

Little Rock Baptist Church

Van Ministry

Guidelines, Procedures and Schedule

Mission:

The Van Ministry provides needed transportation to church services and church related functions. This includes transportation to and from Sunday school, worship services, special programs and events, bible study, outreach, outside engagements, and other church related activities. The members of this ministry will oversee the operation, use, cleanliness, and maintenance of the church van. This ministry depends on people dedicated to the van's upkeep to ensure that the church has a vehicle that can meet the church needs, as well as to ensure the safety of the passengers.

Scripture:

Luke 14:23 (King James Version)

And the Lord said unto the servant, Go out into the highways and hedges, and compel them to come in, that my house may be filled.

Membership:

The Van Ministry shall consist of a coordinator and church members committed and willing to drive the van. The drivers are required to be:

1. Members of Little Rock Baptist Church
2. At least twenty-five (25) years of age
3. Registered and have a valid Maryland drivers license
4. Must have a "clean" driving record
5. Listed on the church's auto insurance policy

Responsibilities:

1. Establish policies and procedures for the use of the church van.
2. Responsible for the maintenance of the van and its upkeep.
3. Responsible for ensuring the van has fuel and the doors are locked when parking the van.
4. Recommend to the Trustee and/or Official Board a budget for the acquisition of needed tires, repairs and other parts.
5. Develop driver schedules for regular church services, bible study, special outings, various church-wide functions, and special events.
6. Schedule the use of the van by committees or groups within the Church and by outside organizations or individuals, must have the Pastor's approval.
7. Determine the availability of the church van prior to scheduling events for use by the other committees or groups within the church.
8. Assist the elderly and disabled when entering and exiting the van.

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Van Use and Maintenance:

1. The church van shall remain locked when not in use to prevent damage, thief and loss of property.
2. A member of the Van Ministry must be present during all functions that require use of the van.
3. All licensed drivers must provide proof of a good driving record.
4. Passengers will be picked up and dropped off at their place of residence.
5. Pickup must have at least two people in that location or area.
6. There will be one trip per day, to and from. There will be no exceptions.
7. The members on the van ministry must properly clean the van. This includes: washing the outside, sweeping or vacuuming the inside, washing the windows, removing all trash, and removing any other items left on the van.
8. All trash must be properly bagged and carried to the church waste bins located behind the church.
9. NO items of any kind are to be left on the van. Those items left will be thrown out.
10. There will be NO eating on the van. Driver may discard food items if passenger is seen eating on the van.
11. The van should not be removed without permission of the van ministry.
12. The van must be left as found prior to all activities.
13. The van must be cleaned up and left in good condition after each use.

Van Safety Rules:

1. Review where the emergency exits, fire extinguishers, and first aid kits are located.
2. Do NOT allow anyone to be standing when the van is in motion.
3. Drivers and front seat passengers must use seat belts.
4. Passengers under the age of sixteen (16) must use seatbelts.
5. Children under the age of five (5) must be in car seats and/or booster seats.
6. Children under the weight of forty (40) pounds must be in car seats regardless of age.
7. Posted speed limits must always be obeyed.

Current Drivers:

- Brother Doug Walton - President
- Deacon E. Nathaniel Turner – Backup
- Sister Rosa Noel