

Grace Bible Church

Policy Manual

(Nov. 2023 edit)

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Biblical Mission

Grace Bible Church policies must be consistent with its Constitution. Every policy, decision, and activity must further Grace's Purpose, Vision, Mission, and Values.

Legacy Verse

"...holding fast to the word of life..." (Why) (Phil. 2:16)

Vision

Make Christ-like disciples who make disciples. (What)

Mission

Growing in Christ to Grow Others Together. (How)

Values

Grace Bible Church has and will be committed to these values:

1. Expository Preaching - Relevant messages from the Scriptures for the 21st century, challenging the lost to grace and the saint to grow.
2. Mission Minded - Sending, supporting, and recruiting missionaries.
3. Educational Development - Expanding and developing the strengths of a quality Sunday School program for all ages and spiritual maturity.
4. Committed Discipleship - Instilling Biblical character through personal mentoring and using vibrant small groups.
5. Spiritual Worship - Blending styles of classic worship offered in "spirit and truth" before an audience of One.
6. Faith Fellowship - Based on care for "one another," activities are planned with purpose for every member of the Body.

God's Servants

Elders

Elder Exhortation

Having been appointed, elders have the crucial responsibility to give oversight, steer the ship, and rule well. A wise group of elders is keenly aware of the needs of the flock and “feeds and leads” with diligence and skill.

This group of carefully chosen shepherds fulfill Peter’s exhortation: *“Therefore, I exhort the elders among you, as your fellow elder and witness of the sufferings of Christ, and a partaker also of the glory that is to be revealed, shepherd the flock of God among you, exercising oversight not under compulsion, but voluntarily, according to the will of God; and not for sordid gain, but with eagerness; nor yet as lording it over those allotted to our charge, but proving to be examples to the flock. And when the Chief Shepherd appears, you will receive the unfading crown of glory.”* I Peter 5:1-4.

Congregation Exhortation

“Obey your leaders, and submit to them; for they keep watch over your souls, as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.” Hebrews 13:17

“We request of you, brethren, that you appreciate those who diligently labor among you, and have charge over you in the Lord and give you instruction, and that you esteem them very highly in love because of their work. Live in peace with one another.” I Thessalonians 5:12, 13

Appointment and Term

Any new Elder must be appointed by the current Elder Board and affirmed by the church membership at the Annual Meeting. The Elders must appoint biblically qualified and acceptable candidates. The Elders will set the number of Elders.

The nomination of a candidate for elder must be unanimous.

Current/voting elders alone will vote on the nomination of an elder candidate. Non-voting elders should be polled. If a voting or non-voting elder votes or is polled no, that elder must explain the reason for his no vote.

After Elder appointment, 90% affirmation vote of the membership is required. Ballots will be counted by the Chairman and Secretary of Elders and a Pastor.

Constitutionally, the Senior Pastor (synonymous with *Senior Pastor* in Constitution) is an Elder when hired. No other pastor is automatically an Elder, but may be appointed by the Elder Board under the same criteria as lay Elders (Constitution, Article 6, Section 2, Elders a). Grace Bible Church believes that once an Elder is appointed he remains an Elder unless disqualified or he leaves GBC, however, Elders not currently on the Elder Board are not eligible to vote - “non-voting elders.”

Each appointed voting Elder, including appointed Associate Pastors, will sit as a voting Elder for three years and then will step down as a voting Elder for a minimum of one year. It is expected that a pastor will rejoin the board after one year.

The annual Elder term will be from February through the next Annual Meeting month.

Qualifications

An Elder must be a man who:

1. meets the spiritual qualifications of I Timothy 3:1-7 and Titus 1:1-9;

2. agrees to abide by the Articles of Membership (Article V in the Constitution) and the church's Statement of Faith (Article III) contained in the GBC Constitution.

General Responsibility

The Elders are responsible for the spiritual direction and vision of the church.

The Elders will oversee the general ministry of Grace related to the spiritual oversight of the church consistent with the Purpose, Vision, Mission, and Values described under Biblical Mission.

Composition

The Elders are comprised of two groups:

1. Voting Elders' Responsibilities - The governing authority and responsibility are vested in the voting Elders. The primary responsibility of these Elders is the administration and oversight of Grace. The voting Elders will:
 - Remain responsible for the pastoral and lay staff and their overall effectiveness.
 - Determine scope and direction of Grace
 - Deal with church discipline issues
 - Resolve conflicts among members
 - Oversee all church income and expenditures
 - Evaluate pastoral staff
 - Submit to Elder accountability process
 - Enhance the spiritual welfare of the church
 - Protect the church and its leaders from scriptural error
 - Approve any change in Grace policy before it is implemented.
 - Other responsibilities as outlined in the Constitution or this Policy Manual

Pastors who are voting Elders will not participate in any discussion or vote related to personnel issues involving pastors. No Elder may participate in any discussion or vote for which he may have a conflict of interest.

2. Non-voting Elders Responsibilities - These Elders are not required to attend Elder meetings and do not vote, but remain Elders and therefore must maintain the general responsibilities of leadership. In the spirit of "once an Elder always an Elder":
 - The Elder Chair will regularly and frequently keep non-voting Elders apprised of issues under consideration as well as the meeting time for monthly Elder meetings
 - Non-voting Elders are encouraged to attend the monthly meeting but will not participate in votes

Meetings

1. The voting Elders will hold regular meetings as agreed by the voting Elders.
2. A simple majority will constitute a quorum.
3. All matters must be decided by a majority vote of the members present

4. Each Elder must deliberate openly and honestly in his own voice and conviction. All votes and discussions must encourage complete openness and emphasize that each man must express any reservations they have with any issue and ask all appropriate questions. The Chairman must ensure this is accomplished, which *may* be done by:
 - (1) requiring every vote include three choices - "Yes," "No," "Wait,"
 - (2) holding silent or paper vote,
 - (3) asking each Elder individually for his opinion, questions, reservations about a pending issue,
 - (4) any other method that encourages this openness and complete discussion.

Each Elder should yield personal opinion, yet stand fast to biblical conviction.

Any voting Elder, when standing on biblical principle, may delay any decision for one meeting. If an Elder believes a matter is unwise or not the right time it should be tabled for prayer and discussion.

Once decided, all voting Elders must speak with one voice.

5. The voting Elders will annually elect a Chairman, Vice Chairman, and Secretary from among its membership. The Chairman will serve as chairman of both the voting and non-voting Elders.
6. The Senior Pastor or the Chairman of the Elders may call special meetings as needed.

Chairman of the Elders Responsibilities

The Chairman of the Elders will:

1. Oversee and direct the work of the Elders;
2. Lead all Elders meetings;
3. Oversee any congregational business meeting.

Vice Chairman of the Elders Responsibilities

The Vice Chairman of the Elders will:

1. Assist the Chairman of the Elders in his duties;
2. Serve as Chairman in his absence;
3. Oversee the recruitment of new elders.
4. Other duties as requested by the Chairman.

Secretary of the Elders

The Secretary of the Elders will keep accurate minutes and records of all Elders and congregational meetings and record updates to the Policy Manual. The Secretary will maintain a secure online repository of current and past minutes accessible by all Elders. The secretary will send a synopsis/edited for confidentiality version of the minutes monthly to the congregation.

Accountability

Elders must remain be above reproach in all behavior and attitudes, remaining humble (Philippians 2:3-8), and a model of spiritual virtue for the Grace family (1 Corinthians 4:1-4; 1 Timothy 4:12), exemplifying these characteristics (Titus 1:5-9; 1 Timothy 3:2-7):

- One woman man (see Position Statement....)
- Prudent/Sensible/Temperate
- Respectable
- Hospitable
- Able to teach
- Not addicted to wine or other behaviors
- Not pugnacious or tending to anger
- Gentle
- Uncontentious, and resolving conflicts quickly
- Free from love of money, not fond of sordid gain, financially responsible
- Manages household well with obedient children
- Not self-willed
- Not quick-tempered
- Love what is good
- Just
- Devoted
- Self-controlled
- Good reputation

To help each ensure he remains faithful to these characteristics, each Elder should be biblically accountable to another godly man. (1 Peter 5:5-6)

Sin/moral failure should be confessed to God (1 John 1:9) and to the Elders if the ministry of Grace Bible Church could be impacted.

Discipline / Removal

If an Elder no longer qualifies for the office, (i.e., no longer demonstrates the above qualities) the Elders will review the matter and determine whether discipline or removal is necessary.

Removing an Elder requires 90% majority vote of the remaining voting Elders.

I Timothy 5:19-20 will be used as the model for discipline or removal of an Elder from office.

Policy Manual Editing

This policy manual can be edited by the current elder board at any time with a super-majority (2/3) vote.

Pastors

Besides the Senior Pastor, Grace has four types of Pastors or pastoral-type positions:

Associate Pastors retain independent oversight and full responsibility for assigned pastoral or administrative roles. Each is responsible for training, staffing, budgeting, planning, and execution of assigned roles and is also expected to assist in any Grace Bible Church Ministry role.

Assistant Pastors have responsibility for assigned pastoral or administrative roles under the supervision of an Associate Pastor. Each assists in training, staffing, budgeting, planning, and execution of assigned roles and is also expected to assist in any Grace Bible Church Ministry role.

Directors are not pastors and are partially responsible for assigned roles. Each is responsible to an Associate Pastor for training, staffing, budgeting, planning, and execution of assigned roles and are also expected to assist in any Grace Bible Church Ministry role.

Interns are not pastors and are partially responsible for assigned roles that work toward developing their intended ministry. Each is responsible to learn training, staffing, budgeting, planning, and execution of assigned roles and are also expected to assist in any Grace Bible Church Ministry role.

Qualifications

A pastor must be a man who:

1. Meets the spiritual qualifications of I Timothy 3:1-7 and Titus 1:1-9.
2. Licensed and/or ordained consistent with the Constitution.
3. Agrees to abide by the Church Covenant (Article IV) and Statement of Faith in the Constitution (Article III), able to perform the duties of the job description.

Selection and Term

1. Elders, or the Board's appointees, will comprise any Pastoral Search Committee.
2. A unanimous vote of the voting Elders is required to hire, or promote, any Pastor.
3. At least one member of the Pastoral Search Committee will be a GBC member who is not also an Elder. The Search Committee will provide regular reports to the GBC congregation.
4. All pastor candidates will be voted on by the members with 70% affirmation (Article VI Section 2).
5. A pastor will be called for an indefinite time period and will serve until he resigns or is terminated consistent with the Constitution, (Article VI, Section 2).

Reporting

The Senior Pastor will report directly to the voting Elders. Unless directed otherwise by the Elders:

- Associate Pastors will report directly to the Senior Pastor.
- Assistant Pastors will report directly to an Associate Pastor assigned by the Senior Pastor.
- Interns will report directly to their supervising Pastor.
- Directors will report directly to a Pastor assigned by the Senior Pastor.

Leadership

The Elders are responsible for the spiritual direction and vision of the church.

The Senior Pastor is the leader of the church staff, who takes direction from and reports to him.

Every decision should be considered and decided based on the impact to the spiritual growth of the individual believer rather than the numerical growth of the congregation.

Pastors should encourage and build lay leaders of ministries, according to their gifts, under the Elders' general guidance and direction. (Acts 6:3-4; Exodus 18: 13-24)

Training and Development

Pastors are encouraged to be involved in seminars, educational programs, and professional organizations with the approval of the voting Elders.

Pastoral Care and Administration

All pastoral staff will assist and complement each other in:

- Equipping and edifying members
- Follow-up of visitors to Grace
- Visit friends and members of Grace during illness/crisis
- Counsel - marital and individual
- Assist training leaders
- Discern spiritual gifts of the church body
 - Train disciples to use spiritual gifts

Accountability

Pastors must be above reproach in all behavior and attitudes, remaining humble (Philippians 2:3-8), and a model of spiritual virtue for the Grace family (1 Corinthians 4:1-4; 1 Timothy 4:12), exemplifying these characteristics (Titus 1:5-9; 1 Timothy 3:2-7):

- One woman man, not having eyes for other women
- Prudent/Sensible/Temperate
- Respectable
- Hospitable
- Able to teach and holding fast the faithful Word
- Not addicted to wine or other addictive behaviors
- Not pugnacious or tending to anger
- Gentle
- Uncontentious, and resolving conflicts quickly
- Free from love of money, not fond of sordid gain, financially responsible
- Manages household well and with believing children
- Not self-willed
- Not quick tempered
- Love what is good
- Just
- Devout
- Self controlled
- Good reputation

To help each ensure he remains faithful to these characteristics, each Pastor should be biblically accountable to another godly man (in addition to the Senior Pastor and Elder Board). (1 Peter 5:5-6)

Sin/moral failure should be confessed to God (1 John 1:9) and to the Elders if the ministry of Grace Bible Church could be impacted.

Evaluations

1. The Elders will annually evaluate each pastor.

Other Officers

Pastors, Elders, and Deacons are the primary officers of Grace. Consistent with the Constitution, Article VI, Section 1:

- a. Other officers will be elected by the Elders. Each candidate will be elected after much prayer and forethought with special consideration of qualifications as to talent, ability and most important as to spiritual and moral qualifications. The Elders should consult each candidate as to whether he will accept the office if elected; he must also be in harmony with the Doctrines and Policies of the Church.
- b. Vacancies may be filled by appointment of the Senior Pastor with the approval of the Board of Elders

Members

Member requirements are specified in the Constitution and new members must be confirmed by a pastor.

Church Discipline:

- a. Procedures to follow when a member sins against another believer (Matt 5:21-26; 18:15-22):
 1. If the sin relates only to himself, and is known to none other, the offended shall, without consulting or informing any person, seek private reconciliation, which, if effected, shall end the matter.
 2. If the matter is not cleared, it shall be the responsibility of the offended to select two or three others with whom he may seek to effect reconciliation.
 3. If this fails, the offended must lay the matter before the Board of Elders. If this fails, then the Board of Elders may lay the matter before the church, or take other appropriate action.
- b. If anyone shall be publicly guilty of any crime, or gross impropriety, any member, knowing the transgression must contact the offender of his or her intention to lay the matter before the Board of Elders that he may appear in his own defense.
- c. When common rumor charges a crime or gross impropriety against a member, it shall be the responsibility of the person hearing it to visit the accused, and inform him of the report. Before this visit, careful examination must be given to determine the correctness of the report or rumor and this must be done without gossip, which could damage another person's name, character or family, should he be innocent. Having done this, and having determined that there is truth to the rumor, the matter must be brought to the attention of the Board of Elders. The Board of Elders shall follow the same procedure as outlined under this same section.
- d. If a member, has sinned and shall voluntarily confess it before the Board of Elders or church, as appropriate, manifesting repentance, there shall be no further charge laid against him.
- e. Every member, against whom a charge of misconduct is made will have the privilege of speaking in his own defense.
- f. If a member, fails to satisfactorily defend the charges against him or deliberately refuses to appear before the Board of Elders when asked, he will be dismissed from church membership.

Disputes

Disputes among members, should be resolved among themselves ensuring reconciliation and

forgiveness, as appropriate. If a dispute cannot be resolved as such, it should be brought to the Elders rather than pursuing civil remedy. 1 Corinthians 6:1-7

Inactive Members

Voluntary and involuntary dismissal of members is controlled by Article V Section 2 of the Constitution.

Elder Planning Timelines

Elder planning is critical for proper order and administration. Although these activities are important, the months are approximate. Pastoral Staff should regularly update the Elders on ministries and activities.

January

- 1) Officers elected (Chair, Vice-chair, Secretary, Treasurer). The Chairman for the January meeting will be the previous year's Chairman.
- 2) Prepare New Elder Documents:
 - Constitution
 - Policy Manual
 - Access to online Elder folder with meeting minutes and other Elder materials
- 3) Annual Meeting led by Chairman (required to occur in first quarter)
 - a) Financial Reports
 - b) Property Reports
 - c) Committee updates
 - d) Affirm new Elders

February

- 1) First monthly meeting run by the new Elder Chairman.
- 2) Discuss potential candidates for next year's elder board. The Vice-Chairman will be in charge of pursuing these candidates and reporting on their status throughout the year. He will reach out to candidates, gauging interest.

April

- 1) Vice-Chairman reports on status of elder candidates. All elders are encouraged to get to know candidates that are interested.

June

- 1) Status check for Pastors regarding vacation status

July

- 1) Vice-Chairman reports on status of elder candidates. Discuss elder training options.

September

- 1) Pastor Evaluation forms distributed to Elders to be completed by October meeting
- 2) Finalize elder candidates for upcoming year.

October

- 1) Potential candidates for next Elders are decided and the new-Elder process is started with Elder Application form delivered to candidates.
- 2) Pastors' evaluations are submitted to the Elder Chairman.
- 3) Elders set personal and ministry goals for Pastors based on suggestions and input from Pastors' evaluations.
- 4) Pastors submit recommended budget to Finance Committee
- 5) Deacons and Missions Committee submit recommended budget to Finance Committee
- 6) Deacons submit to Elders suggested names for Deacon nominations
- 7) Vote on new elder candidates.

November

- 1) Finance Committee presents proposed budget to Elders, including staff and pastor salaries
- 2) Vote on nominated Deacons for following year
- 3) Vote on nominated Elders for following year (to be affirmed by Body at January Annual Business Meeting)
- 4) Staff evaluations completed Admin Pastor
- 5) Finance Committee sets staff salaries.
- 6) Present elder candidates to church.

December

- 1) Elders set/approve salaries and approve next year's budget
- 2) Pastoral Staff to evaluate ministry assignments and recommend goals for the following year

Standing Committees

Organization

Accountability- All Standing Committees are accountable to the voting Elders and subject to their oversight. Each committee will have an assigned Pastor as a member.

New Committees - Other Standing Committees may be appointed by the voting Elders as they deem necessary. Ad hoc committees may be appointed by the Senior Pastor, as approved by the Elders.

Deacons Committee

Purpose - To minister to the needs of individuals and families as directed by the voting Elders and to oversee and maintain all Grace real and personal property

Qualifications - Each Deacon must meet the spiritual qualifications as set forth in Acts 6:3 and I Timothy 3:8-13.

Leadership - The Deacons Committee will annually elect its officers, including a chairman. A voting Elder will act as a liaison and attend Deacons Committee meetings.

Responsibilities - Consistent with the Constitution, (Article VI), The Deacons Committee will:

- Oversee all revenue and expenditures of the Benevolence Fund
- Coordinate and administer servant ministries.
- Organize and oversee all ushers and greeters for all church services as required.
- Prepare and submit an annual Deacon budget to the Finance Committee.
- Maintain complete custody, access and supervision over all tangible and real property owned, leased or rented by the church, including lighting, and all other fixtures.
- Purchase, rent, maintain, and repair all church equipment.
- Maintain and repair all church property.
- Create, update, and enforce all facilities policies to assist in meeting these responsibilities.
- Coordinate opening and closing the facilities for Grace activities.
- Coordinate the set-up and take-down of chairs for worship services.
- Control year-round temperature within the facilities.
- Coordinate preparation of the baptistery under the direction of the Senior Pastor.
- Supervise the custodial staff.

They shall not assume any obligation for the church exceeding \$2000.00 without Elder Board approval for each separate instance.

Meetings - Deacons shall meet once a month with the designated Pastor for prayer and to discuss business and plans.

Finance Committee

Purpose - To oversee all financial activities of Grace

Members - The Finance Committee will be composed of the Treasurer, Assistant Treasurer, and members annually appointed by the Elders (Const. Article VII, Section 1). The Treasurer should be someone other than the Chairman of the Elder Board.

Responsibilities - Consistent with the Constitution, The Finance Committee will:

- Review the annual Grace church budget submitted by the Pastors
- Oversee all church income and expenditures under the guidance and supervision of the voting Elders.
- Oversee, and hold accountable, the Church Treasurer.
- Create, update, and enforce all financial policies to assist in meeting these responsibilities.
- Annually recommend staff salary adjustments to the Elders.
- Supervise investment of funds.
- Oversee endowments
- Maintain adequate workers compensation, general liability, and any other insurance deemed appropriate by the Finance Committee or voting Elders.

Treasurer - The Treasurer will report to the Finance Committee.

Qualifications - The Treasurer must:

- be a member of Grace.
- live a godly life
- demonstrate skills necessary to fulfill the responsibilities of the position, including honesty, integrity, accuracy, and ability to keep confidences.
- It is preferable, although not required, that the Treasurer be a voting Elder

Appointment

- A Treasurer will be appointed by the voting Elders.
- Assistant Treasurers will be appointed by the voting Elders, as needed.

Responsibilities

- Keep an accurate account of all disbursements and debts owed by the church;
- Take charge of all monies for the church and disperse the same under the direction of the Finance Committee;
- Prepare a financial report at each scheduled business meeting and shall keep his books open for inspection by the Elders.
- He shall have the authority to sign checks on behalf of the church according to the procedures
- The Treasurer and all assistants will be bonded.
- Maintain and update all state corporate records as required by the State of Missouri.

Assistant Treasurer: An Assistant Treasurer will act under the Treasurer's direction and will assist the Treasurer and have the authority to sign checks on behalf of the church in the absence of the Treasurer.

Missions Committee

Purpose - To oversee and coordinate the Grace missions program patterned after the book of Acts. We intend to support those churches and missionaries, throughout the world, who are pursuing clear biblical methods of discipleship and training, including expository preaching and mentoring (Acts 1:8)

Members - Members will be appointed by the assigned Pastor and approved by the voting Elders.

Responsibilities - The Missions Committee will:

1. Create an awareness of GBC missions and missionaries around the world within Grace.
2. Promote the missionary programs of Grace.
3. Recommend a missions program to the voting Elders.
4. Recommend to the Elders expenditures of Missionary monies.
5. Administer the funding status and needs of our missionaries, manage GBC missions strategy and purpose, and consider new support opportunities.
6. Stress the importance of missions by regular congregational reports of missionaries and missions projects supported by the church.

Priorities - The Missions Committee will strive to establish and maintain a distribution of financial commitments that reflects the following priorities and funding goals. These will be implemented when giving increases or when an existing missionary or organization that we support either retires or the existing commitment is dropped:

1. **Church Planting:** Approximately 40% supporting full-time missionaries on the field planting churches
2. **Church Strengthening:** Approximately 30% supporting missionaries and organizations training new missionaries, pastors, and church leaders.
3. **Support Ministries:** Approximately 10% supporting missionaries and organizations that provide resources and administration for global outreach.
4. **Special Needs Ministries:** Approximately 20% supporting missionaries and organizations that provide resources for special needs ministries.

Ministries

Leadership Qualifications

Each ministry leader must:

1. Be a member of Grace
2. Exhibit the heart, skills, and desire necessary to effectively lead the ministry.
3. Consistently exhibit maturity in their Christian walk.

Appointment

All ministry leaders will be recommended by a pastor and the pastor will inform the voting elders.

With voting Elder approval, the ministry leader may appoint individuals and committees to help in the ministry.

Responsibilities

Each ministry and ministry leader reports directly to the Pastor or Elder appointed to oversee their particular ministry.

Taskforces and Ad Hoc Committees

Purpose

A taskforce or ad hoc committee may be set up temporarily to contribute to the mission of Grace. Its focus may be to create a temporary ministry, establish a new ministry, or examine other ideas that may benefit Grace or its vision.

Establishment

Anyone member may initiate a taskforce or ad hoc committee. To initiate, the person must:

1. Outline the purpose and benefits, including any costs the committee will incur.
2. Obtain “sponsorship” from at least one Elder. The sponsoring elder must believe the new ministry or idea has the potential to benefit Grace mission and purpose. The sponsor must also serve as a liaison to the Elders and keep them informed.
3. The Elders must approve any new idea/ministry that will require significant church resources.

Services and Events

The Pastors and Elders shall arrange preaching services, prayer services, communion services, evangelistic services, missionary conferences, etc. The pastoral staff is responsible for implementing and communicating appropriate procedures to fulfill this service

Believer's Baptism

The pastors are responsible for ensuring that baptisms occur as needed. They will implement appropriate policies to ensure baptisms normally occur during Sunday morning worship services and are observed in a way consistent with this policy and our Constitution.

Communion

The pastors are responsible for ensuring that communion observance occurs at least monthly. They will implement appropriate policies to ensure this regular communion occurs during normal Sunday morning worship services and is observed in a way consistent with this policy and Doctrinal Statement.

Dedication Service

As needed, GBC will offer a parent/child dedication opportunity to new parents during a regular Sunday morning worship service. A pastor will dedicate the child to the Lord's service, the parents to raising the child according to the nurture and admonition of the Lord, and the congregation to support and encourage the family in the Lord.

Weddings

Policy

Grace facilities are available for biblically consistent weddings approved by the Senior Pastor. Grace Pastors will not marry individuals who would be unequally yoked. See also Grace position statement - Homosexuality. The Administrative Pastor is responsible for implementing reasonable procedures and practices consistent with this policy.

Only Pastors of Grace Bible Church may officiate wedding services at Grace Bible Church without prior approval. If a Guest Pastor is requested, the Guest Pastor must be interviewed and approved by the Senior Pastor of Grace Bible Church.

Grace Bible Church events take precedence over any wedding or special event.

Wedding receptions are not permitted except in special cases for members, which must be approved by the Administrative Pastor.

Reservation Deposit.....\$300

- (non-refundable; will be applied to the Wedding Fees)

Wedding Fees

(All fees must be paid a month prior to the date of the wedding)

- GRACE WEDDING LIAISON.....\$200**
 - (See note on explanation page)
- FACILITY FEE..... \$300**

(This includes the Auditorium, Lobby & two small rooms; this fee is waived for members)

- Additional large rooms.....\$150 ea
- Additional small rooms\$75 ea
- JANITORIAL FEE.....\$75**
- GRACE AUDIO/VISUAL TECHNICIAN.....\$125**
 - (Includes rehearsal and ceremony)
- REARRANGE STAGE.....\$100**
 - (Includes stage tear down and set up)
- CHAIR SETUP FEE.....\$200
 - (This charge is for rearranging the chairs in the auditorium. Center aisle included in standard Facility Fee)
- GRACE PASTOR (suggested donation).....\$250

****MANDATORY SERVICES**

Wedding Fees Explanations

RESERVATION DEPOSIT

- A reservation fee of \$300.00 must be received to reserve your wedding day at Grace Bible Church following confirmation that your chosen date is available.
- This deposit must be received within 30 days of confirmation. If it is not it will be removed from the church calendar.

GRACE WEDDING LIAISON FEE

- The Wedding Liaison provides proper communication between you and the church.
- The Wedding Liaison provides you the contact point to answer all questions you may have that are not covered in this policy. (Please do not contact any other church staff about the wedding policy.)
- The Wedding Liaison provides access to the building for decorating, the rehearsal, and for the wedding.

The Wedding Liaison schedules the A/V Technician, Pastor and all church involved elements of the wedding.

FACILITY FEES

- Sanctuary can comfortably seat 400 people.
- Costs include custodial fees associated with any set-up & clean-up for the wedding.

AUDIO/VISUAL TECHNICIAN & REARRANGING STAGE

- This service must be performed by a Grace Bible Church approved A/V technician.

GRACE BIBLE CHURCH PASTOR

- This recommended donation compensates the Pastor for the many hours of prep time as well as 3- 4 premarital counseling sessions that are a requirement for anyone being married by a Grace Pastor.

INCLEMENT WEATHER FEES

- (Snow & Ice Removal) Client will be billed for these services if needed.

Reception Fees

(All fees must be paid a month prior to the date of the wedding.)

Receptions are only allowable for members of Grace Bible Church. Our facility does not have a dedicated fellowship hall so areas must have double usage to accommodate a reception. This requires at least:

RESERVATION DEPOSIT

- A reservation fee of \$300.00 must be received to reserve your wedding day at Grace Bible Church following confirmation that your chosen date is available.
- This deposit must be received within 30 days of confirmation. If it is not it will be removed from the church calendar.

CHAPEL WEDDING

This would be a simpler ceremony with up to 50 people in attendance.

PRICING

- FACILITY FEE – CEREMONY.....\$25 per hour
- JANITORIAL FEE.....\$25 per hour
- AUDIO TECHNICIAN.....\$25 per hour
- GRACE PASTOR(suggested gift).....\$100

General Guidelines

- All Building Use policies apply to weddings.
- The Wedding party is responsible for any damage.

Music Guidelines

- Only trained instrumentalists may use Grace instruments.
- Only an approved Grace Bible Church technician may use any audio/visual equipment (on-stage or at soundboard).

Announcements

Policy

Announcements must be designed and distributed to appropriately and adequately inform the congregants involved or affected by the subject of the announcement.

The Pastors are responsible for implementing reasonable procedures and practices consistent with this policy. All procedures and practices must be applied consistently and fairly to all

requests.

Special Events

All special events with GBC involvement must be approved by the Elders.

Building Use Policy and Procedures

Procedures:

- Grace Bible Church events take precedence over outside events.
- The Building Use Contract must be filled out with all pertinent information to be considered by church personnel. Date is not considered secured until all forms and deposits are received and approved.
- A 10% deposit is due with your Building Use Contract.
- Outside organizations must provide a Certificate of Insurance and name Grace Bible Church as additional covered.
- Client will receive confirmation of deposit the day it is received. The event will be added to the church calendar.
- Client will be notified, as early as possible, if a conflict with the event date or time arises. Reasonable measures will be taken to accommodate your event.
- Checks should be made payable to Grace Bible Church and designated to event fees in the memo line. All fees should be mailed to:

GRACE BIBLE CHURCH

601 Blue Ridge Road

Columbia MO 65202

Members:

Building use for a non-church related, personal event, (i.e. Birthday party, graduation party). There is a \$75.00 building, equipment, and cleaning fee added to the total room rate (See Building Use Contract).

We will ask that no one goes into areas that are not rented. The kitchen is only used for warming food. It is not set up for complete meal prep.

You can use the church's tables and chairs, you are responsible for set up and putting them back where they belong. You will need to arrange a time during business hours to pick up a key fob for the west door and a key for the janitor and maintenance closets. You will be shown where the tables and chairs are kept and any other information you may need.

It is the policy of Grace Bible Church that the facility cannot be used for a business or for-profit meeting or event.

Please fill out a building use form on CCB,

<https://gracebiblecolumbia.ccbchurch.com/goto/forms/9/responses/new> , so that we have a record of when and what the building is being used for. We will send a contract for you to sign that you agree to pay the fees listed on the building contract.

Policies:

- The use of alcohol, cigarettes or illegal drugs is not allowed on church property.
- Pets are not allowed in the building. Service animals only.

- We reserve the right to limit activities we consider to be in poor taste, inappropriate or offensive. If in doubt, ask for clarification prior to your event.
- Tacks or nails may not be used to decorate, please use painter (blue or green) tape. Do not tape anything to the doors or windows.
- The kitchen of Grace Bible Church is classified as “a warming kitchen” by the County Health Department. You are asked to keep within the kitchens restricted code classification and the limited equipment design.

Fees:

- Rental includes up to a 30-minute free preparation time before the event, plus clean up time after the completion of the event.
- Discount rates will be available for weekly rental agreements or extended use agreements on a limited basis.
- Auditorium fee includes the use of lobby and two small rooms.
- If any light or sound equipment is needed, a Grace Bible Church trained AV technician is required @ \$125 plus \$25 per hour over 5 hours.
- All building rentals are subject to an additional custodial fee of \$75, plus \$15 per hour over 3 hours.
- All fees are due upfront. If a cancelation occurs less than a week prior to the event, all but \$100 will be refunded.
- There will be \$5 refundable key fob deposit. Fobs must be returned to the office by next business day.

Make sure all doors are locked when you leave.

Security and Guest Services Committee

Objectives

GBC Guest Services members strive to provide a safe and secure environment for GBC members and guests to worship and grow in their faith. They must be unobtrusive and promote an atmosphere conducive to a fulfilling and healthy worship experience. They are to have a heart and mindset of protecting and caring for others by being aware of their surroundings and take decisive action when needed. They put the well-being and lives of others before themselves while serving at GBC and have a willingness to sacrifice attending events as a participant to remain alert by ensuring the safest possible environment. They contribute by volunteering their time at GBC to cover schedules on Wednesday nights, Sundays, during the week of Vacation Bible School, and at training events. Volunteers also make personal financial sacrifices through licenses, appropriate insurance coverage, equipment purchases, and other training costs.

Volunteers provide secondary services by assisting in emergencies such as medical, fire, power outages, natural disasters, and missing children. If local first responders or law enforcement respond to any situation, they will assume control of all directions and assistance.

Committee

Guest Services Committee will be responsible for recommending policies and procedures for Grace safety and security directives and guidelines and emergency procedures consistent with this objective and the guidelines below. All guidelines and directives must be reviewed and approved by the Elders before implemented. The Administrative Pastor will be a committee member

These guidelines and procedures will address: Child Safety and Custody, Medical Emergency, Severe Weather or Tornado, Fire or Fire Alarm, Gas Leak, Bomb or Bomb Threat, Intruder or Disruptive Person.

Severe Weather Procedure and Cancellations

Cancellation - After consulting, as appropriate, with Elders, the Senior Pastor has the authority to cancel Sunday Worship Service or any other service or event in case of severe weather. Each Associate or Assistant Pastor has the authority to cancel any service or event he is primarily responsible for.

Safety - In case of severe weather the Senior Pastor with the Guest Services Team (or the adult in charge of the activity) will be responsible for making decisions related to the safety of the participants.

If a church activity is in progress, Guest Services or the person(s) in charge will be responsible to monitor the evacuation of the children to safe areas.

Child and Youth Protection

Purpose

To protect the children under our care and comply with state law.

Policy

Any staff or volunteer who reasonably believes a child (under 18) has been abused or neglected must report it immediately to a pastor. The pastor must immediately report it to the Missouri Children's Division within the Department of Social Services.

Abuse is any intentional physical injury, sexual abuse, or emotional abuse, but does not include reasonable spanking. Neglect is the failure to provide the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being.

Proper supervision of all children and youth should be used to reasonably avoid improper activities and proper involvement in all activities.

Reasonable and appropriate discipline may be necessary. All such discipline must be explained and reported to the child's or youth's parents. Physical discipline of children by staff or volunteers is strictly prohibited.

Procedure

The Pastors, working with the ministry leaders, are responsible for setting appropriate procedures to help ensure this policy is enforced and trained to those in ministries with children under 18.

A background check must be completed for anyone regularly working with children or youth.

Any incidents should be reported to the Elders, which should consider whether any, or other, action is needed.

Deacons Policies

Benevolence Fund

Purpose

To provide short-term financial support to the needy of Grace, our friends, and others God brings to us for assistance. Priority will be given to:

1. Members and regular attendees of Grace.
2. Those who do not attend Grace, but are former members or persons involved in Grace ministries.
3. Friends and family of members and regular attendees.
4. Strangers, after appropriate proof of need.

All funds will be used only for approved Benevolence Fund disbursements:

- An individual or family personal need; not a ministry, business or other request, and
- A basic life need (ie. food, shelter, not cable or exorbitant phone bill), or
- A specialty need, which is an extraordinary one-time need.

Authority

The Benevolence Committee has the sole responsibility and authority to determine each need and to direct payment from the Benevolence Fund. All decisions of the Benevolence-Committee must be unanimous of all members. A Pastor's input and advice will be requested case by case.

All requests should be directed to the church office who will immediately inform **the Benevolence Committee**.

A commitment for assistance can only be given by the Benevolence Committee, after verification and a commitment decision has been made.

Records & Payments

No cash disbursement unless approved by the entire Deacons Committee for extraordinary reasons.

A-completed **Benevolence Application** will be maintained **for** each person assisted. It should identify the person or family and record the date, amount, check number, and payee of each payment. A brief note should also be recorded summarizing the need.

Budget

The primary source of funds will be through the saints of Grace.

Accountability

The **Benevolence** Committee may recommend or require a financial assessment before assistance or financial counseling after assistance. **An Application for Assistance should be completed to assist in the decision-making.**

Reporting

At each Benevolence Committee meeting a report of all disbursements with a description of all requests met and denied **will be reviewed**.

Absolutely no discussion or documentation **that identifies recipients** outside of the **Benevolence** Committee will be given regarding the direct use of funds or requests unless directed by the Elders.

Building Use

The Deacons are responsible for implementing reasonable procedures and practices consistent with this policy. These procedures should ensure proper building security; reserving the building, rooms, or other property; and proper use of building, rooms, furniture, and equipment.

Anyone using Grace property must comply with all Grace policies and procedures related to building use and restrictions. Grace prohibits any use or activity that *we* consider to be in poor taste, inappropriate, offensive, or inconsistent with God's Word.

Smoking and tobacco use are not permitted in the church facility. Alcohol use is not permitted anywhere on church property.

Priority in Building Use

Grace Bible Church building use must always advance Grace's mission and goals.

1. Regularly scheduled worship services and rehearsals and other regular church programs.
2. Member and regular-attender functions and Grace-sponsored organizations' activities.
3. Service to other Christian organizations.
4. Service to the non-church public that include evangelistic opportunities (i.e. bloodmobile, AA, Chamber of Commerce, or use by corporations or schools).

Fees and Charges

Church ministries will not pay to use the facilities.

The wedding policy identifies all wedding fees. Other approved non-member user may be charged facility fees. All users may be charged janitorial fees and assume all responsibility for any damages incurred from the event.

Keys

The Administrative Pastor will oversee issuing any key to a room or building. He is responsible for implementing written procedures for keys consistent with this policy. The procedures must ensure keys remain secure and prohibit sharing and copying without the Administrative Pastor's permission. Those needing regular entry to a room or building at times other than normal work hours, may request a key. Pastors, staff, Chairman of the Elders, and others who need regular, long-term access to the building or rooms will be given a key.

Financial Policies

Financial Accountability

Privacy

No information about our checking account should be given to anyone over the phone, on an order form, or in correspondence **without a valid business reason and with the knowledge of the church Treasurer**. This information, including the bank number, our account number, and the check number should be considered confidential information.

Accountability

The Finance Committee is responsible for setting appropriate procedures for handling offering and other money GBC receives. Such procedures must ensure that:

- all money must be safely locked **or in the presence of one or more persons who have approval by the Treasurer**.
- all money is placed in the appropriate **GBC-approved** fund as directed by the giver; **when there is a question regarding direction of funds the the Finance Committee will determine the appropriate fund;**
- utmost integrity, transparency, and accountability is exercised from the time any church member or employee receives it until it is deposited.

Upon Finance Committee or Deacon recommendation, the Board of Elders must approve any unbudgeted expenditure exceeding \$7,500 (whether one or more payments)

If Elders seek to approve an unbudgeted expenditure > \$10,000 they should seek a recommendation from the Finance Committee.

Contracts that exceed 12 months in length must receive approval by the Finance Committee.

Budget Guidelines

Purpose

The budget process is an extremely important function of the church leadership. It is an exercise in balancing and ordering priorities. We must allocate limited dollars to unlimited needs. All budgets are prayerfully and carefully reviewed by the Finance Committee and approved by the Elders. The goal is to ensure the greatest impact to God's Kingdom with the dollars He provides to us.

Policy

All budgets must further to the greatest extent possible Grace Bible Church's Purpose, Vision, Mission, and Guiding Principle.

Guidelines

To maintain clear responsibility, the following ministries/leaders should budget these items and are responsible for the spending in each account.

Elders

- Pastors' salaries and benefits

Pastors

- Senior Pastor, or his designee, is responsible for the overall spending of the annual

budget, ensuring spending stays with budgeted amounts and church giving and appropriate approvals are obtained

- Each Pastor is responsible for recommending a budget in his areas of responsibility and ensuring that expenditure stays within the budget and appropriate approvals are obtained. **If a budgeted category exceeds 10% or \$1000 (whichever is greater) the responsible pastor needs to seek Elder Board approval with Finance Committee notification.**

Finance Committee:

- Income (offering, building fund, missions, interest and miscellaneous)
- All liability and staff and volunteer insurance (liability, workers compensation, etc.)
- All property insurance (real property, contents, and auto)

Deacons Committee

- Equipment rental and purchase
- Equipment repair and maintenance
- Capital improvements
- Utilities (electric, gas, water, phone, trash).
- Facility maintenance (property, lawn, parking lot and snow)
- Miscellaneous operations

Missions Committee

- Individual missionaries
- Income - Missions restricted
- Missions Conference
- Missions - short term
- Missions Special Projects

Budget Process

Purpose

The budget process is designed to ensure the Elders have sufficient information about the budget to make well-informed decisions ensuring expected income is appropriately budgeted based on the upcoming year's plans, priorities, and needs.

Process

Plans and Priorities - The Elders and Pastors will establish the upcoming year's priorities and plans before the budget process begins.

Due Date - Budgeting timetable will follow the timelines shown in the **Elder Timelines** section.

Approval and Presentation - The Annual Budget will be approved by the voting Elders and presented to the congregation at the Annual Meeting.

Spending of Ministry Budgets

Authority

The responsible ministry or Pastor may spend their budget accounts as budgeted.

Generally, each ministry has the freedom to spend the total amount allocated as it desires. For example, if a ministry determines it is in its best interest to cancel an event and spend that allocated amount elsewhere, it may do so.

New events or expenses may also be added if within the total budget amount.

If in doubt on any expenditure contact the church Treasurer.

Responsibility

Because the Lord has entrusted the church leadership with the responsibility of being faithful stewards of His money, all spending is ultimately the responsibility, and at the discretion, of the Finance Committee and voting Elders. Spending may not be approved if:

- a) Spending is contrary to a stated policy;
- b) Spending is contrary to Grace's or the ministry's mission or purpose;
- c) Spending will take the ministry over its budget **by 10% or \$1000 (whichever is greater) and Finance Committee or Elder Board approval has not been obtained;**

The Senior Pastor, with Finance Committee oversight, is responsible for ensuring overall spending also does not exceed **projected** giving.

The Finance Committee, at their discretion, may recommend for voting Elder approval that any or all individual budgets should be lowered or raised during the year if giving changes.

The Finance Committee is responsible for implementing procedures and practices consistent with this policy.

Accountability

Each ministry and person handling money should be above reproach and ensure that each other is held accountable for all spending and handling of money.

Church Safe

Only these individuals will have the safe combination without Finance Committee approval. The combination must be changed in January of each year.

- Church Treasurer
- Administrative Pastor
- Financial secretary

Missions Policies

Selection of Missionaries

Requests - All requests for financial support must be in writing and directed to the Missions Committee. If approved, it will then be presented to the voting Elders.

Approval - All missionaries must be approved by the voting Elders.

Qualifications

- Those individuals considered for financial support should already have demonstrated a strong commitment to Jesus Christ by their service and involvement in the local church.
- All ministries supported by Grace must concur with the church's doctrinal statement. All individual missionaries should also serve with a missions board which has been approved by the voting Elders.

Priority

- Priority will be given to missionaries from the Grace family.
- Priority will also be given to those missionaries who are involved in church planting ministries. Other ministries and projects will be considered on a case-by-case basis.

Support of Missionaries

Support - Funds used to support missions are from funds designated by the giver for missions. Missionaries who have grown up in Grace or have actively been involved in Grace will be significantly supported based on the support level recommended by their mission board.

Termination - A six month notification will be given prior to the termination of support unless otherwise specifically advised by the individual missionary or ministry involved.

Emergencies - Special projects and emergency financial needs will be evaluated as they arise and action will be taken according to the ability of the church at that time. Emergency needs need not be presented in writing to the committee.

Honorarium - An honorarium will be given to a visiting missionary who speaks. This will come from the Mission Fund of the church.

Other Grace Support

- Should a missionary already supported by Grace have an additional financial need, he must communicate that need to the Missions Committee who will then advise of the appropriate course of action.
- Members of our church family are encouraged not to launch drives, projects or special offerings for missionaries or mission organizations without first consulting the Missions Committee.

Short-Term Missions

Purpose - This program is intended to support those who are working with mission organizations on an individual basis. It is not to be used for church-sponsored missions trips (such as a youth department missions trip) .

Requests - To receive these funds the following conditions would need to be met:

- The mission board and specific project, must be presented to and approved by the Missions Committee (The Committee will check that the sending board meets basic doctrinal requirements, as well as that the specific project is truly a ministry activity - in other words, not just a vacation.)
- The funds will not be distributed until the individual completes the requirements of the sending board. In other words, until we are sure they will actually go on the trip/project. Whenever possible all funds will be paid directly to the sending agency.
- The person must agree to provide a report (written or oral) to the Missions Committee and/or the Church regarding their ministry and how they were used by the Lord.

Matching Support - A program of matching support is set-up to support short term missions service. Grace will provide up to \$500 toward the support of a short term missions service in a matching funds program. In other words, Grace will match the dollars the individual has raised up to \$500 per year or per project.

Other Grace Support - Individuals are allowed to seek funds directly from the church body.

Worship and Music Policies

Sunday morning services are designed for equipping and edifying the local body to grow in Christ, who will then help others' spiritual growth. (1 Corinthians 14:26; Ephesians 4:11-12)

All worship must be in spirit and in truth. It should prompt the mind (Biblical Truth) to cause the heart (emotion) to desire to obey (will)

Purpose

These scriptural principles should guide all worship.

... speaking to one another with psalms, hymns, and songs from the Spirit. Sing and make music from your heart to the Lord, (Ephesians 5:19 NIV)

Our singing on Sunday morning is directed to God ("to the Lord") but it is also "to one another." When we sing, we encourage each other as we affirm the truth about God and as we lift up his name. Singing unifies us and encourages us. Efforts should be made to encourage the congregation to sing and allow people to see and hear each other.

Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. (Colossians 3:16 ESV)

Care should be taken to allow "the word of Christ" to richly dwell in us. That means that Scripture should be dominant in our singing times, not just during the sermon. "Richly" suggests that it not merely be an add-on but a key component in our songs (scripturally-based or quoting Scripture), in our prayers and in comments and calls to worship.

A spirit of thanksgiving should permeate our songs.

Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God--this is your true and proper worship. (Romans 12:1 NIV)

Worship is, first of all, a lifestyle. It's something that we should pursue throughout the week. Care should be taken to admonish the congregation that church is not the only place that we praise God, it's a continuation and even a culmination of a lifestyle of worship.

The mercy we have received at the cross should be the starting point of our worship response. We should never tire of praising God for the mercy and grace we have received.

Come, let us sing for joy to the LORD; let us shout aloud to the Rock of our salvation. (Psalm 95:1 NIV)

Since joy in worship is the primary emotion throughout Scripture, we should strive to allow the truth of God Word and the realization of the amazing grace we have received to cause us to respond with joy. Emotion-less worship is not only unscriptural, it's not a worthy response to all that God has done for us.

God is spirit, and those who worship him must worship in spirit and truth." (John 4:24)

ESV)

"Truth" here refers to who Jesus is. Expanding this, our worship should be based on the truth of God's revealed Word. Songs should be examined by the leaders of the church to make sure they not only align with God's Word but they are clear and helpful in drawing people to the truth of God.

"Spirit" refers to the fact that we don't need to go to a place ("this mountain" or "in Jerusalem," see John 4:21) to worship God. With Romans 12:1 and 1 Corinthians 10:31, it reminds us that we can worship (and should) worship God everywhere. Gathering together to worship is important (Hebrews 10:25) - that is where we gather together to praise God. However, care should be taken to teach the fact that church is not the only place we worship.

Songs

"Psalms, hymns, and songs from the Spirit" in Ephesians 5:19 suggests using a wide variety of songs as we worship. This variety can help keep our minds and hearts engaged and draw people in from a variety of traditions. We should also encourage people to sing regardless of the style of the music. The point is participation, not preference.

Care should be taken to determine if songs should be used from questionable sources. For example, if a song is written by members of a church that is considered apostate (rejecting evangelical truths) consideration should be given before using it. Several principles to consider: since copyright information must legally be displayed, those in the congregation could consider the apostate church "approved" by GBC leadership. In addition, since money is sent to the church through copyright licensing, some could disapprove of that support to the apostate church.

Greenhouse and Nursery Policies

Purpose

The nursery at GBC demonstrates God's love by providing a safe, nurturing environment for our children. It allows an environment conducive to our children's physical, mental, and spiritual well being, and an opportunity for their parents to participate in Sunday morning church activities.

Mission

The GBC nursery will love the precious little ones in our care, and foster their spiritual growth.

" . . . And we pray this in order that you may live a life worthy of the Lord and may please Him in every way: bearing fruit in every good work, growing in the knowledge of God . . ."
Colossians 1:10

Policy

The pastoral staff with the Nursery Coordinator are responsible for preparing nursery procedures and practices consistent with this policy and ensuring it and this policy are appropriately enforced.

These must ensure that parents and workers understand and comply with this policy and the procedures and practices. They must encourage a common sense approach and appropriately balance the children's safety needs with their, their parents', and Grace's practical needs.

Greenhouse and Nursery Workers

All Greenhouse and nursery workers must:

- ◆ View a safety video
- ◆ Pass a background check every two years

Adult/child requirements

- ◆ At least two adults must be in the nursery, regardless of the number of children.
- ◆ At least 1 adult to every 3 infants and 1 adult to every 4 toddlers.
- ◆ No child should be alone with an adult behind closed doors.
- ◆ Volunteers that are paid for childcare must be over 18 to be background checked. Grace leadership may approve paid childcare workers between 16-18.

Youth Group Policy and Procedures

Age/grade requirement for student involvement at The Well Programming:

- Students may begin involvement on promotional Sunday of their 6th grade year or when turn 11 (whichever comes later).
- They are allowed to be involved until the year they graduate or turn 18 years old (whichever comes later) through that summer, until September. After this, young adults are not permitted to attend youth group programming.

Requirements for a student to be able to attend trips:

- Students have to show they are mature enough for trips - some trips requiring more maturity than others. The youth pastor may not allow certain students to attend some events due to known behavioral issues. The out-of-town nature of these events make it essential for us to have a basic level of trust attending students will comply with student ministry boundaries and rules (both stated and assumed). For this reason, in order for a student to be eligible to attend any mission trip, conference, or camp, they must have attended either Sunday School or Wednesday night programming at a 75% "present" rate for the previous semester in order to be considered eligible. This gives us enough time to get to know the character of the student. If we don't see them doing it here, we cannot expect for them to do it there. We do not view trips as evangelistic outreach events. A student has the opportunity to come to Christ at any, on campus church event.
- Please note: due to the confidential nature of some conflicts between students, parents and the church, a full explanation as to why a student is not allowed to attend may not be given in order to keep confidences. In this rare case, please know that a full explanation will be given to parents/guardians and Grace Bible Church's Senior Pastor (and other appropriate leadership). Please set the example by supporting the leadership's decision.

Age requirement to be a leader:

To serve as a youth group leader, a sponsor must be 21. One major reason is to build a little age difference between leaders and students who could possibly be in romantic relationships. Another reason is to allow the seniors to rise to student leadership in the group. If their just graduated peers or siblings are serving as "leaders," they will relationally pretty much function as 5th year seniors.

Requirements to become a leader:

- All leaders must have a criminal background check run before serving
- All leaders must read, understand, and agree to abide by student ministry expectations and boundaries, signing The Well Leadership Covenant.

Spiritual expectations for youth leaders:

- Be a mature/maturing follower of Jesus Christ
 - "Everyone sins" and "No one is perfect" are not justifications for living in sin. We want to be gracious, as we *do* all sin, but we do not want anyone who chooses to live their life in a clear pattern of sin and disobedience leading our students. If you find yourself stuck in a sin pattern, please come talk to the youth pastor about it. We want to partner with you and Jesus as He helps you overcome the sin in your life. The WORST thing you can do is hide it and not tell anyone.
 - Be active and consistent in The Well and greater church programming.

Leader Communication Expectations:

If you receive a text, email, or call from anyone in leadership please read and respond as soon as possible. If you need some time to think, communicate that. If you have too much going on in life to be as involved as you thought you could be, communicate that. Please just do not “not respond.”

Leader/student relationships: Leaders are strongly encouraged to build relationships with and mentor students outside of regularly scheduled programming. However, be aware of the very real, potential liability of building relationships with minors. Always keep relationships with students above reproach. Think, “What would a school teacher, relative, church member, etc. think if they saw me with this/these student/s in this environment?” If you are not sure about a situation run it by the youth pastor first. With the risk involved, the following safeguards are in place to help both you and students stay safe and free from accusation:

- Boys minister to boys; girls minister to girls. This is true even at youth ministry programming. Friendship with students of the opposite gender is encouraged, but a close mentoring/counseling relationship needs to be passed on to a leader of the same gender. Texting of opposite gender needs to include either another youth leader, youth pastor, or a parent, just to keep things above reproach. The horror stories that unfortunately happen all too often start by neglecting this point.
- Middle School: There must be more than one student and one leader present with Middle School age; no one-on-one mentoring outside of student ministry programming. This means a minimum of 2 leaders to one student, but could also mean one adult leader to two students – i.e. do not take just one middle schooler out for coffee, two leaders could or you could grab another middle schooler.
- High School: One-on-one relationship building is allowed with students of the same gender as the leader (provided that student is not known to have same sex attraction; in that case adhere to the middle school boundaries directly above).

Youth Leader - Parent Relationship:

We view our ministry as coming alongside parents/guardians as they disciple their teens, NOT as a means to supersede or replace them. The statistics are that the average, church-attending teen gets around 40 hours of church a year, whereas parents have about 3,000 hours to influence their teens. We will always seek to get a parent’s blessing for whatever a teen is involved in. Please note: we have a “no secrets” policy, where students know that anything they share with a leader can and often will be shared with their parent/guardian.

Student Discipline:

- The best way to ensure a quality experience for all students is to prevent problems before they occur.
- You have the authority and responsibility to ask them to stop doing whatever it is that is disruptive and distracting to others.
- Disciplinary steps to take. You only need to move to the next step if the first one does not work:
 1. Sit with your students, not in the back behind them. Strategically place yourself in a visible seating area next to a disrupting student. Usually this is all it takes, and they will get the hint.
 2. Tactfully and quietly confront students who are disruptive. A tap on the shoulder and a quiet gesture to stop and pay attention generally works.

3. Escort student to another seat. Separating two disruptive students is often effective.
4. Grab another leader and remove student from the service. Once in hall or appropriate place, clearly explain the behavioral issue and appropriate expectations to the student. Make sure and notify the youth pastor of the situation.
5. If behavior persists, the youth pastor will notify parents and take things to the next appropriate level.

Leader has to miss programing they have committed to:

Please call or text Jake as soon as you know. We understand that emergencies can arise at the last minute, but most absences do not fall into this category. Please do not wait until the day of, if at all possible, because this often throws off our ability to properly adjust plans.

Driving students: Be sure to get parents or guardians permission before driving a student. Do not assume they have notified them. When giving students a ride home, make sure you think through the order in which you will be dropping them off, so as not get stuck alone with a student of the opposite gender. When driving out of town, students should sit in same gender rows and during nighttime driving the dome light stay on.

No sleepovers: Unless the situation demands it, local, overnight events with students should be avoided. The risk involved outweighs the benefit. We can simply stay late or come back early if the event is close to home.

No PDA (Physical Displays of Affection): Students are not allowed to cuddle, nuzzle, kiss, sit on each other's laps, etc. This goes for "friends" of the same gender. Making a blanket PDA rule is way easier than trying to judge and break up each unhealthy, romantically motivated PDA.

Stay with the group: Students are not allowed to leave the group unless they get permission from a leader first. We have an extremely vigilant security team which ensures we get to worship in the safest environment possible. If teens go wandering security is put on high alert and have to divert their attention from the other students. Part of our responsibility to parents is to make sure their kids are safe and accounted for at all times.

- If a student needs to leave the group to use the bathroom, they are to notify a leader first. That leader then needs to make sure the student returns to the group in an appropriate amount of time. If it seems a student is making a habit of leaving consistently, please ask them to use the restroom before events and notify the youth pastor of the situation.

Meet at; return to church: Unless otherwise stated, we will always meet up at the church before an event, leave together as a group, then return to the church. I understand sometimes it is closer or more convenient for leaders and students to drive themselves directly to an event and just meet everyone there, but it is important and helpful to have everyone rally at the church first to get a complete headcount and written roster. Also, the time meeting up and driving to an event is a great opportunity to build relationships. It makes space for group instruction, prayer, and builds excitement. If for some reason you have to drive directly to an event, please approve it with the youth pastor beforehand.

Leader wants to bring their own children to an off-campus events: Please realize this is not always feasible and needs to be pre-approved by the youth pastor. If a leader wants/needs to bring their own children along with them to an off-campus event (kids not in the student ministry), an accompanying adult/parent, who is not themselves serving as a leader at the event, will need to

come along in order to supervise the children. At local events, bringing your own children is not allowed.

Student confides they are being abused, in physical danger, suicidal, or using drugs:

- Get as much information as possible about what's going on.
- We are legally obligated to report any instances of abuse and suicidal thoughts or intent.
- Immediately notify the youth pastor or other staff member.
- Call 911 if threat is imminent and/or ongoing. If it is not imminent, Jake will make the call.

Employees

Benefits

Mandatory Tax - Non-pastoral Staff

Unless exempt, Social Security and Medicare Tax: Grace Bible Church participates in the Federal Insurance Compensation Act. Half of the total tax is paid by Grace and half is withheld from compensation per current law.

Unless exempt, Federal and State Income Tax: The appropriate amounts are withheld per the Internal Revenue Service and State schedules.

Work Insurance

Worker's Compensation Insurance: All employees are covered and the premium is paid by Grace. Any job-related injury must be reported immediately to the Church Administrator, who is responsible for filing the appropriate document to the insurance company.

Unemployment Insurance: Grace does not carry unemployment insurance for any employee.

Housing Allowance - The housing allowance for all pastoral staff will be established annually by the individual pastors and approved by the voting Elders with documentation in the minutes.

Non-Pastoral Staff:

Paid Time Off (PTO)

Employees must be a minimum of 0.75 FTE (30 hours a week) to accrue PTO. PTO hours will accrue only on actual hours worked, not on hours paid. These hours can be used at the employee's discretion for sick time, vacation time, or any reason of their choosing. Part-time regular employees are entitled to PTO upon completion of 90 days of continuous service. The PTO balance will be available to the employee when they receive the paycheck that includes their 90th day of employment.

Part-Time Regular (0.75 to .99 FTE)

Accrual Rate

(Illustration based on 30 hours per week):

Years of Service

Accrual Rate

90 days - 10 years

5 hours per pay period

Requests for PTO cannot exceed the amount of time the employee has accrued up to the time of request. PTO benefits may be used in four-hour increments. Requests for PTO must be made in writing, scheduled, and approved by your supervisor no later than close of the office the prior to the day PTO is requested. If a sick day is requested, it will be noted on the schedule,

PTO can be used as vacation time, sick time or to take care of personal matters. You may also use PTO time to care for a child or immediate family member who is sick.

PTO is accrued on a rolling basis (maximum accrual is 120 hours) but expires after 24 months.

PTO has no cash surrender value if the employee resigns or is terminated. Maximum accrual is 120 hours.

Holidays-0.75 FTE (Full Time Equivalent) Hourly Employees

Non-pastoral staff have seven holiday days off: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas. If these fall on weekends, Monday or Friday will be used as a holiday. The office will be closed between Christmas and New Years for office hours, and this will count as a holiday with the exception of scheduled services. Hourly staff who must work on a holiday will be paid at a 1.5x hourly rate. If hourly employees don't work on a Holiday, no hours should be submitted for that day.

Family Medical and Parental Leave - All regular full-time and part-time employees who need to take time off from work to fulfill family obligations directly related to the birth or adoption of a child or family medical conditions will be allowed to take unpaid leaves of absence for limited periods consistent with the law. All requests for family medical or parental leave must be approved by the Senior Pastor and reported to the Elders.

Jury Leave - All employees will receive their regular pay minus jury duty pay when subpoenaed by local authorities to fulfill jury duty responsibilities when it prevents them from working their regularly scheduled hours.

Full-Time Pastors Time Off

Personal Leave - Personal leave can be used for vacation, sick leave, or other time off.

- 0-3 Years at GBC: 2 weeks (10 days)
- 4-7 Years at GBC: 3 weeks (15 days)
- 8-14 Years at GBC: 4 weeks (20 days)
- 15+ Years at GBC: 5 weeks (25 days)
- Vacation is accrued on a rolling basis (maximum accrual is 10 weeks).
- For new Pastor hires, experience and years in ministry can be considered and vacation days can be negotiated as part of the hiring package.
- Non-pastoral Staff must provide at least two weeks' notice to the Administrative Pastor when using personal leave outside of emergency or unforeseen circumstances. The Pastors will notify The Senior Pastor of vacations days planned and how their ministry and administrative tasks will be assigned in their absence. Once approved the vacationing pastor will inform the Financial Secretary being specific about the number of days requested.
- The Financial Secretary will track all staff and pastors vacation days.

Holidays-Full-Time Pastors

Pastoral staff have seven holiday days off: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas. If these fall on weekends, Monday or Friday will be used as a holiday. The office will be closed between Christmas and New Years for office hours, and this will count as a holiday with the exception of scheduled

services.

Family Medical and Parental Leave - All full-time Pastors who need to take time off from work to fulfill family obligations directly related to the birth or adoption of a child or family medical conditions will be allowed to take unpaid leaves of absence for limited periods consistent with the law. All requests for family medical or parental leave must be approved by the Senior Pastor and reported to the Elders.

Jury Leave - Pastors will receive their regular pay minus jury duty pay when subpoenaed by local authorities to fulfill jury duty responsibilities when it prevents them from working their regularly scheduled hours.

Employment Guides

Hiring Practices

- All positions will be filled on an equal employment opportunity basis consistent with Biblical commands.
- All employment relationships are "at-will." This means that both Grace and the employee may terminate the employment relationship at any time and for any reason that does not violate local, state, or federal law.
- Formal job descriptions will be determined by the Elders before the positions are filled.

Working Hours, Salaries, and Wages

- Actual work hours shall be set to best serve the needs of Grace Bible Church. For this reason, working hours, schedule, and work week may vary from one position to another. These will be expressed generally in writing and subject to annual review.
- Salary or wage schedules and benefits adjustments will be reviewed annually by the Elders and Finance Committee with the Senior Pastor.
- All employees will be paid on the last of each month, or as soon as practicable after that.

Personnel Records

- Grace will retain a personnel file on each employee that contains the application, contact information, job descriptions, performance reviews, exit interview comments, and other documents as needed. All records will be kept confidential and, except for annual performance reviews, will be retained for at least seven years.
- Grace will release dates of employment and position title only for reference requests. With the employee's written approval, the employee's current or final salary and job chronology, or other information may also be released.
- An employee may review his/her file any time with the Chairman of the Elders.

Grievances

Employees must attempt to work out difficulties or problems with any employee or pastor with the Senior Pastor or other staff members, if needed. Failing resolution, the employee may request an interview with the Board of Elders.

Termination of Employment

Both Grace and employees must give at least two weeks' notice to end employment, except that Grace may release an employee for "just cause" at any time. Just cause includes theft,

excessive absenteeism or tardiness, dishonesty, excessive alcohol or illicit drug use, insubordination, sexual misconduct or harassment, or other actions detrimental to the reputation of Grace.

The employee may stop working as many days ahead of the termination date as he or she has personal leave days remaining.

An employee may be placed on paid administrative leave pending Elder review.

A non-pastor employee may be released by an Administrative Pastor after consultation with the Senior Pastor.

Upon termination, the employee must clear all personal items from church premises, and return all keys and other church property before Grace is required to pay final salary.

Evaluation Meetings and Training

All employees will have an annual performance review with their supervisor. This review will be documented and held in the employee's personnel file.

Each new employee will have a performance review at the end of the first three months of employment.

The Senior Pastor will set and hold staff weekly meetings to inform, problem-solve, plan, and encourage questions and input.

Record Retention and Purge Policy

Objective

The objective of this policy is to establish a record retention program to ensure GBC retains documents only for periods needed to properly operate the church.

Management of Records

Records not necessary for legal or church business reasons should be purged to reduce the high cost of storing and handling the documents that otherwise accumulate.

Records

"Records" include any media form (paper or electronic) that includes information related to GBC within the control of GBC or its employees or volunteer leadership (i.e. Elders, Deacons, teachers, ministry leaders).

All church records are subject to this policy. Therefore, extra files of any type (i.e. paper, drives) maintained in the building, individual offices, at home, or other off-site locations, are subject to this policy and should not be retained longer than required.

Records maintained on microfilm, microfiche, magnetic tape, personal computers, or removable drives of any type or other electronic data processing storage media are acceptable media for record retention and are also governed by this policy.

Record Retention Schedule

The type of records and the retention period are identified. Records must be maintained for that period. Some records may be maintained beyond the retention period as directed by the Elders for a particular purpose (i.e. pending litigation). The Elders have identified the records listed in the schedule as having some reason or necessity to be kept for a specific period. Any church record not specifically listed may be maintained for an indefinite period while it is needed for purposes of GBC or the specific ministry at the ministry's discretion.

Annual Record Disposal

Records should be disposed as required by the retention schedule based on the creation date of the record. Each January, each Pastor and ministry leader must determine which records to purge and to discard those records. The Administrative Pastor is responsible for coordinating the January review and purge and to help ensure each Pastor and ministry leader follows this policy. He will report to the Elders in February (or as soon as practicable) that the review and purge process is complete.

Membership and Attendance

PER	Charter members (names and dates of membership)
PER	Baptisms and marriages at Grace (names and dates)

PER	Annual list of Elders & Deacons
CUR	Membership roster (names and dates of membership)
CY+ 5	VBS records (attendance records and all digital materials)
CY+ 1	Worship Service and Sunday School attendance numbers

Financial and Contracts

PER	Financial Records (Annual Statement)
CY+10	Financial Records (annual budget v. actual records)
CY+1	Financial Records (deposit slips, receipts, etc.) at discretion of financial secretary
PER	Deeds, Titles, Blueprints for property and building
PER	Contracts related to real estate and building
ACT +3YR	Contracts (other)
PER	Mortgages

Historical

PER	Articles of Incorporation, Constitution
PER	Doctrinal Statements
CY+10	Official Correspondence (Pastor or Elder correspondence related to official church business)
CY+1	Emails of employees after departure
PER	Committee Reports and meeting minutes – anything memorializing decisions and official actions
PER	Church Discipline (records related to actions taken for church discipline)
6 MO	Bulletins, Updates, Banners (and other printed materials related to church-wide activities)
PER	Event Photos for historical purposes (chosen at Pastor or Leader discretion)
PER	Event Recordings or videos (worship service or other church-wide events) within cost limitations of retaining these recordings

The following abbreviations are used in the record retention guidelines.

ACT	Active
PER	Permanent
CM	Current Month
CY	Current Year
MO	Month
WK	Week
YR	Year(s)
CUR	Current document