

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

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Yearly Elected Committee Members	Date of Revision: 12/13/2015	Level of Revision: 3

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

1. Children – two boards on 2nd 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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Revisions

<u>Revision Level</u>	<u>Revision</u>	<u>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