

# **VOLUNTEER OFFICE POLICIES & PROCEDURES**

Beulah Grove Baptist Church

August 16, 2004

Revised

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**This manual was developed to serve as a guide for administering policies and procedures which direct operations of the Beulah Grove Baptist Church (BGBC). All areas which are pertinent to effective ministry/church administration are contained in this manual. Refer to this manual frequently to answer questions on how to resolve specific issues and problems that may arise from time to time.**

**In addition to serving as an administrative guide, this manual also describes some of the expectations of our employees and ministry leaders.**

**Sincerely,  
Dr. Sam Davis, Pastor**

# **Building of Opportunity VOLUNTEERS OFFICE USAGE POLICIES & PROCEDURES**

## **Access to Church Administration Property in the Volunteers Office**

For purposes of these policies and procedures Church Administration Property is anything that is “Staff Only” restricted including equipment, offices, rooms, supplies, etc. that the church administrative staff and staff volunteers utilize to carry out daily work and responsibilities.

Restricting unauthorized use of church administration property helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

## **OPERATIONAL PROCEDURE**

1. Such church administrative property includes, but is not limited to, the following examples:
  - a. Work equipment
  - b. Offices
  - c. Desks
  - d. Computers
  - e. Filing cabinets and documents found therein
2. Consequently, persons who are not authorized staff volunteers are not permitted to utilize church administration property in the volunteers office without advanced notice or prior consent from the immediate supervisor and/or the Pastor.
3. Any volunteer who willfully allows non-staff members and/or non-staff volunteers to utilize work equipment, access volunteer offices, desks, computers, filing cabinets and any other church staff property without prior consent from their immediate supervisor and/or the Pastor shall be subject to disciplinary action, up to and including dismissal.
4. No church administration property in the volunteers office is to be removed from the office except as authorized by the Building Superintendent and the Pastor.
5. The use of church property in volunteers office shall be used for church-related business only.

## **Volunteers Office Usage and Access**

Given the size of Beulah Grove and its expanding ministries, it is important that certain schedules be prepared. Volunteer hours of usage will be posted and/or distributed to the volunteers’ immediate supervisors and forwarded to the respective volunteers.

*FOR SPECIAL PROJECTS:* In the event that usage of the Volunteers Office is needed for i.e., special projects, outside of regular operating hours, the staff volunteer must notify the immediate supervisor to make arrangements for access.

## **Bulletin Boards**

Posted information on church bulletin boards is for the benefit of all staff volunteers. Staff volunteers are responsible for checking church bulletin boards in the volunteers office on a regular basis and for reading all posted materials.

Staff Volunteers are not permitted to post personal notices or other notices that are not BG-

related on bulletin boards without the consent of the Pastor . Persons requesting that applicable items (i.e., Beulah Grove-related activities) be posted on the church bulletin board must receive permission from bulletin board custodians and if needed pastoral approval to post some items.

### **Posting Signs**

Posting signs or other information in the volunteers office is prohibited in most instances. Such prohibited areas include, but are not limited to the following examples: doors and walls of the volunteers office.

### **OPERATIONAL PROCEDURE**

1. Staff volunteers are not permitted to post personal notices or other notices that are not BG-related in prohibited areas.
2. Some notices, depending on the nature of the content, will require prior approval by the Pastor before posting.
3. Signs may not be posted (including on doors and walls) in the volunteers office. Any signs found posted in the volunteers office without the proper permission shall be removed and discarded, if necessary.
4. In cases of emergency only, any request for posting signs other than on bulletin boards must be cleared by the immediate supervisor.
5. No full course meals are to be eaten in volunteer office. Please utilize break room and cafeteria area.

### **Decorations, Furniture and Equipment In Volunteers Office**

The volunteers office was designed for all authorized staff and volunteers to carry out administrative tasks and assignments.

### **OPERATIONAL PROCEDURE:**

1. Any decorations found put up in the volunteers office without approval by the Pastor will be discarded by the custodial staff with or without notice to the person(s) who provided the decorations. Approval must be provided by the Pastor for any decorations.
2. Nails, tape, tacks, or screws may not be put in or on the walls, furniture, etc. of the volunteers office unless authorized by the Building Superintendent and the Pastor.
3. Any unauthorized furniture(including pictures, figurines, etc.) or equipment found to be put or installed in the volunteers office without approval by the Pastor will be discarded by the custodial staff with or without notice to the person(s) who provided the furniture or equipment. Approval must be provided by the Pastor.