

Living Stones Community Church Policy and Procedures Manual

Updated May 17, 2010 by the Elder Team

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I. Church Officers

Section 1 – Lead Pastor/Elder

The Lead Pastor/Elder is to be a man having the Scriptural qualifications as outlined in 1 Timothy 3:1-7 and Titus 1:5-9. He is responsible to be the Lead Elder among the Elders, Deacons, and congregation for the purpose of fulfilling the mission of the church. As an Elder, the Lead Pastor shall lead the Elders and Deacons in the spiritual oversight of the church as described in Sections 2 & 3.

1. When a vacancy occurs for the position of Lead Pastor/Elder, the church shall elect a Pastoral Search Committee consisting of five church members who broadly represent the congregation. This committee shall bring only one man at a time to the church for consideration.
2. Upon recommending a potential candidate, the congregation must vote by ballot. A 75% majority vote or higher is required of members present to bring a prospect in view of a call. The members of the church will be notified in writing at least one week in advance of the prospect coming in view of a call.
3. He shall be either an ordained Southern Baptist pastor or be eligible for ordination by this church, in full agreement with the Southern Baptist program.
4. To constitute a call, an affirmative vote, by ballot, of 95% of the active members present is required.
5. The Pastor and his wife shall automatically become members of the Church upon his taking up duties as Pastor.
6. His salary and fringe benefits shall be determined by the elders of the church, stipulated in writing and made available to the members prior to a vote for his call.
7. The Lead Pastor/Elder shall serve until the relationship is terminated by his request or by the request of the church.

Pastoral Benefits:

Income

Living Stones shall work toward the goal of fully supporting the pastor and family financially in line with median income for the Brighton area. This shall be accomplished through income increases as the church grows and faithfully gives to support the work of the ministry.

The pastor, in cooperation with the Elder Team, shall determine the allocation of his income into the following categories: Salary, Housing Allowance, Insurance, Personal Expense Account, Retirement. He shall do so by annually submitting this allocation to the Elder Team after each annual business meeting and prior to the Calendar year.

Time Off

The pastor is expected to take one full day off weekly and another day off in full or in increments as much as possible. It is recognized that as long as he is bi-vocational, this will limit his time available for ministry but is necessary for personal and family well-being. In addition to this, he may take traditional holidays off as desired.

The Elder Team will oversee this part of the pastor's life with the intent of encouraging him to balance ministry, work and family as the Lord leads.

Vacation

Time off from ministry is a vital part of a pastor and family's health and well-being. The pastor shall receive three weeks paid vacation his first year of service, four weeks paid vacation each year thereafter. The elder team can also consider addition time off with pay as deemed necessary for the pastor and family.

Conference Leave

The pastor shall receive one full week of paid leave plus travel time for an annual conference of his choosing. This time is intended to provide him with the opportunity to be ministered to and encouraged in his ministry.

In addition, Pastor Brian Russell shall receive one full week of paid leave plus travel time for the annual RHMA conference as required by the mission.

Missions

The pastor is encouraged to lead and/or participate in mission trips as God leads with the Living Stones church family. In doing so, the Elder Team will consider the church funding the pastor's trip in part or in full as funds allow.

Termination of relationship:

1. The pastor may relinquish his position by giving a four-week written notice to the church at the time of his resignation.
2. In case of moral and/or doctrinal impropriety as determined by the Elders, the pastor will be subject to immediate removal from authority as deemed necessary by the Elders dependent upon the nature of the impropriety. In such case, the Elders

will first seek the counsel of the Mile High Baptist Association. If deemed necessary, the Elders will present the pastor to the congregation for termination of his position and membership.

Section 2 - Elders

Elders are men who provide spiritual oversight for the people of Living Stones. The term ‘Elder’ is used throughout the New Testament to indicate spiritually qualified men appointed by the local congregation to provide spiritual oversight. Traditionally the term ‘pastor’ is used in churches; however, the Bible lists ‘pastor’ as one of many spiritual gifts and ‘Elders’ as men who are appointed to provide spiritual oversight (many of whom will likely have the spiritual gift of ‘pastor’). Therefore, a person with the gift of pastor might not serve as an Elder and a person serving as an Elder might not have the gift of pastor.

Spiritual oversight – Elders are entrusted with the spiritual care of Living Stones under the headship of Jesus Christ. They are ‘undershepherds’ serving Jesus, the Chief Shepherd. Great responsibility is entrusted to them; therefore, God has clearly defined their role and standard of godliness. A broad summary of their role is:

1. Protecting the flock (God’s people face many spiritual dangers)
2. Feeding the flock (God’s people need good Biblical teaching)
3. Leading the flock (God’s people need guidance in their pilgrimage)
4. Caring for practical needs (God’s people need unconditional care)

These men are called of God to serve the Lord alongside the Lead Pastor/Elder in sacrificial ways that enable them to honor the Lord with family, work, and ministry.

Those aspiring to Eldership must follow these guidelines:

1. Must be an active member of the church for at least 6 months
2. Must be considered first by the Lead Pastor/Elder and Elders according to the Biblical qualifications
3. Must be called by the congregation according to congregational polity of 75% or higher

Termination of Elders:

1. An Elder desiring to relinquish his position must give at least a two week written notice to the Elder team.
2. In case of moral and/or doctrinal impropriety as determined by the Elders, the Elder will be subject to immediate removal from authority as deemed necessary by the Elders dependent upon the nature of the impropriety. If immediate removal is *not* deemed necessary, the fallen Elder shall step down from his position for a period of six months at which point the Elder team can reconsider presenting him to the congregation for vote. He must be called by the congregation according to congregational polity of 95% or higher.

Some Key Biblical chapters relating to Elders: 1 Timothy 3; Titus 1; Philippians 1; Acts 6 & 20; Hebrews 13; 1 Peter 5

Section 3 - Deacons

Deacons are men who perform ministries of deeds and mercy that free the Elders to provide spiritual oversight. The term ‘Deacon’ is used only in a few places in the New Testament when referring to an appointed position, and often used in describing the general work of serving others.

Many, like the Elders may have the spiritual gift of ‘pastor’ but often find that gift coupled with a great interest in service, mercy, and meeting physical needs of the church. Note that the fourth role of Elder is that of ‘Caring for Practical Needs.’ It is often the Deacons whom the Elders will turn to in ensuring the fulfillment of this calling.

These men, while appointed as spiritual leaders by the congregation, are called to assist the Elders who are entrusted with the spiritual oversight of the church.

There is difference of opinion among churches and church denominations as to the function of Deacons. We believe our model accurately reflects the overall picture of church leadership demonstrated by the Apostles and New Testament churches. While the Apostles appointing men to ministries of deeds in Acts 6 isn’t proof that this was the first appointment of Deacons, we believe it likely is and at least a good model for ministry. In addition, it is clear in Scripture that local churches had a plurality of Elders and Deacons. The pattern in the New Testament is that while both are called to ministry of the Word and of deeds, the Elders are men whom excel in the ministry of the Word while the Deacons are men who excel in the ministry of deeds.

Biblical study reveals that in the two places Scripture mentions Deacons in the context of a position held in the local church (Phil. 1:1 & 1 Tim. 3:8-13), no description of their duty is given. Therefore, we must conclude that the original recipients of these letters must have already known their origin and responsibilities. It is interesting to note that Irenaeus (A.D. 130-200), bishop of Lyons

in Gaul (modern France), clearly identified the men appointed by Apostles in Acts 6 to be Deacons¹. If we follow this model, Acts 6 is the best picture of what role Deacons fulfill in order to bless the local congregation.

Though Acts 6 doesn't provide 'the' list of duties, we see some things in Acts 4 & 6 that the Apostles likely entrusted to the seven men they chose as ministers of mercy:

1. Collect money and goods for the needy (Acts 4:34-37; 5:2)
2. Distribute money and goods to the needy (Acts 4:35)
3. Coordinate the church's charitable services (Implied in Acts 4)
4. Perform/oversee service ministries (Acts 6)

Deacons are appointed by the Elders according to their Biblical qualifications.
Deacons are subject to removal from their position as deemed necessary by the Elders.

Section 4 – Treasurer

The church Treasurer is a man or woman who receives, preserves and pays out all money of things of value paid or given. He/she shall make available to the church each month and present in each quarterly business meeting an itemized report of the receipts and disbursements of the preceding month/quarter.

He/she shall be presented to the church by the Elder team annually and can only fill the position by congregation polity of a 75% majority vote or higher of members present. He/she is subject to membership guidelines in Article II.

Section 5 – Clerk

The church Clerk is a man or woman who: keeps an accurate record of all official actions of the church; keep record of membership and baptisms, issue letters of membership transfer and keep record of such, prepare an annual letter to the Mile High Baptist Association, the Colorado Baptist General Convention, and the Southern Baptist Convention; delegate clerical responsibilities to members of the church as approved by the Elder team; acknowledge that all church records are the property of Living Stones Community Church and be given to the Eldership team when position is relinquished.

He/she shall be presented to the church by the Elder team annually and can only fill the position by congregational polity of a 75% majority vote or higher of members present. He/she is subject to membership guidelines in Article II.

¹ Irenaeus, "Against Heresies," in The Ante-Nicene Fathers, 10 vols., eds. Alexander Roberts and James Donaldson (Edinburgh: T.&T. Clark, n.d.; repr. Grand Rapids: William B Eerdmans Publishing Company, 1989), 1:434.

II. Membership Guidelines

Section 1 – Biblical conviction

We believe there are at least six Biblical principles regarding church membership:

1. Membership says, “I belong here,” and the Bible says that believers belong together (Hebrews 10:23-25). To become a member is publicly saying that you are committed to God’s work through His church.
2. Membership says, “We share the same ministry goals,” and the Bible says that believers are to be committed to one another for the sake of spiritual impact (Ephesians 4:16). To become a member is publicly saying that you are willing to join other believers in the mission of the church.
3. Membership says, “I accept responsibility for a group of fellow believers,” and the Bible says we are to bear one another’s burdens (Galatians 6:1-2, 10). To become a member is committing to share in the lives of other believers.
4. Membership says, “I am accountable to mature brothers and sisters in Christ for my walk with God,” and the Bible warns against spiritual autonomy (Hebrews 13:17, Matthew 18:15-20). To become a member is publicly saying that you are open to the spiritual guidance of others.
5. Membership says, “I accept responsibility for the way things are done in a local church,” and the Bible says we are to be responsible in our service (1 Corinthians 12:20-27). To become a member is publicly saying that you want to have responsible input into the direction of the church.
6. Membership says, “We as a church want to function legally,” and the Bible says we are to obey the laws of the government (Romans 13:1-7, 2 Peter 2:13-17). Church membership says we are responsible in having credible membership.

We believe church membership is a practical way to both affirm those who call Living Stones their church home and to foster like-mindedness. Church membership is about building unity not limiting ministry.

Section 2 – Becoming a member

To become a member of Living Stones Community Church a person must:

1. Be a born again believer in Jesus Christ, God’s Son
2. Have followed the Lord in Believer’s Baptism by immersion
3. Indicate to the Lead Pastor/Elder that he/she would like to become a candidate for membership by either: Profession of faith, a letter from another church of like faith, personal statement that you come from another church of like faith
4. Complete a Membership Application
5. Be 18 years of age or older to be a voting member or 16-17 years of age to be a non-voting member
6. Meet with the Lead Elder/elders to discuss things such as the mission, beliefs, values, vision, and policies of LSCC
7. Complete a Membership Covenant
8. Be presented to the congregation at the recommendation of the Elders for a congregational vote according to the church constitution

While we affirm and welcome non-members to participate in our worship services, home groups, and other ministries, we do not allow non-members to hold official positions. In addition, holding other positions/ministries associated with the church must be approved by the Elder team. The intention is to protect the church, not to limit one’s ministry.

Section 3 – Discipline & Termination of membership

Membership shall be terminated in any of the following ways:

1. Transfer of membership letter to another church of like faith
2. Exclusion by action of the church due to church discipline as set for below
3. Evidence of membership in another church
4. Inactivity for 6 months or more with no contact
5. By written request from the individual desiring to terminate his/her membership
6. Death

Church discipline shall follow Matthew 18:15-17, always with the goal of restoring a member living in overt sin that negatively affects the church body under the leadership of the Lead Elder and Elders. A member officially put under church discipline shall be approached by an Elder. If he/she refuses to listen, the Elder team shall attempt to restore him/her. If he/she refuses to listen, the Elder team shall present him/her to the church in a called meeting. If he/she is not present or refuses restoration, the Elder team shall dismiss the person from membership in the church.

A dismissed person, upon his/her request, may be considered again for membership upon evidence of restitution, repentance, and by fulfilling all membership requirements listed above.

III. Ministry Positions and Descriptions

Section 1 – Lead Elder/Pastor

Section 2 – Elder

Section 3 – Deacon

Ministry Description:

The position of Deacon is broken into two categories: Sunday Ministry & Weekly Ministry.

Sunday Ministry duties include but are not limited to the following:

1. Offering – Deacons will cooperate with the Lead Pastor/Elder in coordinating the collection of the church offering, ensure its accurate counting & safe keeping until given to the church treasurer. They may perform these duties or entrust to members of the church that they believe will honor our policy.
2. Greeting – Deacons will develop a ministry of greeting people arriving for our services. This shall be developed in cooperation with the Elder Team and then managed by the Deacons, who will oversee the entrustment this ministry to others in the church.
3. Welcome table – Deacons will expand and maintain a welcome table that communicates various ministries of the church including missions, upcoming events, news items, guest information, etc.
4. Set up & take down – Deacons will oversee the set up and take down of our equipment and school property in cooperation with the Elders and Worship Team. Most importantly, they shall serve and recruit others to serve for the take down of equipment as the Elders seek to be available to the congregation in pastoral matters. That said, Deacons are wise to also be available to people first and foremost as well.

Weekly ministry duties include but are not limited to the following:

Benevolence (Meeting financial needs) - A guiding principle in Scripture for the Deacon team is in Galatians 6:10 which says, “As we have opportunity, let us do good to all people, especially to those who belong to the family of believers.” In cooperation with the Elder Team, the Deacons will develop a policy and duties of the Deacon Team for our church’s benevolence fund. Generally, the priority of our benevolence is as follows: the church family, contacts of the church family, strangers.

Working Relationships:

1. The Elder Team will appoint a Lead Deacon among the Deacons. He reports to the Elder Team as requested by the Elders and as he requests.
2. The Deacons will be in regular communication with one another, planning to meet monthly for the purpose of developing their ministry as led by the Lead Deacon.
3. The Lead Deacon will be in regular contact with the Church Treasurer on matters of church finances as it relates to weekly offerings and a benevolence fund.

Working Agreements:

1. The position of Deacon is non-remunerative.
2. According to our Constitution, Deacons are presented to the congregation by the Elders and voted upon for approval.
3. Deacons will report first to the Lead Deacon, then the Lead Elder when absent and unavailable for service on Sundays expected to serve.
4. Deacons will be men who characterize the qualifications found in 1 Timothy 3:8-13 and are accountable to the Elder Team in these matters.
5. Deacons will abide by the church’s doctrinal statement and policies.
6. Should a Deacon desire to step down from his position temporarily or permanently, he should give the Lead Deacon (or Elder Team if prudent) as much notice as possible to foster a smooth transition.

Section 4 – Worship Team Leader

Ministry description:

1. Lead the musicians
2. Make rehearsal arrangements
3. Equip those serving

4. Prepare the weekly order of service in cooperation with the Lead Elder/Pastor

Manage the music:

1. Purchase music and supplies within budget parameters
2. Maintain equipment and supplies such as hymnals, files, etc.
3. Be the church's contact person for those inquiring of the music program of the church

Working Agreements:

1. He/she should communicate to the Lead Pastor/Elder when he/she will be absent and unavailable for more than a week.
2. He/she will abide by the church's doctrinal statement and policies.
3. Should he/she desire to step down from this position temporarily or permanently, it is requested that she give the Elder Team as much notice as possible to foster a smooth transition.

Section 5 – Missions Ministry Coordinator

Ministry Description:

1. To oversee coordination of all missions programs of the church, including but not limited to: local and/or overseas missions trips, local missions outreach, missions conferences, missions awareness and promotion of special offerings such as Annie Armstrong Easter Offering, Lottie Moon Christmas offering and Nicy Murphy State Missions Offering.
2. To assist in educating the church on the subject of missions and aid in the promotion of local and world missions.
3. To assure that relationship with missionaries is maintained and cultivated.
4. To ensure that a current brochure that communicates the vision, goal and focus of the missions ministry to guests and to the church is maintained.
5. To act as a liaison between the Southern Baptist Convention and LSCC in relation to missions endeavors.
6. Give an update of the missions ministry of the church during the annual business meeting.

Working Relationships:

1. The MMC will serve under the leadership of the Elder Team.
2. The MMC will meet regularly with the Elder Team to ensure that he/she is encouraged and resourced in this ministry.
3. The MMC will report any concerns related to church doctrine or policy to the Elder Team.
4. The MMC will work with Home Groups and mission efforts at home and abroad.
5. The MMC will be the contact person in the church in relation to the missions ministry of the church.

Working Agreement:

1. The MMC will abide by the church's doctrinal statement and policies.
2. The position of MMC is non-remunerative.
3. The MMC should communicate with the Elder Team or appointed elder when he/she will be absent and unavailable for more than one week to ensure good communication.
4. To ensure a smooth transition, MMC will give as much notice as possible, if for any reason he/she desires to step down temporarily or permanently from this position.

Section 6 – Children's Ministry Coordinator

Ministry Description:

1. Oversee the weekly Sunday School program for preschool through 5th grade.
2. Acquire and provide Sunday School workers with their weekly lessons.
3. Develop and implement a plan for providing weekly class supplies.
4. Provide encouragement and direction to the Sunday School workers.
5. Recruit workers as needed in accordance with the church policy manual.
6. Share a bi-annual update with the Elder Team.
7. Work with the Elder Team in providing a vision for the future of the SS program.

Working Relationships:

1. Coordinator and Lead Elder will meet at least quarterly to ensure coordinator is encouraged and properly resourced in ministry.
2. Coordinator is serving under the leadership of the church's Elder Team, reporting first to the Lead Pastor.
3. Coordinator will report any concerns related to church doctrine or church policy to the Lead Elder. If left unresolved, he/she will report these to the Elder Team.

Working Agreements:

1. The position of Children's Sunday School Coordinator is non-remunerative.
2. Coordinator should communicate to Lead Elder when he/she will be absent and unavailable for more than a week to ensure good communication.
3. Coordinator will abide by the church's doctrinal statement and policies.
4. Should he/she desire to step down from this position temporarily or permanently, it is requested that she give the Elder Team as much notice as possible to foster a smooth transition.

Section 7 – Men's Ministry Coordinator

Section 8 – Women's Ministry Coordinator

Ministry Description:

1. To oversee coordination of all women's ministries including, but not limited to: Ladies Time Out, Bible study, prayer chain, meal provisions, communion service, retreat, and outreach in the community.
2. To recruit women to administer the above listed ministries.
3. To develop future areas of ministry for the women of Living Stones.
4. To provide resources, encouragement and direction to the women's ministry workers.
5. To maintain a current brochure that communicates the vision, goal and focus of the women's ministry to guests and to the community.
6. To maintain a current calendar and regular communications for the women of the church.
7. To maintain a mentoring relationship with someone who is qualified to take over the position of WMC should the need arise.

Working Relationships:

1. The WMC will be characterized by the qualities listed in Titus 2:3-5 that God will be glorified in all relationships.
2. The WMC will serve under the leadership of the church Elder Team.
3. The WMC will meet regularly with the Elder Team to ensure that she is encouraged and resourced in this ministry.
4. The WMC will report any concerns related to church doctrine or policy to the Elder Team.
5. The WMC will be the contact person to the community in relation to women's ministries.

Working Agreement:

1. The WMC will abide by the church's doctrinal statement and policies.
2. The position of WMC is non-remunerative.
3. The WMC should communicate with the Elder Team (appointed elder) when she will be absent and unavailable for more than one week to ensure good communication.
4. To ensure a smooth transition, the WMC will give as much notice as possible, if for any reason she desires to step down temporarily or permanently from this position.

IV. Employee and Volunteer Worker Agreement

The following is the Living Stones Employee and Volunteer Worker Agreement, adopted on November 7th, 2004:

Policy & Procedures Statement for Employees and Volunteers working with Nursery, Children, Youth and Disabled Persons

Policy Statement:

In order to provide as safe and secure an environment as possible for our ministry participants, and to minimize the ministry's and worker's vulnerability to unwarranted accusation, the following procedures have been adopted and will be strictly enforced in *all nursery, children's, and youth activities as well as activities with disabled persons.*

Volunteer Worker Screening Procedures:

1. Prior to consideration for a position, any candidate will complete and return an initial 'Ministry Application' & 'Reference Response' form.
2. The ministry application will be carefully reviewed by the lead pastor/elder or designee to make certain that the worker will be appropriate for the ministry position, based on the information provided.
3. If the person appears to be appropriate for the ministry work, then at least two of the references will be checked to confirm the information provided on the Ministry Application.
4. Any information indicating that a candidate poses a threat to others or has a prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for a ministry position with this organization.
5. A criminal background check *may* be performed through a state law enforcement agency with respect to any candidate.

Employee Screening Procedures:

1. The same procedures set forth for volunteer workers will apply to all potential employees, regardless of the ministry position for which they are applying.
2. In addition, a criminal background check *will* be performed through a state law enforcement agency with respect to all candidates for employment.
3. Any information indicating that a candidate poses a treat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for employment with this organization.

Waiting Period:

No volunteer worker candidate will be considered for any ministry position involving contact with nursery, children, youth, or the disabled until the candidate has been regularly involved in our local organization for six months or more.

Supervision:

1. At least two adults (at least over the age of 21) should be present at every function, and in each classroom, vehicle, or other enclosed area during every nursery, child, youth and disabled ministry program.
2. During services/events, at least two adults (who have been approved as workers) will be appointed to supervise activity on the premises outside of the room where the service/event is held.
3. Workers should arrive at least 10 minutes before a scheduled activity and should keep watch over those in their care until all have been picked up by an authorized person. Do not send children out to find their parents, and do not release any child or youth to await transportation.

Work Restrictions:

1. For children over the age of five, at least one adult female should take girls to the restroom, and one adult male should take boys to the restroom. The adult should check to make sure the facility is safe, and then wait outside the restroom until the children come out.
2. Children five years of age or younger (boys & girls) should be assisted as needed in the restroom by an adult *female*.
3. Never touch a person's private areas except when necessary, as in the case of changing a diaper.
4. Workers should avoid the appearance of impropriety, such as sitting older children on their lap, kissing or embracing, etc.
5. Workers are to release children in their care only to parents, guardians, or persons specifically authorized o pick up the person.

Discipline:

1. Workers are never to spank, hit, grab, shake or otherwise physically discipline anyone.
2. Disciplinary problems should be reported to the worker's coordinator/supervisor or to a parent or guardian.

Injuries or Illness:

1. Persons who are ill (with a fever or having a communicable disease which can be transmitted by cough or by touch) will not be permitted to participate in any ministry activity.
2. A suitable substitute (who has been approved as a worker through the above screening process) must be used to take the place of workers who are ill.
3. Participants should be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent or guardian.
4. Reasonable steps should be taken to avoid contact by anyone with body fluids of any kind.
5. Any coordinator/supervisor who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to the injured person.
6. Persons who have received an injury which is obviously minor, should be given first aid as needed at the time of injury. The person's parent or guardian should be notified of the minor injury when they pick up the injured person.
7. Any injury which may require medical treatment beyond simple first aid should be given immediate attention. The parent or guardian of the injured person should be immediately notified, along with the worker's coordinator/supervisor. An ambulance should also be called immediately if warranted by the injury.

Record-Keeping:

1. An attendance list should be kept for all of the ministry's functions involving nursery, children, youth and the disabled. The date of the function, along with the names of all participants and workers should be recorded.
2. A written 'Notice of Injury' report should be prepared by workers whenever an injury should occur during the ministry function. The incident report will be forwarded to the worker's coordinator/supervisor promptly upon completion.

Notice of Injury, Abuse, or Molestation:

1. Workers who become aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform their coordinator/supervisor or ministry leader of such injury, abuse, or molestation.
2. Any coordinator/supervisor that becomes aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform a ministry leader and will complete a 'Notice of Injury' form.
3. Any ministry leader who becomes aware of possible abuse or molestation of a participant will ensure that the participant's parent or guardian is *immediately* informed that possible abuse or molestation has occurred. The ministry leader will also see that an attorney is promptly contacted to provide a written opinion as to whether the organization should report the alleged abuse or molestation to law enforcement authorities. The written opinion should be obtained within 24 hours of when the ministry leader first becomes aware of the alleged abuse or molestation, and the attorney's advice should be followed. If the attorney recommends that an incident be reported, the advice should be acted upon immediately.
4. Upon notice of abuse or molestation, the ministry's insurance carrier (general or professional liability insurance), must be promptly notified, as well as any organizational entity (e.g. Denominational Office) to whom the organization has a duty to report such allegations.

Violation of Policy or Procedures:

1. Workers must promptly notify their coordinator/supervisor of any activity undertaken on their own behalf or by others which violates this policy or procedures.
2. Any coordinator/supervisor or ministry leader who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all workers; and will remove workers from their position if such removal is warranted, or if the worker poses a potential threat to others.

Internal Investigation:

1. Any allegation of abuse or molestation will be taken seriously and will be investigated by ministry leaders.
2. Any employee of the ministry who is the subject of an investigation will be removed from their position, with pay, pending completion of the investigation (unless the employee has admitted to the abuse or molestation, in which case they will be terminated in accordance with the organizational employment practices).
3. Any volunteer worker who is the subject of the investigation will be removed from their position pending completion of the investigation.
4. Any person who is not found innocent of alleged abuse or molestation will be removed from work with nursery, children, youth or the disabled within the organization. The church will consult with legal counsel for advice if termination of employment is indicated.

Dealing with Law Enforcement/Media:

1. All ministry leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of the organization.

2. Legal counsel will be contacted for advice and guidance as soon as possible after the organization receives notice of possible abuse or molestation in connection with organization activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice.
3. A single organizational leader will be designated as spokesperson following notice of any abuse or molestation in connection with activities of the ministry. This spokesperson will be the only person to convey information concerning the situation, and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.

Annual Employee/Worker Review:

1. This policy and procedures will be conveyed for review annually to all workers, employees, coordinators, supervisors, and leaders to whom it applies.
2. All ministry employees will complete a brief 'Renewal Application' once each year. A renewal application will also be completed annually by all volunteer workers associated with the organization who will be working in any capacity with nursery, children, youth or the disabled.
3. Should the renewal application show that any employee or volunteer worker has become unsuitable for working with children, youth, or the disabled, they will be immediately removed from their current position, and will not be considered for other positions involving work with nursery, children, youth, or the disabled.

Revision of Policy/Procedures:

This policy and procedures will be regularly reviewed with legal counsel and can be modified in accordance with the bylaws of the organization. Any such modifications should be promptly conveyed to all persons affected by the modification.

This Policy/Procedures manual has been adapted from the Brotherhood Mutual Insurance Company's "Children's and Youth Workers Sample Policy Manual."

The next six pages contain applications and other forms included in the Employee and Volunteer Worker Agreement:

*Ministry Application
Volunteers & Employees*

PERSONAL

Name: _____ Daytime Phone: _____

Address: _____

Age range: Under 18 18-25 Over 25

What category or categories of persons are you interested in working with?

Nursery Children Youth Disabled

What skills would you bring? _____

What other similar experience do you have? _____

Have you at any time ever:

- Been arrested for any reason? Yes No
- Been convicted of, or pleaded no contest to, any crime Yes No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse? Yes No

Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, or others? Yes No
- Any reason why you should not work with children, youth, or others? Yes No

If the answer to any of these questions is 'Yes,' please explain in detail, adding additional pages if needed:

CHURCH ACTIVITY

What churches have you attended in the past 5 years?

Church Name & Phone Number	Pastor's Name	Years Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES (Other than relatives), list three

Name/Relationship	Complete Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant Verification and Release

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures of the organization, and I agree to abide by them and to protect the health and safety of children, youth, and others at all times.

Printed name: _____

Signature: _____ Date: _____

Policy and Procedures

All nursery workers are subject to ‘Policy/Procedures Statement for Employees & Volunteers’

Nursery Workers

Nursery Coordinator – this person is responsible to:

- Ensure the Policy and Procedures are followed
- Ensure the nursery room is set up for Sunday services as well as other church ministry events where staffed nursery is made available
- Ensure that qualified workers are serving on a rotating schedule for Sunday services
- Frequently be one of the two (minimum) adult workers in the nursery
- Ensure that the nursery equipment is clean and safe

Nursery Workers – these people are responsible to:

- Be responsible to work on their days scheduled
- Communicate their absence to the Nursery Coordinator with as much notice as possible.
- Follow the Policy and Procedures manual
- Follow the Additional Policies Specific to Nursery

Additional Policies Specific to Nursery

Anyone working in the nursery must have signed a workers statement and been approved by ministry leaders.

The nursery coordinator, though not likely an employee, will not only complete a worker’s statement *but also* have a background check performed through a state law enforcement agency.

Two approved workers must be in the Nursery at all times. If two are not available, staffed nursery will not be made available. However, the nursery room can be set up for parents *to be with their* infants during ministry hours.

If not enough children warrant nursery being staffed during ministry functions, only the parents/guardians of children may be with *their* own children to use the nursery room.

Admitting & Dismissing Children (Also see the Policy and Procedures Manual)

Only the parent, guardian, or person approved by a parent/guardian of that child can admit or pick up that child.

Children in diapers must be left with baby changing items such as diapers and wipes.

Worker Verification

I agree to abide by all policies and procedures of the organization, and to protect the health and safety of the children in nursery during my time of providing care.

Printed name: _____

Signature: _____

Date: _____

REFERENCE RESPONSE INFORMATION

To: _____

From: _____

Regarding: _____

To Whom It May Concern:

You have been listed as a reference by the above individual, who has expressed an interest in working with children or youth in our ministry. In order for our organization to properly evaluate the qualifications of this worker candidate, we would like you to complete this form with your honest opinions and impressions of the candidate.

Once completed, please return this form to our organization in the enclosed envelope. Thank you for your assistance in this regard.

1. How long have you know the above individual? _____

2. In what capacity have you come to know this individual? (co-worker, friend, neighbor, etc.)

3. In your opinion, is the above individual a good candidate to work with children, youth or the disabled?

_____ Yes _____ No (If no, explain below)

4. What concerns, if any, would you have in allowing this individual to work with children, youth or the disabled? _____

5. Are you aware of anything in the candidate's background, personality, or behavior that could in any way pose a threat to children, youth, or the disabled?

_____ Yes _____ No (If yes, explain below)

Additional comments or explanations: _____

The above information is true and correct to the best of my knowledge.

Printed Name _____

Signature _____ Date _____

all known contributors. At no time shall the funds be counted by one person alone, or counted at a location other than where collected.

2. The treasurer will ensure that annual financial statements are sent to contributors of any single contribution greater than \$250.
3. Gifts to the church designated for the use of a specific individual or individuals are to be discouraged. Such gifts, if received, will not be reflected on the donor's record of contributions.
4. The church will accept most types of non-cash gifts. A letter from the church will be sent to the donor, acknowledging the date of receipt and providing a brief description of the property or items donated. However, the acknowledgment letter will *not* provide an estimated fair market value of the property donated and neither will the donor's record of contributions reflect receipt of the non-cash gift.
5. To be included in a given year's record of contribution, the contributions must be received by Dec. 31 or if mailed, the envelope must reflect a postmark no later than Dec. 31.
6. The value of time or services contributed by an individual to the church will not be assessed by the church or posted to the donor's record of contribution.

Treasurer Responsibilities

1. Keep accurate records of the church financial accounts.
2. Maintain contribution records for all donors and send out contribution statements to individuals contributing \$250 at any one time during the year.
3. Disburse payments as directed by the church budget
4. Present financial reports to the church

VI. Business Meeting Protocol (To Be Developed by Elder Team and presented to congregation)