

# FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

## Policies Manual

Title Bulletin Board Committee	Policy Number 002	Page: 1 Of: 3
Yearly Elected Committee Members	Date of Review/Revision: 10/29/2017	Level of Revision: 4

### I. Purpose

To decorate the hallways, and to provide an up-to-date information center for upcoming events in the lives of our church members, our church and in our association.

### II. Definitions

Bulletin Board Committee –members of Flat Springs Baptist Church selected by Nominating Committee and approved by church members. Committee maintains the hallway bulletin boards.

### III. Procedure

- A. Committee members to serve from September 1 through August 31 of each church year.
- B. Boards are changed quarterly/seasonally
  1. Decide on design for boards
  2. Remove old borders, bulletin board covers, etc.
  3. Put up new borders, bulletin board covers, etc.

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Title	Policy Number	Level of Review/Revision:	Page:
Bulletin Board Committee	002	4	2
			of: 3

C. Certain bulletin boards designated for various groups of the church to put information on

1. Children – two boards on 2<sup>nd</sup> floor above Fellowship Hall
2. Baptist Men and WMU – Board outside Music Room
3. Miscellaneous – Board outside church office
  - (a) Maintained by Church Secretary  
Location for thank-you notes, newspaper articles, training and mission opportunities, periodicals, retreats, musical events, etc.
4. New Members
  - (a) Board in side vestibule of sanctuary

#### IV. Responsibilities

- A. Members of committee meet and discuss ideas for decorating the bulletin boards for a particular quarter or season. Recycle last year's material and/or purchase new material.
- B. Designated member assemblies supplies needed.
- C. Date and time is set for committee to remove old and replace with new material.

#### V. Related Documents

#### VI. Supersedes Document

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			of: 3

### Review/Revisions

<u>Revision Level</u>	<u>Review/Revision</u>	<u>Review/Revision Made By</u>
0	Original 3-10-02	
1	6/9/02	Policy Committee
2	7/14/2013	Bulletin Board Committee
3	12/13/2015	BBC –Reviewed & Revised
4	10/29/2017	BBC - Reviewed