STANDARD OPERATING PROCEDURES

Mission

Reaching beyond our walls for Christ through teaching, preaching, and servanthood.

Motto

Where our sins meet His grace; His will becomes our work.

Calvary Baptist Church

Shallotte, North Carolina

Adopted 9-16-2007
INTRODUCTION

This *Standard Operating Procedures* is the product of our church’s traditions and judgments about how we may best fulfill our ministry and organize our lives for fruitful service. It covers the wide range of programs and activities of a dynamic church community.

We recognize that there is always a risk of too many rules and procedures that may stifle creativity and a vigorous adventuresome spirit, as well as the Holy Spirit’s prompting. We also know, however, that there is effectiveness and freedom in clarity about the way we organize our church life and fulfill our individual calling as part of the Body of Christ.

Policies are always subject to review. All our committees and ministries are urged to suggest ways in which we can enhance our life together. Policies may need adjusting or even abolishing if we find they are counterproductive or disabling. Therefore, we invite constructive criticism of these policies and suggestions concerning areas not addressed.

The policies set forth in this manual are only a statement of current policy. They are subject to change at any time by the members of this church acting in accord with our congregational government and the procedures of the *By-Laws*. No policy set forth herein is a promise or guarantee, nor is any contract right created by this statement of current practice.

We urge our church family, staff and friends to familiarize themselves with these policies, especially those that affect areas of their own church participation, ministry or interest. These policies are not merely formal abstract legal clauses, but statements of how we can best work, worship and minister together in this family.

These three documents have been extracted from the *Standard Operating Procedures* and are provided separately to make it more convenient for workers in specific areas.

1. *Job Descriptions* – extracted from Section A, Paragraph 1.02. This document enumerates the duties for areas of ministry. The Nominating Committee uses this document when recruiting workers to acquaint them of the requirements of a position of service to which they are being called.

2. *Employee Handbook* – extracted from Section C, Paragraph 1.00. This document enumerates the operating policies and procedures affecting church employees.

3. *Preschool/Child/Youth Protection and Ministry Policies* – extracted from Section E. This document enumerates the duties of workers ministering to our younger members.

This *Standard Operating Procedures* was produced using the following as a guide: *Church Policy Manual Guidebook: A Legal and Practical Guide for Developing Church Policies* by Lynn R. Buzzard, Esq.; First Printing 2004; Baptist State Convention of North Carolina.
## TABLE OF CONTENTS

INTRODUCTION..................................................................................................................... 2

SECTION A. ORGANIZATION AND STRUCTURE................................................................. 7
  1.00 Church Primary Governing Documents.................................................................... 7
      1.01 Principal Church Governing Bodies and Organization Chart............................ 7
      1.02 Job Descriptions ............................................................................................... 8
         Church Organization Chart ..................................................................................... 10
  2.00 Core Values................................................................................................................ 11
      2.01 One God ............................................................................................................. 11
      2.02 The Lordship of Christ...................................................................................... 11
      2.03 Holy Spirit Lives Among Us ............................................................................. 11
      2.04 God’s Grace ....................................................................................................... 12
      2.05 The Authority of Scripture .............................................................................. 12
      2.06 Prayer ................................................................................................................ 12
      2.07 Eternal Security ............................................................................................... 12
      2.08 Christian Life ................................................................................................... 12
      2.09 Missions ........................................................................................................... 13
      2.10 Stewardship .................................................................................................... 13
      2.11 The Ordinances of Baptism and the Lord’s Supper ......................................... 13
      2.12 The Autonomy of the Local Church ................................................................. 13
      2.13 Cooperation ...................................................................................................... 14
      2.14 The Separation of Church and State ............................................................... 14
      2.15 Life in the World ............................................................................................. 14
      2.16 Soul Competency and Priesthood of the Believer ......................................... 14
      2.17 No Creed ......................................................................................................... 15
  3.00 Legal Aspects of Church Organization .................................................................... 15
      3.01 Basic Character ............................................................................................... 15
      3.02 Political Activities ........................................................................................... 15
  4.00 Membership.............................................................................................................. 15
      4.01 Duties of Members .......................................................................................... 16
      4.02 Rights of Members ......................................................................................... 16
      4.03 Inactive Members ........................................................................................... 16
  5.00 Officers and Leadership............................................................................................ 17
      5.01 General Officers .............................................................................................. 17
      5.02 Committees/Task Groups .............................................................................. 17
      5.03 Other Ministers ............................................................................................... 17
  6.00 Organizations/Ministries of the Church ................................................................ 17
  7.00 Church in Conference (“Business” Meetings)........................................................ 17
      7.01 Role of Members ............................................................................................. 17
      7.02 Regular Meetings ............................................................................................ 18
      7.03 Special Called Meetings ................................................................................ 18
      7.04 Annual Meeting .............................................................................................. 18
      7.05 Quorum .......................................................................................................... 18
      7.06 Voting ............................................................................................................. 18
SECTION A. ORGANIZATION AND STRUCTURE

1.00 Church Primary Governing Documents

The *By-Laws* and these *Standard Operation Procedures* clarify the governance of the church, the roles of major church bodies and how decisions are made. Policies and procedures adopted by the church must be consistent with provisions in these core documents. Policies found in the *By-Laws* will not be repeated in this document except to expand the details of the policies.

1.01 Principal Church Governing Bodies and Organization Chart

This church is autonomous, yet as a Baptist church, it recognizes the privileges of Christian fellowship, social intercourse and cooperation with other churches and organizations, but it shall at all times be independent and the final authority for management and operations of all spiritual and temporal matters shall be vested in the membership of this church and be exercised in the manner set forth in the *By-Laws* and these *Standard Operating Procedures*.

- **Congregation** – The government of the church rests with the congregation, which has the final authority over all matters. A Board of Directors manages the business matters of the church. The administration of church matters also involves various church committees and councils, which both recommend and carry out the various church ministries. Members alone have the authority to adopt and amend Bylaws, approve budgets, receive/dismiss members and govern and conduct the affairs of this church.

- **Board of Directors** – The Board of Directors, elected by the congregation, has major responsibilities in the business matters of the church. The Board serves as the legal officers of the corporation known as Calvary Baptist Church. They coordinate and manage the administrative tasks required to allow ministries, organizations, and committees to more effectively meet the objectives set by the church. The Chair serves as Moderator at Church Conferences.

- **Senior Pastor** – The senior Pastor serves many roles including that of shepherd, counselor and teacher. In addition, the senior Pastor serves as the chief administrative officer of the church, under the authority of the congregation and in consultation with the Board of Directors and other designated leadership and appropriate committees. As chief administrative officer he is responsible directly or through his delegation, for the supervision of the staff, both ministerial and support.

- **Deacons** – The deacons are elected by the congregation and provide spiritual oversight over the ministry of the church, in cooperation with the Pastor. Though not a governing board, they often do have responsibility for reviewing the overall ministry of the church and making recommendations to the congregation.
• **Church Council** – The council, chaired by the Senior Pastor, leads the church in planning, coordinating, and evaluating the ministries of the church and its organizations in terms of accomplishing the mission and objectives of the church. The council submits recommendations to the church concerning the use of leadership, calendar time, and other resources according to program priorities.

• **Committees** – Much of the implementation of the church’s ministry is carried out by various committees. These committees are vital avenues of service for church members and enable the expression of the gifts, which the Holy Spirit bestows on all believers. Certain committees may have special responsibility for areas of ministry within the church, and staff at all levels will often interact with these committees and their chairpersons in furthering the work of the church.

The current church structure is shown on the Organizational Chart that follows.

### 1.02 Job Descriptions

Job descriptions for committees and governing bodies are compiled in a separate document titled *Job Descriptions*. These descriptions are included in the document.

- Baptism Ministry Team
- Benevolence Ministry Team
- Board of Directors Job Description
- Budget and Finance Committee
- Child Care Ministry Team
- Communion Ministry Team
- Deacon and Director Nominating Committee
- Deacon Job Description
- Facilities Maintenance Committee
- Flower Ministry Team
- Grounds Committee
- History Ministry Team
- Homebound Ministry Team
- Hospitality Ministry Team
- Media Center Ministry Team
- Medical Aid Fund Ministry Team
- Missions Committee
- Music Committee
- Nominating Committee
- Pastor Search Team
- Personnel Committee
- Preschool/Children’s Committee
- Publicity Ministry Team
- Staff Search Team
- Technology Committee
- Teller’s Ministry Team
Transportation Ministry Team
Usher and Greeter Ministry Team
Vacation Bible School Team
Youth Committee
Church Organization Chart

THE LORD JESUS CHRIST
Head of the Church

CONGREGATION OF THE CHURCH

DIRECTORS

PASTOR

DEACONS

COUNCIL

ORGANIZATIONS

COMMITTEES

OTHER PROFESSIONAL STAFF

SUPPORT STAFF
2.00 Core Values

This Statement of Core Values is neither a complete statement of our faith nor do we claim for it any quality of finality or infallibility. It is for the general guidance of our own people as we seek to do God’s will in our lives and the life of this fellowship and for others as they may have needs. The church is free to revise this Statement of Core Values as God leads.

2.01. One God

We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him are all honor, glory and praise forever.

Gen. 1:1; Jer. 10:10; Matt. 6:9 ff.; Rom. 8:14-15; 1 Cor. 8:6; Eph. 4:6.

2.02. The Lordship of Christ

We believe that Jesus Christ is the Son of God. Jesus Christ, the Living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. We affirm both His sinless humanity and His divinity. We believe that Christ, through his sacrificial death on the cross and His resurrection, has overcome the power of sin and death. We believe all those who by faith believe in Him shall be redeemed. He is our High Priest and the One Mediator between God and humankind, securing through His life and work our reconciliation with God. Christ is the head of the Church and the supreme authority for the Church and Christian life. Jesus Christ will come again to the earth - personally, visibly, and bodily - to judge the living and the dead.


2.03. Holy Spirit Lives Among Us

We believe that the Holy Spirit lives among us today. The Holy Spirit, who became uniquely present among men and women on the day of Pentecost, dwells in every believer at the moment of acceptance of God’s grace. The Holy Spirit convicts of sin and calls unbelievers to faith and repentance through Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He convicts, enlightens, encourages, and empowers the believer and the church to carry out the will of God in worship, evangelism, and service.

2.04. God’s Grace

We believe in God’s gift of grace. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace which He extends to those who repent and put their faith in Christ alone for their salvation, thereby becoming a child of God. While a Christian life should result in good works, no person is redeemed by his good works.


2.05. The Authority of Scripture

We believe the Bible is the inspired written Word of God and is the guide for Christian faith and practice. The message of the scripture is without error. The teachings of scripture, as interpreted by the community of faith, under the leadership of the Holy Spirit shall guide the life, faith, and practice of the individual believer and the church. The criterion by which all scripture is to be interpreted is Jesus Christ.


2.06. Prayer

We believe in the power of prayer. Through prayer the lives of people, the church, communities, and nations can be changed, bringing salvation, healing, comfort, and other gifts from God.


2.07. Eternal Security

We believe that because of the eternal purpose of God and through His gift of grace to us that a true believer once saved shall be kept saved forever. Believers, through neglect and temptation, may again fall into persistent sin, thus bringing earthly judgments on themselves and impairing their witness in the world. Such sin grieves God and may rob the believer of the joy of fellowship with our Savior. However, God, through His power and love, shall keep for His glory those who have once accepted His grace.

John 3:16; 5:24; 10:27-29; 14:16-17; 17:11; Rom. 8:35-39; Eph. 4:30; 2 Tim. 1:12; Heb. 10:10; 1 Pet. 1:3-5; 1 John 5:13; Jude 24; Rev. 3:5.

2.08. Christian Life

We believe that the Christian life should be a life of service, joy, peace, and obedience to the Lord who saved us. Christ is our example of servanthood. The believer is free to be guided by the Holy Spirit, prayer, and the Word of God and is not bound by the Old Testament Law or the rules of legalists. This liberty in Christ, however, is not to be used as an excuse for sin. Saved people should live in such a way that they do not bring reproach to the name of Christ. A saved
person should consistently seek to manifest a life of constant obedience to the Word of God a fervent love for other believers and a daily walk that is characterized by righteousness and Christ-likeness. Believers should regularly assemble together in fellowship and worship.

Rom. 6:1-13; Gal. 5:1, 13, 25; Titus 2:11-13; 1 John 2:3-5, 15, 29.

2.09. Missions

We believe in the Great Commission. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and make disciples of all nations. For us, missions are the extension of God's redemptive purpose through evangelism, education, and Christian service beginning with the believer and reaching beyond the local church into the world.


2.10. Stewardship

We believe God is the source of all blessings; He both gives and owns them. We are stewards charged with using the blessings given to us not only for our needs, but in all things for the glory of God. Those blessings include our time, talents, and material possessions. We believe that as God’s children we should contribute cheerfully, regularly, systematically, proportionately, and liberally according to our means for the work of God, beginning here in the local church. We believe that God’s people should support God’s work with our tithes and offerings. We are also to give of our time and talents in the service of our Redeemer. We are confident that if we do so He will multiply and use our tithes, offerings, and gifts for His glory.

Gen. 14:20; Lev. 27:30; Mal. 3:10; Matt. 6:1-4; 23:23; 25:14-29; Rom. 12:6-8. 2 Cor. 9:6-8.

2.11. The Ordinances of Baptism and the Lord's Supper

We affirm Believer's Baptism and the Lord's Supper as the two ordinances of Calvary Baptist Church. Baptism by immersion is a public witness of the born-again believer's willingness to die to sin and be raised with Christ in newness of life. The Lord's Supper, observed through the elements of the bread and the cup, is a sincere searching of one's heart, a confession to Him of our sins, a thankful remembrance of Christ and His sacrificial death on the cross, a blessed assurance of His return, and a joyous fellowship with the living Christ and His people. Baptism and the Lord’s Supper are symbolic in nature and are not necessary for salvation.


2.12. The Autonomy of the Local Church

We affirm the autonomy of the local church and its congregational form of governance with each member having an equal right to vote in matters. We believe that the local community of faith is free to govern itself and is accountable to God alone. Calvary Baptist Church is free to
determine its membership, leadership, worship order, and association with other institutions. We are a fellowship of people redeemed in Jesus Christ, who are called by God into a community of faith in which we voluntarily unite for worship, study, prayer, Christian service, and the propagation of the gospel of Christ. We believe that the church should carry out its work with love, support, and mutual respect.

Rom. 12:4-8; Col. 1:18; Eph. 1:22-23.

2.13. Cooperation

As Baptists, we are autonomous but cooperating people. Our heritage has been one of working with various like-minded organizations to accomplish more effectively the work of Christ in the world. We believe that such cooperation is imperative for the mission and ministry of the church and the Kingdom of God. All such relationships are strictly voluntary and no cooperating organizations have authority over our church.


2.14. The Separation of Church and State

We affirm the separation of church and state. We firmly believe that religion is best exercised when it is free, not coerced; therefore, the state should not prohibit the free exercise of faith. The church, likewise, should not resort to civil power to carry out her work, but pursue spiritual means to accomplish her mission. A free church in a free state is the Christian ideal. All persons should have free access to God with the right to form and express opinions in the sphere of religion without interference by civil powers.

John 8:36; Acts 4:19-20; Gal. 5:1; Phil. 3:20; 1 Tim. 2:1-2.

2.15. Life in the World

We believe we are under a duty to seek to make the example of Christ the supreme guide for our own lives and to use our gifts and talents to influence all society to do the same. We will pray and work to the end that God’s will, as revealed through the life and teachings of Jesus Christ and the leading of the Holy Spirit, shall be done in our world. We will work to provide for the orphaned, widowed, needy, aged, helpless, sick, and the unbeliever.


2.16. Soul Competency and Priesthood of the Believer

We believe in the principles of Soul Competency and Priesthood of the Believer. We affirm soul competency, the accountability of each person before God. Each soul must repent and believe for itself; and each soul is responsible directly to God for sins committed. Each individual is competent to interpret Scripture according to the dictates of conscience and the guidance of the
Holy Spirit. Soul competency also involves soul responsibility to seek the truth and, having found it, to act upon it and to share it with others. We believe in the priesthood of all believers, the freedom and responsibility of every person to relate directly to God through Jesus Christ without imposition of creed or control of clergy or government. The doctrines of soul competency and priesthood of the believer reflect both our freedom and responsibility to God and our fellowship. It is not an occasion for arrogance but a call to humility and servanthood, following the model of our Savior, Jesus Christ.


2.17. No Creed

As Baptists we subscribe to no creed – our faith is vibrant and living.


3.00 Legal Aspects of Church Organization

3.01 Basic Character

This church is an incorporated nonprofit corporation under the laws of North Carolina and functions consistent with the requirements of organizations recognized under the Internal Revenue Code as a §501(c)(3) tax-exempt charitable organization. Our nonprofit and exempt character provides certain rights and privileges as well as imposing some limited obligations on our affairs, chiefly financial.

3.02 Political Activities

Consistent with our tax-exempt status, the church is barred from certain electioneering activities and limited to insubstantial lobbying. While the church urges members to exercise their political rights to vote in elections for leadership in our local, state and federal government, and in doing so to apply their Christian worldview and moral convictions, neither the church nor its officers speaking on behalf of the church shall endorse any candidate in an election, nor shall the resources, or facilities of the church be used in support of a candidate for office. Literature supporting a candidate shall not be distributed within the church. Literature about issues in a campaign may only be distributed within the church after the review and approval by the Pastor and Board of Directors. However, nothing in this policy shall discourage the vigorous witness of the church and its members on issues touching matters of faith, morals and the spiritual health of the nation.

4.00 Membership

Membership is not merely an organizational status, but a spiritual relationship with this body of believers. The policies and procedures regarding membership, and the rights and duties of such are set forth in the By-Laws Article III.
4.01 Duties of Members

The duties of the members of this church shall be to be just in their dealings, faithful in their engagements, guarded in their conversation, exemplary in their deportment; to be faithful in all the duties essential to the Christian life; to regularly attend the services of the church; to give regularly and systematically to its support and kingdom causes; and to share in its organized work.

4.02 Rights of Members

A. Voting

Every active member is entitled to vote at all elections and on all questions submitted to the membership except only members above the age of fourteen (14) may vote to call a Pastor, retain a Pastor, or encumber or sell church real property.

B. Holding Office

Every active member is eligible for consideration by the membership as a candidate for elective offices in the church. Deacons and Directors are not eligible to serve in these offices prior to the first anniversary of their membership.

C. Records

Active members shall have access to the principal records of the church including minutes of its governing body and principal financial reports. However, consistent with Baptist doctrine and practice, these rights shall not include the right to review or inspect individual donor records or personnel files.

4.03 Inactive Members

The Deacons shall annually submit to the church a list of persons to be placed on the Inactive Roll of the church. Acknowledging that each member is a very important part of our church body, every reasonable effort shall be made in the spirit of love and reconciliation to rekindle the member’s active participation. However, after non attendance for a period of one year and no known financial support to Calvary (except in the case of unavoidable circumstances, such as illness, armed forces service, etc), the member will be contacted to inform them that they are being recommended for inactive status. Explain that if they become active again, they will be reinstated to active status. After all of these steps are taken the Deacon Body shall make recommendation for inactive status. If the member is actively attending another church with no intention of returning to Calvary, recommend that they be removed from the church roll.
5.00 Officers and Leadership

5.01 General Officers

We believe that all are called to ministry and gifted by God for each one’s calling. Among those gifts are those of leadership, both paid and volunteer. The church By-Laws Article VI sets forth the principal leadership of the church including general officers such as Pastoral staff, Deacons, Directors, Treasurer, Financial Secretary, Church Clerk and those with specific leadership in ministries such as Sunday School, mission groups, and specialized ministries.

Deacons and Directors shall be elected for staggered three-year terms. Members are eligible to serve in these positions one year after joining the church. Deacons shall be properly set apart and ordained, with prayer and the laying on of hands, and presented with a Certificate of Ordination.

5.02 Committees/Task Groups

Much of the work of the church is carried forth by committees and task groups – short and long term. Such groups created by the church are then identified with their composition and duties defined in the Job Descriptions document made available to the Nominating Committee and all nominees being considered for service.

5.03 Other Ministers

The church believes all members are ministers. Thus the work of the church is carried forth not only by formal organizations within the church but by individuals and small groups who witness, serve and minister in effective and wide-ranging ways, without official title of assignment.

6.00 Organizations/Ministries of the Church

A portion of the church’s program is carried forth in organizations of the church such as the Sunday School, women’s and men’s mission groups, children and youth organizations, and short-term special ministries. Each of these may establish their own policies and procedures which govern their own special efforts.

7.00 Church in Conference (“Business” Meetings)

7.01 Role of Members

As a congregationally governed church, the major decisions of the church are made by the congregation meeting in regular or special sessions. Members are urged to accept their responsibilities as members to participate in these sessions and bring their gifts of discernment, wisdom and judgment to the process of governing the church.
7.02 Regular Meetings

As set forth in the *By-Laws* Article IV, Section 2, regular congregational business meetings are held at least monthly – usually on the third Wednesday – but may be held at other times at the pleasure of the church.

7.03 Special Called Meetings

As set forth in the *By-Laws* Article IV, Section 3, special called business meetings may be called by the Pastor, the Body of Deacons, or the Board of Directors for any purpose. Only the stated purpose may be considered at such meetings.

7.04 Annual Meeting

As set forth in the *By-Laws* Article IV, Section 4, an Annual Meeting shall be held on the third Wednesday in January unless proper notice is given for changing the date. Directors are elected to the Board and proposed *By-Laws* changes are considered at the Annual Meeting.

7.05 Quorum

As set forth in the *By-Laws* Article IV, Section 5, a quorum at any meeting of the church shall consist of ten percent (10%) of active members.

7.06 Voting

As set forth in the *By-Laws* Article IV, Section 6, all votes in matters of church business shall be decided by a simple majority except when relating to the Pastor. Absentee ballots may be allowed in some instances.

7.07 Presiding Officer

As set forth in the *By-Laws* Article IV, Section 7, the Board of Director Chair shall preside as Moderator at all business meetings. In the absence of the Chair, the Vice-Chair shall preside.

7.08 Minutes

The Church Clerk shall keep minutes of each business meeting and preserve them when approved as part of a permanent church record.

7.09 Parliamentary Procedure

As set forth in the *By-Laws* Article IV, Section 8, in the absence of mutual civility, or when there is any question about the correctness of some parliamentary action, “*Robert’s Rules of Order*” shall be the standard decorum and procedure.
SECTION B. GENERAL CHURCH POLICIES

1.00 Property Matters

1.01 Real Property Titles and Ownership

All church real properties shall be held in the name of the church. Their use is subject to the decisions of the Board of Directors and their disposition to the decisions of the congregation made in accordance with the congregational government of the church as set forth in the governing documents of the church including its Articles of Incorporation and By-Laws.

1.02 Mortgages and Encumbrances

The real properties of the church may be encumbered only with the express consent of the congregation acting in business session.

1.03 Use and Disposition of Church Property

All personal property owned by the church through its purchase, donation or bequeath shall be used and disposed of solely at the discretion of the church, and in a manner consistent with the Dissolution clause of the Articles of Incorporation and its character as tax-exempt, non-profit organization.

1.04 Facilities Maintenance Committee and Grounds Committee Duties

The duties of these committees are enumerated in the Job Descriptions document. The responsibility for assuring the church’s interests and purposes are preserved and its policies observed in regard to the real property of the church is vested in these committees which shall assure that the titles to properties are properly recorded, title insurance secured, the property adequately insured and a maintenance and inspection program established as required by these policies. They shall report at least quarterly to the congregation on the matters within their responsibility.

1.05 Property Inventory

The Facilities Maintenance Committee shall maintain an inventory of all church real and personal property, dates of acquisition and cost, any warranties and manuals, any registration or other identifying numbers and where appropriate.

1.06 Inspections

The Facilities Maintenance Committee or its designees shall at least annually, physically inspect all church properties owned or used by the church for any unsafe conditions, and shall report to the church their findings and recommendations for action. In conducting this review they shall consult available property and inspection guidelines which may assist in their assessment. In the event they report any unsafe conditions, they shall assure that repairs or other appropriate action
is taken promptly, and re-inspect within thirty (30) days to assure the property condition has been rectified. They shall also take immediate steps to warn and otherwise protect persons from injury from any discovered defect. The committee shall maintain records of its inspections, reports and corrective actions taken by themselves or others whether volunteers, employees or independent contractors. Other committees and officers or personnel shall also report to the chair of the Facilities Maintenance Committee or senior staff any conditions they believe may present a hazard or risk of injury.

1.07 Maintenance

The Facilities Maintenance Committee shall establish a system of regular maintenance of all church properties and equipment, and maintain records of such maintenance.

1.08 Housekeeping

The Facilities Maintenance Committee and Grounds Committee shall in consultation with staff assure the development and use of detailed regular housekeeping tasks lists and procedures to assure that those responsible for custodial and housekeeping duties have clear guidelines covering responsibilities both for buildings and grounds regular maintenance.

1.09 General Safety Policies

A. Safety Coordinator

The Facilities Maintenance Committee shall appoint one of its members as Safety Coordinator to oversee the safety policies and procedures of the church, assure their implementation, and make recommendations for enhanced policies and procedures.

B. Accident Policies

1. Accidents shall be promptly reported to all appropriate persons including the church’s insurance carrier.

2. The Safety Coordinator shall assure that the Accident-Incident Report Form is promptly completed.

3. The Safety Coordinator shall lead the investigation of all accidents, and take or recommend such steps appropriate to minimize future risks, and review as well the church’s response to the accident and any ways to enhance the response.
C. Fire Safety

1. Fire extinguishers shall be available and maintained, as well as other appropriate fire-fighting equipment.

2. Staff (paid and volunteer) shall have adequate training covering fire safety, evacuation, and the use of alarms and equipment.

3. Special inspections shall insure that fire hazards are avoided, including care in the storage of flammable liquids, improper use of extension cords or electrical equipment.

4. An evacuation plan shall be in place, including the posting in all facilities of exit directions, and clear signs and functioning exit doors. Evacuation training shall be provided all staff and teachers, including fire drills when appropriate.

5. The Safety Coordinator shall assure the church is in full compliance with fire regulations, and shall seek the counsel of fire department personnel, and insurance company recommendations.

D. Safety Training

The Safety Coordinator shall assure that all staff and church leaders have adequate safety training and appropriate refresher training in many dimensions of safety for personnel and those who utilize the facilities of the church.

1.10 Security/Safety of Participants

A. General Measures

The Facilities Maintenance Committee shall develop and recommend to the church specific measures to provide security for church facilities and those involved in the church’s ministry.

B. Personal Safety and Security Review

Whenever concerns are expressed or the church requests, the Facilities Maintenance Committee shall review the security of the building and grounds for persons using, entering or leaving the facilities, and assure that appropriate means are in place to reasonably assure the safety of all those who participate in the life of the church and come on its premises.

1.11 Use of Church Personal Property

A. Church Vehicles

In accord with the church-vehicle policy set forth in paragraph 4.00, church vehicles may not be loaned or used in any way except for approved church purposes with approved drivers.
B. Other Church Property

Persons requesting short-term and limited use of tables and chairs for non-church, off-premises events shall contact the Facilities Maintenance Committee for permission. The Facilities Maintenance Committee shall review any request, assure that such use would not conflict with a needed church use, and that such use is appropriate, and grant or deny the request. The use of church-owned computers, audio-visual equipment such as projectors will not be authorized except in very special circumstances.

1.12 Prohibited Activities on and Uses of Church Property

The following policies govern impermissible uses of church property. While these activities in private homes and commercial establishments cannot be expressly prohibited, use common sense to refrain from conduct that would negatively reflect upon the character and reputation of our Lord and our church.

A. Smoking

Smoking is prohibited on church property.

B. Alcohol Beverages

The use or possession of alcoholic beverages or illegal substances is prohibited on church property.

C. R- or X-rated Materials

The use of R- or X-rated materials is prohibited on church property.

D. Harassment

Harassment of any sort – because of sex, race, ancestry, physical or mental disability, marital status, or age – is prohibited on church property.

E. Electioneering

The use of church properties in support of political candidates in any election is prohibited.

1.13 Policy on Non-Church Uses of Facilities

A. General Policy on Non-Church Use

The church seeks to serve the community at large and to assist families in the church in family events requiring facilities. Thus, so long as not in conflict with church activities or policies, approved community groups and local families may use certain church facilities after being approved by the Board of Directors.
B. Specific Policies

1. Church properties may only be used in a manner and for purposes consistent with the Christian mission of the church, its federal tax-exempt status and property tax exemption.

2. Requests for use of the facilities for non-church sponsored events shall be reviewed by the Pastor and the Board of Directors, and if the use is clearly consistent with the policies and the parties requesting use are of known responsibility, they may approve such use, or delegate that authority to staff.

3. The church reserves the right to require the payment of fees, deposits, fees to cover janitorial services as the nature of use and church policy may require. In certain contexts of use the church may require evidence of insurance.

C. Prohibited Uses

1. No use of the church facilities may be made for commercial purposes, for partisan political efforts, or by organizations that advocate laws or policies directly contrary to the doctrines and beliefs of this church.

2. No smoking or use of alcoholic beverages or illegal substances shall be permitted in any portion of the church’s facilities.

D. Weddings and Funerals

The use of the church property for weddings and funerals is governed by the church wedding policies set forth in paragraph 3.00.

1.14 Church Land Rented to Others

In the event any church real property is leased, rented or use permitted in any form by other persons or groups, the Facilities Maintenance Committee, Board of Directors, and staff shall assure that the use is lawful, that the users maintain insurance coverage for damages or liabilities arising from their use or possession, and that the use is not inconsistent with the values, beliefs and mission of the church.

1.15 Insurance

The Facilities Maintenance Committee shall secure professional insurance advice and assure that adequate insurance coverage is obtained including property, general liability, business auto, appropriate to the ministries of the church, and sufficient to provide coverage for liabilities arising from the ministry of members and staff, both volunteer and paid. Not less than $2,000,000 in liability coverage shall be included.
2.00 Kitchen and Food Service

2.01 Policy Responsibility

The Facilities Maintenance Committee shall appoint one of its members to propose a set of policies governing the use of the kitchen and food service at the church. Such policies shall address permissible uses and procedures for use, kitchen maintenance and cleaning, use of the kitchen by outside persons or groups, appropriate sanitation policies, and persons with responsibility for assuring compliance. The church shall review any recommendations, and upon adoption of any policies, they shall be added to this policy manual, and where appropriate posted in the church facilities, and provided to any proposed users of the affected facilities. Once policies are adopted, the committee and its leadership shall assure the effective implementation of such policies.

2.02 Kitchen Use

The Facilities Maintenance Committee must approve use of the kitchen facilities and equipment. There may be a fee for usage by a non-church group.

Kitchen Usage Policy

For church members unfamiliar with the kitchen routine and non-church groups, please abide by the following guidelines. Using group is responsible to:

- Schedule the kitchen usage with the Facilities Maintenance Committee.
- Check out keys from the office, if needed.
- Setup of tables and chairs.
- After the meal, clean tables and chairs.
- Clean kitchen area/stoves/counter tops/equipment. Wash utensils/dishes/silverware and store appropriately.
- Mark leftover items with your group name and store in your area of the pantry or refrigerator/freezer. If this is disallowed, remove all leftover items from the building.
- Bag all garbage and place it in outside dumpster.
- Place soiled dish towels/potholders/cloth items in the proper place to be cleaned.
- Return tables and chairs to the storage area.
- Sweep and mop kitchen.
- Vacuum the Family Life Center floor area as needed.
- Lock the kitchen and pantry doors.
- Turn off the lights.
- Lock all outside building doors.
- Return the keys to the office, if required.
3.00 Weddings and Funerals Policy

These are policies of this church, but there is room for negotiation between the Pastor and the parties involved. When non-members use these services, there may be charges imposed.

3.01 Weddings Policy

It is our desire that your wedding be the happiest experience possible and that it be all God designed it to be. God created man and woman and intended the two to be joined in marriage, so that each might give to the other what each lacked alone. Because we desire to live within God’s principles for marriage and are committed to building strong marriages, the following are the guidelines governing marriages in this church:

A. Not Being Unequally Yoked

The church believes that Scripture (2 Corinthians 6:14-16; 1 Corinthians 7:39) reminds a Pastor that marrying a Christian to a non-Christian will present challenges in the future relationship of the marriage. The Pastor shall exercise prayerful discernment and wisdom as to the performing of the marriage.

B. Divorce

Remarriage will be considered where a biblically allowed divorce has occurred. The Bible permits divorce and remarriage on two grounds: sexual infidelity and the desertion of a believer by an unbeliever. Even though not specifically named, we also believe that biblical principles permit divorce and remarriage of a spouse who is being physically abused and intervention by spiritual counselors fails to correct the situation. Other extenuating circumstances will be considered. A minimum of twelve (12) months must have elapsed since the divorce became final. In cases where one or both parties have been divorced twelve (12) months or longer, the Pastor asked to perform the ceremony must decide on a case-by-case basis, in light of Scripture, whether or not to perform the ceremony (Matthew 5:31-32; Matthew 19:3-9; Mark 10:2-12; 1 Corinthians 7:10-16, 39).

C. Premarital Sex

Couples who are living together, or who are involved in a physical relationship, will need to separate and remain abstinent until marriage (1 Corinthians 6:2-20; Ephesians 5:3).

D. Premarital Pregnancy

In case of premarital pregnancy, the marriage may or may not be performed depending on the maturity of the persons involved and other considerations. The final decision to perform the ceremony will be determined by the Pastor asked to perform the ceremony. If the decision is to not perform the marriage, counseling will be offered concerning the challenges of raising the child as a single parent or allowing the child to be adopted.
E. Officiating

Weddings held in our church are officiated primarily by our Pastor. Guest Pastors may participate in the wedding at the discretion of the officiating Pastor.

F. Premarital Counseling

Premarital counseling is required by attending sessions that are scheduled and approved by the Pastor.

G. Music

The atmosphere of the ceremony is established by the music. All music should be part of the worship experience. The bride, groom, and Pastor must mutually agree upon final approval of music. The church may provide musicians for the ceremony or you may wish to use guest musicians.

H. Reception

The church facilities may also be used for the reception if it does not conflict with church scheduled events. A fee may be imposed to cover custodial services. Alcoholic beverages are not allowed on church premises.

3.02 Funerals Policy

The Pastor and staff will minister to the family of the deceased and coordinate with the funeral home staff to ensure that the memorial service and all related ministries will be consoling, uplifting, and strengthening for the family. A meal is normally provided after the funeral for the immediate family of the deceased when family members are church members.

4.00 Vehicles

The Transportation Ministry Team operates and maintains the vehicles used in church ministry. The vehicles may be church-owned or leased. Their duties are enumerated in the Job Descriptions document.

5.00 Copyright

The church is committed to respecting all copyrights and prohibits staff or volunteers from any forms of copyright infringements. Church-owned copy machines; computers, tape duplicators, sound-recording devices or any other forms of duplicating or reproducing equipment should not be used to copy or reproduce any forms of copyrighted materials for ministry or personal use. Senior personnel are expected to understand and encourage compliance with this policy.
6.00 Computer Policy

The computer policy for an employee is found in the Employee Handbook document. Occasional use by non-employees may be granted by the Technology Committee on a limited basis. The church makes computers available for the furtherance of its ministry. The church wants its computer equipment to be used in a way that is not inconsistent with the ministry of the church and that will not create a risk of legal liability to the church or the users. Therefore, the church has created this policy regarding church computer equipment and requires compliance with it by each user.

6.01 Authorized Software

There is to be no unauthorized software downloaded or installed onto a church-owned computer without written approval from the Technology Committee.

6.02 Personal Usage

Computer equipment is provided to assist the church to better accomplish its ministry objectives and is to be used for that purpose. The church is aware that there are times when users would like to use computer equipment for personal purposes and, provided that such use is minimal and in compliance with all other provisions of this policy, such personal use will be permitted.

6.03 Internet Usage

Excessive or inappropriate usage of internet access will not be tolerated.

6.04 Access to Information

All communication through and contents of church-owned computers is church property.
SECTION C. PERSONNEL POLICIES

1.00 Employee Handbook

The Employee Handbook is provided separately from this section of the Standard Operating Procedures because it is for a specific audience – employees. The purpose of the Employee Handbook is to provide a central, authoritative reference for identifying and communicating personnel policies and procedures to all employees. It should not be construed as a legal contract and may be modified from time to time. The handbook cannot anticipate every situation or answer every question about employment. When questions arise, the Personnel Committee shall resolve them to the satisfaction of all parties involved.

Since the Employee Handbook does not cover volunteer issues, those are covered in this section.

2.00 Volunteers

2.01 Central Role

The church recognizes the primary role volunteers play in the many ministries of the church, including responsibilities often held by employees in other organizations. These duties include a wide range of positions, some involving the highest levels of trust and responsibility such as financial involvement, working with children and youth, informal counseling, teaching and ministries within and without the church facility.

2.02 Appropriate Screening, Training and Supervision

The church shall implement appropriate screening, training and supervision based on the nature and context of the volunteer’s work. Information forms, releases and background or reference checks shall be utilized when appropriate to the nature of the duties.
SECTION D. FINANCIAL POLICIES

1.00 General Principles

1.01 Biblical Principle of Stewardship

Our church recognizes that biblical stewardship involves investing our “time, talent, and treasure.” This section addresses the financial aspect of stewardship. We choose to invest the resources God provides with faithfulness, wisdom and vision through an annual budget.

1.02 Mission Commitment

Our church believes that its financial resources should be prudently invested not only in a local ministry in and through the local church, but also in mission outreach across the community, nation and world. Mission support both through cooperative giving to mission programs and locally developed missions shall form a prominent part of the financial allocations of the church.

1.03 Responsible Systems of Management and Control

Our church shall implement appropriate financial systems to assure compliance with legal obligations, sound financial management, and prudent systems of accountability and control.

2.00 Governing Bodies and Key Personnel

2.01 Congregational Authority

Consistent with our Baptist congregational polity, the congregation as a whole shall have final authority over the financial affairs of the church including the adoption of a budget, adopting financial policies which shall guide its elected and paid leadership, and the application and interpretation of those policies. In furtherance of the diversity of gifts and ministries, the congregation through its policies and procedures may assign many responsibilities to its leaders, committees and staff, but retain final authority.

2.02 Budget and Finance Committee

The Budget and Finance Committee shall oversee the financial affairs and policies of the church and carry out the directions of the church in the financial area. It has oversight and responsibility for reviewing the budget, evaluating the on-going financial status of the church, providing guidance to the church’s elected financial officers, and proposing and assuring compliance with financial policy. The committee is responsible for the proposing an annual comprehensive budget that covers the ministries, administrative, and practical needs of the church.
2.03 Financial Officers

The church shall elect annually such financial officers as may be essential to fulfill the financial management needs of the church including a Treasurer, Financial Secretary, and Teller Ministry Team. The church shall establish their duties, and assure they function within the financial policies of the church.

2.04 Financial Secretary

The Financial Secretary position is primarily to receive the funds that come into the church treasury, record these funds, deposit these funds, and forward information about the deposit to the church treasurer so that it may be used to support the ministry of the congregation. The responsibilities of the Financial Secretary are as follows:

A. After the Teller Ministry Team has counted and documented the receipts, to receive funds from whatever source, record them, and report them to the church treasurer and the Budget and Finance Committee.

B. To ensure money is deposited in a bank as soon as possible after it is received. All deposits should be made within three (3) days of receipt.

C. To produce individual charitable-gift receipt summaries of all donations received during a calendar year and mail within three (3) weeks of the end of that year.

2.05 Treasurer

The Treasurer is responsible to disburse all funds received into the church treasury in a responsible and organized manner in accord with the policies and procedures established by the church. The Treasurer also serves as a member of the Budget and Finance Committee and the Board of Directors. The responsibilities of the treasurer are as follows:

A. To disburse all money contributed to the local church budget, keeping accurate records of how money is spent.

B. To prepare accurate monthly financial reports indicating the financial well being of the congregation.

C. To assure there are adequate records documenting the assets of the church for insurance and other purposes.

D. To insure that all governmental taxes, reporting forms, and regulations are met on a timely basis.

E. To be accountable to the congregation and its committees.
2.06 Teller Ministry Team

The duties of the Teller Ministry Team are enumerated in the Job Descriptions document. Their primary function is to count and reconcile monies received at church services. Two members of unrelated persons from the Team will serve one month at a time. The church will bond tellers. The Treasurer cannot be a teller.

2.07 Annual Audit

The Budget and Finance Committee shall conduct or arrange for an annual audit of a type and nature the church deems appropriate. The scope of any audit shall assess whether the financial policies and procedures are being adhered to. In the event of outside auditors, they shall recommend to the church such person(s) or auditing firm, and assist the audit, and review with the auditors’ findings and recommendations. The committee shall convey the report of the auditors to the congregation.

2.08 Authority

No officer, elected or paid leadership of the church shall have any authority to act for the church in any financial matter except where expressly authorized. No officer, paid or elected leader may without express authorization enter into any loan agreement, encumber any property or otherwise bind the church to any contract or financial obligation except as directed by the congregation.

2.09 Bonding

The church may require the bonding of any elected or paid staff who handles the funds of the church, i.e. Treasurer, Financial Secretary, Teller Ministry Team, etc.

3.00 Budget

3.01 Budget Process

A. The Budget and Finance Committee shall annually request each department, person or committee with budget line items, to evaluate their programs and submit a budget request to the committee.

B. The proposed budget shall be distributed to the membership not less than two weeks before the church conference where it will be presented for adoption. The budget shall be submitted for approval by majority vote at the church’s annual meeting or at such other time as set by the church to approve an annual comprehensive budget.
3.02 Budget Publication

On adoption, the budget shall be published and made available to all church members. The Treasurer shall provide summary financial reports at each congregational conference meeting. A comprehensive written financial report shall be posted in an appropriate place for review by any interested person. This report will include comparisons of actual revenues and expenses compared to budget figures.

3.03 Effect of Budget

The budget shall constitute the limits of authority for the elected and paid leadership to expend funds and establish the basic categories of accounting. The treasurer or other leadership shall have no authority to expend funds except where authorized by the budget or separate congregational authorization.

A. If the Budget and Finance Committee determines there is a cash flow problem or other factors requiring financial restraint, it may impose temporary spending limits in one or more categories, and/or recommend to the church specific budget adjustments.

B. Any major expense items – those exceeding ($1,000) – even though it is in the budget – may not be expended without notice to and approval of the Budget and Finance Committee, to assure that sufficient funds are available immediately to meet that and other needs.

3.04 Budget Changes and Adjustments

A. The Budget and Finance Committee is responsible for presenting all proposed changes to the budget to the church conference. If a change is proposed by members during a conference, it must be tabled until the next conference to allow the Budget and Finance Committee to make informed recommendations regarding any such proposal. The requirement to table may be waived if the Budget and Finance Committee can support the proposal without further consultation.

B. In an emergency, with the consent of two-thirds of the Budget and Finance Committee and the Board of Directors the church may expend funds beyond the budget for any line item up to $1,000 for operational contingencies, and up to $5,000 for emergency repairs. This provision is intended only to be utilized when the need is sufficiently compelling and there is inadequate time to secure congregational approval. When this authority is utilized, the Budget and Finance Committee shall advise the church of its action in the next congregational conference meeting.

3.05 Fiscal Year

The fiscal year for all church finances shall be January 1 to December 31.
3.06 Borrowing Authority

Only the congregation meeting in a regular or specially called meeting with notice may approve the borrowing of any funds from any source, including internal special-designated, reserved or investment funds.

4.00 Handling of Church Receipts and Funds

4.01 Receiving, Counting and Depositing Funds

The Financial Secretary and Teller Ministry Team are responsible for the reception, counting, recording and depositing of offerings and gifts whether through the general offerings or by mail or other means.

4.02 Non-Cash Gifts

The church recognizes that non-cash gifts of many kinds are very important in the ministry of the church. The policies set forth here are intended to assure that such gifts are appropriately used by the church and to guide donors in their giving priorities.

A. Gifts of negotiable securities will, unless the Budget and Finance Committee finds special circumstances, be welcomed. They may be sold immediately or held to appreciate.

B. The church in conference or through a committee given the authority, must agree to the receipt of real property, and the Budget and Finance Committee shall make recommendations to the church regarding the acceptance and use of such a gift.

C. Gifts of other items for the use of the church must be approved by the congregation. This is to assure the property is appropriate for the intended use, and that the donor will also be aware of the intended use of the donated item.

D. All gifts become the property of the church, and their use and/disposal is at the sole discretion of the church, except where the donor has subjected the gift to a specific designation accepted by the church.

E. For all gifts of objects accepted by the church, a donation receipt letter will be sent to the donor in a timely manner for tax purposes.
4.03 Receipting Rules

A. Contributions of non-cash property

Receipts [typically letters of acknowledgement from the church to the donor] for non-cash gifts must describe the gift given. No dollar value of the gift given shall be included in such a receipt/letter. Thus a gift of a car or real estate should note the gift given with specific detail that might be relevant to its value, but it is the donor’s responsibility to justify any tax-deduction value claimed on tax returns.

4.04 Approving Financial Accounts

The church may establish accounts as needed to fulfill its mission.

4.05 Funds Policy

All accounts or funds created by the church or by any church entity must (a) be approved by the church in conference, (b) be subject to annual reporting requirements, (c) be under the oversight of the Treasurer and Budget and Finance Committee, and (d) provide a means of recording, securing, depositing and reporting approved by the Budget and Finance Committee.

Some miscellaneous funds created by a group within the church may not be official church funds in which case there will no official receipting or reporting within the church. Funds not processed through the church’s financial officers are not official church funds, and donations to such funds are not qualified charitable gifts for tax purposes. These funds should in most cases be for limited and short-term use such as a temporary fund for an outing or a social-events fund of a class. No bank or other financial account may be established under the name of the church unless approved by the church and unless the funds are subject to the usual financial processes established by the Budget and Finance Committee.

4.06 Deposit Accounts

The church may establish such bank and other accounts for the deposit of funds as shall be appropriate. Designated (Restricted Use) Funds shall be receipted and disbursed through separate ledger accounts. The Treasurer shall maintain one or more separate accounts for all designated funds.

4.07 Allocation to Gifts to Funds and Accounts

Except where the donor has expressly designated otherwise or the receipts have been received for special funds or causes, all receipts shall be credited to the General Fund.
4.08 Designated Funds Policy

A. The church may establish such designated funds and accounts as may further the ministry of the church, and shall for all such funds assure separate accounting and reporting.

B. The church through its officers shall establish one or more separate bank accounts for such designated funds, separate from the general fund, but may combine multiple designated funds in one account so long as separate accounting is made.

C. No designated funds shall be received by the church except where the church has approved or established the fund and its related project or activity. Gifts with some unapproved designation shall be returned, or may at the discretion of the Budget and Finance Committee be held conditionally until the church can assess whether it wishes to establish such an approved designated fund.

D. Designated funds shall be restricted solely for the designated use and may not be diverted to other purposes without the written authorization of the donor.

E. The Treasurer and/or Budget and Finance Committee shall provide an annual report to the church on the status of all designated funds including new receipts and expenditures.

F. Whenever feasible and appropriate, the Budget and Finance Committee or its designee shall advise donors when their designated funds have been used.

4.09 Benevolence Fund Policy

In furtherance of this church’s ministry exemplified in our Lord and his teaching to give to those in need, the church Benevolence Fund shall be a resource for meeting special financial needs that arise in our community and church. The church will accept contributions to the Benevolence Fund with the understanding that the specific use of such funds is subject to the control and discretion of the Benevolence Ministry Team. The duties of this team are enumerated in the Job Descriptions document. Any church member may make recommendations regarding situations calling for assistance, but donors may not designate nor control the identity of persons receiving financial assistance from the fund. To augment the budgeted amount, an offering is collected when the Lord’s Supper is observed on a Sunday morning. Special appeals are allowed to meet extraordinary needs if approved by the Benevolence Ministry Team.

4.10 Medical Aid Fund Ministry Fund

The Medical Aid Fund Ministry Team administers this fund. The duties of this team are enumerated in the Job Descriptions document. The primary function of the team is to evaluate requests for financial assistance for emergency medical treatment and disburse funds when the Body of Deacons authorizes aid in accordance with the $1000 limitations defined in the fund description. Designated gifts are accepted to the fund account.
4.11 Mission Project Fund Policy

The church may from time to time establish a Mission Project Fund to receive designated gifts in support of a church-approved mission project. Such approval shall assure the project is consistent with the purposes and ministry of the church, has appropriate leadership, and has a realistic budget. The church will accept gifts to such mission projects so long as the gifts are not designated for particular individuals but for the project broadly. The Missions Committee with the Budget and Finance Committee shall have final authority over the specific allocation of the gifts toward elements of the project costs.

4.12 Investment Policy

The Budget and Finance Committee shall make recommendations to the church to ensure the safe and prudent investments of unrestricted funds while continuing to fulfill the operational obligations of the church and its purposes. In most cases this may be investment in CD’s to accrue at a greater interest rate. Gifts of negotiable securities may be sold immediately or held to appreciate. Authority for selecting investment options remains with the Budget and Finance Committee subject to the review and ultimate authority of the congregation.

4.14 Fundraising

The principal means for the support of the ministry of the church is through the tithes and offerings of its members, whose stewardship is a dimension of discipleship. Any special fundraising activities must be recommended by the Budget and Finance Committee and approved by the church based on a written proposal noting the nature of the proposed fundraising activity including the target audience, place and time, the financial goal, the proposed use of the funds, and who will be conducting and supervising the event including accountability for the funds. No fundraising event shall use the name of the church or its ministries without the approval of the Budget and Finance Committee.

5.00 Handling Disbursements

5.01 General Procedures

The Budget and Finance Committee shall establish specific written policies and procedures for the handling of disbursement of funds, assuring ample internal controls. Such systems shall assure that (a) disbursements are properly authorized by the congregationally approved budget (b) that adequate records are maintained to support the appropriateness of each disbursement through such documents as purchase orders and invoices, (c) that multiple persons are involved in the processes of authorizing payments, preparing checks and signing checks, (d) that multiple check signatures are required on all disbursements exceeding $1000, (e) that the specific duties of financial leadership, paid or elected, in regard to disbursements are clearly set forth.

The disbursement system shall be integrated into a general accounting and bookkeeping system recommended and overseen by the Budget and Finance Committee and authorized by the church.
5.02 Authority to Expend Funds Outside the Budget

In an emergency, with the consent of two-thirds of the Budget and Finance Committee and the Board of Directors the church may expend funds beyond the budget for any line item up to $1,000 for operational contingencies, and up to $5,000 for emergency repairs. This provision is intended only to be utilized when the need is sufficiently compelling and there is inadequate time to secure congregational approval. When this authority is utilized, the Budget and Finance Committee shall advise the church of its action in the next congregational conference meeting.

5.03 Employee Reimbursement Policy and Procedure

A. Consistent with IRS regulations for an accountable expense reimbursement policy, and the church’s desire to conform to these requirements for the benefit of the church and staff, the church shall implement an expense reimbursement policy whereby ministers and other staff may receive advances for, or reimbursement of, expenses to the extent provided for in the current budget if, and only if: (1) the expense has a stated business purpose related to the church’s ministry, (2) the minister or staff provides written detailed substantiation of the expenses, normally on a form provided by the church, within not less than sixty (60) days, and (3) any excess reimbursements are returned within 120 days. Further, any advances must not be made more than thirty (30) days before the expected expenses, nor in excess of a reasonable estimate of those expenses. An accounting and substantiation of expenses must be made within sixty (60) days and the return of any excess advance fund within 120 days.

B. The Budget and Finance Committee shall recommend for church approval a budget and account for advances and/or reimbursement as staff employment/ministry church expenses arise. The church may set limits on the extent of such expenses by setting budget maximums in general, or for any sub-expense component such as continuing education, travel expense, etc.

C. The Personnel Committee shall adopt a written specific expense reimbursement policy that shall include guidelines on what expenses are considered appropriate – for example when the church would consider air travel appropriate, limits to tourist-class fares, and any limits on costs of meals reimbursed such as a maximum amount for meals per diem.

D. The Budget and Finance Committee shall establish and implement the specific procedures for submission of requests for reimbursement, required substantiation documentation, and procedures for expense advances and reimbursements, consistent with the requirements of an accountable plan as described by applicable IRS regulations. The procedures shall include the appropriate forms and identification of persons authorized to approve advances, reimbursements or process forms.

E. The Treasurer shall monthly process approved reimbursements and approved advances and record such on the books of the church and retain records to establish conformance with the accountable plan standards of the IRS.
5.04 Petty Cash Fund

The Budget and Finance Committee may recommend, and the church approve, a Petty Cash Fund which shall be governed by policies set by the Budget and Finance Committee regarding its custodianship, amount, receipting and accounting.

5.05 Housing Allowance

See Policy Section F (Pastoral Staff Policies), paragraph 5.03.

6.00 Financial Reporting

6.01 Financial Reports

The Treasurer shall provide summary financial reports at each congregational conference meeting. A comprehensive written financial report shall be posted in an appropriate place for review by any interested person. This report will include comparisons of actual revenues and expenses compared to budget figures.

6.02 Access to Financial Records

Members shall have access to the principal financial reports of the church including budgets, periodic financial reports, annual financial reports, showing the disposition of designated funds, and reports from auditors. Members shall not, however, have access to individual donor records, except records of their own giving.

6.03 Document Retention Policy

The church through its officers and staff shall retain permanently the following records and documents: Articles of Incorporation, church By-Laws, titles to property, insurance policies, membership rolls, transfer lists, minutes of church conference meetings, annual financial reports, audit reports, copyrights and trademark registrations, church newsletters, Sunday bulletins, legal correspondence, tax returns and working papers, retirement and pension records, and such other documents whose permanent retention is required by congregational action. These documents shall be maintained in a fireproof and secure location under the control of the church.

The following records shall be retained for a period of ten (10) years in a secure location: All church financial records and statements (bank statements and records, checks, contribution statements, vendor documentation, purchase orders, housing allowance designations), accident reports, personnel records (applications for employment, terminated employee records, expired contracts, personnel files, payroll records), property documents (appraisals, expired insurance policies, tax or other financial matters), contracts and agreements, wills of deceased donors, federal/state/local filings, insurance documents (accident reports, claims [after settlement], expired policies, safety reports), expired trust agreements.
7.00 Annual Audits

The Budget and Finance Committee shall conduct or arrange for an annual audit of a type and nature the church deems appropriate. The scope of any audit shall assess whether the financial policies and procedures are being adhered to. In the event of outside auditors, they shall recommend to the church such person(s) or auditing firm, and assist the audit, and review with the auditors any findings and recommendations. The committee shall convey the report of the auditors to the congregation.

8.00 Special Financial Matters

8.01 Special “Love” and Special Offerings Earmarked for Individuals

The Budget and Finance Committee shall familiarize themselves with the provisions of the Internal Revenue Code in regard both to earmarked gifts generally and especially where gifts are solicited to be given to specific individuals. Where such gifts may be made, but would not qualify as charitable gifts for tax purposes, donors will be so advised and the church will not issue receipts or letters of acknowledgment unless they note such gifts are not qualified charitable gifts.

8.02 Loans to Staff

No loan shall be made from church funds or secured by any church asset except under the following conditions:

A. The loan is recommended in writing by the Budget and Finance Committee,

B. The loan provides a specific repayment plan,

C. If the loan is to provide funds to enable a staff member to purchase and/or remodel a residence or other property, that a mortgage is obtained against the property,

D. The church accountant, or other accountant or lawyer secured by the church, provides a written statement to the church that the loan does not violate state or federal law including the church’s not-for-profit status, and

E. The church approves the loan by three-fourth ballot vote.
SECTION E. PRESCHOOL/CHILD/YOUTH PROTECTION AND MINISTRY POLICIES

The Preschool/Child/Youth Protection and Ministry Policies document is provided separately from this section of the Standard Operating Procedures.

TABLE OF CONTENTS

INTRODUCTION..................................................................................................................... 2
SECTION A. ORGANIZATION AND STRUCTURE ................................................................... 7
  1.00 Church Primary Governing Documents..................................................................... 7
  2.00 Core Values.................................................................................................................. 11
  3.00 Legal Aspects of Church Organization................................................................. 15
  4.00 Membership................................................................................................................. 15
  5.00 Officers and Leadership............................................................................................. 17
  6.00 Organizations/Ministries of the Church................................................................. 17
  7.00 Church in Conference (“Business” Meetings)....................................................... 17
SECTION B. GENERAL CHURCH POLICIES ................................................................ 19
  1.00 Property Matters......................................................................................................... 19
  2.00 Kitchen and Food Service.......................................................................................... 24
  3.00 Weddings and Funerals Policy ................................................................................ 25
  4.00 Vehicles........................................................................................................................ 26
  5.00 Copyright..................................................................................................................... 26
  6.00 Computer Policy.......................................................................................................... 27
SECTION C. PERSONNEL POLICIES .............................................................................. 28
  1.00 Employee Handbook................................................................................................... 28
  2.00 Volunteers.................................................................................................................... 28
SECTION D. FINANCIAL POLICIES ................................................................................ 29
  1.00 General Principles....................................................................................................... 29
  2.00 Governing Bodies and Key Personnel................................................................. 29
  3.00 Budget.......................................................................................................................... 31
  4.00 Handling of Church Receipts and Funds .................................................................. 33
  5.00 Handling Disbursements ........................................................................................ 36
  6.00 Financial Reporting.................................................................................................... 38
  7.00 Annual Audits.............................................................................................................. 39
  8.00 Special Financial Matters........................................................................................ 39
SECTION E. PRESCHOOL/CHILD/YOUTH PROTECTION AND MINISTRY
POLICIES ............................................................................................................................... 40
SECTION F. PASTORAL STAFF POLICIES ................................................................... 41
  1.00 Pastor Duties................................................................................................................ 41
  2.00 Pastor/Staff Search..................................................................................................... 41
  3.00 Pastoral Staff Employment Relationships............................................................ 43
  4.00 Pastoral Staff Ministry Accountability and Review .............................................. 44
  5.00 Ministerial Staff Benefits and Related Policies.................................................... 44
  6.00 Pastor Termination..................................................................................................... 46
  7.00 Ministry Guidelines.................................................................................................... 48
  8.00 Sexual Exploitation.................................................................................................... 48
SECTION F. PASTORAL STAFF POLICIES

The policies regarding Pastoral staff are in part set forth in the By-Laws Article IV, Section 6 and Employee Handbook as well as here.

1.00 Pastor Duties

The Pastor shall have in his charge the welfare and oversight of the church. The Pastor shall be an ex-officio member of all organizations, departments and committees; may call a special meeting of the Deacons or any committee according to procedures that may be set forth in the By-Laws Article IV, Section 3; shall conduct religious services on stated and special occasions; administer the ordinances; minister to members of the church and community; and perform other duties that usually pertain to that office. The Pastor shall have special charge of the pulpit ministry of the church and shall, in cooperation with the Deacons, provide for pulpit supply when absent and arrange for workers to assist in revival meetings and other special services.

2.00 Pastor/Staff Search

2.01 Pastor Search Team

The Pastor Search Team duties are enumerated in the Job Descriptions document. The team will be composed of seven (7) spiritually mature members, who will be sensitive to the By-Laws and Core Values and the leadership of the Holy Spirit.

The church shall vote on the nominated team as a group. The committee shall proceed promptly and diligently to seek to find a Pastor who, by calling, training, and proven ability, seems qualified spiritually, mentally and physically to lead the members of this church. In its efforts to meet its responsibilities, the committee shall be responsible to the church directly. The committee shall receive and give full consideration to all suggestions from members of the church. Members of the committee shall be reimbursed by the church Treasurer for any necessary travel and subsistence expenses that are incurred in the performance of their duties.

2.02 Pastor Search Team Process

This process was adapted from Finding a New Minister for Your Church by M. Wayne Oakes of the Baptist State Convention of North Carolina. It is intended to be a guide. The Pastor Search Team is free to develop a process that works for them and is in the best interest of our church.

A. Affirm the Church and the Search Team

The search team must affirm who Calvary is – our mission, core value, dreams for the future, etc. The team must assemble information that will accomplish this purpose. In turn, the church must affirm the team by allowing time for the team to become a "community." This can be accomplished by spending much time in prayer and by each team member sharing his/her spiritual journey and history with the church. Building a strong trust level between the team members and between the team and the congregation is extremely important.
B. Involve the Congregation

Ask the congregation to provide names of potential ministers. Encourage the congregation to pray daily… pray for the team… pray for the Holy Spirit’s guidance. Communication with the congregation is important, but stress that this process is usually lengthy and much of the information must remain confidential to protect prospective candidates. Allow time for the process to proceed according to God’s timing, without yielding to pressure to make hasty decisions.

C. Respect the Relationship of the Minister With the Current Congregation

Tremendous harm can be done when a team goes to hear the minister preach or lead in his own church. It sends a signal that the minister is seeking to move; and if he does not leave, his congregation may conclude that their minister may not be desired by others or by them. Focus attention on face-to-face dialogue around such topics as leadership style, core beliefs, and communication. Going to visit the minister in his own church should be the last step, not the first.

D. Seek a Minister Who Will Own Calvary’s Vision

Our church has adopted a mission statement, core values, and dreams for the future. The team must assure that the minister’s gifts in ministry match our perceived needs as we seek to be the people of God. It is unfair to all concerned to expect the minister to bring his vision to us and then complain when we disagree with his vision.

E. Work With Only One Candidate at a Time

Unfortunately, teams are often tempted to consider several candidates at once and to choose the one that looks and sounds the best. However, this is not an employment process – it is a spiritual process. The goal of the team is to bring before the congregation the person whom they believe God has uniquely prepared to serve as our next pastor. This can only be determined by emphasizing the spiritual dimensions of prayer and earnestly seeking God’s will. The names of persons under consideration or those no longer being considered should not be disclosed by the team. Take care not to do anything that might hurt the minister's work in his current place of service.

F. Develop a Covenant Agreement

The covenant should clarify the expectations of both the congregation and the minister. This is different from a job description in that it takes into account the uniqueness of the minister and the changing needs of the congregation. It should be negotiated with the new minister and reviewed annually.
G. Complete Background Checks

There are appropriate ways to perform background checks on the minister. These should be done only with the minister's knowledge and signature. Beware of trusting hearsay information without having a way to determine the reality of a situation. The purpose of the background check is to assure the congregation that our new minister is worthy of trust and to protect the church's witness to the community. After the congregation is advised as to the level of background checks done, the people can easily affirm and demonstrate their trust with a minimum of risk. This will help the minister and congregation develop healthy relationships quicker.

2.03 Election/Call of a Pastor

The vote on the nomination of a Pastor recommended by the Pastor Search Team shall be held at a service to which notice has been provided for not less than two (2) weeks. Prior to such a meeting the team shall have provided ample opportunity for the members of the church to have become familiar with the candidate and assess his appropriateness and calling for the church, and the terms of the call proposed by the Pastor Search Team and the Budget and Finance Committee. The vote shall be by secret written ballot. To be elected Pastor, the minister nominated by the team must receive the affirmative vote of not less than 90% of active members above the age of fourteen (14) present and voting. If the Pastor Search Team's report fails to receive the required vote, the moderator shall declare the nominee not elected, and shall refer the matter, without debate, to the team for further investigation and further recommendations under the foregoing procedure.

2.04 Staff Search Team

The Staff Search Team duties are enumerated in the Job Descriptions document. The team will be composed of seven (7) spiritually mature members, who will be sensitive to the By-Laws and Core Values and the leadership of the Holy Spirit. The Pastor will serve as an ex-officio member.

The team election and the search for additional staff members are identical to the search process for the Pastor.

3.00 Pastoral Staff Employment Relationships

3.01 Identification of Pastoral Staff

Staff officers include those professional and semi-professional positions established and supported by the church in an employer-employee relationship, whether remunerated or not. Staff officers include, but are not necessarily limited to, such positions as Pastor and ministerial staff, professional worship service musicians, secretarial and custodial staff, and contracted professionals such as temporary outside consultants and financial auditors.
3.02 Pastor/Staff-Congregational Covenant

The Pastor/Staff and the church will enter into a written specific covenant as an expression of the aspirations of the Pastor/Staff and congregation regarding the nature and quality of the relationship. The covenant, however, shall not create any legal rights or duties on any party.

4.00 Pastoral Staff Ministry Accountability and Review

4.01 Annual Review

A. Pastor Appraisal Team

The Pastor Appraisal Team will be composed of the Personnel Committee Chair, who will chair the Team, plus two Deacons and two Directors. The Chair is responsible for contacting the Deacon Chair and the Director Chair for the names of the people assigned to the Team and for scheduling the interview with the Pastor. A copy of the appraisal will be forwarded to the Budget and Finance Committee with any recommendation in remuneration change for inclusion in next year’s budget.

B. Other Staff Appraisal

The Personnel Committee, with the Pastor present, shall conduct annual performance reviews of all ministry and support staff with the exception of the Pastor. A copy of the appraisal will be forwarded to the Budget and Finance Committee with any recommendation in remuneration change for inclusion in next year’s budget.

4.02 Minister Relations Committee

Once the Pastor/Staff is hired, the Pastor/Staff Search Team will meet with him/her on a quarterly basis the first year for affirmation and encouragement. This does not take the place of the normal relationship between the Deacons and the staff.

5.00 Ministerial Staff Benefits and Related Policies

5.01 Policy on Pastoral Continuing Education

The Pastoral staff is encouraged to participate in denominational and other educational opportunities to develop professional skills and ministry effectiveness. Pastoral staff who wish to enroll in more extended educational programs including programs leading to degrees and certificates, or matriculation with educational institutions such as universities, theological schools or institutes, or where such programs will involve times when the Pastoral staff are otherwise assumed to be performing their ministry, shall review their interests and proposals with the Personnel Committee, setting forth in writing the nature of the program, time commitments, length and relevance for ministry. The committee may make such recommendations to the church as they deem appropriate.
A detailed discussion pertaining to continuing education for full-time staff is included in the Employee Handbook.

Because a study leave represents a considerable investment on the part of the church, there will be a mutual agreement that the staff member will remain on staff for a full year after returning from the leave. If a staff member leaves the church before the end of the full year, reimbursement for the expense of that leave to the church will be negotiated with the Pastor and Personnel Committee.

5.02 Reimbursement Policy

A. Authorization for Reimbursements

In addition to the salary provided all employees including the Pastor, the church will reimburse them for auto, travel and professional expenses considered ordinary and necessary for them to carry out their duties with a fixed limit as set forth in the annual budget. If actual expenses are less than this sum, the difference will not be paid as additional salary or other benefit.

B. Compliance with IRS Regulations

Consistent with IRS regulations for an accountable expense reimbursement policy, and the church’s desire to conform to these requirements for the benefit of the church and staff, the church shall implement an expense reimbursement policy whereby ministers and other staff may receive advances for, or reimbursement of, expenses to the extent provided for in the current budget if, and only if: (1) the expense has a stated business purpose related to the church’s ministry, (2) the minister or staff provides written detailed substantiation of the expenses, normally on a form provided by the church, within not less than sixty (60) days, and (3) any excess reimbursements are returned within 120 days. Further, any advances must not be made more than thirty (30) days before the expected expenses, nor in excess of a reasonable estimate of those expenses. An accounting and substantiation of expenses must be made within sixty (60) days, and the return of any excess advance fund within 120 days.

C. Church Reimbursement Systems

The Budget and Finance Committee shall establish a clear system including appropriate forms for employees to submit expenses for reimbursement. Such a system should include requirements for necessary documentation such as receipts where possible. The system may also require that certain expenses would require prior approval and others more routine, such as monthly Pastoral car mileage, would not require such.

The church may also provide that in certain circumstances the church would advance expense account funds, subject to necessary post-expenditure accounting and return of any unused funds.
5.03 Pastoral Housing Allowance Policy

Section 107 of the Internal Revenue Code permits ministers to exclude a designated housing allowance from their taxable income so long as the allowance is used for the costs of owning or renting a home, and not exceeding the fair rental value of the home. Any such designation must meet the requirements of the IRS and be approved in advance by the congregation.

The Budget and Finance Committee shall annually request of those who qualify for a housing allowance the submission of estimated housing expenses for inclusion in the next year’s budget.

5.04 Policy on Church Loans to Pastoral Staff

The church, consistent with its exempt status and legal obligations regarding the use of its funds, shall not make loans or otherwise act as security for loans, to members or staff. Any exception to this policy must be approved by two-thirds vote of the church on recommendation from the Personnel Committee and the Board of Directors, and only after a written legal opinion that such a loan is not inconsistent with the church’s legal obligations. Any loan agreement must be in writing and contain specific provisions for regular repayment.

5.05 Policy on Pastoral Outside Employment

Pastoral staff is expected to give their full-time energies to the ministry of the church. Any other employment or active business involvement involving the time and energies of the Pastoral staff must be disclosed to the Personnel Committee and the Board of Directors. Where, in the opinion of the committee, such activities are likely to in appearance or fact intrude upon the commitments toward the church, the committee shall refer the matter to the church. The committee may make recommendations to the church regarding the church’s approval, limitations on, or disapproval of the outside involvement.

6.00 Pastor Termination

6.01 Biblical Commitment

The church commits itself to address issues of church conflict involving Pastoral staff in a manner consistent with biblical doctrines of reconciliation, confession and forgiveness, and the specific admonitions of Matthew 18.

6.02 Conflict Management

The church shall give serious consideration in cases of conflict involving the Pastoral leadership to utilizing outside resources, which may assist in understanding and resolving such conflicts.
6.03 Pastoral Termination Provision

The Pastor is called to serve until the relationship is dissolved at the request of either the Pastor or the church.

A. Resignation

The Pastor may resign but shall normally provide at least thirty (30) days notice before the termination of his services. A written resignation or an oral resignation delivered at a Sunday morning service or conference meeting of the church, if without conditions, shall be final and binding. If any resignation is subject to conditions it shall be effective and binding when accepted by majority ballot vote of the church.

B. Removal

Such a vote may be initiated by the recommendation of the Deacons. The moderator shall immediately set the date for such a meeting to be held within thirty (30) days.

1. The officers and the members shall make every effort to follow biblical principles including the process set forth in Matthew 18 in dealing with conflicts regarding Pastoral staff. An effort should be extended to permit reconciliation of conflicts in a manner consistent with our Christian faith and doctrine.

2. A vote on retention of a Pastor must be held if, during any quarter, not less that 12.5% of active members over the age of fourteen (14), petition or appear in person before the Deacons requesting such a vote. (By-Laws Article IV, Section 6.a.2)

3. In a vote on retention, the affirmative vote of not less than 70% of those over the age of fourteen (14) present and voting at a special called church conference is required in order to retain the services of the Pastor. (By-Laws Article IV, Section 6.a.3)

4. Removal shall be effective immediately upon the adoption of a motion terminating the Pastor, but salary and benefits shall continue for not less than thirty (30) days. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination including severance pay.

6.04 Suspensions of Pastoral Staff

The Deacons, Directors, and Personnel Committee may, by combined three-fourths vote, temporarily suspend with pay all or some of the duties of Pastoral staff. This could occur in the face of criminal accusations or charges or other serious allegations of moral failure which cause them to believe that suspension is required for the credibility of the church and/or the safety and security of the church, its members or those it serves. Such suspension may include conditions or prohibitions related to their Pastoral status. Such suspension imposed by the committees may only extend for a period sufficient for the congregation to take appropriate action consistent with other provisions in the By-Laws, and in no event more than thirty (30) days without
congregational action extending such. At any proper congregational meeting such suspensions may be terminated, modified, affirmed or extended for indefinite or defined periods of time. Such suspensions shall not be understood as necessarily concluding the truth of charges against the Pastoral staff member, but to provide an appropriate process for investigation and for processes consistent with church doctrine and governance.

7.00 Ministry Guidelines

The church may adopt guidelines regarding any specific area of Pastoral ministry. The Pastoral staff may also develop their own ministry guidelines and advise the church, and if the Pastor so wishes, ask the church’s endorsement of those policies. Special consideration should be given to the development of such policies in areas of Pastoral counseling.

7.01 Ministerial Ordination

When this church has been requested to ordain a member or when the church wishes to ordain a member to the full Gospel ministry, it shall, upon recommendation of the Pastor and the Deacons who have satisfied themselves as to the candidate's fitness, call an Examining Council according to accepted Baptist procedure to examine the candidate with respect to the candidate's Christian experience, call to the ministry, and views of Bible doctrine. When the Examining Council recommends the candidate's ordination, the candidate shall be properly set apart and ordained, with prayer and the laying on of hands, provided that prior to the ordination, three-fourths of the members present at any regular church meeting agree thereto. The person will be presented a Certificate of Ordination.

7.02 License to Preach

When a member announces to the church the call to the ministry, the church, upon recommendation of the Pastor and the Deacons and by majority vote of the members present at any regular church meeting agree thereto, may license the member as an acknowledgment of the call to the ministry and the encouragement to make preparation for it. The person will be presented a Certificate of License to Preach.

8.00 Sexual Exploitation

Sexual and other harassment is discussed in detail in the Employee Handbook. This church is committed to a community in which members, friends, staff and volunteers can worship and work together in an atmosphere free of sexual harassment, exploitation or intimidation. All persons should be aware that the church condemns sexual misconduct and sexual exploitation in any form and such is prohibited by church policy. Misconduct of a sexual nature within the life of the church not only is a personal tragedy, but it also undermines the moral mission of the church today to speak to a culture whose sexual mores and preoccupation in media are risking our very culture and the foundations of marriage and family life.
All persons engaged in the ministry of this church whether ordained clergy, ministerial or lay staff members, or volunteers are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual misconduct or exploitation of others by anyone engaged in the ministry of this church is sinful, unethical and unprofessional behavior with tragic consequences for families and the community and will not be tolerated. Because the ministry of the church often deals with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church maintain their own commitment to biblical sexual standards, and to their psychological, emotional, and spiritual health and that they have appropriate preparation for helping those individuals they seek to serve in ministry.

In addition, this church has always recognized that those who are chosen for ordained ministry bear a particular responsibility to pattern their lives according to Jesus' example. Not only are our leaders regarded by the faithful as examples of what a Christian life should be but any moral offense by clergy or laypersons entrusted with Pastoral and educational ministries is especially hurtful because it betrays that trust committed to them by the church to nurture and care for every member.

Any staff member who engages in sexual misconduct as set forth in Scripture is subject to discipline including dismissal. Any persons, staff or volunteers, who engage in sexual misconduct with persons to whom they are ministering in positions of leadership and trust such as counseling, group leadership, teaching, team leadership, mission group leaders, youth counselors and similar capacities will be subject to removal from those positions. Similarly, persons whose relationships in such contexts become inappropriate and risk abusing positions of leadership will be counseled regarding their conduct and may be removed from their positions.