

ANEWCHURCH.TV POLICY & PROCEDURES

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3.1 MISSION STATEMENT

To Lead People to Become Fully Devoted Followers of Christ.

3.2 PURPOSE / PROCESS

The process to fulfill our mission is to - Bring In, Build Up, Train, Send Out

(Our weekly Berean class is required to fulfill the process)

3.3 OFFICE HOURS

Staff member hours may vary dependent upon their position, however Office hours are from 9 a.m. to 5 p.m. Monday through Thursday (except holidays or as otherwise specified). The office will be closed Friday, Saturday and Sunday.

3.4 PARKING

Parking is located across the street in the parking lot on the southwest side of W.

Randolph and S. Quincy. There are only two reserved spots on the northwest side of the campus for church vans only. Please leave spaces on the west of Quincy for visitors.

3.5 FACILITY/ROOM REQUISITION

Anewchurch.tv facilities may be used for weddings or funerals with the approval of the Lead Pastor. Other non-profit organizations may be allowed to use our facilities on a limited basis, following the approval of the Lead Pastor. When a facility or room is needed for staff specifically to use, the team member responsible for obtaining the room requisition should follow the procedures set by the Lead Pastor. Producing a video is on a separate contract. Listed below are the deposits required for events:

Wedding: \$200 deposit on building

Media or Sound: \$100

Pastor services suggested donation for wedding or funeral: \$100

Church members may not be subject to fees

4.1 ANNUAL CALENDER OF EVENTS

A church wide annual calendar of events is posted on the web and will serve as priority

for major events held by the church. Any changes or proposals should be presented to the lead Pastor and discussed by the staff.

4.2 OFFICIAL FORMS/ PUBLIC DOCUMENTS

All public forms will be posted on the church website such as incident reports, employee review or correction, registrations for events, permission slips, group leader expectations, etc.

4.3 Websites – www.anewchurch.tv, www.bereanbibleclass.tv, www.embracegod.tv, facebook, youtube, etc.

Employment Policies:

5.1 WELCOME

Welcome to AnewChurch.tv. When a person accepts a position at AnewChurch.tv, they are not only accepting employment, but a commitment to the Core Values and Mission of AnewChurch.tv. Our desire is that through our common interest and dedication to Christ we can and will, “lead people to become fully devoted followers of Christ.”

5.2 GENERAL INFORMATION

This manual is intended to inform you about our policies, procedures, and other facts that concern you as a staff member. The purpose of this manual is to give you an understanding of our policies as well as an expression of the procedures necessary to direct the daily activities in the staff member/ employer relationship. THIS MANUAL IS NOT A CONTRACT, WE RESERVE THE RIGHT TO CHANGE, DELETE OR ADD TO THESE OR OTHER POLICIES AT ANY TIME. All employment at AnewChurch.tv is on an “at will” basis. Staff Members and AnewChurch.tv are free to terminate the employment relationship at any time with or without reason. ALL AnewChurch.tv staff members are considered “at will” employees. If there is any inconsistency between a statement in the manual and actual practice, the manual will govern. Your questions and comments regarding the manual are always welcome. Please direct questions and comments to the Lead Pastor.

5.3 OFFICE HOURS

Staff member hours may vary dependent upon their position, however Office hours are from 9 a.m. to 5 p.m. Monday through Thursday (except holidays or as otherwise specified). The office will be closed Friday, Saturday and Sunday.

5.4 BEHAVIORAL VALUES

- Work Ethic
- Sense of Humor
- Cultural Relevance
- Teach ability
- Humility
- Flexibility
- Resilience

6.1 HOLIDAYS, VACATION, SICK LEAVE & TIME OFF

The office will be closed only on the following holidays: New Year's Day, Christmas Eve, Christmas, and Thanksgiving Day. Those days will be paid holidays for your normal rate and time. If those days should fall on a Sunday, another day will be given to compensate. Time off must be requested in writing at least 2 weeks prior and "comp time" for salaried employees will apply, otherwise you will not get paid for time off.

Salaried employees are required to work a minimum of 40 hours per week. Any overtime beyond that must be documented and tracked so it can be applied to missed work. 6 sick days per year would be considered normal. Sick days are not paid. Excessive unexcused sick days, or excessive unexcused personal days will be grounds for termination. No staff member shall plan to be off on Sundays unless absolutely necessary. No more than 2 Sundays per year are allowed, only after 6 months of employment.

6.2 ONLINE RESOURCES & PROCEDURES

All online resources including lifechurch.tv/open, YouTube, program software, etc. shall be subject to approval. Downloading any software or program without approval is strictly

prohibited. Dept. heads / Team leaders will be responsible for use and application of all software and resources.

6.3 VOLUNTEER & BACKGROUND FORMS

All volunteers from every department are required to submit a background check to the department head. It will be forward to the admin office and kept confidential among staff. The details will be discussed as to the appropriate area or fit for that individual.

6.4 OPENING & CLOSING BUILDING

If you are the first to arrive or the last to leave, set heat or a/c appropriately, turn off / on auditorium lights and the music in the lobby. Pick up any obvious loose trash.

6.5 DUTIES AND RESPONSIBILITIES

Our mission at AnewChurch.tv is *to lead people to become fully devoted followers of Christ*, and accordingly, every action you take while employed with AnewChurch.tv should support that vision. All staff members of AnewChurch.tv must understand that they are followers of Jesus Christ, and as such, should consistently seek to live by biblical standards, and agree to demonstrate unity within the church with a humble and teachable spirit. As a staff member we expect you to model the behavior associated with our mission statement which includes five basic principles – maintaining an accountability relationship, serving at your campus, participating in community through a Life Group, getting involved with missions, and giving through the tithe.

7.1 APPLICATION FOR EMPLOYMENT

All applicants for staff positions (both full and part-time) are required to complete an application for employment and complete pre-employment testing prior to their second interview and offer of employment.

AnewChurch.tv is an equal opportunity employer and all applicants are considered without regard to race, sex, national origin, age, marital status, veteran status, or disability. As a religious organization, AnewChurch.tv has the right to hire in accordance

with our religious beliefs. All employees of AnewChurch.tv must be Christian, and as such, must consistently seek to live by biblical standards, and agree to demonstrate unity within the church with a humble and teachable spirit. Employees also must fully support our Essential Beliefs, as described on the AnewChurch.tv web site, and must commit to partner with AnewChurch.tv by being involved in a Life Group, Missions, serving on the campus and be committed to tithe.

7.2 EMPLOYMENT PRE-REQUISITES

All prospective staff members at AnewChurch.tv must provide the following documentation prior to hire. This documentation is a prerequisite to employment and must be updated regularly and upon request during employment.

Criminal Records Check,

Child Welfare Record Check,

Driver's License and DMV report

8.1 STAFF MEMBER REQUIREMENTS

AnewChurch.tv staff members are expected to adhere to the core values of AnewChurch.tv

These core values are:

Sacrifice – To give up something you love for something you love even more.

Passion – People will come for miles to watch you burn.

Evangelism – We will do anything short of sin to lead people to Christ.

Community – Life Groups are the heartbeat of AnewChurch.tv. It is through Life Groups that we stay small while growing large.

Integrity – Who you are when no one is watching. Let your yes mean yes, and your no mean no.

Excellence – If anything is worth doing, it's worth doing right. Excellence honors God and inspires people.

Stewardship – We will use God's resources wisely.

8.2 BACKGROUND SCREENING

Upon the offer of employment, all staff members will have a background screen conducted. Any offer of employment is contingent upon passing a national background check. Applicants with a high potential for an offer of employment will complete a background check form at the time of pre-employment testing. The conducted screen will be kept in the employee's personnel file. AnewChurch.tv reserves the right to run additional checks on staff in time intervals deemed appropriate by the Lead Pastor.

8.3 DRUG AND ALCOHOL POLICYS

Staff members are expected to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner. The use, possession and/or distribution or selling of illegal drugs is strictly prohibited. The use of prescription drugs is permitted on the job only if it does not impair the team member's ability to perform the essential functions of their position effectively and that does not endanger other individuals in the workplace. Violations of the policy may lead to disciplinary action or termination. Staff members are encouraged to be forthright with their supervisor/Lead Pastor in their questions, concerns, and violations of this policy.

9.1 CONFIDENTIALITY

Team members may receive information about AnewChurch.tv or its employees, volunteers, contractors, and agents which is confidential in nature. This might include, but is not limited to, financial activities, compensation and benefits, giving records, business plans, and leadership decisions. Team members will not communicate such information in any way to a third party, and will not use such information in any way that is not directly connected with the duties and responsibilities of their position at AnewChurch.tv. The confidentiality agreement between AnewChurch.TV and staff members applies to discussions between yourself as an individual and the Church body, or any of its representatives.

9.2 PERSONAL APPEARANCE

The dress code at AnewChurch.tv is casual and flexible, however staff members are expected to dress appropriately and in a manner that upholds the integrity of AnewChurch.tv. Modesty, cleanliness, good personal hygiene and grooming are required.

9.3 HOUSEKEEPING

Staff members are required to share the responsibility in keeping the facilities clean and neat at all times. Please report any problems in this regard to the Lead Pastor.

9.4 PUBLIC RELATIONS

Staff members represent AnewChurch.tv to every person with whom they come in contact. Visitors and fellow staff members should be treated with courtesy and kindness. Every staff member is required to greet everyone that enters the building.

9.5 RESOLVING CONFLICT

There are five steps to resolving workplace conflict that all shall abide by:

1. Members will NOT share disputes with other staff members.
2. Define problem in writing. Pray about it. **Follow Matthew ch.18**
3. Meet with other party personally and directly using a positive approach, allow the other party to share their view. Either party may request a mediator.
4. Work with each other to generate a resolution (this may not mean solution)
5. Document the resolution and both parties shall review and sign agreement to the resolution.

10.1 STATUS OF EMPLOYMENT

TEMPORARY - Temporary staff may be part or full-time with the term of their service restricted to a specified period of time. This is a non-benefited position and classification

REGULAR PART-TIME - Regular part-time staff have a length of service which is ongoing.

REGULAR FULL-TIME – Regular full-time staff have a length of service which is ongoing.

PASTOR – Pastoral status is inherent to the position. Pastors are considered self employed and therefore responsible for filing Social Security/Medicare taxes.

10.2 POINTS OF ACCOUNTABILITY FOR STAFF MEMBERS

- Staff members should pray for other staff members.
- Staff members will have meaningful accountability relationships
- Staff members should use extreme caution when answering emails, instant messages, participating in chat rooms, responding to cards or letters from the opposite sex, and should strive to involve another co-worker in the response.
- Staff members should not discuss personal material issues with a co-worker or an attendee of the opposite sex.
- Married staff members should not be alone with the opposite sex
- Married staff members should not ride in vehicles alone with the opposite sex
- Married staff members should not have intimate physical contact with a co-worker or AnewChurch.tv attendee of the opposite sex, or show affection that could be questionable.
- Married staff members should not visit the opposite sex alone at home.
- Pastors should not provide pastoral care to the opposite sex alone at the office or elsewhere, and will not advise the opposite sex more than one time without that person's mate present. Refer them to a staff member of the same sex.

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11.1 CONFLICTS OF INTEREST

Staff members are prohibited from engaging in any activity that constitutes conflict of interest. A conflict of interest includes any activity or transaction that is not in the best interests of AnewChurch.tv or from which a team member receives personal benefit for having conducted the activity or transaction on behalf of AnewChurch.tv.

11.2 COMMUNICATION

Email or phone call daily from employees to their supervisor is mandatory on scheduled days to work. Text messaging is also helpful but cannot replace other communication. It

is the responsibility of the employee to pursue their supervisor to stay on track with duties assigned. Any voicemail left should be returned within 24 hours

11.3 OPEN DOOR POLICY

If a staff member has a concern, it is important that the issue be resolved quickly as possible. Staff members are encouraged to bring concerns to the attention of their fellow staff members/Lead Pastor when appropriate. Many problems may be discussed and resolved in staff meetings. However, items of a personal nature should be discussed with the staff member and or brought to the attention of the Lead Pastor. Mathew Chapter 18 is the example that we follow to resolve conflicts. Don't talk about people behind their backs but to them. If it can't be resolved by talking then bring in a third party. See additional information under the "Harassment Policy" section of this manual.

11.4 JURY DUTY

When a regular team member is called for jury duty, time off with regular salary will be granted for workdays during which the team member continues on jury duty, not to exceed four weeks without special authorization from the Lead Pastor.

11.5 BUDGET & STEWARDSHIP

AnewChurch.tv operates on an annual budget that is adjusted periodically during the year. It is the responsibility of the staff to operate within the guidelines set forth in that budget

12.1 PURCHASING AND PERSONAL REIMBURSEMENT PROCESS

No reimbursements will be made unless there is prior approval and a Petty Cash Request attached to the receipt. These can be found online under About Us/resources. Use of the churches tax exempt status to make personal purchases is grounds for immediate termination.

12.2 INTELLECTUAL PROPERTY

Any staff member at AnewChurch.tv which participates in the creation of copyrightable works including new ideas or concepts, musical or dramatic or literary materials, content

and visible elements of a web page, art work and graphics, video materials, computer programs and other creative works of every kind and nature will be doing so for the sole benefit and ownership of AnewChurch.tv; which are made with AnewChurch.tv resources, including the compensation for time

All right, title and interest in and to all copyrightable works created within the context of employment with Anewchurch.tv belong to AnewChurch.tv. Creative works used or intended to be used by AnewChurch.tv or creative works created with AnewChurch.tv resources, will be assumed to have been created within the context of employment, and with AnewChurch.tv resources and compensation, unless specifically stated to AnewChurch.tv in writing at the outset of the creation of the work that is being created outside of the context of employment with Anewchurch.tv, and is not being created with any AnewChurch.tv resources.

12.3 SECURITY

Effective security measures are a benefit to the staff, team, and church as a whole. Staff members should guard entry keys and alarm passcode with care and report any lost or stolen items to the Lead Pastor. Giving out your passcode, copying entry keys or other entry items is strictly prohibited. Requests for additional keys should be requested from the Lead Pastor appropriately.

12.4 STAFF MEMBER RECORDS

Staff is required to notify the church of any changes of address, phone, contacts, etc. in order to keep our employment files updated.

13.1 ALL HANDS ON DECK

Staff may be required to come in when they are not scheduled to work for certain special services including Christmas, Easter, Weddings, Baptism or funerals.

13.2 HARRASSMENT POLICY

AnewChurch.tv strives to establish and maintain a harmonious work environment that is

free from any form of harassment. To that end, AnewChurch.tv will not tolerate harassment of team members by anyone.

It is against AnewChurch.tv policy for any team member, male or female to sexually harass another team member of either gender. Sexually harassing conduct includes: Basing any employment decision or threatening to base an employment decision on the submission to or rejection of a request of sexual nature; or creating an intimidating, hostile, or offensive workplace by making unwelcome sexual advances or by making comments, jokes, inquiries or threats concerning gender-specific topics or engaging in unwelcome physical contact.

It is also against AnewChurch.tv policy for any team member to harass another team member on the basis of race, national origin, gender, age or disability.

Any team member, who believes he/she or any other team member has been subjected to harassment, must report the act to his/her supervisor, another team leader or the Lead Pastor. Every effort will be made to maintain confidentiality, to the extent possible within the scope of investigation. Team members who lodge good faith complaints will be protected from all forms of retaliation.

All reports of behavior or conduct that negatively impacts workplace harmony will be investigated. When inappropriate behavior or conduct is found to occur, disciplinary action, up to and including termination will be taken

13.3 INCIDENT REPORTING

Accidents on AnewChurch.tv premises to persons not employed by AnewChurch.tv: Every reasonable and prudent effort should be made to assist persons injured on the church premises. The Lead Pastor should be notified promptly. For anyone 17 years of age or under, every effort should be made to contact the parents with notification on the incident. A full report of the accident by all witnesses should be obtained promptly, together with their names and addresses. Team members will not make any statements or

discuss the accident and injury with anyone except the Lead Pastor.

Team members are encouraged to disclose any wrongdoing that may adversely impact AnewChurch.tv, the church's attendees, employees, or the public at large. A

whistleblower is an employee of AnewChurch.tv who reports an activity that he/she considers illegal or dishonest to their immediate supervisor or the Lead Pastor.

AnewChurch.tv will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action or threats of physical harm. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

14.1 TECHNOLOGY

Use of the Anewchurch.tv telephone system, laptops, desktops, internet and E-mail systems is a standard part of the staff position. AnewChurch.tv technology systems, including phone, email and computer system is only to be used for legitimate and ethical business purposes. Information contained in e-mail or internet use or on a hard drive is not subject to privacy protection and AnewChurch.tv does exercise the right to monitor phone, e-mail and internet use and document.

Employees are prohibited from changing passwords or copying software onto personal computers or without authorization from the Lead Pastor.

14.2 E-MAIL POLICY

Responsible and proper use of the AnewChurch.tv e-mail system is of utmost importance.

Team members are expected to honor our Core Values in their use of e-mail. This includes stewardship of staff member time, excellence in communication, and integrity in content.

14.3 PERFORMANCE REVIEW

Employee evaluation will be done at 30, 60 and 90 days of employment. After the first year employees will be evaluated annually.

15.1 CORRECTIVE ACTION “Disciplinary Form”

Corrective action is sometimes necessary when a team member fails to perform his or her job as required or misconduct occurs. A disciplinary form may be used as a point of clarification when no intentional wrongdoing was meant. In this case, it is only put in writing for clarification, not to be punitive in any way. There are some violations that will require stronger action or immediate dismissal.

15.2 TERMINATION OF EMPLOYMENT

Employment at AnewChurch.tv is on an “At-Will” basis and may be terminated for any reason, without notice, by the employee or Anewchurch.tv. There are two categories of terminations:

15.3 RESIGNATION:

Voluntary termination on the part of the team member requires a written resignation letter to the team member’s immediate supervisor. AnewChurch.tv requires resigning team members to give a minimum two-week notice of resignation. The time it takes to rehire and train new team members actually requires more than two-weeks; therefore, notification of a planned resignation several weeks in advance is appreciated. The manner in which you resign will directly affect your reference.

15.4 INVOLUNTARY TERMINATION:

Involuntary terminations may occur with cause if a staff member fails to meet the standards of the work agreement, employee misfeasance or malfeasance or without cause as a part of a layoff or budget cuts. When practical, staff members will be warned and counseled. However, failure to correct behavior or further violation of church policy may result in additional disciplinary action, up to and including termination. Depending on the nature of the offense, the church reserves the right to terminate any staff member without warning. Warnings and counseling are to be documented on the Disciplinary/Counseling/Termination Report. The church will generally terminate an

employee of the church after the third offense.

With respect to all involuntary terminations:

- a. The church will inform the staff member of the reason for termination.
- b. The date of separation will be the staff member's last day worked.
- c. With respect to all involuntary terminations without cause:
- d. The staff member's record will indicate a termination without cause (i.e. from layoff).

16.1 WORKERS COMPENSATION

Contact the lead Pastor with any questions in regards to workers compensation.

16.2 BENEFITS & INSURANCE

AnewChurch.tv does not provide health insurance or personal benefits at this time.

16.3 ONLINE FORMS

Each employee is responsible to make themselves familiar with the forms on the church website. Be aware of all updates made to the website by asking or reviewing the website weekly.

16.4 PAY PERIOD

Salary Staff is paid on the 1st and 15th of each month. Time cards are to be turned into the Lead Pastor by 10th and 25th the month through online forms and email.

16.5 SALARY INCREASES

In general, salary increases will be directly tied to performance and will be awarded, if applicable, in conjunction with a team member's annual performance review and rating. The issuing of a performance review (annual or otherwise) does not guarantee a resulting salary increase. Salary increases will be evaluated on a case by case basis, considering performance and other work factors, and will be awarded accordingly. Church budgets may or may not allow for increases.

16.6 TRAINING AND DEVELOPMENT

A 12 week class is required by all leaders, staff and dept. heads. Other training may

include an annual Network summit, men's or women's retreats, etc.

16.7 CONFERENCES, SEMINARS, WORSHIPS, MINISTRY TRIPS

Regular staff will be eligible for approved conferences, seminars, workshops or ministry trips as determined by Lead Pastor.

Careful planning in the scheduling and attending of conferences is vital so that conflict with church-related responsibilities is avoided.

Reimbursement to staff for conferences, seminars or workshops will be made at the discretion of the Lead Pastor. Prior approval is MANDATORY.

Other Ministries:

17.1 INVENTORY CONTROL

No property shall be taken from church without written permission. If not returned promptly, that person will be charged, and possibly terminated. No personal property will be used by the church for any ministry without written approval and liability for damage or loss will be assumed by the individual. This includes personal computers, tools, music instrument, etc.

17.2 APPROVED VENDORS

No employee shall open accounts with any vendor, supplier, etc without written approval.

Current vendors (with cash accounts or charge to account) *include J & P supply, Mid-America, Enid Floral, Skinner Audio, Copiers Plus, Enid Typewriter, Enid Rent-All, and Mann's Rental.*

17.3 CULTURE OF FEEDBACK

We will evaluate each area of ministry looking at strength and weaknesses regularly.

This will require open and transparent conversations about personal struggles, failures, and emotional feelings. We will be discussing the personal performance of your duties individually and as a team both privately and publically in staff meetings. Sometimes this includes **"brutal honesty"**. In no way should a staff member be dishonoring in the presentation of such information. We will remain **"solution focused"** at all times and not

take a posture of blame or criticism. Everything we do must be evaluated in order to improve. If someone is in denial or takes things personal with defensive posture, the team will cease to grow or improve.

17.4 ONLINE SUBSCRIPTIONS

No employee shall open accounts with any online suppliers without written approval.

Current monthly or annual services (vendors) include go daddy, ccLI, classmarker, formsite.com and WordPress.

17.5 FURNISHINGS, CLASSROOM & OFFICES

No Employee or volunteer shall move, arrange, paint, or otherwise alter the arrangement of any property of Anew Church without permission in writing. This includes desks, bookshelves, cabinets, printers, cables, media equip, computers, chairs or tables

18.1 VOLUNTEERS

Training for all volunteers will include the required 12 week course titled BereanBible Class.

Every volunteer must prepare for duties in advance each week.

Only appropriate counsel for minors and members of the opposite sex is allowed in the proper time and place.

Confidentiality may apply in some cases but mandatory reporting to other staff is required when private discussions need further attention such as suicide warnings, abuse, neglect, bullying, divisive accusations, etc.

Background check is required for all volunteers annually.

Weekly communication with leader is mandatory.

Every volunteer is expected to arrive early to set up and prepare.

Volunteers must plan all activities with leader before announcing it to the group.

Attendance to all group planning and training meetings is required.

Public and private unity is essential, always appeal up line (to your leader) when necessary. Gripping to people who follow you only creates division and can not bring resolution.

Volunteers must request for budgeted items or spending in advance

All Volunteers and leaders will use approved teaching only

Volunteers will never recruit a substitute without approval from team leader.

Church facilities and vehicles must be clean and maintenance issues must be reported immediately.

In regards to any official function or event, It is required that before contacting minors, leader must include parents first.

19.1 Fund Raisers – soliciting donations

When an event requires additional funds outside the budget or individual's ability to pay for the event, a fundraiser may be necessary. It will be the responsibility of the leader to acquire resources for the fundraiser such as wholesale goods or scheduled event with a third party.

If an individual can not pay for trip including deposit and does not participate in fund raiser, they will not attend the event.

Suggestions include: sno cone stand, spaghetti supper, car wash, chocolate sales, etc.

Camp or event deposits are required when application for event is turned in and are non-refundable.

The church leaders will approve all letters requesting donations for any group prior to emailing or delivery of requests.

An annual Volunteer appreciation dinner is planned every year to honor you for your service, you are expected to attend.

20.1 Safety / Security

20.1 - No person shall be expected to be in an unsafe environment. This includes adult staff or volunteers left in the building alone or with an individual who for any reason poses a personal threat (real or perceived).

20.2 - Children must always be under the watch of approved leaders over 18 who have had an annual background check. All children's areas will be monitored periodically by ushers who are available to escort unruly, non-compliant youth to be with parents. All doors to kids rooms will be visible from outside the class by window.

20.3 – The buildings and vehicles will be inspected periodically by staff for any possible health or safety violations. All volunteers, leaders and staff are responsible for reporting and or helping to solve any issues with facilities or vehicles.

20.4 – Incident reports should be documented and turned in the Sr. Pastor immediately.