

# **Christian Fellowship Church**

## **Policies and Procedures Information**

### **About the Policies and Procedures Manual:**

The 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 that have been 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.

# CFC Policies & Procedures

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# Church Calendar and Scheduling

## **Policy:**

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

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

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

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

## **Scheduling Procedure:**

- 1) Everyone wishing to schedule an activity must submit the event to the CFC office one week prior to the monthly Church Council Meeting.
- 2) The Pastor's Administrative Assistant will check the CFC calendar for date availability.
- 3) The Pastor's Administrative 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 will be 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 to note the change/cancellation in the church bulletin and calendar.

## **Regular Meetings for CFC Ministries**

### **Leadership Team**

The Leadership Team which consists of the combined Church Council and Elder Team members shall meet twice a year at a minimum.

The Pastor, Church Council or Elder Team may call for a Leadership Team meeting as needed.

### **Church Council**

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

### **Elder Team**

The Elder Team shall meet monthly on a flexible date set by either the Elder Team or the Chair.

### **Religious Meetings <sup>(1)</sup>**

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

Each Sundry and other days as scheduled.

\*\*\*\*\* (1) Taken from Article X of the CFC By-Laws\*\*\*\*\*

2) Special services such as evangelistic meetings, fellowship groups, seminars, conferences and special speakers.

## **Family Meetings**

### **January**

The January 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.

### **April**

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

### **July**

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

### **October**

The October meeting shall be held to issue and act 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 of active members of the Church Family submitted to the Church Council for setting the date.

### **Prior Notice**

Notice of business meetings of the Church shall be given either electronically, verbally or by written notice in the Church bulletin. Also, 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 ministries) 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 an expenditure shall consult the Treasurer on the method of making the expenditure.
- 2) If the request is a non-budget expenditure, the person seeking the request shall first gain approval from the appropriate ministry before seeking approval from the Church Council.

**Example:** 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 the 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	Amount

Amount \$ \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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.

## **Bus**

- 1) All drivers must be trained by the lead or associate pastor in the operation of the bus and equipped with all pertinent information and locations of registrations and insurance certificate.
- 2) If the bus is used for general CFC Family purposes, i.e. taking people to a hymn sing at another church, then the fuel cost will be taken from the Bus line item in the CFC budget.
  - If, however, the bus is being used for other purposes, i.e. a Life Group or Impact Youth, then the responsibility for the fuel is on those using the bus; it will be full at the start and must be full when returned.
- 3) Any church group has approval and authority to use the bus.
  - Groups sponsored by or connected to our church shall be allowed to use the bus upon special request made to the Pastor's Administrative Assistant.
- 4) Number of passenger requirement: The maximum number of passengers may NOT exceed the total number of seats in the bus, including the driver.
- 5) Scheduling procedure: All proposed uses of the bus should be requested through the Pastor's Administrative Assistant.
  - The bus will be available on first come first serve basis.

6) Point of Origin: The bus will leave from and return to the church unless special provision is made with the Pastor's Administrative Assistant.

7) Trip Supervision: It is the responsibility of the group or trip sponsor using the bus to provide the proper adult supervision that does not include the driver.

## **Building**

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

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) CFC members and attenders shall use the facilities without charge, excepts for the service of the Church Janitor.

- Non-members shall pay \$100.00 fee for facility use in addition to a cleaning charge of \$75.00.

4) A minimum fee of \$75.00 for the services of the Janitor shall be paid be all CFC members & attenders and nonmembers, since the work shall be above usual duties.

5) Regularly scheduled CFC meetings shall have priority in building use. Other CFC related meetings shall have second priority.

6) Outside organizations will be eligible for building use when facilities are not being used by church ministries and people when their purpose is approved by the Pastor and the Head Trustee. (Profit making enterprises shall not use the facilities for any purpose).

## **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 priority of equipment use.
- 3) Each individual or group wishing to use church equipment must be approved by the CFC Church office and/or A/V Technician.
- 4) After approval, the Pastor's Administrative 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, they 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 availability. When a conflict arises, CFC activity takes priority over sponsored activities.
- 7) Any equipment borrowed and leaving CFC premises shall be signed out from CFC Church office.
- 8) Equipment such as (tables, chairs, A/V, etc....) shall be available to CFC members and regular attendees at no charge.

# Special Events Policies

## Wedding

- 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 priority being given to CFC members.
- 3) The Pastor, Staff, and Minister of music are available upon appointment to assist in all weddings.
  - Guest ministers shall be approved by the Pastor and Elder Team.
  - Guest musicians shall be approved by the Pastor or Minister of music.
- 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.
  - Non-members shall pay \$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. Rice or bird seed cannot 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) Alcoholic beverages or smoking of any sort are prohibited on church properties.
- 9) The wedding party is responsible for the cleanup of personal decoration items, cake, cups, and for removing their trash from the church premises.
- 10) The Pastor or Pastor's Administrative Assistant shall work with the couple in the development of wedding plans and implementation of these policies.

## **Funeral**

- 1) The philosophy for funerals is that a Christian emphasis is expected and that members relate the ceremony to Christian family commitment.
- 2) All funerals shall be scheduled on the master Church calendar with priority being given to CFC members.
- 3) The Pastor, Staff and Minister of Music are available upon appointment to assist in all funerals.
  - Guest ministers shall be approved by the Pastor and Elder Team.
  - Guest musicians shall be approved by the Pastor or Minister of Music.
- 4) In keeping with the funeral philosophy, CFC members and regular attenders shall use the facilities without charge, except for the service of the Church Janitor if needed.

- 5) A minimum fee of \$75.00 for the services of the Janitor shall be paid by all the CFC members and nonmembers, since the work shall be above usual duties.
- 6) Protective materials shall be used with any candles.
- 7) There shall be no alcoholic beverages or tobacco smoking on any of the church premises.
- 8) The family is responsible for the cleanup of personal decoration items, flowers and for removing their trash from the church premises.
- 9) The Pastor or Pastor's Administrative Assistant shall work with the couple in the development of funeral plans and implementation of these policies.

## **Background Checks**

### **Policy:**

The purpose of this policy is to designate formal and routine procedures for making legal investigations of possible criminal history of persons who may be involved with the children of CFC.

#### 1) Persons to be checked

- All Sr. Pastors, Associate Pastors, and anyone who is ordained by CFC.
- Any adult, staff, or volunteer who serves as a church schoolteacher, youth sponsor, nursery worker or anyone who serves in an ongoing volunteer position within the child youth programs.



- Other persons now or in the future who will have or possibly may have contact with children that the Church Council decides is necessary and consistent with the purpose of this policy.

### **Procedure:**

#### 1) Persons responsible for checking

A) The Church Council shall assign one person as the “Reviewer” between CFC and the company to complete the background check.

- The company contracted is *Protect My Ministry*.

B) The terms of these positions shall be indefinite.

C) The Church Council shall have the authority to replace any Reviewer. Reviewers desiring to resign their position should give as much notice as possible to the Church Council.

#### 2) Qualifications

A) Persons selected shall have been a member in good standing of CFC for a minimum of 3 years.

B) Persons selected must be able to maintain confidentiality.

C) The Reviewer must have necessary skills with a computer to apply for background checks with the provider.

D) Persons selected shall perform required training by Protect My Ministry prior to submitting or evaluating any criminal history transcripts (See “Protect My Ministry Child Safety Training” at the end of the Procedures).

- Reviewer will set the training date and time.

### 3) Procedure for review

#### A) Preparation of Application/Consent Form

- The consent/Background Check Authorization form (See form at end of policy) must be completed as indicated.
- These forms must be retained for a minimum of 3 years.

#### B) Preparation of Background History Check Form

- The form must be completed as listed and signed.
- This form must be kept in a locked filing cabinet until background check is completed.
- At this time the applicant shall be made aware of the grievance process available should a dispute arise over a criminal background check report, or the decision of placement based on said report.
- This form, when completed, shall be submitted to checking agency. Separate checks must be submitted for any aliases provided by applicant.

#### C) Receipt of Background Check Information

- All records pertaining to a criminal background check shall be destroyed with a shredder within five days of deciding each applicant's suitability for placement.
  - At this time the Reviewer shall mark the background check release form, "Background Check received date and reviewed."
- All records pertaining to a criminal background check shall be destroyed within Thirty days after having received the records from the checking agency.

- All criminal background reports shall be kept in a locked storage drawer until such time as the records are destroyed and shredded.
- Information contained in the returned report may only be shared with the applicant, another qualified reviewer and the checking agency. Under no circumstances, shall it be shared with anyone else.
- Applicant may NOT be allowed to keep or photocopy his or her history transcript.
- The reviewer may not record in any way, under any circumstances, the information contained in the history transcript except for cases resulting in grievances.

#### D) Review of Reports with Criminal History

- Positions working with children and youth:
  - A reported conviction, plea bargain or deferred adjudication or rape, sexual abuse or physical abuse of any nature automatically disqualifies any applicant.
  - All other recorded offenses shall be reviewed on a case-by-case basis. A second opinion should be obtained in these cases prior to deciding.

#### E) Failure of Applicant to be Accepted

- The reviewer should meet with the applicant privately to discuss the nature and reasons for denial. This will give the applicant an opportunity to withdraw from consideration.

- The reviewer should notify the Church Council of the self-removal by applicant.
- The details of the self-removal shall not be disclosed to anyone except another qualified reviewer or the checking agency.

#### F) Grievances

- Disagreement with the accuracy of information.
- Disagreement based on qualifications or suitability.
  - Reviewer should obtain a second opinion form another qualified reviewer or the checking agency.
  - In the cease of continued dispute, the reviewer should present facts and his/her recommendation to the Church Council for a final decision.

#### 4) Child Protection Guidelines

A) Adults who have been convicted of wither sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any church-sponsored activity or program for minors.

B) Adult survivors of childhood sexual or physical abuse need and will receive the love and acceptance of our church family.

C) Employees and volunteers who work with children and youth shall always observe the “two-person rule” or the “open door policy”.

- The “two-person rule” requires that employees and volunteers and supervisors shall make every reasonable effort to avoid situations where an employed or volunteer worker is alone with children or youth without a partner.
- The “open door policy” requires the door be open at all times.
- The “two-person rule” will be mandatory for all employees and volunteers with our nursery and kindergarten age children.

## 5) Implementation

A) We recommend that these guidelines and procedures be implemented within thirty days of their adoption and placed in the CFC Policy and Procedure Manual within that time frame.

- We also recommend that the completion of the initial screening process and background checks within ninety days of adoption.

B) The reviewer will have the responsibility to implement and enforce these guidelines and procedures, including the training of employees and volunteer, maintaining confidential records, and implementing the screening process.

# Protect My Ministry Child Safety Training

- 1) Child Safety Training is non-negotiable
- 2) The Child Safety Training Course is completed online at any chosen day or time. It consists of five lessons covering the following topics:
  - Lesson 1: Defining Child Sexual Abuse
  - Lesson 2: Victim Behavioral Characteristics
  - Lesson 3: Characteristics of Child Molesters
  - Lesson 4: Making a Difference
  - Lesson 5: Responsibility and Reporting
- 3) At the end of the training, a quiz will be presented to measure the volunteers' understanding of the material.
  - A Minimum score of 70% is required.
- 4) All paperwork and testing should be finalized within three weeks of receiving their information.



## Background Investigation

### Authorization Form

In connection with my application for employment or to serve as a volunteer with Christian Fellowship Church, I understand that a Criminal Background Check will be requested from a consumer reporting agency for employment or volunteer purposes. The reports contain information about you relating to your criminal history, or other pertinent background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Christian Fellowship Church. The scope of this notice and below authorization is not limited to the present and, if you are hired or volunteer, will continue throughout the course of your employment and volunteering to allow Christian Fellowship Church to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

#### ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below, I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by Christian Fellowship Church at any time after receipt of this authorization and throughout the course of my employment or volunteering, if applicable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Last Four Digits of SSN: \_\_\_\_\_

#### **Consumer Reporting Agency Contact Information**

Protect My Ministry  
14499 N. Dale Mabry Highway, Suite 201 South  
Tampa, FL. 33618  
Phone: (800) 319-5581  
[www.protectmyministry.com](http://www.protectmyministry.com)

# Social Media

Social media is an excellent platform to share the gospel around the world. We can grow our audience, engage in digital missions, and reach those we'd never otherwise be able to impact without the internet.

Policies for the use of social media platforms (Facebook, YouTube, RightNow Media, and Website) are under the following guidelines to avoid issues and to define responsibilities when using the platforms.

## **Guidelines**

1) The Pastor, Pastor's Administrative Assistant, Leadership Team and Ministry Leaders are authorized to facilitate all external communication channels on behalf of the church.

2) CFC will not post sensitive or private information.

- Those children who may be involved in a custody suit or who are in the Foster Care System will not be posted in pictures or videos on the CFC Facebook page.

3) Be extremely wise with all content posted and always use grace and Biblical wisdom when posting or responding to comments.

- Do not respond to offensive posts publicly.
- It is imperative that you conduct your online interactions in accordance with the CFC Bylaws, and Statement of Faith. If you have any questions in this area, inquire with the CFC leadership team for clarity.
- If you are unsure of how to respond to a question or comment, please check with the CFC Leadership Team before speaking as a representative of CFC.



- Political comments, stances, or rants will not be allowed. Church communications may not be used for partisan political messages or paid advertising.
- CFC members/attendees who misuse CFC's social media resources in ways that violate the law or other ministry policies will be banned from CFC social media.

4) When communicating with youth via social media, employees and volunteers serving in the children and youth ministries must always keep their professional image in mind.

5) Copyright Laws must be always respected.

## **RightNow Media**

- RightNow Media is a gift to the CFC Family
- The Pastor is the Account Owner and can browse all content, create, edit, and send training posts, invite others from CFC to join RightNow Media as User or Administrator, create a custom library for CFC to highlight meaningful content, and block content not relevant to the organization, and update organization information including logo and payment methods.
- The Pastors Administrative Assistant is the Administrator and can browse all content, create, edit, send training posts, and Invite others from CFC to join RightNow Media as User or Administrator.
- The Pastor and the Pastors Administrative Assistant have authority to update billing information and make changes to the CFC profile.

- The Users are the CFC Family who have accepted the invitation to join RightNow Media and they can browse all content and invite others from CFC to join RightNow Media as a User.

The Mission of RightNow Media is to work with the global church to inspire people to love others before self and Christ above all.

- RightNow Media will be used for posting the Sunday Morning Service, special services, Devotionals, and Round Table Discussions.
- Within RightNow Media, CFC has its' own Library to display posts and has the Fridge Notes or Scripture Notes available for downloading.
- With RightNow Media the CFC Family can experience the world's largest customizable library of biblical video resources for every person in the congregation or ministry.
- RightNow Media has video topics on the Books of the Bible, videos for small groups, Kids' shows, Women, Men, and Youth Bible Studies.
- RightNow Media can help our CFC Family flourish in every area of life, with on demand video resources about leadership, professional development, and personal care.

## **YouTube**

- The YouTube Administrators can manage all aspects of the Page.
- YouTube is used for posting the Sunday Morning service and special services.
- The CFC Website uses YouTube as the link to view the sermons on the website.

# Facebook

1) The Facebook Administrators can manage all aspects of the Page. They can publish and send Messenger messages, respond to, and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the page, they can respond to and delete comments, send Direct messages, sync business contact information and create ads.

2) The Facebook Editors can publish and send Messenger messages as the Page, respond to, and delete comments on the Page, create ads, see who created a post or comment, post from Instagram to Facebook, and view insights. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact information and create ads.

3) During events, pictures and videos taken will be posted unless someone objects to their picture being taken and posted. Do not identify persons on social media platforms without their written consent. Tagging features should be disabled.

## **Purpose:**

Facebook will be used for posting the Sunday morning service, special services, current and upcoming events, Devotionals, Everence information, Wednesday Bible Talk, Round Table Discussions, Mission trips, LINC Conferences, and any other information pertinent to happenings at CFC and the surrounding communities.

# Website

The website can be the first impression visitors get of CFC before they even walk through our doors.

- The website administrator can manage all aspects of the page.
- The website has information about CFC, who we are, our purpose, what we do and our community. There is also information available about our Pastor, our leadership, our beliefs, and a copy of our Policy and Procedures Manual.
- Those visiting our website can find information about upcoming events, using the weekly bulletin or the calendar. They can also find information about our Impact Youth Group, Special announcements and Everence. The event pictures, FAQ, and a form to contact us are also available.
- The website has the current sermon and past sermons, RightNow Media links, Devotional videos, Round Table Discussions, and you can also add the CFC logo to your Phone or Computer.
- The Vanco online giving link is available as well. This is a secure way to give, using a credit card, debit card or a checking account.
- “Find Your Faith” video can be watched. This is a video on how to accept Jesus into their lives. A yearly “Read the Bible” plan. Our CFC Library has a link to the Hazelden Betty Ford Foundation where there is information on addiction.

# 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.

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 Elder Team. 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 Elder Team.
- 3) It is preferred that individuals serve 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:
  - Faithful in attendance and a born-again believer in Jesus Christ.
  - In a right relationship with the Pastor and other members of the CFC family.

- 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<sup>st</sup> through December 31<sup>st</sup>. A person is affirmed to a three-year position and is eligible to succeed him/herself for one additional term unless the Church Family agrees to an additional term during a special meeting no sooner than sixty days prior to the October Family Meeting.

## **Meetings**

All regular Ministry Team 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 Team shall bring a recommendation for any vacancies that occur through 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 a new member to fill the vacancy of the team member rotating off. This appointment shall be made in October, and they shall begin serving on the next year's Discernment Team on January 1<sup>st</sup>.

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 an agenda ready.
- 4) Be sure to keep a record of meetings so that a follow-up plan can be made and followed.

## **Standing Ministry Descriptions**

### **Caring Ministry**

- 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, page 8-10 for reimbursement procedure.

**Terms:** 3 Years

**Accountable to:** Pastor, Church Council,

**Interests, Gifts and Abilities:** Administration, Compassion

## **Decorating Ministry**

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 the 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:** Pastor and Head Trustee

**Interests, Gifts and Abilities:** A creative eye for creating a pleasant environment.

## **Youth Group Chair**

- 1) Oversees the scheduling of all youth activities for youth in grades 7<sup>th</sup>- 12<sup>th</sup>. Along with the other youth group coaches and Wildwood Church.
- 2) Informs youth of scheduled activities by use of bulletin, text messages, Text-Em All or 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.

## **Audio/Video Technician**

- 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, and batteries.
- 3) Get lapel microphone to the Pastor or guest speaker before each service.
- 4) See Financial Policies, pages 8-10 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:** Pastor, Minister of Music

**Interests, Gifts and Abilities:** A/V Technology, Good Hearing

## **Bulletin**

1) Responsible for creating, printing, and distributing the weekly Sunday Bulletin.

2) Collect all needed announcements and event dates and times.

3) Work with Pastor or Pastor's Administrative Assistant to coordinate message/series themes with bulletin.

4) Supplies needed for the bulletin.

5) Any bulletins needed for special events.

**Term:** 3 Years

**Accountable to:** Pastor, Pastor's Administrative Assistant

**Interests, Gifts and Abilities:** Administration, A Creative Eye, Organization

## **Librarian**

1) Keep the library shelves looking neat and inviting.

2) Promote any new materials that are added to the library.

3) All non-Christian material should be approved by the Church Council before it is added to the Church library.

- 4) Keep the Library stocked with a variety of relevant books, CD's, DVDs, and other Christian materials of interest to adults, teens and children in the Church family.
- 5) 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.
- 6) Dispose of any outdate/unused materials annually. (Items can be offered to the congregation or donated to another church or organization.)
- 7) Provide an annual budget for your established expenses and improvements and submit it to the Finance Ministry as directed.
- 8) See Financial Policies, pages 8-10 for reimbursement procedure.

**Term:** 3 Years

**Accountable to:** Church Council

**Interests, Gifts and Abilities:** Love to Read, Organization, and Discernment

## **Outreach**

- 1) Coordinate 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) Oversee 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) Cast 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

## **Hospitality**

- 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) Delegate responsibilities for set-up and clean up before and after each meal.
- 5) Purchase and keep kitchen supplies stocked.
- 6) Keep cupboards/drawers organized and labeled.
- 7) Keep kitchens clean.
- 8) Create annual budget for proposed ministry needs and submit to the Finance Ministry as directed.
- 9) See Financial Policies, pages 8-10 for reimbursement procedure.

**Term:** 3 Years

**Accountable to:** Church Council

**Interests Gifts and Abilities:** Hospitality, Food Preparation, Organization, Administration

## **Mission Team**

- 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) Annually create a budget for your estimated support and submit it to the Finance Ministry as directed.
- 5) See Financial Policies, pages 8-10 for reimbursement procedure.
- 6) Pray for our Missionaries.
- 7) Keep in touch through phone, e-mail, letters.
- 8) Recommend new Missionaries when appropriate.
- 9) Encourage our Church families to recognize our Missionaries as extended families within our campus.
- 10) Stay abreast of any unexpected financial needs our Missionaries may incur.

**Term:** 3 Years

**Accountable to:** Church Council

**Interest, Gifts and Abilities:** Heart for the lost, Evangelism, Administration, Organization

## **Elder Team**

- 1) The Elder Team consist of the Pastor, Deacon, and at least three affirmed members.

2) The Elder Team shall be selected from the membership of the Church Family through a discernment process and affirmed by the Church Family.

- Nominees shall be interviewed by the Pastor and Elder Team prior to being placed on affirmation ballot.
- All affirmed positions shall take position on a rotating basis as per the Policy Manual.

3) The Elder Team shall elect their Chair, Secretary and Pastor Congregational liaison annually.

4) They are to assist the Pastor with spiritual nurture and general oversight of the Church Family.

5) Recommended to meet monthly.

6) Shall provide speakers for Pastor in his absence.

7) Be responsible to prepare the emblems for communion, the towels, basin and water for foot-washing and baptisms.

8) 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.

- Thereafter, the Pastor shall have an annual review by the Elder Team and be affirmed by the Church Family every five years.

9) Review the Pastor's financial needs and support annually and make recommendations to the Church Family.

10) The Chairperson shall be available to handle sensitive issues which may arise between members and Pastor.

- 11) To be more visible a prayer team was implemented, which consists of the Elder Team as well as Congregational Prayer Warriors.
- 12) Responsible for appointing and overseeing Sunday School teachers, Children's Church and leaders.
- 13) Be available to offer support, help, and encouragement to teachers as needed.
- 14) Help to select and approve materials and curriculum that is being used to assure that it is appropriate, and Bible based.
- 15) Create and submit an annual budget for estimate expenses and improvements to the Financial Team.
- 16) See Financial Policies, pages 8-10 for reimbursement procedure.

**Term:** 3 Years

**Accountable to:** CFC Family, Church Council

**Interest, Gifts and Abilities:** Christian Maturity, Disciplined (Spiritually, Emotionally, and Physically), Have a deep commitment to Christ, Spiritual Leadership, Compassionate, Discernment, Organization

## **Everence**

Everence helps churches grow a healthy financial stewardship ministry around the needs of our congregation.

- 1) Be sensitive to the needs of the congregation and alert the Pastor and Elder Team with any concerns.
- 2) Share information with the Elder Team on Everence.



3) Send information to Everence for receiving Sharing Fund Grant Monies.

4) Participate in the activities required by Everence to receive Sharing Fund Grant monies:

A) Reporting

- 1) Submit a report each quarter on our Stewardship Ministry to Everence.
- 2) Each report submitted makes us eligible for \$500.00 up to a total of \$2000.00.

B) Assessment

- 1) The church is eligible for an additional \$1000.00 in grant dollars by submitting a stewardship ministry assessment.
- 2) Assessments must be submitted by August 31<sup>st</sup> annually.

C) Eligibility

- 1) The amount of matching grant funds a church is eligible for is effective for one year only.
- 2) The eligible amount each year depends on the advocated completion of reports and the assessment during the previous year.
- 3) Matching funds cannot be rolled over to the following year.

D) Next Steps

- 1) Pastor and advocate meet to review and discuss the Everence program.
  - ◆ Reflect on the three pillars of *Why stewardship ministry?*

- To nurture a FAITH perspective of money.
- To create a healthy financial foundation.
- To take a planning approach to grow in faithfulness.
- ◆ Reflect on the two kinds of needs.
  - Needs of attenders (personal financial needs of others)
  - Needs of the congregation
- ◆ Reflect on what kind of stewardship team would work best for our Church.
  - Number of people
  - Various gifts to consider in people that would bring valuable insights.

2) Questions to ponder after a stewardship team is formed.

- ◆ What are ways to help nurture a faith perspective of money in others?
- ◆ What are ways to assist others in developing a financial foundation? (personally, and as a congregation)
- ◆ What are gifts and people who could assist in developing an annual stewardship plan?
- ◆ How will the various life stages (children, teenagers, 20-30's, 30-40's, etc) of our attenders impact the planning and strategies for our stewardship plan?
- ◆ How many of the five areas from the church assessment will we address in our annual plan?
  - Telling our church story
  - Preaching and teaching stewardship
    - Asking for gifts and encouraging generosity
  - Thanking givers
  - Planning for the future.

## E) Everence Resources/Tools

- 1) Prepare written report and update Elders on Everence.
- 2) Share about Everence stewardship resources with the Finance Team.
- 3) Distribute the Everence Toolkit.
- 4) Keep updated on resources available.
- 5) Submit reports on behalf of the Stewardship Team.
- 6) Submit sharing fund grant applications.
- 7) Networking with others.
- 8) Engage the Stewardship Ministry Team in completing the annual assessment.
- 9) Submit the assessment annually by August 31<sup>st</sup>.

Terms: 3 Years

Accountable to: Elder Team, Finance Chair

Interests, Gifts and Abilities: Organization, Heart for the needy, Good Stewardship

## **Text-Em-All**

- 1) Take prayer requests and put them out on Text-Em-All in a timely manner.
- 2) Send reminders on Church related events, cancellations, etc.
- 3) Follow-up on prayer requests, if possible, to give updates.
- 4) The Pastor's Administrative Assistant will check with new attenders about the Text-Em-All to see if they want to be included,

whether through texts, calls or emails and will then inform the Text-Em-All Ministry Leader.

- 5) Keep an updated list of names, phone numbers and email addresses.
- 6) Keep the Text-Em-All contacts updated as the messages the congregation would like to receive.
- 7) Keep an updated email list of emails the congregation would like to receive.
- 8) Keep the congregation updated to any changes in the Text-Em-All system.
- 9) Use discernment when receiving call for prayers on the information which should actually go out on the call/text.
- 10) Be a good listener when people call with prayer requests, sometimes they just need to talk to someone who cares.

## **Church Officers Policy and Procedure**

### **Deacon**

- 1) The person recommended for the Deacon position will be required to take a 250-question exam on Bible Knowledge.
- 2) The person recommended should be steady, be of good character and of good integrity. Should be willing to leave their comfort zone and be uncomfortable when it is necessary to take over for the Lead Pastor to do what need to be done.
- 3) The Deacon shall be ordained, the ordination held by CFC. One Deacon is desired unless more are needed as determined by the

Pastor, Deacon and Elder Team. The additional Deacon(s) must be approved by the CFC Family during a scheduled Family meeting.

4) The Deacon shall be considered as a member of the Elder Team unless otherwise indicated in CFC By-Laws.

5) The Deacon will be evaluated by the Leadership Team to determine eligibility for reaffirmation after three years.

### **Duties:**

- Assist Pastor with spiritual nurture and general oversight of the Church Family by meeting the CFC family members and attendees physical and spiritual needs.
- Meet monthly with the Elder Team.
- Oversee and be responsible for the preparation of communion elements.
- Visit the sick and needy of the church.
- Be responsible for doing preaching and teaching when needed.
- Be responsible for the CFC Benevolence Fund and work with the Everence Advocate in overseeing the Everence matching funds.
- Perform marriages in a Pastor's absence with the approval of the lead Pastor. Or Elder Team if Lead Pastor isn't present.
- Oversee funerals in the event the lead Pastor is not available or there is no lead, Pastor.

Term: 3 Years

## **Church Council**

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

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

**Term:** 3 Years

**Accountable to:** CFC Family

**Interests, Gifts and Abilities:** Vision casting, Administrative, Pro-active, Leadership

## **Head Trustee**

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

- 1) Inspect buildings 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. Assemble a shovel team for Sunday morning before service.
- 5) Organize all church workdays 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 and submitting a budget to the Finance Team for your estimate expenses and improvements.
- 9) See Financial Policies, pages 8-9 for reimbursement procedure.
- 10) Responsible for Emergency Equipment, i.e. (First aid kits, AED's, Spare batteries, Smoke detectors, Fire extinguishers.)
- 11) See Head Trustee folder for additional information.

**Term:** 3 Years

**Accountable to:** Church Council and Leadership Team

**Interests, Gifts and Abilities:** Handywork, Organization, Administration

## **Secretary**

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

- 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, wither by hard copy or electronically.
- 5) Place minutes of Family Meetings in mailboxes.

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 meetings.

**Term:** 3 Years

**Accountable to:** CFC Chairman, Church Council

**Interests Gifts and Abilities:** Organization, Typing, Clerical

## **Treasurer**

The Financial Officer of the Church and of the Church Council.

1) Work with the Pastor, Leadership Team, Church Council in maintaining a solid financial program (Based on Biblical Principles)

2) Utilize Finance Team to oversee direction of finances.

3) Prepare Annual Budget.

4) Prepare Financial Statement (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 the Pastor, payroll tax deposits, W-2s, year-end contribution statements.

**Term:** 3 Years



**Accountable to:** Church Council

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

## **Chairman**

- 1) Work with and assist the 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.
- 5) Delegate responsibility where possible and necessary.
- 6) Keep abreast of the needs of the church:
  - Maintain contact with Committee Chairs (by minutes or by contact)
  - Be aware of individual/family needs (spiritual, financial, and physical)
  - Be aware of our community (it's needs/out involvement)
- 7) Don't "Micro-Manage."

**Term:** 3 Years

**Accountable to:** CFC Family

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