

Grace Bible church

Policy and Procedure Manual

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Section 1: Building

I. Introduction

The use of the facility of Grace Bible Church and decision making process for any consideration of special uses is guided by the purpose of Grace bible Church: "Offering God's love, equipping with Christ's truth, sending in the Spirit's power." As such, the programs and people of Grace Bible church, as well as other non-profit organizations supported by the church, are the top priority when it comes to building and grounds use. Here are the priorities for use:

- Regularly scheduled services and meetings of the Grace Bible Church congregation
- Community Church-sponsored groups and ministries
- Activities and meetings of members of the Grace Bible Church congregation
- Community non-profit organizations and service groups
- When two or more requests are submitted for the same date and time, Grace Bible groups will have priority. When two Grace Bible groups request the same date, time, and facility, the first-come, first-served rule will apply. The exception to the rule will be if the two groups can work out an amicable solution to scheduling their activities.
- The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

We also desire to foster good relationships with people and non-profit organizations in our community, and will attempt to make the building and grounds available to them as well. However, approval of these use of the building and grounds do not constitute or imply endorsement of a group, their mission, or their positions. Groups approved for facility use must not advertise the event in such a way as to imply endorsement by Grace Bible Church, nor should any of their activities conflict with the bylaws or mission of Grace Bible Church.

II. General Prohibitions and Guidelines

Prohibitions:

- No alcoholic beverages will be allowed in the building or on the grounds
- No smoking or use of tobacco products are allowed inside the building, but is allowed outside 10 feet of doorways as a health precaution
- Subletting in any form is prohibited.
- No selling of goods or fundraising during worship hours on Sunday mornings that is not church sponsored
- Political parties may not attach or display political advertising on any part of the church property.

- The musical instruments in the Worship Center and other locations in the building are under the care and supervision of the worship team leaders and may not be used without permission from the worship team leaders. No additions or changes to the sound system shall be made under any circumstances.
- Church equipment is not to be loaned or taken outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the pastor/board member.
- In any form, gambling, alcoholic beverages, illegal drugs, and weapons are prohibited on Church property.

Guidelines:

- The person or group using the facility will be responsible for making sure the building and grounds are left clean.
- Return all furniture to its original location
- The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the pastor/board member.
- Use of the Grace Bible Church shall conform to fire and safety ordinances.
- The person responsible for a function must be an adult over the age of 18. This responsible person must be present for the duration of the function and shall be responsible for maintaining all rules and policies.
- The building shall be left in the proper condition for the next group; this includes the gymnasium, Sunday school rooms, kitchen, and bathrooms.
- Any infraction of state or city ordinances on Church property will be handled in an official manner. The proper authorities will be contacted (pastor, Church board, police, ambulance, etc.).
- Any damage to the Church facility or property resulting from misuse by persons or groups will be the responsibility of the persons or group.
- Any damage to vehicles on the grounds of Grace Bible is at the owners' expense; the church is not responsible for the theft or damage to personal property.

III. Building Request and Reservation Procedure

For active participants of Grace Bible Church:

- The persons or group must first contact the church secretary to check for conflicts on the date and location requested
- If found to be available, a request must be made to the pastor or a board member, and granted by the pastor or board member
- Plans for an anticipated activity should not be fully developed or announced until permission is given by the pastor/board and the activity is recorded on the Master Calendar.

For outside persons, groups, or organizations:

- The persons or group must first contact the church secretary to check for conflicts on the date and location requested

- If found to be available, a request will be made to the pastor or a board member by the secretary, and granted by the pastor or board member
- The secretary will then give the persons or group a ***Facility Use agreement (see appendix)*** to sign and return to the office.
- All fees, terms, and conditions are subject to adjustment on a case-by-case basis. If you have to cancel the event, all fees will be refunded. We reserve the right to charge if necessary.

IV. Guidelines for Specific Rooms/Events

- Kitchen: To ensure that all users of the kitchen leave it in a clean, presentable manner following their activity, the persons responsible for cleaning up of the kitchen must clean it before leaving the premises. Any parties using the kitchen must provide their own food and cooking utensils.
- Weddings:
 - It is Grace Bible Church's policy that members and regular attendees shall not be charged for weddings, and the pastor/elder board is responsible for discerning this status.
 - It is Grace Bible Church's right to deny any couple use of the facility for weddings for any reason.
 - It is Grace Bible Church's policy to only allow wedding to be performed on our property of either currently active members or regular attendees in good standing, or former active members or regular attendees in good standing.
 - Couples are responsible for clean up and rearrangement of the church, to be done as soon as possible, and before the following Sunday. Arrangements may be able to be made with the church custodial staff and it's the couple or families responsibility to contact and arrange the help.
 - Grace Bible Church believes and only allows weddings between one man and one woman
 - Grace Bible requires couples either go through premarital counseling with our pastor or receive premarital counseling elsewhere before the wedding
 - There may be occasions when a couple will want someone other than the local pastor to perform the wedding ceremony. The policy of Grace Bible Church requires that the pastor be from a church of like faith, which will be determined by the pastor/leadership team.
- Nursery: To help ensure quality care and safety, the following nursery guidelines will be pursued:
 - The toddler nursery: we will aim to have one adult volunteer and one youth volunteer every week (unless more youth volunteers are needed due to the number of children)
 - The infant nursery: we will not "staff" this nursery, but will keep it open to allow parents to use it at their convenience
 - The age limit for the nursery is age 5

ADDITIONAL requirements:

- No single minor will ever be left alone with only one adult or one youth nursery helper in the nursery room, unless a parent of that minor.

- All Nursery volunteers, adult and youth, must sign the volunteer application, allowing the church to perform a background check if necessary, and answering questions regarding past misconduct history. For youth volunteers, they must have a parent sign the volunteer application as well.
- All nursery workers must have been involved with the church on a regular basis for at least 6 months before they are allowed to serve.

Section 2: Screening and Abuse Policies

I. Screening Procedure and Guidelines for Volunteers in Children and Youth

In order to provide a safe and secure an environment for our children and youth, 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, including youth group, AWANA, and Sunday School.***

- ***Volunteer Worker Screening Procedures:***

- **For New volunteers:** The volunteer will contact the appropriate ministry leader or the pastor to indicate interest in serving. The ministry leader or pastor will provide the volunteer with the ***Minor Volunteer Application.***
- **For Current Volunteers:** The pastor or leadership team member will contact all current volunteers with minors to initiate the screening process.

- ***Volunteer Worker Screening Process:***

Step #1: The volunteer will fill out and turn in the Minor Volunteer Application to the church office (see ***Minor Volunteer Application*** in Appendix)

Step #2: The pastor and leadership team will examine the applications. If 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, the pastor and leadership will either remove or deny the individual candidate from consideration for a ministry or his/her present ministry, or will perform a background check for more information.

Step #3: If there is no information indicating that a candidate poses a threat to others or has a prior history of physical or sexual abuse or the pastor/board deems the volunteer safe, the volunteer will be allowed to serve. If the volunteer has not been a regular part of the church for 6 months, he or she ***must wait at least 6 months*** before they are allowed into any position involving contact with a minor.

- **Volunteers Guidelines**

- 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.
- Children five years of age or younger (boys & girls) should be assisted as needed in the restroom by an adult of the same sex. If an adult of the same sex is not available, then the volunteer should get the parent to assist the child.
- Never touch a person's private areas except when necessary, as in the case of changing a diaper. Diaper changes should be done by volunteers of the same sex, and if not possible, a parent should be notified to change the diaper.
- Workers should avoid the appearance of impropriety, such as sitting older children on their lap, kissing or embracing, etc.
- Workers are to release children in their care only to parents, guardians, or persons specifically authorized to pick up the person.
- Workers are never to spank, hit, grab, shake or otherwise physically discipline anyone.
- Disciplinary problems should be reported to the child's parent or guardian as soon as possible.
- 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.
- 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.

II. Notice of Abuse or Molestation Policy

- Workers who become aware of any abuse or molestation connected with any ministry activity will immediately inform their ministry leader, pastor, or board member of the alleged abuse or molestation.
- Any ministry leader, pastor, or board member 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 pastor/elder(s), chairman of the deacons 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.
- Upon notice of abuse or molestation, the ministry's insurance carrier (general or professional liability insurance), must be promptly notified.

III. Internal Investigation

- Any allegation of abuse or molestation will be taken seriously and will be investigated by Grace Bible Church.
- 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 may be terminated). The church will consult with legal counsel for advice if termination of employment is indicated.

- Any volunteer worker who is the subject of the investigation will be removed from their position pending completion of the investigation.
- 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.

IV. Dealing with Law Enforcement/Media

- All ministry leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of abuse or molestation in connection with activities of the organization.
- 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
- A single Grace Bible church 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.

Section 3: Financial Policies

2 Corinthians 8:20 & 21²⁰ We want to avoid any criticism of the way we administer this liberal gift. ²¹ For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men.

Rationale:

- 1) We believe that God expects us to be good stewards of the money He has given us. We do not ever want God to decide He cannot give us more because we have not handled what He has given us well.
- 2) Even if the character of those in leadership we trust, and thus some of the prescribed procedures below seem unnecessary, as we train new leaders whose background we may not know as well, we need to already have sound procedures in place for them to follow. We cannot teach accountability and good stewardship unless we first model it and subject ourselves to it first.
- 3) Good practices also protect the reputation of our members (in essence, God's reputation). We want to be free from blame. For example, if someone from the community were to visit our church and say they put money in the plate, but didn't, and we only have one person counting money, it's one person's word against another. A reputation in Cissna Park, once ruined, is hard to recover from.
- 4) We can all be tempted and we can all fall. We, as a church, do not want to be guilty of giving opportunity because of sloppy procedures for someone to take God's money from the church. ECFA presents several stories of churches who had people steal from them. One was a lady who worked for the church 30 years and never stole a dime until the 31st year, when her son hit some hard times. No one, but God, knows our hearts, or our sin propensities – Trust is not an internal control.

I. Receiving and Counting of Offering

- The church will receive tithes and offerings at regular church gatherings. Offerings should be placed in a private and safe place (the church office and safe) until it is counted. At the conclusion of the service/meeting, **no less than two people**, the treasurer and another deacon (preferably) shall privately count all gifts and record all known contributors. At no time shall the funds be counted by one person alone, or counted at a location other than where collected. We suggest this be done for *all* money.
 - Donation boxes for diner and café should not be responsibility of café/diner workers but Treasurer/deacon board to take and place in above bags after applicable ministries are through with them. Diner/café money shall be put in a tamper-resistant disposable security bag immediately after café/diner. This could be *locked* in office until following Sunday for deacons to add to their deposit
 - Awana money should also be responsibility of Treasurer to add to deposit on Sundays too

II. Record of Contribution

- The church secretary will ensure that annual financial statements are sent to contributors for contributions totaling greater than \$250 annually.
- There will be giver confidentiality for every donation
- Bi-annual statements, as well as annual statements of giving contributions will be provided so people know where they are, and how much they gave.
- The Annual giving statement shall include ALL CONTRIBUTIONS given in that fiscal year, and include the statement: "No goods or services were provided in connection with this gift, except intangible religious benefits."
- 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.

III Accounting Guidelines and Best Practices

Guidelines

- The person depositing the money and the person reconciling the bank statement should not be the same person or their spouse.
- Also, anyone with access to online banking should not be the one reconciling the bank statement unless we can verify with the bank that they would permanently block out online bill pay from our online options [this is because an e-check could be written that no one would ever see or know about].
- Anyone spending money on behalf of their ministry or the church shall use their personal funds to pay for the items, turn in a receipt to the secretary, and be reimbursed. (Unless otherwise approved by the boards to use the church debit card)
- Have an annual review, so that as things inevitably change, the church can note such changes and any major procedural issues that changes may bring up.

Best Practices

- Do: Have Secretary enter expenses in Quickbooks, and have a separate individual, other than Treasurer, reconcile bank statement.
- Do: Have Treasurer count money and record deposit amount on deposit book.
- Do: Keep using prenumbered checks to pay bills, and avoid online billpay feature, unless further accountability can be established.
- Do: Reconcile all bank statement items – compare to QuickBooks, and deposit slip carbon copies, if need be.
- Do: Have deacon Board review all transactions in Quickbooks monthly and question any unfamiliar items.
- Do: Secretary should continue to put all donation checks that come in the mail in the locked safe and have Treasurer add to deposit on Sunday.
- Do: Have Secretary continue to require backup receipts/invoices for all expenses and revenues she enters in Quickbooks. Applicable to debit card transactions, credit card transactions, etc.
- Do: Limit office key access to Secretary and Treasurer, since money is kept in here.
- Do: Continue to have Secretary review Luke's purchases and signatures, and Grocery Store purchases for reasonableness.
- Do: Continue to have Treasurer sign all checks, when available. Do continue to review checks both payee and amount before signing for reasonableness.
- Do: Limit who has access to the credit card number.
- Don't: Don't let Senior Pastor sign his own checks. Don't let check signers' or their wives have anything to do with writing checks, or ideally, reconciling the bank account
- Don't: Leave offering money in an unlocked office.
- Do: Have secretary frequently backup QuickBooks, and all financial information.

IV Spending Limit

- Every individual and ministry at Grace may not spend more than budgeted or non-budgeted \$250 at one time. Exceptions are: Utilities, Debt retirement, and payroll.
- Procedure for Expenditures over \$250: For purchases over \$250, the individual or ministry will give their request to the Deacon Chairman, who will then bring the request the deacons for approval.
- This will enable the leadership board to be responsible stewards as it relates to cash flow.
- Financially, the authority of either Board shall be limited to 3% of the approved annual budget unless approved by the congregation. (see Constitution)

III. Designated Funds

- Generally, contributions to designated funds are discouraged.
- Grace Bible will only receive and disburse designated funds for existing ministries or by the approval of the Leadership Board

IV. Benevolence

- **Clothing:**
 - The Church's clothing pantry, Threads of Hope, will be the primary means by which clothing benevolence requests are met.
 - Appointments to visit the pantry outside of normal operating hours can be set by contacting the mission committee members, on an as available basis.
 - The Church may choose to purchase specific clothing items upon request that the clothing pantry does not provide
- **Monetary, Bills, or Specific Needs:** Benevolence requests will be directed to the Deacon Board and handled on an individual basis.
 - All benevolence shall be done by check, and shall not be written to the individual (unless the Leadership board approves on special occasions).
- **Food:** The general policy for the church will be to direct food requests to other providers within the area (see appendix *Benevolence Organizations*)

Section 4: Church Discipline

Though church discipline is often misunderstood, the concept of such action is found frequently in the New Testament. (Read I Corinthians 5:1-13, II Thessalonians 3:6-18, Matthew 18:15-18, II Corinthians 2:5-7, I Timothy 5:19-24, Galatians 6:1).

A DEFINITION OF CHURCH DISCIPLINE

Church discipline is the confrontational and corrective process taken by an individual, church leaders, and/or congregation to deal with a believer whose sin has a harmful effect on that congregation. The goal is to bring that believer back into a lifestyle that conforms to the pattern of godly living set forth in the Word of God. The motive is to restore if at all possible.

THE BASIS FOR CHURCH DISCIPLINE

The basis for corrective church discipline is the holiness of God. We are to be holy because He is holy (I Peter 1:16). Church discipline is to help a sinning believer turn from sin and follow after righteousness. The church that does not discipline will lose its purity and power.

THOSE INVOLVED IN CHURCH DISCIPLINE

The Scriptures do not give the local church an option about involvement in corrective church discipline (See I Corinthians 5:12-13, II Thessalonians 3:6 and 14, Matthew 18:15-18, Titus 3:10, I Timothy 5:20). All believers have a responsibility to deal with sin, but it is the task of the spiritually mature believer to deal with the more difficult situations (Note Galatians 6:1). In Acts 20:28-30 the elders of the Ephesian church were exhorted to keep sin from the flock.

THE PURPOSES OF CHURCH DISCIPLINE

- 1. To purify the church.** The health and well-being of the church requires the removal of sin either through repentance and restoration or by removal from the body.
- 2. To restore the sinning believer.** The desire is not judgment but restoration. This is the emphasis of Scripture (Matthew 18:15, II Thessalonians 3:15, I Timothy 1:20, II Timothy 2:25, Hebrews 12:10). Church discipline is designed to alert a sinning believer to the sure consequences of sin and bring about a godly sorrow and repentance
- 3. To act as a deterrent to sin in the church.** Church discipline is a reminder to everyone that sin and righteousness are serious matters. The Bible says that sin which could “leaven the whole lump” (I Corinthians 5:6) cannot be left alone but must be dealt with. Godly fear is instilled where proper discipline occurs (Acts 5:11), and godly fear is a deterrent to sin (Proverbs 16:6). When known sin is allowed to flourish, the church becomes weak and ineffective.
- 4. To demonstrate the reality of righteous living to the unsaved and to keep the world from mocking the church.** Known sin that is not challenged brings shame on the church. Such was the case in Corinth. Christ must be allowed to give victory over sin or we are hypocritical and have nothing to offer an unsaved world (I Peter 2:11-12).

DISCIPLINARY OFFENSES

Church discipline is not called for in the case of every sin or deviation from the truth. It is not God’s method of making the church sinless. The Scriptures do give guidelines on what constitutes a disciplinary offense. Any sin which is doing damage to the church, which is weakening its testimony, which promotes disunity, or has a potential for hurting the church’s reputation, must be addressed. Here are some specific sins mentioned in the New Testament.

- 1. Doctrinal deviation.** See Galatians 1:6-8, Acts 20:28-30, I Timothy 1:18-20 with II Timothy 2:17-18. When an individual departs from a fundamental truth of the faith, then leaders must exercise church discipline. The Lord of the church commended the elders at Ephesus for doing this in Revelation 2:1-7. There must be room for differences of opinion within the church on many issues but there is no tolerance given when deviating from foundational doctrines.
- 2. Divisiveness.** See II Thessalonians 3:11, Titus 3:10-11, Romans 16:17-20. Self-centered people who bring division within the church are to be warned twice and then removed (Titus 3:10). Such people are turning aside from the command to strive for unity.
- 3. Undisciplined living.** See II Thessalonians 3:6, 11, 14, I Thessalonians 5:14. This applies to a believer whose life is “out of step” with the truth and with righteous living. In the church at Thessalonica it was seen in idleness, gossiping, and taking from the resources of the church.
- 4. Conflict between believers.** See I Corinthians 6:5, Philippians 4:2-3, Matthew 18:15-18. If possible, disputes between believers should be settled privately. When it becomes known in the church, it is necessary for church leaders to be involved. The situation may well involve other offenses such as gossip and divisiveness.
- 5. Sins of the flesh.** See I Corinthians 5
Such offenses include immorality, homosexuality, reviling (abusive speech), drunkenness, being a thief or a swindler. Such sins bring reproach upon the church.
- 6. Sins of the spirit.** See I Corinthians 5:11
These are sins which manifest themselves in a pattern of life dominating by wrong desires, greed, pride, self-promotion, materialism, covetousness, idolatry, etc. While most believers grapple with such attitudes at one time or another, discipline is called for when they become habitual.

THE PROCESS OF CHURCH DISCIPLINE

Church discipline must be done with a biblical approach and attitude. It must be remembered that the purpose is restoration and not condemnation. The Bible gives a basic process to follow and anywhere in that process where there is genuine repentance the action of church discipline stops and the sinning person is restored. Note the section on "When Repentance Occurs." Church discipline begins when there is the recognition of an offense that threatens or affects the purity of the church. If the situation has come to the attention of the church leadership, one mature, knowledgeable leader should confront the sinning believer with the truth of God's Word. If there is repentance, the procedure stops at that point. If the leader's efforts fail, witnesses are to be taken along as another attempt is made to restore the sinning believer. These witnesses will be basis for bringing the matter before a larger group if there is no repentance. Without repentance, action will be taken against that individual. Jesus said, "And if he refuses to listen to them, tell it to the church..." (Matthew 18). Paul stated, "Reject a factious man after a first and second warning (Titus 3:10). If the church must be told (Matthew 18:17, I Corinthians 5:4-5) then fellowship is withheld and the church is informed that the person has been dealt with (II Thessalonians 3:6 and 14).

While the believer is still considered a brother in Christ the weight of prayer and the concern of the church family is to be upon him/her. The sinning person may still attend services, but if such action does not bring repentance this person will have to be removed from the church. If that is done the sinning person is no longer viewed as a brother in Christ. They have defied God-given authority (I Timothy 1:20, I Corinthians 5:5, I Corinthians 11:30-32). Matthew 18:18 affirms the authority of God's leaders in such situations.

Church discipline is the action of a local church against one of its people. Since that local church is part of the greater, universal church, other local churches should respect and support the action of discipline. It is not right for an individual under discipline to have another church welcome them into their membership.

ATTITUDE IN DISCIPLINE

Wrong attitudes can creep into the hearts of these involved in church discipline. It is imperative that right attitudes be maintained (II Corinthians 2:2-11, Galatians 6:1, I Corinthians 5:2, II Thessalonians 3:15). The correct attitudes are:

1. a readiness to forgive the sinning person
2. a love for that person which desires what is best for them and the church
3. grief over the sin of that individual and the obvious victory of Satan in their life

These attitudes, produced by the Holy Spirit through prayer and time in the Word, will bring God's power and favor into the process.

THE DISCIPLINE OF CHURCH LEADERS

Should a pastor, deacon, or other church leader sin, the same general process applies. But, due to the position of leadership with its high visibility and influence, other factors are to be considered. According to I Timothy 5:19-20, the accusation against a leader is a very serious matter and must have two or three witnesses confirming it.

It is important that the church deal with a leader who is in sin. To show partiality to a leader would undermine the credibility of the church's life and ministry. It is evident from I Timothy 5:20 that a leader's discipline will have a great effect on the church.

Should a pastor or other leader repent of his sin he is, of course, to be forgiven and restored to fellowship. In many cases, however, it may be best if the leader resigns his position. By sinning, he has violated the trust of those he leads and time will be needed for him to restore his priorities, reputation, and credibility. If the leader should resign but will not do so voluntarily it will be the responsibility of the other leaders to decide if a resignation should be requested. Both the good of the church and of that individual must be kept in mind. Note that sin in the life of a leader does not mean that person will necessarily be removed forever from serving the Lord in a leadership capacity. It is likely that a period of time will be needed to bring about restoration to service.

WHEN REPENTANCE OCCURS

When confronted by the knowledge of their sin, people can react in several ways. Some deny they have sinned. Some blame others. Some deny the critical nature of their sin with an attitude of "what's the big deal?" Some may admit the seriousness of the sin but hedge on their involvement. Some may glibly say they are sorry. Such responses are not in the category of Scriptural repentance.

When a believer acknowledges the seriousness of their sin, admits freely their involvement in that sin and confesses it to God and to men (since men have now become involved), then forgiveness and restoration to full fellowship (not necessarily to immediate full ministry) must take place. In some cases restitution may be called for and may be a significant factor in demonstrating the genuineness of that person's repentance. When godly sorrow leads to real repentance the repentant one may need special care and encouragement from the church to prevent them from being "swallowed up with overmuch sorrow" (II Corinthians 2:7). In any case, genuine repentance will be discerned by an examination of the situation in the light of II Corinthians 7:2-12.

SUMMARY AND CONCLUSION

Church discipline is an obligation given by the Lord to the church. In those situations where the reputation of righteousness and purity of the church are at stake, sin must be dealt with. It is primarily the responsibility of spiritually mature believers to engage in this and they must do so with love and humility. The process, hopefully, will bring the sinning person to repentance and restoration. Failure to accomplish this may lead to removal from the church.

The exercise of church discipline is painful, which explains why it is usually avoided. While it is not a pleasant task, and we could wish it was never necessary, it is a responsibility Christ has commanded. For the sake of the church body and the sinning individual, it must be done and must be done well. Such has been our practice and continues to be our desire at Grace Bible Church.

Section 5: Job Descriptions and Responsibilities

I. Pastor

Upon the recommendation of the Elder board, the congregation shall confirm a pastor to serve until his pastorate is terminated by resignation or by request of the congregation by majority vote.

Call of Pastor: A 4/5ths vote of the qualified voters shall constitute a call and the term of office shall become indefinite. In all voting upon Pastors, the vote shall be by secret ballot.

Duties of Pastor: The duties of the Pastor shall be to:

- 1) Preach the Word of God as God gives him the ability, to visit and pray for the sick as necessity arises, to encourage the weak, to reprove and warn the unruly, to give advice as needed and be ready to every good work, to pray for and comfort those who mourn, and encourage all members to participate in these duties as the Lord gives them ability. He is to exercise a shepherding ministry with the congregation and equip the believers for the work of the ministry.
- 2) Advise and counsel with the members of the church with regard to business pertaining to the spiritual, moral and material affairs of the Church.
- 3) By virtue of his office, the Pastor shall be an official member of the Elders and an ex-officio member of all other church organizations and committees.

Termination of Service: The relationship between Pastor and Church may be dissolved by either the giving of two months notice, or otherwise, by mutual consent.

II. Youth Pastor

Duties would include:

- (1) Weekly youth group meetings (5-6:30 Jr High and 6:30-8 High School)
- (2) Monthly or Quarterly social/outreach events
- (3) Lesson preparation
- (4) Interact with Parents
- (5) Clean up after youth group
- (6) Maintain monthly youth budget and steward his budget
- We would estimate this would be a 10-15 hours a week (including travel time, meeting time, prep time, etc)

III. Secretary

Weekly

- Check E-mail and Answering Machine
- Mail
- Miscellaneous Bills
- Enter Deposit
- Happenings email and announcements (paper)

- Music power point
- File
- Straighten Up Office
- Fill Copier and Printer with White Paper
- Payroll for custodian
- Kids Bags

Bi-Monthly

- Payroll for Pastor, youth leader, custodian (cleaning Sanctuary) (see Payroll)
- Housing Allowance for Pastor

Monthly

- Missions Checks
- Payroll (secretary)
- Tax Deposit (Beth)
- Reconcile Bank Statements (Beth)
- Sr. High Youth Group Allowance
- Sr. High Account
- Monthly Reports (Beth)
- Back-up Files (Beth)

Quarterly

- 941 Quarterly Report (Beth)
- Nursery Schedule

Annually

- Budget
- Christmas Missionary Cards and Gifts [November/December]
- Update Directory [December]
- Update Prayer Chain [December/January]
- Back Up and End Year in Quickbooks (December-January) (Beth)
- Print Employee Records Reports and do W-3 & W-2's [January] (Beth)
- Move Files for the Previous Year into Storage [January]

As Needed

- Assist Pastor(s), Director(s), Elders, Deacons, and Congregation pertaining to the administration of the church office
- Encouragement Cards
- Order Office Supplies
- Update Membership Lists, Baptisms, Weddings, etc.

IV. Custodians

A. Sanctuary

- vacuum once a week
- pews and cushions vacuum when needed
- back SS rooms vacuumed

B. Remainder of Church

- Foyer: clean glass tables, glass doors, welcome center. Vacuum hallways and foyer
- Nursery, toddler room, toddler bath: wipe off tables, empty garbage, watch for dirty diapers, wipe off bathroom counters, diaper changing area, and table with Clorox wipes
- Women's Restroom: clean mirrors, counters, and toilets. Fill paper towels, toilet paper, scrub floors, and empty garbage.
- Mens Restroom: clean stools, urinals, mirrors and counters, walls around urinals. Scrub floor and empty garbage
- Basement: empty garbage, wipe off tables, straighten up, vacuum. Keep eye on sump pump and dehumidifier. Scrub floor.
- Awana room: vacuum, clean inside windows, dust window sills
- Café: vacuum, move tables and chairs, clean inside windows and dust sills, clean glass door, scrub vinyl floor
- Kitchen: wipe counters, clean sinks, scour when necessary. Wipe off appliances, keep eye on fridge, things get put in and left. Summer ants...watch sr high cabinet with open chips, etc. All garbage to dumpster, I usually put things that are life on the shelf in coat room (lost and found). Watch for hornets in backyard, spray is on the shelf in the utility closet. Look for cobwebs and bugs, especially in corners and ceilings.
- Office: empty garbage, wipe off counters, watch windows

Appendix

Grace Bible Church Facility Use Agreement

Name(s) of contracting individual(s): _____

Address: _____ City: _____ Zip: _____

Phone: _____ Organization (if applicable): _____

Address: _____

Number of persons attending: _____ Number of adult supervisors: _____

What areas of the Church to be used? Sanctuary Family Life Center Kitchen

Class rooms Which ones? _____ Other: _____

For what activities? _____

Date(s) of use: _____ From: _____ AM/PM To: _____ AM/PM

Need access to kitchen? Yes No If yes, for what purposes? _____

INDEMNIFICATION/HOLD HARMLESS CLAUSE: The above contracting individual(s) does each personally contract to indemnify and hold Community Christian Church harmless from and against any damages, claim, or demand arising out of the use of Community Christian Church premises by any person participating in, or present because of, the scheduled activity and agree to reimburse Community Christian Church for any expenses incurred defending such claim or demand.

CONTRACTING INDIVIDUALS promise to closely supervise all activities on Church premises, protect the property of Community Christian Church, and strictly observe the following rules:

1. An outside entity renting the church facility will furnish proof of liability insurance in the amount of \$250,000. Grace Bible Church as an additional insured. A copy of the insurance certificate is required by Grace Bible before finalizing the rental agreement. This facility is smoke-free.
2. No alcoholic beverages will be possessed or consumed on Community Christian Church property.
3. No commercial activity shall be conducted without prior approval.
4. Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.
5. All posted rules for the facilities must be observed.
6. This form must be completed, signed by the contracting individual(s) and Community Christian Church representative.
7. Inappropriate behavior or use of the facilities will be cause for immediate termination of the Facility Use Agreement.
8. All Multi-Use permits (use of facility on a regular or ongoing basis) expire automatically on December 31st. Use after expiration requires a new permit.

BUILDING USE GUIDELINES

Prohibitions:

- No alcoholic beverages will be allowed in the building or on the grounds
- No smoking or use of tobacco products are allowing inside the building, but is allowed outside 10 feet of doorways as a health precaution
- Subletting in any form is prohibited.
- No selling of goods or fundraising during worship hours on Sunday mornings that is not church sponsored
- Political parties may not attach or display political advertising on any part of the church property.
- The musical instruments in the Worship Center and other locations in the building are under the care and supervision of the worship team leaders and may not be used without permission from the worship team leaders. No additions or changes to the sound system shall be made under any circumstances.
- Church equipment is not to be loaned or taken outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the pastor/board member.
- In any form, gambling, alcoholic beverages, illegal drugs, and weapons are prohibited on Church property.

Guidelines:

- The person or group using the facility will be responsible for making sure the building and grounds are left clean.
- Return all furniture to its original location
- The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the pastor/board member.
- Use of the Grace Bible Church shall conform to fire and safety ordinances.
- The person responsible for a function must be an adult over the age of 18. This responsible person must be present for the duration of the function and shall be responsible for maintaining all rules and policies.
- The building shall be left in the proper condition for the next group; this includes the gymnasium, Sunday school rooms, kitchen, and bathrooms.
- Any infraction of state or city ordinances on Church property will be handled in an official manner. The proper authorities will be contacted (pastor, Church board, police, ambulance, etc.).
- Any damage to the Church facility or property resulting from misuse by persons or groups will be the responsibility of the persons or group.
- Any damage to vehicles on the grounds of Grace Bible is at the owners' expense; the church is not responsible for the theft or damage to personal property

Agreed fees: \$ _____ Per: _____

Date fee received: _____ By: _____

CONTRACTING INDIVIDUAL(S)

GRACE BIBLE CHURCH

Date Signed:

Date Signed:

THE FACILITY IS EXPECTED TO BE LEFT IN GOOD CONDITION. ALL DOORS MUST BE LOCKED AND LIGHTS TURNED OFF BEFORE LEAVING.

Grace Bible Church Minor Volunteer Application

Have you ever been accused of, participated in, or have been convicted of sexual misconduct? Yes No

Are you willing to sign the release form below which will be kept on file, which allows Grace Bible Church to request a criminal background check if deemed necessary? Yes No

I _____ (applicant) hereby authorize Grace Bible Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with Grace Bible Church.

I release Grace Bible church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Full Name (Printed): _____

Maiden Name or other names used: _____

Present Street Address: _____

City/State: _____ Zip: _____

Date of Birth: _____ Social Security: _____

Driver's License: _____ State of License: _____

Signature

Date: _____