



Policy and Procedures Manual

(If it ain't Broke Don't Fix it)

Christian Fellowship Churches Policies and Procedures

What is a Policies and Procedures Manual?

A Church Policies and Procedures Manual is a reference guide to the functions and operations of the church. It lists routine duties and answers questions that arise as duties are performed. The procedure section gives step by step instructions for performing each task.

What Is A Policy?

A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines, established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and, under what conditions it is done. Policies answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

What Is A Procedure?

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the job.

Christian Fellowship Churches
Policies and Procedures Manual
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Church Calendar and Scheduling

Policy

The official church calendar is maintained by the Pastor's Assistant. All requests and changes must be channeled through the Assistant.

Church program activities (meetings, fellowships, musical programs, etc...) may be scheduled by staff and Ministry Chairs.

The Pastor and Assistant shall coordinate the scheduled events for the church calendar.

Program activities and Ministry Team Meetings shall not conflict with regularly scheduled church services.

Procedure

Scheduling:

- 1) Each individual wishing to schedule an activity must submit the event to the CFC office one week prior to the monthly Church Council Meeting.
- 2) The Administrative Assistant will check the CFC calendar for date availability.
- 3) The Assistant shall then enter the event on the calendar, still pending Council approval.
- 4) The Pastor shall then determine if the event needs Council approval, if so the request is taken to Church Council meeting for approval.
- 5) Final approval is then confirmed with the scheduling party.

Cancellations or Changes:

To change a date, time or to cancel the event the CFC office needs to be contacted as soon as possible in order to note the change/cancellation in the church bulletin and calendar.

Regular Meetings for CFC Ministries

Leadership Team:

- 1) The Leadership Team which consists of the combined Church Council and Spiritual Life Team members shall meet twice a year at a minimum.
- 2) The Pastor, Church Council or Spiritual Life Team may call for a Leadership Team meeting as needed.

Church Council:

- 1) The CC shall meet monthly on a flexible date set by either the Church Council or the Chair.

Spiritual Life Team:

- 1) The SLT shall meet monthly on a flexible date set by either the SLT or the Chair.

Religious Meetings: ¹

The religious services of CFC shall be but not limited to:

- 1) Each Sunday and other days as scheduled.
- 2) Special services such as but not limited to evangelistic meetings, fellowship groups, seminars, conferences and special speakers.

Family Meetings:

Budget Meeting:

The January budget meeting shall be held for the purpose of taking formal action on the CFC Family Budget for the coming fiscal year, approving the Treasurer's report for the fiscal year end and for transacting any other business that may be presented.

¹ Taken from Article X of the CFC By-Laws

April Meeting:

The April meeting shall be a Church Family meeting to up-date the Church Family on events and programs.

July Meeting:

The July meeting shall be a Church Family meeting to up-date the Church Family on events & programs.

October Meeting:

The October meeting shall be held to issue and take action on affirmation ballots and to up-date the Church Family on events and programs.

Special Meetings:

Special Church Family meetings may be called at any time with either the approval of the Leadership Team or a written petition by not less than two-thirds (2/3) of the active members of the Church Family submitted to the Church Council for setting date.

Prior Notice:

Notice of business meetings of the Church shall be given either electronically, verbally or by written notice in the Church bulletin and at each worship service at least two Sundays prior to the meeting date, stating the time, place and purpose of the meeting.

Financial Policies and Procedures

- 1) All organizations, committees, staff, or individuals shall abide by these Policies and Procedures.
- 2) The Finance Ministry shall administer the financial program of the church.
- 3) The Finance Ministry shall make decisions concerning all non-budget expenditures or shall make recommendations about these expenditures to the Church Council.
- 4) The Church Council shall have all final authority concerning non-budget expenditures.
- 5) The Church (individual ministers) shall be responsible only for authorized expenditures. Authorized expenditures are those approved by the CFC budget.

Procedures for Making Expenditures

- 1) The ministry or individual wishing to make expenditure shall consult the Treasurer on the method of making the expenditure.
- 2) If the request is a non-budgeted expenditure, the person seeking the request shall first gain approval from the appropriate ministry before seeking approval from the Church Council.
 - A. Example: Procedure for Missions Request
This is the procedure for individual mission trips or for bringing forth new missionaries to be sponsored.
 1. Requests need to go through Missions Team.
 2. If Missions Team approves, they will take it to Church Council for final approval.
 3. Once approved by Church Council, the individual can speak to the congregation on their plans and needs.
 4. If it is for a new missionary to be sponsored, payments can begin after Church Council approval.

These steps are important due to IRS Rules and Regulations.

- 3) Only after approval shall expenditure be made.
- 4) Checks for general fund accounts and designated fund accounts must be signed by the Treasurer.
- 5) If an individual or ministry makes a purchase within their budgeted line item parameters using their personal funds and wish to be reimbursed they must complete the Purchase Receipt Form and submit it to the Treasurer for reimbursement.
- 6) If a check is being made out in advance to a vendor the Treasurer is to be informed if it shall be hand delivered by an individual or if it is to be forwarded by the Treasurer to the vendor.

**CHRISTIAN FELLOWSHIP CHURCHES
PURCHASE RECEIPT**

Account Number	Description	Price

TOTAL PRICE _____

NAME: _____

Make Check out to: _____

Type of purchase: Charged to vendor Paid cash Personal Credit Card
 CFC Credit Card

Use of Church Property

Policies for the operation and use of the church facilities are under the following guidelines to avoid problems and to define responsibilities.

Building Use:

- 1) The underlying building use philosophy is that all church facilities shall be used to carry out the basic purpose and mission of CFC.
- 2) The party using the facilities is responsible for the cleanup of personal items and to rearrange the room(s) back in the order to which it was found.
- 3) Regularly scheduled CFC meetings shall have first priority in building use. Other CFC related meetings shall have second priority.
- 4) Outside organizations will be eligible for building use when facilities are not being used by church ministries and people and when their purpose is approved by the Pastor and the Head Trustee. (Profit making enterprises shall not use the facilities for any purpose)

Use of Church Equipment

- 1) The underlying philosophy for equipment (tables, chairs, A/V, etc...) use is that all church equipment shall be used to carry out the basic purpose and mission of the church.
- 2) Regularly scheduled church activities shall have first priority on equipment use.
- 3) Each individual or group wishing to use church equipment must be approved by the Church office and/or A/V Technician.
- 4) After approval, the Pastor's Assistant shall schedule the use of the equipment.
- 5) All equipment must be returned in good working order. If there are any broken or damaged items, it must be reported to the church office.
- 6) Use of the building(s) for other than CFC sponsored activities is subject to the church policy on use and space available. When a conflict arises, CFC activity takes priority over sponsored activities on a first come first serve basis.
- 7) Any equipment borrowed and leaving CFC premises shall be signed out from CFC Office.
- 8) Equipment, such as tables and chairs, etc...shall be available to CFC members and regular attenders at no charge.

Wedding Policies

- 1) The philosophy for weddings is that a Christian emphasis is expected and that members relate the ceremony to Christian family commitment.
- 2) All weddings and rehearsals shall be scheduled on the master Church calendar with first priority being given to CFC members.
- 3) The Pastor, Staff, and Minister of Music are available upon appointment to assist in all weddings.
 - A. Guest ministers shall be approved by the Pastor and Spiritual Life Team.
 - B. Guest musicians shall be approved by the Minister of Music or Pastor.
- 4) In keeping with the wedding philosophy, CFC members shall use the facilities without charge, except for the service of the Church Janitor if needed.
 - A. Non-members shall pay a \$100.00 fee for facility use in addition to a cleaning charge of \$50.00.
- 5) A minimum fee of \$50.00 for the services of the Janitor shall be paid by all CFC members and nonmembers, since the work shall be above usual duties.
- 6) Protective materials shall be used with the candles, and rice or bird seeds shall not be used inside the building.
- 7) Do not under any circumstances move the piano in the Fellowship Hall or sanctuary, without prior approval from the church office.
- 8) There shall be no alcoholic beverages or tobacco smoking on any of the church premises.
- 9) The wedding party is responsible for the cleanup of personal decoration items, cake, cups, and for removing your trash from the church premises.
- 10) The Pastor's Assistant or Pastor shall work with the couple in the development of wedding plans and implementation of these policies.

Standing Ministry Team Responsibilities

The ministries of CFC exist to live out the vision, mission and purpose of Christian Fellowship Churches. The ministries plan, coordinate, and implement the work assigned to them by the Church.

TYPES OF MINISTRIES: All ministries are considered either Standing or Special. A Standing Ministry is perpetual in nature while a Special Ministry is used for a specific purpose and length of time.

Standing:

- 1) The Chairs for a ministry shall be selected by a Gift Discernment Team and affirmed by either the Church Council or Spiritual Life Team, whichever is appropriate. The Chairs shall be CFC members in good standing.
- 2) Ministry Members, other than Chairs, may be regular attendees of CFC, or selected by the Chair with the approval of the Church Council or Spiritual Life Team.
- 3) It is preferred that individuals serve on no more than two Standing Ministries at any one time; we recognize, however, that there are times when exceptions need to be made according to giftedness. The Church Council is responsible for any exceptions.
- 4) All Ministry Team Members shall conform to the following qualifications:
 - A. Faithful in attendance and a born again believer in Jesus Christ.
 - B. In a right relationship with the Pastor and other members of the CFC family.
 - C. In full agreement with the CFC Purpose Statement; "CFC exists in order to know God and make God known by celebrating Christ Jesus in our worship, joyfully serving others, fellowshiping together and living daily in faithfulness and maturity."

Duties of a Ministry Member:

- 1) Know the purpose, duties and members of their Ministry Team.
- 2) Be present and on time for meetings.
- 3) Participate in discussion – your input is valuable!
- 4) Contribute to the planning and achievement of activities/projects.
- 5) Complete assignments as agreed upon.
- 6) Keep the Ministry Chair informed about assignments; report at Team Meetings.

Rotation:

Members of all Standing Ministries shall be on a rotation basis. One third of the ministries shall rotate off each year.

Term:

The ministry year is from January 1 through December 31. A person is affirmed to a three (3) year position and is eligible to succeed him/her self for one (1) additional term unless the Church Family agrees to an additional term during a specially held meeting no sooner than sixty days prior to the October Family Meeting.

Meetings:

All regular Ministry Teams shall meet at least quarterly. Some ministries shall require monthly meetings. These shall be spelled out in the individual Ministry Descriptions.

Reports:

All Standing Ministries shall make a report to the CFC Family at the Annual Family Meeting in January, unless requested by the Church Council to report to the Church Council at another Family Meeting.

Vacancies:

The Discernment shall bring a recommendation for any vacancies that occur during the course of the year and the Church Council shall act on that recommendation.

Budgeting:

All Standing Ministries shall submit budget requests to the Finance Ministry.

Staff Advisors:

The Pastor will serve as ex-officio member of each ministry. The Pastor shall be responsible for assisting ministries in fulfilling their responsibilities.

Discernment Team:

Each year the Church Council shall appoint two new members to fill the vacancy of two who are rotating off. This appointment shall be made in October, and they

shall begin serving on the next year's Discernment Team on January 1.

It shall be the duties of the Discernment Team to seek out and nominate suitable and well qualified persons to fill all affirmed offices, Standing Ministries, Special Ministries and designate a Chair for these ministries.

Duties of Ministry Chairs

- 1) Understand clearly the vision of CFC and how their ministry aligns with the vision.
- 2) Prepare, request, and administer an annual budget by asking their Ministry Team, "What will it take to faithfully lead CFC in this ministry area?"
- 3) Prepare for Ministry Team meetings by having agenda ready.
- 4) Be sure to keep record of meetings so that a follow up plan can be made and followed.

Standing Ministry Descriptions

Audio/Video Technician:

Responsibilities:

- 1) Work closely with the Pastor and Music Chair to be informed of any special needs for the service.
- 2) Arrive in plenty of time to power up equipment and to make sure everything is in proper working order before each service including all microphones & batteries.
- 3) Get lapel microphone to the Pastor or guest speaker before each service.
- 4) See Financial Policies, pages 8-9, for reimbursement procedure.
- 5) Provide operating budget to the Leadership Team for year.
- 6) Responsible for operation of sound board and computer to provide sound and video for live music, sermon and other events.
- 7) It may be necessary at times to gather and provide equipment and/or services for events outside of church venue.
- 8) Research and order new or replacement equipment.
- 9) Educate and provide training for back-up person, and be a possible back-up for either campus as need arises.

Term: 3 years

Accountable to: Minister of Music, Pastor

Interests, Gifts and Abilities: Audio and Video Technology, good hearing

Bulletin:

Responsibilities:

- 1) Responsible for creating, printing and distributing the weekly Sunday Bulletin at both campuses.
- 2) Collect all needed announcements and event dates and times.
- 3) Work with Pastor or Pastor's Assistant to coordinate message/series themes with bulletin.
- 4) Responsible for any supplies needed for the bulletin.
- 5) Responsible for any special bulletins needed for special events.

Term: 3 years

Accountable to: Pastor, Pastor's Assistant

Interests, Gifts and Abilities: Administration, a creative eye, organization

Call-Em-All

Responsibilities:

- 1) Take prayer requests and put them out on Call-Em-All in a timely manner.
- 2) Make announcements on Church related events, cancellations, etc.
- 3) Follow-up on prayer requests to give updates.
- 4) Speak with new attenders about the Call-Em-All to see if they want to be included, whether through calls or emails.
- 5) Keep an updated list of names, phone numbers and email addresses.
- 6) Keep the Call-Em-All contacts updated as to the calls the congregation would like to receive.
- 7) Keep an updated email list of the calls congregation would like to receive.
- 8) Keep the congregation updated to any changes in the Call-Em-All system.
- 9) Use discernment when receiving calls for prayers on the information which should actually go out on the call.
- 10) Be a good listener when people call with prayer requests, sometimes they just need to talk to someone who cares.

Term: 3 years

Accountable to: Church Council

Interests, Gifts and Abilities: discernment, organization, availability, administration, pleasant personality

Call-Em-All Guidelines: (Guidelines can be found in the CFC Church Family Directory)

- 1) Please call Kelly Roth at 906-477-6123 or Kathy Miller at 906-477-8090 with any prayer requests or reminders. Leave a message if no answer and the call will go out as soon as possible.
- 2) You may also email your prayer requests; keeping in mind emails are not checked frequently throughout the day, so it may not go out until the next day.
Kelly's email is kraeroth@sbcglobal.net
Kathy's email is millerk@lighthouse.net
- 3) The phone number on your caller ID will be the Naubinway Campus; 906-477-6553.
- 4) Call-Em-All prayer requests can be done between 9:00am – 8:30pm (Please call no later than 8:30pm for a call to go out before 9:00pm). In the case of an emergency, exception will be made or an email will be sent out to those who receive emails and the call will go out the next morning.
- 5) The following information will be needed when you call for a prayer request:
 - a. Who the prayers are for
 - b. Reason for the prayers
 - c. What you want us to pray

- 6) Calls are limited so please keep the information brief.
- 7) Please do not assume everyone wants prayers to go out on the Call-Em-All, even those who attend either the NC or RC. It is important to ask permission before requesting prayers for someone on the Call-Em-All. Some people are very private and when they ask you to pray, they are asking only for your individual prayers.
- 8) If you call to request a prayer on the Call-Em-All, your name will be noted as the person requesting the prayers.
- 9) Please make sure you have correct and complete information when calling to request prayers. Please do not request prayers through a gossip situation or 3rd party.
- 10) In cases of a death or serious accident, unless you have been asked specifically to put out a call by the family; please allow a family member or appointed party to call with the information. We don't want an announcement on a death or tragic situation to go out before all family members have been contacted.
- 11) If you request prayers for someone, please give us an update when one becomes available so people can see how God is answering prayers. We will try to keep up with updates, so we may contact you for an update.
- 12) To receive calls from the Call-Em-All you must be a member or attender of NCF or RCF, although prayers can be requested by anyone and for anyone in our communities or your families; they do not have to attend NCF or RCF, as long as you have their permission.
- 13) If you receive the Call-Em-All prayer requests and reminders, please let Kelly or Kathy know if your phone number or email address changes.
- 14) For snowbirds – Please make sure Kelly or Kathy knows when you will either be turning your local phone off, switching phone numbers or when it needs to be changed back on your return.
- 15) If you would like the message you are hearing to be repeated, at the end of the call, when prompted, press 1 and the message will repeat.
- 16) If you miss the call or it is garbled on your answering machine, you can call 1-877-565-8456 and hear the last message sent out.
- 17) The Call-Em-All messages are voice activated, so you must speak when answering the phone to start the call, just remember if you speak again during the call, it will begin the message again.
- 18) If you have any questions, please contact Kelly Roth or Kathy Miller.

Caring Ministries

Responsibilities:

- 1) Sending birthday, anniversary or illness cards to CFC Family Members.
- 2) Condolence/Sympathy cards will be sent to the family experiencing the death or loss of a loved one.
- 3) In the event of the death of an immediate family member a “Gideon” Bible donation may be made in memory of...
- 4) CFC Family Members hospitalized for one or more nights can be gifted with a fruit basket upon their return home – a limit of one gift basket per year per individual.
- 5) See Financial Policies, pages 8-9, for reimbursement procedure.

Term: 3 years

Accountable to: Church Council, Pastor

Interests, Gifts and Abilities: Regular attender, organization, administration, compassion

Christian Education Chair

Responsibilities:

- 1) Responsible for appointing and overseeing Sunday School teachers and leaders.
- 2) Be available to offer support, help and encouragement to teachers as needed.
- 3) Help to select and approve materials and curriculum that is being used to assure that it is appropriate and Bible based.
- 4) Responsible for annually creating a budget for your estimated expenses and improvements and submitting it to the Finance Team.
- 5) See Financial Policies, pages 8-9, for reimbursement procedure.

Term: 3 years

Accountable to: Church Council, Spiritual Life Chair

Interests, Gifts & Abilities: Administration, organization, discernment

Decorating Ministry

Responsibilities:

- 1) Oversee the minor decorating decisions at both CFC Campuses, taking into consideration the current season, holidays and any requests the Pastor may have to compliment the current Sermon Series.
- 2) Work with Trustees and Church Chair to help make other major decorating decisions for the CFC Campuses.
- 3) Oversee making annual budget requests.
- 4) Oversee the purchase of all decorating items and staying within budget guidelines.

Term: 3 years

Accountable to: Head Trustee and Pastor

Interests, Gifts and Abilities: An eye for creating a pleasant environment, creative

Everence

Responsibilities:

- 1) Be sensitive to the needs of the congregation and alert Pastor and Spiritual Life Team with any concerns.
- 2) Share information with Spiritual Life Team on Everence.
- 3) Send to Everence information for receiving Sharing Fund Grant Monies.
- 4) Participate in the five activities required by Everence to become Star Advocate:
 - A. Provide Stewardship Education.
 1. Use or purchase a stewardship resource (book, DVD, etc.).
 2. Host a Stewardship Event/Webinar, sermon by Pastor/Guest Speaker, etc.).
 - B. Participate in Advocate Training.
 1. Attend workshops, advocate appreciation events.
 2. Talk to or meet with the Everence Church Relations representative.
 3. Talk to or meet with an Everence Financial or Charitable Advisor.
 - C. Connect congregation to Everence.
 1. Make a referral to Everence office or advisor.
 2. Inform Everence of marriages and new babies in congregation.
 3. Promote Everence budget and debt counseling services.
 4. Send Church bulletin to Everence office or Church Relations representative.
 - D. Share with congregation about Everence.
 1. Display Everence information on bulletin board.
 2. Give verbal announcements on Everence.
 3. Distribute bulletin announcements, newsletters, etc.
 4. Distribute Toolkit.
 5. Distribute Welcome! packet to new Church attenders.
 6. Prepare written report and update Church leaders on Everence.
 7. Share about Everence stewardship resources with Christian Ed Committee.
 - E. Submit quarterly advocate report.
- 5) Connect congregation attender to Everence partner to help meet their needs.
 - A. Everence representative
 1. Insurance, retirement, and college savings
 - B. Charitable Services representative
 1. Charitable giving
 - C. Trust & Financial Advisor
 1. Estate planning and administration, and investment management

Everence – cont.

Term: 3 years

Accountable to: Spiritual Life Team Chair, Finance Chair

Interests, Gifts and Abilities: Organization, Heart for the needy, good steward

Hospitality

Responsibilities:

- 1) Coordinate all fellowship meals: potlucks, funeral dinners and special events, etc.
- 2) Communicate with Pastor or other Chairs for necessary details.
- 3) Plan for adequate helpers as needed.
- 4) Coordinate with Chair from other CFC campus.
- 5) DELEGATE responsibilities for set-up and clean up before and after each meal.
- 6) Purchase and keep kitchen supplies stocked.
 - a. Coordinate with other campus to consolidate purchases.
- 7) Keep cupboards/drawers organized and labeled.
- 8) Keep kitchens clean.
- 9) Create annual budget for proposed ministry needs and submit to the Finance Ministry as directed.
- 10) See Financial Policies, pages 8-9, for reimbursement procedure.

Term: 3 years

Accountable to: Church Council

Interests, Gifts and Abilities: Hospitality, food preparation, organization/or administration

Impact

Responsibilities:

- 1) Coordinates CFC and community outreach events, and activities with the objective of making an impact by showing the love of Christ, presenting Biblical truths and reaching the lost, in our communities and beyond.
- 2) Oversees the financial resources allocated by the CFC budget to fund impact activities.
- 3) Prepares an annual budget and gives the information to the Finance Team as directed.
- 4) Casts the vision for outreach with impact to the CFC Family.

Term: 3 years

Accountable to: Missions Chair, Church Council

Interests, Gifts and Abilities: Vision for the lost, soft heart, creative

Librarian

Responsibilities:

- 1) Keep the library stocked with a variety of relevant books, CD's, DVD's and other Christian materials of interest to adults, teens and children in the Church family.
- 2) All non-Christian material should be approved by the Church Council before it is added to the Church library.
- 3) Keep an updated inventory of all materials and provide a system for keeping track of all items that are checked in and out of the library.
- 4) Dispose of any outdated/unused materials annually. (Items can be offered to the congregation or donated to another church or organization)
- 5) Promote any new materials that are added to the library.
- 6) Keep the library shelves looking neat and inviting.
- 7) Responsible for annually creating a budget for your estimated expenses and improvements and submitting it to the Finance Ministry as directed.
- 8) See Financial Policies, pages 8-9, for reimbursement procedure.

Term: 3 years

Accountable to: Church Council

Interests, Gifts and Abilities: Loves to read, organization, discernment

Manna Ministry

Responsibilities:

- 1) Schedule food preparation and delivery to requested and qualified individuals
- 2) Seek out volunteers to help in food preparation
- 3) Prepare an annual budget for projected ministry needs and submit it to the Finance Ministry as directed
- 4) Purchase and keep track of any paper supplies needed
- 5) See Financial Policies, pages 8-9, for reimbursement procedure

Term: 3 years

Accountable to: Church Council

Interests, Gifts and Abilities: Food preparation, compassion, organization/or administration

Mission

Responsibilities:

- 1) Keep the Church Council and congregation updated about our Church sponsored missionaries and other missions and outreach events that the Church can be involved with.
- 2) Plan special meetings/events at the Church if Church sponsored missionaries are in the area.
- 3) Responsible for overseeing the Mission's bulletin board.
- 4) Responsible for annually creating a budget for your estimated support and submitting it to the Finance Ministry as directed.
- 5) See Financial Policies, pages 8-9, for reimbursement procedure.

Duties:

- 1) Pray for our Missionaries
- 2) Keep in touch through phone, e-mail, (hard copies) letters
- 3) Recommend new Missionaries when appropriate
- 4) Encourage our Church families within our campuses to recognize our Missionaries as extended families within our campuses.
- 5) Stay abreast of any unexpected financial needs our Missionaries may incur.

Term: 3 years

Accountable to: Church Council

Interests, Gifts and Abilities: Heart for the lost, Evangelism, administration and/or organization

Spiritual Life Team (SLT)²

- 1) The SLT shall consist of the Pastor and at least three affirmed members.
- 2) The SLT shall be selected from the membership of the Church Family through a discernment process and affirmed by the Church Family.
 - A. Nominees shall be interviewed by the Pastor/SLT prior to being placed on affirmation ballot.
 - B. All affirmed positions shall take position on a rotating basis as per the Policy Manual.
- 3) The SLT shall elect their Chair, Secretary and Pastor Congregational liaison annually.

Responsibilities:

- 1) Assist Pastor with spiritual nurture and general oversight of the Church Family.
- 2) Recommended to meet monthly.
- 3) Shall provide speakers for Pastor in his absence.
- 4) Be responsible to prepare the emblems for communion, the towels, basin and water for foot-washing and baptisms.
- 5) They shall initiate an evaluation and recommendation of the Pastor to the Church Family, six months prior to the end of the Pastor's five year term.
 - A. Thereafter the Pastor shall have an annual review by the SLT and be affirmed by the Church Family every five years.
- 6) They shall review the Pastor's financial needs and support annually and make recommendation to the Church Family.
- 7) The Chairperson shall be available to handle sensitive issues which may arise between members and Pastor.

Term: 3 years, rotating members on and off every year.

Accountable to: The CFC Family

Gifts, Interests, and Abilities: Christian Maturity, spiritually, emotionally and physically disciplined, Have a deep commitment to Christ, spiritual leadership, compassionate

² Taken from Article VI – 3 of the CFC By-Laws

Youth Group Chair

Responsibilities:

- 1) Oversees the scheduling of all youth activities for youth in grades 7th – 12th along with the other youth group coaches from CFC and Wildwood Church.
- 2) Informs youth of scheduled activities by use of bulletin, text messages, Call-Em-All and social media.
- 3) Oversees the financial resources allocated by CFC for regular youth group activities as well as funds set aside for Mission Trips and other special activities.

Church Officers Policy and Procedures

Chairman

Responsibilities:

- 1) Work with and assist Pastor by meeting on a regular basis.
- 2) Schedule all regular and special meetings.
- 3) Moderate all meetings.
- 4) Follow through on all decisions by Church Council, Leadership Team, Church Family, etc.
- 5) Delegate responsibility where possible and necessary.
- 6) Keep abreast of the needs of the Church:
 - A. Maintain contact with Committee Chairs (by minutes or by contact)
 - B. Be aware of individual/family needs (financial, spiritual, physical)
 - C. Be aware of our community (it's needs/our involvement).
- 7) Don't "Micro-manage".

Term: 3 Years

Accountable to: CFC Family

Interests, Gifts and Abilities: Administrative, Leadership, Visionary, Detail Oriented

Church Council (CC) ³

The Church Council shall consist of the Pastor, Chair, Secretary, Treasurer and Head Trustee (at large up to two).

Responsibilities:

- 1) The CC shall be the governing body of the Church for policy and finance.
- 2) The CC is responsible for providing general administrative direction to the Church Family.
- 3) The CC through the various CFC Ministries shall make certain all administrative needs are met as well as physical needs, i.e. Church grounds, buildings, finance, etc.

Term: See individual member descriptions

Accountable to: CFC Family

Interests, Gifts and Abilities: Vision casting, administrative, pro-active, leadership

³ Taken from Article VI – 2 of the CFC By-Laws

Head Trustee

The CFC Head Trustee is a member of the Church Council and considered to be an “officer” of the church.

Responsibilities:

- 1) Inspect building inside and out for necessary repairs, general maintenance.
- 2) Develop a cleaning list and schedule monthly custodians to clean the church.
- 3) Responsible for trash removal and burning.
- 4) Find and schedule landscaping, lawn care and snow removal people including Sunday morning “sidewalk” and deck snow shoveling before morning services.
- 5) Organize all church work days as needed.
- 6) Responsible for purchasing all cleaning and bathroom supplies.
- 7) Make sure heat is adjusted for regularly scheduled church services.
- 8) Responsible for annually creating a budget for your estimated expenses and improvements and submitting it to the Finance Team as directed.
- 9) See Financial Policies, pages 8-9, for reimbursement procedure.
- 10) Responsible for Emergency Equipment. i.e. first aid, spare batteries, smoke detectors, fire detectors.

Term: 3 years

Accountable to: Leadership Team

Interests, Gifts and Abilities: Handiwork, organization, administration

Secretary

The CFC Secretary is a member of the Church Council and considered to be an “officer” of the church.

Responsibilities:

- 1) Attend all Church Council meetings as well as all CFC Family Meetings.
- 2) Record all minutes from Church Council and Family Meetings.
- 3) Preserve records of minutes.
- 4) Send minutes of Church Council meetings out in a timely manner to all Council Members, either by hard copy or electronically as each member may prefer.
- 5) Place minutes of Family Meetings in mailboxes at both campuses.
- 6) Be prepared to read minutes of previous Family Meetings at the current Family Meeting.
- 7) Keep Chairman current with upcoming Family Meeting needs, i.e. – set a date; location of meeting; any agenda items that are held over or tabled from previous meeting.

Term: 3 Years

Accountable to: CFC Chairman, Church Council

Interests, Gifts and Abilities: Organization, typing, clerical

Treasurer

Shall be the Chief Financial Officer of the Church and of the Church Council.

- 1) Work with Pastor, Leadership Team, Church Council in maintaining a solid financial program (Based on Biblical Principals).
- 2) Utilize Finance Team to oversee direction of finances.
- 3) Prepare Annual Budget.
- 4) Prepare Financial Statements (minimum quarterly).
- 5) Maintain checkbook and reconcile monthly.
- 6) Maintain Accounts Payable on a current basis.
- 7) Utilize "drafting", (through bank) and CFC Credit card to pay expenses thus reduce check writing.
- 8) Responsible for all Payroll, payroll withholding (W-4), retirement contributions on behalf of pastors, payroll tax deposits, W-2s, year-end contribution statements.

Term: 3 Years

Accountable to: Church Council

Interests, Gifts and Abilities: Finances, Accounting, Mathematics, Administration

EMERGENCY MANAGEMENT PLAN

Christian Fellowship Churches

February 2018

OVERVIEW

The purpose of this plan is to address potential emergency situations that may be encountered during activities at Christian Fellowship Churches. This includes both Naubinway Christian Fellowship (NCF) and Rexton Christian Fellowship Churches (RCF).

It is not possible to examine all possible variables that may be encountered in group gatherings. There are three major types of events that have the greatest impact upon the people who are involved. These include hostile encounters, medical emergencies, and fires or natural disasters. There is no order of precedence intended that would reflect a greater probability of one of these situations occurring more than the others. The order of appearance is random. These event types will be addressed in order to establish some methodology that may be useful to church leaders in planning or when encountering a wider range of situations.

HOSTILE ENCOUNTERS

Hostage Situations:

Single or small group hostage situations:

Single or small group hostage situations generally involve the use of smaller rooms or closets. The threat is usually one possibly armed individual moving a hostage into a closed environment in order to gain the upper hand for some perceived cause or benefit. The most effective deterrent to this type of situation is limiting access to unused rooms by locking doors. Church directories with pictures are helpful to law enforcement for identifying hostages.

The most helpful course of action is:

- Remove as many people as possible from the area. When law enforcement is contacted make sure to let them know that you have a hostage situation.
- Have one person maintain a dialog with the hostage taker if possible. It is very important that there are no other conversations in the area except the person talking to the hostage taker. There should be no promises made or deals struck with the hostage taker. The purpose is to provide a passive distraction until law enforcement arrives.

Large group hostage situations:

Large group hostage situations may involve more than one or two hostage takers. The size of the area the hostage takers will use depends upon the number of persons taken hostage. The idea is to be able to watch the hostages but keep some distance from them. In these situations, the hostage takers will be armed and have some type of agenda that may not involve money.

- Contact with law enforcement can be difficult by conventional phone, however texting may be possible.
- In these situations, comply with all directions you are given and await the arrival of law enforcement.

Armed Assault (active shooters):

In the event that the church is confronted by armed individuals in most cases hostage takers will use little or no gunfire. Persons intent upon causing as much injury or death as possible will generally start shooting upon entering the building. The following steps should be taken:

- Everyone should drop to the floor and use whatever barriers that are available as cover.
- The men of the congregation should shield women and children as much as possible.
- Any attempts to rush an active shooter should involve more than one person and only taken as a last resort and possibly when the shooter is distracted. Remember that if you rush an active shooter while there are church members behind you they may be placed in the line of fire.

What to expect from responding law enforcement personnel:

Due to the unknown threat potential responding law enforcement face when confronting individuals on the scene, law enforcement must assess individuals by threat level. **Persons who are involved in violent situations must follow directions from law enforcement officials exactly and completely.** The process of determining an area to be secure may take some time to sort out. Do not automatically assume that law enforcement will know the difference between victims and attackers. Follow all instructions.

The question of allowing armed church members:

The story is told of a Christian children's home and school in China during the Communist revolution. The Communist placed a cross on the ground outside of the gate. They told the children that if they walked on the cross as they came out they were free to leave. If they walked around the cross they would be shot. The first few children to leave walked upon the cross and then left. One young girl stopped at the cross and knelt before it. She then got up and walked around the cross and out to the soldiers who shot her. Those who followed her did as she had done and were shot.

Blessed are those who are persecuted for righteousness' sake. For theirs is the kingdom of heaven. Blessed are you when they revile and persecute you, and say all kinds of evil against you falsely for My sake. Rejoice and be exceedingly glad, for great is your reward in heaven, for so they persecuted the prophets who were before you. Matthew 5:10-12

Statistics show that the largest percentage of violent attacks are in schools and collage campuses. We still send our loved ones off to schools either to teach or to learn with no protection, no help. Now we consider arming ourselves as we gather to worship and praise the GOD who guards our very souls. Our quandary has only one answer and it is found in

Matthew 10:28

And fear not those who kill the body but cannot kill the soul. But rather fear him who is able to destroy both soul and body in hell.

We are told not to fear those who can kill the body but to fear the one who can destroy both the body and the soul. If we chose to arm ourselves for protection from those wo would attack us for righteousness sake then we are not relying on faith in our GOD.

NATURAL DISASTER PREPAREDNESS

The following is a list of possible natural disasters which could strike the Christian Fellowship Churches area. Of course, it would be impossible to name all the potential events. These would be the most likely:

- Tornado/high wind
- Snowstorm
- Lightning strike/fire
- Large, potentially damaging hail (i.e., denting cars, or possibly the roof of the church)
- Rain/flooding

If one or more of these events occur, the first step is for church leadership to assess the potential danger of the situation. Then they must determine if people would be better off seeking shelter at home or staying in the church. Remaining calm is imperative.

If leadership decides people would be better off going home, then all able individuals should help those who may have difficulty leaving in a timely manner. Ascertain that all people reach their vehicles and are able to drive. It may be necessary for those who have a short drive to take some individuals with a longer drive home with them. Another possibility would be taking in a person who may be going home alone.

If the decision is made to remain in the church, then people should proceed to the safest area in an orderly and calm manner. In the case of RCF, the basement would offer the most

protection. The second best area would most likely be the region between the sound booth and bathrooms. It is near the center of the structure and away from windows. People should remain in the safety zone until an “all clear” is given by leadership.

Important church documents (i.e., bank, insurance statements, deeds, 501C status papers, etc.) should be kept in a central location. Leadership should know the location and be able to carry them out in the event of a quick evacuation. Copies should also be stored in a safe location off site.

The following is a partial list of items which should be stored in the church in a secure location to aid people in the event people are forced to remain in the church for an extended period:

- Food/water – amount to be determined by leadership
- Flashlights and batteries
- Emergency candles
- First aid kit
- Tools/some wood – to help barricade windows, shut off power, etc.
- Blankets
- Games/cards
- Fire extinguishers – check on regular basis
- Smoke/CO detectors/batteries – check regularly

FIRES

In case of a fire in the church, the following steps should be taken:

- Sound an alarm.
- Evacuate all people using an exit as far away from the fire as possible.
- Check small rooms to ensure they are empty. Account for all children.
- If the fire is small and can be safely extinguished, do so if you know **how** to properly use an extinguisher.
- Remove all vehicles from the front of the church to make room for emergency vehicles.

MEDICAL EMERGENCIES

If a medical emergency takes place during services, the following protocol shall be followed:

1. Those with medical knowledge will provide care to the individual who is having an emergency. There will be a team leader who will assign duties such as calling 911, directing the ambulance to the church, and running supplies if needed.
 - There is a first aid kit available for such emergencies. It is located at the back of the church under the bulletin board.
 - The First Aid Kit will be checked monthly for supplies and outdates.

- There will be an AED available. There will be a congregational training once the AED has been purchased.
2. The Congregation will be asked to leave the sanctuary during the emergency. Church services will be stopped at the time.
 - For those that wish to stay and be in prayer, there will be a prayer leader who will lead those individuals in prayer.
 3. If there is family present, someone will be asked to be with the family to offer comfort.
 4. The medical team will stay with the individual until the situation has resolved or an ambulance has arrived to resume care.

