Conference Rooms A, B, & C	\$25.00 Hr. Each
Pool	\$100.00 Hr.
Lifeguard	\$50.00 Hr.
Party Room	\$50.00 Hr.
Security (DeKalb County Officers)*	\$50.00 Hr.
Entire Gymnasium (8-hours)	\$1,500.00 Per Day
Custodian**	See Below

\* = **Two officers required after 6:00pm**

### PRICES

### Worship Center

#### **Beulah Members**

Fellowship Hall (Birthdays, Showers, & Roasts Only)	\$50.00 Hr.
Classrooms ( <i>Meeting Only</i> )	No Charge
Security (DeKalb County Officers)	\$25.00 Hr.
Custodian	\$50.00 Per 100 persons

#### **Non-Members**

Fellowship Hall	\$100.00 Hr.
Classrooms	\$25.00 Hr.
Security (DeKalb County Officers)	\$25.00 Hr.
Custodian**	See Below

### \*\*Custodian Set-up/Break-down

Tables & Chairs: Round/Rectangular	
50	\$50.00 Flat Fee
100	\$100.00 Flat Fee
150	\$150.00 Flat Fee
200 & over	\$200.00 Flat Fee

### PRICES

### Auxillary Functions (Saturday Only)

Fellowship Hall	No Charge
Security (DeKalb Officers)	\$25.00 Hr.
Custodian 7am - 4:00pm	No Charge
Custodian 4:00 - 9:00pm	\$125 Hr.

### **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.*





# BOARD OF TRUSTEES

## WEDDING FEES FOR WORSHIP CENTER AND FAMILY LIFE CENTER (FLC)

### WORSHIP CENTER

	Church Members	Non-Church Members
Wedding Only	\$800.00	N/A
Wedding and Rehearsal Dinner	\$1,000.00	N/A
Wedding and Reception	\$1,500.00	N/A
Reception Only	\$1,200.00	N/A
Pastors Study	\$200.00 (Maximum participants 10)	

### FAMILY LIFE CENTER

Church Members	Non-Church Members
\$500.00(2 hours)	\$800.00(2 hours)
N/A	N/A
\$1,000.00	\$1,500.00
\$800.00	\$1,200.00

### 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



# BOARD OF TRUSTEES

## Calendar Request Do's and Don'ts

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.



# BOARD OF TRUSTEES

## 2019 OFFICERS AND MEMBERS

Deacon Nathaniel 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  
Sis. Wendy Brown  
Sis. Phaeydra Brown  
Deacon Alonzo Cooper  
Deacon Ray Davenport  
Deacon Bobby Griffin  
Deacon Charles Hurst  
Deacon Nathaniel Jackson  
Deacon (in training) Rafael Jackson  
Sis. Marva Kenny  
Deacon (in training) Joe Lewis  
Deacon Ronnie Marshall  
Brother DeAndre Moore  
Brother Harold Moreland  
Deacon Eberhardt Murray  
Brother Louis Neely Jr.  
Brother Harold Pitner  
Sister Virginia Sinkfield  
Brother Marvin Smith  
Deacon Otis Stocking - Emeritus  
Sis. Geri P. Thomas  
Deacon Andre' M. Todd  
Brother Albert Williams

## BEULAH MISSIONARY BAPTIST CHURCH

2340 Clifton Springs Road • Decatur, Georgia 30034

Church Office 404.241.3307 • Facsimile 404.241.4377 • Media Ministry 404.241.7531 • Email: [Beulah@beulahbaptist.org](mailto:Beulah@beulahbaptist.org)

### **The Reverend Jerry D. Black, Pastor**

Reverend Mark Seals, Minister of Christian Education • Reverend Laurence Parison, Minister of Pastoral Care

Nathaniel Jackson, Chairman, Trustee Board • Anthony Sims, Chairman, Deacon Board

Curtis Williams, Chairman, Finance Department • Nat Harris, Business Administrator

Allesia G. Alexander, Office Manager • Ronald Marshall, Media Ministry • Detrich Hurst, Church Clerk

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[www.beulahbaptist.org](http://www.beulahbaptist.org)



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### **BEULAH MISSIONARY BAPTIST CHURCH**

The Reverend Jerry D. Black, Pastor  
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(404) 241-3307

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