



NETWORK AFFILIATED CHURCH

DIRECTIVES
AND RESOURCES

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DIRECTIVES & RESOURCES

Approved by the Executive Presbytery January 12, 2026

GENERAL INTRODUCTION:

These Directives and Resources (“Directives”) are established by the SoCal Network Executive Presbytery to guide, authorize, or restrict the Pastor and Advisory Board in conducting the church’s ministries, congregational activities, and business affairs of a Network affiliated church.

Pastors and Advisory Board members are expected to read and follow these Directives. Those involved in ministry with minors are required to receive and adhere to the Child Safety Practices and Directives.

Copies of these Directives may also be provided to Congregational Members upon request.

These Directives are established by the SoCal Network Executive Presbytery, which serves as the legal board of the corporation. The Advisory Board is **not** the legal voting board of the church.

These Directives are not the legal bylaws of the church. Instead, they are the guide to the Pastor and Advisory Board on managing the church’s congregational and business activities. The Executive Presbytery (not the Advisory Board) may revise these Directives periodically.

ARTICLE I: RELATIONSHIPS

- A. Each Network Affiliated Church should be a separately incorporated entity, as a 501(c)3 compliant corporation, and registered with the state.
- B. Each Network Affiliated Church is recognized as such with the General Council of the Assemblies of God, as well as the SoCal Network Assemblies of God (“Network”).
- C. The Network Affiliated Church may not disaffiliate with the SoCal Network or the General Council of the Assemblies of God without the express, written permission of the Network Executive Presbytery. In the event the Network Affiliated Church attempts to disaffiliate from the SoCal Network, all real and personal property shall remain as the real and personal property of the SoCal Network.
- D. Network Affiliated Churches must meet all affiliation standards outlined in the Network Bylaws

and those established by the Executive Presbytery.

- E. The legal (corporate) board is referred to as the Executive Presbytery.
- F. The Network Superintendent will appoint a Pastor to oversee and carry out the church's ministries, in accordance with the Directives set forth by the Executive Presbytery and the Bylaws of the SoCal Network.
- G. With recommendations received from the Pastor and the Regional Leadership Team, the Regional Executive Presbyter will appoint Advisory Board members to assist the Pastor to carry out the church's ministries, in accordance with the Directives set forth by the Executive Presbytery.
- H. The primary point of contact between the pastor and the Executive Presbytery is the Regional Executive Presbyter.

ARTICLE II – GOVERNANCE

- A. The Pastor and Advisory Board are responsible for managing and conducting the church's ministries and activities in accordance with the Directives established by the Network Executive Presbytery. The Network Executive Presbytery has delegated specific powers to the Pastor or Advisory Board as outlined in these Directives. These powers typically relate to the administration of daily operations, ministry, and congregational activities. If the Pastor or Advisory Board ignore or circumvent the authority of the Network Executive Presbytery, they may face disciplinary action or removal.
- B. The Network Leadership Team may seek the assistance of a Regional Executive Presbyter or an Intercultural Executive Presbyter to participate in the Advisory Board or otherwise support the church.

ARTICLE III: EMPLOYMENT DIRECTIVES

- A. The church is required to carry Worker's Compensation insurance on the Pastor (whether paid or volunteer), other employees, and volunteers.
- B. All regular or recurring salary agreements must be submitted by the Advisory Board to the Regional Executive Presbyter for approval before commitments are made.
- C. All Church employees must complete an employment application, undergo a background check,

and be provided a written job description.¹ These documents must be submitted in advance of submission to the Regional Executive Presbytery for approval.

- D. The church must comply with state law regarding employment compensation. This includes the following:
 - 1. Pastoral Staff (when credentialed) may be paid on a salary basis.
 - 2. Non-credentialed employees must be paid on an hourly basis.
 - 3. Minister's housing allowance requests must be submitted to the Regional Executive Presbyter for approval and recorded in the minutes of the Advisory Board's December meeting. All church employees will receive a W-2 record of their earnings, whether salaried or hourly.
- E. All employees of the church are considered Mandatory Reporters, regardless of whether State Law may consider them so.² As such they must:
 - 1. Complete a background check through Live Scan.
 - 2. Complete Child Abuse and Neglect Training and supply a certificate of completion to the Advisory Board.
- F. The Network Affiliated Church is an at will employer and has the right to terminate any employee at any time, pursuant to the requirements of these Directives and Resources and the laws of the United States and the State of California. Any document to the contrary is super sedeced by these Directives.
- G. The Network Affiliated Church is a religious employer and deems every employee necessary to fulfill its religious purposes. Every employee is required to adhere to the Assemblies of God's Statement of Faith and moral teachings. The church may discipline any employee, up to and including termination, for any violation of the Assemblies of God Statement of Faith and moral teachings.
- H. Every Network Affiliated Church has access to Church HR Network at no cost and is expected to have an account with them for current resources.

ARTICLE IV: QUALIFICATIONS AND APPOINTMENTS

- A. Pastor:

¹ The background check will be via "Live Scan." See Appendix 1.

² The church must apply for an Originating Agency Identifier (ORI) number and identify a Custodian of Records in order to participate in Live Scan.

1. Qualifications: The Pastor shall hold a current credential with the General Council of the Assemblies of God. If a credentialed minister is not available, the Network Superintendent may appoint an interim pastor credentialed by another reputable fellowship until a credentialed pastor can be appointed.
 2. Selection Process: The Pastor shall be appointed by the Network Superintendent. The Regional Executive Presbyter along with the Advisory Board will review the qualifications of all candidates. The Regional Executive Presbyter may seek recommendations from the Network Leadership Team, the Ethnic Intercultural Executive Presbyter, and/or the Congregational Members, but it is not required to do so.
 3. Term: The term of office shall be one year. Pastors are eligible to succeed themselves and there is no limit to the number of terms a Pastor may serve.
 4. Vacancies:
 - a. The Executive Presbytery may terminate the Pastor's term and employment at any time for any reason.
 - b. The Advisory Board or the Congregation Members may petition the Network Superintendent to consider termination of the Pastor's term, but cannot compel termination.
 5. Each appointed pastor of a Network Affiliated Church is required to be a participant in a Leadership Cohort as requested by the SoCal Network.
- B. Advisory Board:
1. Composition: The Advisory Board shall consist of the Pastor and no less than two and no more than four individuals.
 2. Qualifications:
 - a. All members of the Advisory Board must be mature individuals who have been baptized in the Holy Spirit and demonstrated a Spirit-filled life.
 - b. Their lives and conduct must conform to the following Scriptures: Acts 6:3; I Timothy 3:8-12.
 - c. Advisory Board members must be active Congregational Members in good standing, who are committed to the church's mission, supportive of its pastoral leadership, blameless in personal conduct, and consistent in tithing.
 - d. Credentialed ministers are eligible to serve on the Advisory Board only with special permission from the Network Leadership Team.

3. Appointment:
 - a. Members of the Advisory Board shall be appointed by the Regional Executive Presbyter for a full term or to complete a vacant unexpired term.
 - b. Term: The term of office shall be one years. Terms should be staggered.
 - c. If there are not enough qualified individuals to serve on the Advisory Board, the Pastor shall notify the Regional Executive Presbyter, which may choose to appoint a local minister or another individual to the position. It is not required that these specific appointees be congregational members.
4. Vacancies: The Network Leadership Team may remove a member of the Advisory Board at any time and for any reason. The Advisory Board or the Congregation Members may petition the Regional Executive Presbyter to consider terminating the member's term, but they cannot compel such termination.
- C. Secretary and Treasurer: Each year, during its first meeting after March 1, the Advisory Board will choose one of its members to serve as Secretary and another of its members to serve as Treasurer.
- D. Other Personnel: Heads of departments and other ministry or service positions shall be nominated by the Pastor and ratified by a majority vote of the Advisory Board. The Pastor may choose to poll ministry groups prior to nomination. Any office, other than that of the Pastor, may be declared vacant by a majority act of the Advisory Board or by action of the Regional Executive Presbyter.

ARTICLE V: DUTIES OF CHURCH LEADERSHIP

- A. General conduct:
 1. All church leaders must live exemplary lives and lead the church with wisdom and maturity.
 2. All church leaders are responsible for personally following these Directives and enforcing them in the church.
 3. All church leaders are considered Mandatory Reporters, regardless of whether State Law may consider them so. Consequently, they must:
 - a. Complete a background check through Live Scan.
 - b. Complete Child Abuse and Neglect Training and supply a certificate of completion to the Advisory Board.
 - c. Ensure that the Church follows safe practices according to State law and these Directives.
- B. Duties of the Pastor:

1. The Pastor shall serve as the spiritual overseer of the church and is responsible for arranging, directing, or authorizing all ministry activities, and supervising all ministerial leaders. No individual shall be invited to speak or preach before the church without the Pastor's approval. The Pastor is responsible for recommending the appointment of regular ministry assignments, such as worship leader, and leaders of Men's, Women's, Youth, and Children's departments.
 2. The Pastor shall perform water baptisms, communion services, weddings, and funerals.
 3. The Pastor shall, by virtue of his position, be a member of all committees, departments, and programs of the church, which permits, but does not require, the Pastor's attendance at all meetings.
 4. The Pastor shall have general supervision of all business activities of the church.
 5. The Pastor shall serve as the Chair of the Advisory Board meetings. The Advisory Board shall not conduct any official meetings without the Pastor's presence, unless otherwise approved by the Regional Executive Presbyter.
 6. The Pastor shall provide monthly summary reports of church activities and ministries to the Regional Executive Presbyter.
 7. The Pastor shall serve as "Agency Head" for Live Scan functions and appoint a responsible and competent person to serve as "Custodian of Records" to process and manage Live Scan records. The Pastor must notify the Network Office of who is serving as Custodian of Records.
 8. The Pastor shall lead the congregation to participate in Regional and Network functions to the best of their ability and shall actively promote the ministries of the Assemblies of God within the congregation. The Pastor is responsible to notify the Regional Executive Presbyter and provide contact information whenever he/she intends to be absent for more than 14 days.
- C. Duties of the Advisory Board:
1. The Advisory Board shall meet regularly with the Pastor and no less than six (6) times per year.
 2. The Advisory Board may advise the Pastor on all church matters.
 3. The Advisory Board is responsible to consider for ratification the Pastor's recommendations regarding appointments of regular ministry assignments.
 4. The Advisory Board is responsible to assist the Pastor when called upon to administer the ordinances of the church, to examine all applicants for Congregational Membership, and to oversee the administration of biblical discipline within the church.

5. The Advisory Board should review the church's financial reports before they are submitted to the Regional Executive Presbyter and make any necessary financial decisions.

D. Duties of the Church Secretary and Treasurer:

1. The Church Secretary shall maintain records of all Congregational Membership meetings and Advisory Board meetings. The Secretary shall keep an updated roll of Congregational Members, revising it periodically as directed by the Advisory Board. Monthly, the Secretary shall provide the minutes of all monthly and special Advisory Board meetings for the Regional Executive Presbyter, along with an updated roster of congregational members.
2. The Church Treasurer shall ensure that the church complies with all financial Directives adopted by the Network Executive Presbytery. The Treasurer shall receive and disburse all church funds as directed by the Advisory Board. The Treasurer is responsible for maintaining accurate financial records and presenting a monthly financial report to the Advisory Board and for the Regional Executive Presbyter. If the Network Executive Presbytery retains a third-party accounting service, the Treasurer is responsible for communicating and cooperating with that service. An annual report shall be prepared for the Congregational Members and the Regional Executive Presbyter.

ARTICLE VI: CONGREGATIONAL MEMBERSHIP

The Pastor and the Advisory Board are authorized to approve and recognize Congregational Members of the church.³ The church must maintain a current roster of active Congregational Members.

A. Rights and Privileges of Congregational Members:

1. It is the privilege of Congregational Members to participate and serve in the ordinary functions of the local church, including worship, fellowship, discipleship, and evangelism to its local community and global ministries.
2. It is the privilege of Congregational Members to exchange personal and spiritual support and encouragement with other members.
3. Satisfaction of initial minimal standards for ministry positions, including possible appointment to the Advisory Board.

³ Congregational members are not legal members with legal rights as defined in CA Corporations Code Section 5056. Rather, they are ecclesiastical members, with limited rights, as described in California Corporations Code §9332(a).

4. Inclusion in church congregational meetings.
 5. Congregational Members will become Voting Members when the church becomes a General Council Affiliated church.
 6. Congregational Membership does not qualify an individual for rights and privileges that may ensue with legal church memberships.
- B. Standards for Congregational Membership:
1. At least 18 years of age.
 2. Evidence of a born-again experience in Jesus Christ (regeneration) (John 3:3-7, 1:12-13; I Peter 1:18-25).
 3. Water Baptism by immersion (Matt. 28:19; Col. 2:12).
 4. Evidence of a consistent Christian life (Rom. 6:4, 12:13; Eph. 4:17-31, 5:2-15; I John 1:6-7).
 5. Personal subscription to the General Council of the Assemblies of God Tenets of Faith (see <https://ag.org/beliefs/statement-of-fundamental-truths>)
 6. Regular support of the church with tithe and offerings according to his or her ability.
 7. Actively supporting the unity of the church and its leadership.
 8. Agreement to be governed by all Directives established for this church, the Bylaws of the SoCal Network Assemblies of God, and the Constitution & Bylaws of the General Council of the Assemblies of God, as they are now and may be from time to time amended.
- C. Inclusion process:
1. Applicants for Congregational Membership shall complete an application form as provided by the Advisory Board.
 2. The Pastor and one Advisory Board member shall interview the applicant to ask them about their personal experience and practice related to the standards for Congregational Membership and forward the application to the Advisory Board for final approval.
 3. The Advisory Board shall meet on a regular basis to review the applications of candidates for Congregational Membership whose names have been submitted by the Pastor to approve or deny each application.
 4. The Church Secretary shall update the Congregational Membership Roster accordingly. The Regional Executive Presbyter may review this roster annually.
- D. Removal Process:
1. The Advisory Board may remove an individual who has absented themselves without cause from the services and programs of the church for a period of three months, or who has

ceased to contribute to the support of the church, or whose life no longer exhibits a consistent Christian witness.

2. Congregational Members who have been removed from the Roster must be notified promptly in writing by the Pastor. Congregational Members who have been removed may appeal the decision to the Network Leadership Team. The decision of the Network Superintendent shall be final.

ARTICLE VII: CONGREGATIONAL MEETINGS

A. The Annual Meeting:

1. Schedule: The annual meeting of the church shall be held no later than the last day of March each year.
2. Notification: The Congregational Members shall be informed of the time and place of the meeting in advance by mail or email at least 10 days prior to the meeting, and by public posting in a prominent place where the church meets and by public announcement on the two Sundays prior to the meeting. The Regional Executive Presbyter shall also be notified of the meeting by the same means and in the same time frame.
3. Quorum: Those present shall constitute a quorum.
4. Agenda: The following suggested agenda shall be implemented.
 - a. Devotions and prayer
 - b. Call to order
 - c. Roll call of Congregational Members
 - d. Secretary's report
 - 1) Minutes of prior year's meeting
 - 2) Roster of Congregational Members
 - 3) Roster of Advisory Board Members
 - e. Treasurer's report
 - f. Pastor's report
 - g. Old Business
 - h. Elections
 - i. Adjournment
5. Minutes: Copies of the minutes of the annual meeting must be sent to the Regional Executive Presbyter within 14 days of the meeting.

B. Special Meetings:

1. The Call: The Pastor, a majority vote of the Advisory Board, or the Regional Executive Presbyter in consultation with the Network Superintendent may call for a special meeting of the church.
2. Notification: The Congregational Members shall be informed of the time and place of the meeting in advance by mail or email 10 days prior to the meeting, and by public posting in a prominent place where the church meets and by public announcement on the two Sundays prior to the meeting. The Regional Executive Presbyter shall also be notified of the meeting by the same means and in the same time frame.
3. Minutes: Copies of the minutes of a special meeting must be sent to the Regional Executive Presbyter within 14 days of the meeting.
4. Actions taken at any regular business meeting or special business meeting are subject to these Directives and resources, and the standards for Network Affiliated Churches of the SoCal Network Assemblies of God.

ARTICLE VIII: Ministry Directives and Practices:

- A. Promotion: All ministry activities should promote Assemblies of God doctrine and practices.
- B. Approval: All ministry activities should be exercised with the approval of the Pastor and under the supervision of the Pastor or the Pastor's appointee.
- C. Unauthorized Activities: No Congregational Member of this church shall promote personal crusades or support private campaigns, programs, enterprises or activities of any kind that involve this church or the membership of this church, whether on the church campus or elsewhere, unless such have been approved in advance by the Pastor.
- D. Offsite Transportation: The church may provide transportation to offsite events only in a church owned and insured vehicle that an approved driver operates. If such transportation is not available, participants or their guardians must arrange for personal transportation to off-site events – the church cannot arrange or be responsible for transportation in personal vehicles.
- E. Adult Supervisors: All adults involved in supervising minors will be regarded as Mandatory Reporters, regardless of whether State Law considers them as such. Consequently, they must:
 1. Complete a background check through Live Scan.
 2. Complete Child Abuse and Neglect Training and supply a certificate of completion to the Church Board.

3. These requirements do not apply to parents of children that are merely observing a children's event or activity and are not supervising or directing the children's activity.
- F. Activities for Minors: To ensure the safety of children and to preserve the reputation of the church and its leaders, all church activities must conform to the Directives and practices provided in the Child Safety Practices addendum.

ARTICLE IX: PROPERTY

- A. Authorization: The Network Executive Presbytery has exclusive authority to approve the purchase, sale, rent (to or from), or lease (to or from) of all properties. The Advisory Board cannot authorize the purchase or lease of any titled properties. The Regional Executive Presbyter and the Network Leadership Team may seek input or support from the Advisory Board and/or the congregational members, or the Regional Executive Presbyter or the Intercultural Executive Presbyter, but is not required to do so.
 1. All property titles and deeds will be held by the SoCal Network in trust for the church until it obtains General Council status. In most cases, when the church advances to General Council status, the title will be transferred to the church and the Network.
 2. The Network Executive Presbytery is authorized to execute a lease, rental, or usage agreement to allow the church to legally occupy a property. The Network Executive Presbytery will require the church to pay the mortgage/lease on that property.
 3. The Pastor or Advisory Board may not engage in any negotiations concerning the purchase or sale of real property, or regarding its financing or refinancing, without prior approval from the Network Secretary/Treasurer in consultation with the Network Leadership Team.
 4. The Advisory Board may request the Network Executive Presbytery to refinance an existing mortgage, but the final decision will be made by the Network Executive Presbytery. Any loans or mortgages must be supplied by Network-approved lending agencies.
 5. Church properties and parsonages may be inspected annually by the Regional Executive Presbyter.
 6. An up-to-date inventory of all properties, furnishings, and equipment must be submitted to the Regional Executive Presbyter and Network Leadership Team annually.
- B. Property Repair and Maintenance:
 1. The church is responsible for maintaining, repairing, landscaping, and cleaning the facility and grounds in a manner that supports our testimony to the community.

2. The Advisory Board may authorize minor repairs, including such items as paint, flooring, electrical, lighting fixtures, plumbing, appliances, furnishings, and landscaping. Costs are not to exceed \$10,000.00 without prior approval from the Regional Executive Presbyter.
 3. The following projects must first be approved by the Network Executive Presbytery:
 - a. Removal of any existing structures or the placement of any new structures.
 - b. Major repairs, including structural, mechanical, plumbing, and electrical, or the removal of walls or fixtures, or any work that requires permits or code compliance must first be approved by the Regional Executive Presbyter.
 - c. Proposals or contracts in this context must first be submitted to the Network Secretary/Treasurer for approval before any project begins. The Network Executive Presbytery may require consultation with a building professional regarding viability, costs, contractors, permits, and so on.
 4. No debt, contractual obligations, or legal liabilities of any kind shall be incurred by the church without the approval of the Network Executive Presbytery. All loans, contracts, or agreements must be submitted for review, approval, and signatures to the Network Leadership Team and the Network Executive Presbytery.
- C. Facility Usage:
1. The Church facilities are funded and maintained by congregational members for religious worship and activities. All usage of the church facility shall be supervised by the Pastor and Advisory Board in accordance with the Directives established by the Network Executive Presbytery.
 2. The Church facilities may be used to host religious ceremonies such as water baptisms, weddings, funerals, or baby dedications, when the ceremony is conducted by the Pastor of this church or another Assemblies of God credentialed minister. Any exceptions must be obtained in advance, in writing, from the Regional Executive Presbyter.
 3. The Church facilities may be used to host congregational events (such as baby showers) when such events are sponsored by the church or a department of the church, and are conducted under the oversight of the Pastor or a member of the Advisory Board.
 4. Usage by third parties:
 - a. Church facilities may be utilized or rented by other non-profit Christian ministries which align with the mission of this church to advance the Kingdom and show caring for the community.

- b. Church facilities may be used by civic or public institutions when such activities align with the church's mission to serve our community and demonstrate the love of Jesus for our world. For example, acceptable uses might include hosting a public-school graduation or recital, a police or fire department safety seminar, or operating an emergency center, or a polling place.
 - c. No portion of the church's facilities or property may be used by civic or public institutions to advocate or promote philosophical positions or practices that contradict the church's doctrine or mission, which would constitute a grave violation of the church's faith and religious practice.
 - d. Usage of the facilities for commercial purposes is prohibited.
 - e. Usage of the facilities for private events is prohibited.
 - f. Those entities that are approved to use the facility according to paragraphs a. and b. above, must provide proof of current corporation status, tax-exempt status, and insurance coverage that names the church as additionally insured.
- D. Personal Property:
- 1. Personal property provided by congregational members for use by the church should be clearly identified with the owner's name.
 - 2. Personal property left with or stored by the church may be considered available to use for church activities. The church will not be responsible for any damage to personal belongings left or stored on-site.
- E. Vehicles:
- 1. Motorcycles may not be used by a church employee or volunteer while conducting church-related business or activity. Any exceptions to this policy must be approved in advance, in writing, by the Regional Executive Presbyter.
 - 2. Church-owned vehicles must comply with the following:
 - a. Purchase or lease of a vehicle must have prior approval by the Regional Executive Presbyter and the Network Leadership Team.
 - b. Title to all church vehicles must be held in the name of the Church. Copies of the vehicle's title and annual registration must be provided in a timely manner to the Regional Executive Presbyter
 - c. The vehicle must carry current CHP certification, if needed.
 - d. Drivers must be at least 25 years old and have a valid driver's license that is appropriate

for the vehicle.

- e. The church must carry adequate insurance for the vehicle and a current insurance coverage card must be on file with the Regional Executive Presbyter.
- f. The church may not own or operate a fifteen (15)-passenger van.

ARTICLE X: FINANCES

Note: Failure to comply with these Financial Directives may result in the Network Executive Presbytery's decision to remove any Advisory Board member and/or the Pastor. The church is responsible for the following routine tasks:

- A. Weekly: Receive, store securely, and deposit donations in an institutional bank. If the church lacks a secure storage area, the church must utilize a night depository. Church funds may not be held by private individuals.
- B. Monthly:
 - 1. Pay the church's bills and operational costs. In particular, it is essential that the church promptly pay:
 - a. Employer payroll taxes
 - b. Insurance premiums, including fire and liability, worker's compensation, and auto insurance, if needed.
 - c. Pledged support for Assemblies of God missions and missionaries
 - d. 1% of its undesignated general income to the Network's United Ministries Fund (UMF) for its ministries.
 - 2. Record, reconcile, and maintain records and receipts of financial activities.
 - 3. Provide monthly financial reports to the Advisory Board and the Regional Executive Presbyter.
 - 4. The Network Executive Presbytery may require the church to utilize a third-party accounting service to assist the church to process and report financial activities. If so, the church is responsible to pay for those services.
- C. Annually:
 - 1. By **December 1**:
 - a. create an annual budget—anticipating income, expenses, and activities, and submit a copy to the Regional Executive Presbyter.
 - b. submit Minister's Housing Allowance requests to the Regional Executive Presbyter for

review and placing in the December Advisory Board minutes.

2. Before **February 1**:

- a. file the “Annual Church Ministries Report” online with the General Council of the Assemblies of God.
- b. provide donors with an IRS-compliant receipt.⁴
- c. report to the Regional Executive Presbyter regarding the financial activities of the prior year including an Income-Expense Statement and a Balance Sheet (showing any unpaid debts or liabilities).

D. General Financial Directives:

1. Expenses that exceed **\$10,000**, which are not routine or previously approved in the budget, must be approved by the Regional Executive Presbyter, in consultation with the Secretary/Treasurer of the Network in writing. The only exception to this policy shall be when the congregation has collected an offering for a missionary, church activity, or project, and the funds have already been received.
2. No debts, leases, rents, or contracts shall be incurred without the written approval of the Regional Executive Presbyter, in consultation with the Secretary/Treasurer of the Network.
3. Because credit Cards, ATM access, and vendor accounts are difficult to monitor and liable to fraud, their use is subject to the following:
 - a. The church may open a vendor account (Amazon, Walmart, etc.) on the following conditions:
 - 1) The Pastor or Treasurer of the Advisory Board must approve the order.
 - 2) Shipments must be made to the church address, the Pastor’s residence, or the Treasurer’s residence.
 - 3) All transactions must be reported in a timely manner to the Pastor or Treasurer.
 - b. The church will have a verified reimbursement policy for the Pastor and staff. Obtaining a church credit card is **not** approved for Network Affiliated Churches.
 - c. Any other expenses incurred by an individual on behalf of the church must be approved in advance by the Pastor or Regional Executive Presbyter and will be reimbursed to the

⁴ The receipt must include the church’s legal name, the donor’s name and address, the year donations were received, a list of all donations and the total amount, and the phrase “No gifts or services were received in exchange for these donations other than intangible religious benefits.” The receipt should not include any funds used to purchase items from the church. Receipts for non-cash (in-kind) gifts to the church must be included on a separate receipt.

individual upon submission of a verified written receipt. Exceptions may only be made by the Regional Executive Presbyter, in writing.

4. The church must maintain a fixed, lockable safe so that tithes and offerings may be secured until they are counted and deposited. If the church lacks a secure storage area, the church must utilize a night depository. Church funds may not be held by private individuals.
5. The Advisory Committee must provide a secure location and appoint **two** trustworthy individuals who shall together each week count, record, and deposit the offerings. Offerings must be transported directly from the secure location to the bank and not be held elsewhere.

ARTICLE XI: AMENDMENTS

No changes or amendments to these Directives and Resources may be made by anyone or any body except the Network Executive Presbytery.

Appendix 1:

AB 506



AB-506 Instructions

Follow these steps to finish the process.
This could take up to 2 months.

- **California Department of Justice=CA DOJ.**

- **Custodian of Record=COR**

- **Church Entity Identifying number=ORI**

1. Go to the CA Department of Justice Website.
2. Designate an individual to be the COR (Custodian of Records).
3. Fill out application to receive the COR (Custodian of Records) ORI number.
4. When you receive this number back, there is a step of training (Can be found online) Should be with your confirmation from the CA DOJ.
5. Send in the confirmation of the COR being Live Scanned and any other information that the DOJ requests.
6. You will receive a confirmation then with your church entities ORI number.
7. Once you have this, you can proceed by following instructions and having your volunteers being Live Scanned.
8. Keep a locked file of all receipts and documents for every person Live Scanned.

- **Mandated Reporter Training**

1. Have any person Live Scanned do the Mandated Reporter Training online.
(No exceptions)

State training (6 Hours)

Church HR Network Training (Recommended 2 Hours). Must be a member. All Network Affiliated Churches receive this for no charge.

- **Resources**

1. Ultimate Guide to AB 506
2. Mandated Reporter Training
3. Church HR Network

**Links are available on
the SoCal Network website
under the MANAGEMENT tab
on the AB-506 page**

If you have any questions please don't hesitate to reach out or you can talk to your insurance company!

Let's protect CHILDREN!!



AB-506 Compliance

The following expectations are set in place by the law, and are required of every church, no matter the status of it. We also include our recommendations, as there is no harm in going above the standard set by AB-506

Mandated Reporter Training

The following individuals **must** take a state approved Mandated Reporter Training course, **with no exception**:

- **Employees**
- **Regular Volunteers**

We also recommend:

- **Board Members**
- **All Volunteers**

State available Mandated Reporter Training (Free)*
Church HR Network (Recommended)*

Live Scan

All Employees and Regular Volunteers must have a Live Scan performed. A live scan is an exceptional background check that involves fingerprinting. They are typically more costly than regular background checks, but once a live scan is completed on an individual, it does **NOT** need to be completed again.

The following are the necessary steps to fulfill Live Scans:

- Designate an individual to become the Custodian of Records, known as COR.
- Have the COR complete an application with the DOJ, known as the Department of Justice.
- Set up an account with the DOJ.
- Use the ORI number provided by the DOJ to send employees and staff to receive a Live Scan.

Resources

Here are some resources that can help navigate AB-506:

- Ultimate Guide to AB-506*
- DOJ Application*

*Links are available for these resources on the SoCal Network website under the MANAGEMENT tab on the AB-506 page

Appendix 2:

Church HR Network

The SoCal Network provides membership to Church HR Network yearly. Each NA church is encouraged to utilize the resources available through Church HR Network. See the next page.



Everything your ministry needs for training, resources, and trusted HR guidance in one place!

Your HR360 monthly membership includes everything you need!

including **HR On-Call Support**

Human resources is frontline kingdom work that requires a strong and supportive foundation, as it's the support pillar that keeps ministry happening! If proper HR doesn't happen, ministries falter. You're dealing with policies, compensation, hiring, performance management, and workplace compliance, **all while trying to make ministry happen.**

We've been in your shoes—you need HR help from experts so your ministry vision can continue! HR On-Call service provides the solution. We come alongside your existing HR (whether you have a department or it's just you!) to assist with rapidly changing compliance issues and many other vital topics to make your job easier.

Go ahead and ask!

We've got you covered on:

- HR compliance
- Performance management
- Employee terminations
- Dealing with difficult employees
- Exempt or non-exempt classifications
- Ministerial exception
- Disciplinary issues
- State disability
- Policy and best practices
- Recruiting, interviewing, and hiring
- Crisis management
- Harassment
- Compensation policies

Advice is just a phone call or email away!

including **Compliance Trainings**

We can help you comply with state law requirements for training your employees and volunteers. Our training sessions are easily accessed online when it's convenient for your team, and most importantly, our training is tailored for ministries!

Train your people right!

There are certain ministry nuances and considerations that should be addressed when you train your team. Our church HR and operations experience allows us to give you the facts in those **tricky places where ministry and compliance collide.**

We offer online modules for:

Anti-Harassment Training

Required by the state for preventing workplace bullying and all harassment, including sexual. Both supervisor (2 hours) and non-supervisor (1 hour) versions are offered.

Mandated Reporter Training

Required by the state for preventing child abuse, this training is now required for ALL employees in your organization as well as your volunteers working with minors for at least 16 hours per month or 32 hours per year (effective 1/1/22). Our training complies with the requirement in less than half the time others do while approaching it from a ministry viewpoint.

Get started today to ensure compliance!

including **Easy-Access Online Resources**

Many resources are available at your fingertips with **HR360**:

Document Library

Packed with **downloadable forms**, policies, legal opinion letters, checklists, job descriptions, and more.

Quick Tip Videos

Short videos to refresh your memory on a single HR topic. Ever feel like your leadership doesn't quite get what you're always explaining? Share a quick tip video with them and get the back-up you need!

Lunch 'n Learn with Leslie

Offered quarterly, you can join others in the **HR360** community on a lunchtime Zoom with our founder and president, Leslie DeMattia, for some quality Q&A time. Get quick answers and hear what others in your shoes are asking.

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Appendix 3:
Important Dates for NA Churches

| | |
|------------|--|
| Monthly | Financials (monthly balance sheet and profit/loss statement) are to be submitted to the Regional Executive Presbyter monthly |
| Monthly | Send United Ministries Fund (UMF) check to the Network Office. This is 1% of undesignated offerings. |
| January 31 | Annual Church Ministries Report (ACMR) is to be submitted online at acmr.ag.org |
| August 31 | Annual Pastoral Reappointment Questionnaire |

Appendix 4:
Child Safety Practices & Guidelines

CHILD SAFETY PRACTICES AND GUIDELINES FOR NETWORK AFFILIATED CHURCHES

Network Bylaws permit the Network to recognize churches as “Network Affiliated Churches” (hereinafter referred to as “NA”) if they meet certain standards. One of these standards involves the implementation of “Child Safety Policies and Practices.”

Furthermore, the laws of California recognize individuals who supervise minors as “**Mandatory Reporters**” and establish various requirements for these supervisors and the “youth service organizations” they represent.

Ultimately, children are precious to the Lord, and the church has a biblical mandate to protect and to disciple children. Matthew 18:5-6, 19:14

For these reasons, the SoCal Network Executive Presbytery has established guidelines to reduce the risk of child endangerment, child abuse, and child sexual abuse during church programs and activities, whether on or off the premises. The church is required to follow these seven essential policies and practices.

Summary:

1. Six Months Rule
2. Application Process
 - a. Application
 - b. References
 - c. Interview
 - d. Legal Screening and Training
 - e. Record retention and submission of copies
3. Mandatory Reporters
4. Two Mandatory Reporters Onsite to the best of the church’s ability
5. Prohibited Behaviors
6. Safe Activities
7. Permission Slips and Assumption of Risk Forms

CHILD SAFETY PRACTICES AND GUIDELINES FOR NETWORK AFFILIATED CHURCHES

TEN CHILD SAFETY PRACTICES AND GUIDELINES

1. **Six-month rule.** Volunteers must have been congregational members for at least six months prior to approval. This rule allows the church an opportunity to observe and evaluate applicants and discourages individuals who are seeking immediate access to potential victims. The six-month requirement does not apply to credentialed AG ministers transferring from another AG church (this does not waive the screening and training requirement).
2. **Volunteer/Employee Application Process.** All church employees and all Congregational members who wish to be involved in ministry to minors must undergo an application process.
 - a. **Application.** Applicants for youth or children's ministry (volunteer or compensated) must complete a written application. A sample application is attached below. This application must be kept in permanent records. Digital copies of the application are available at the end of this document.
 - b. **Reference Interviews.** The church must verify the applicant's references. References from an institution or organization where the applicant has worked with minors are best, although not always possible. A copy of a reference interview form is at the end of this document.
 1. The interviewer must ask the following questions:
 - a. How long have you known the applicant?
 - b. Have you observed the applicant interacting with minors?
In what context?
 - c. Do you have any reason to be concerned that they might pose a risk of harm to minors, or that they might be unsuitable for ministry to minors?
 2. A record of the reference interview must be completed, including:
 - a. The name of the applicant
 - b. The name of the person giving the reference
 - c. The reference's answers to the questions

**CHILD SAFETY PRACTICES AND GUIDELINES
FOR NETWORK AFFILIATED CHURCHES**

- d. The date of the interview
 - e. Whether the interview was conducted by phone or in person
 - f. The name of the person who conducted the interview
- c. **Candidate Interview:** The pastor or assistant pastor must conduct interviews for all applicants applying for youth and children's ministry positions. This requirement applies to both paid employees and unpaid volunteers. The interview serves as an opportunity to verify the answers provided in the application, explore the applicant's background, and assess each person's suitability for the position in question. A sample interview report form is available at the end of this document.
- d. **Legal Screening.** Employees and those who volunteer to work with minors must complete legal screening with Live Scan and also complete the state-required Mandatory Reporter Training and receive a certificate of completion. (See more about Live Scan below.)¹
- e. **Records.** The record of the above (application, reference check, interviews, legal check, legal training) must be compiled and filed for permanent retention.
Copies of the above must also be provided to the Regional Executive Presbyter.
- A. **Mandatory Reporters.** All Pastors and adults who supervise activities for minors will be considered Mandatory Reporters, regardless of whether State Law may consider them. Consequently, they must:
 - f. Complete a background check through Live Scan (CA).
 - g. Complete state-approved Child Abuse and Neglect Training and supply a certificate of completion to the Church Board.

¹ To participate in Live Scan, the church must apply for an Originating Agency Identifier (ORI) number with the state and identify a Custodian of Records to manage the applications and records. This process must be completed online by someone with the necessary computer skills. Please contact the Network Office for assistance. Once the church has its ORI number, the scanning can be done at any local Live Scan office.

CHILD SAFETY PRACTICES AND GUIDELINES FOR NETWORK AFFILIATED CHURCHES

- h. Mandatory Reporters are required to report incidents of suspected child abuse within 36 hours of becoming aware of the suspicion. Reporting these incidents not only fulfills a legal obligation, but (more importantly) it protects children.²
 - i. There are various ways to report: Reports can be made to local law enforcement or child welfare offices. Reports can also be made by phone to any local law enforcement or child welfare services office. Reports can also be made online. For more information, see <https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services>
 - ii. The person making the report should retain a copy of the report, and provide a copy of that report to the Pastor and the Regional Executive Presbyter.
 - iii. Note: While it may seem courteous to inform the pastor, victim, or perpetrator before the report is made, **this is not advisable** because it places the reporter in an untenable position and could trigger numerous adverse reactions.
- 3. **Two Mandatory Reporters must be present.** The state requires that two Mandatory Reporters be “present” at any youth activity. The term “present” necessitates a commonsense interpretation based on the location and nature of the activities. It should be understood as “two Mandatory Reporters having reasonable and unrestricted ability to observe the activities, which includes discouraging, noticing, or preventing bad behavior.” It is not necessary that there be “two adults in every classroom” if the classrooms are easily accessible with windows or open doors, and there are Mandatory Reporters periodically observing the classroom.

4. **Prohibited behaviors:**

² Every known or suspected incident must be reported to authorities. Inevitably, the leader will wrestle with the question, “Is this a reportable offence? Should I investigate further?” The law is intended to take that decision out of the leader’s hands—the leader is required to report, not to investigate. (Let the authorities investigate.)

**CHILD SAFETY PRACTICES AND GUIDELINES
FOR NETWORK AFFILIATED CHURCHES**

- a. **One-on-One meetings in private spaces.** Adults are prohibited from meeting with an unrelated minor in a private area during a church activity. This specifically includes shared sleeping arrangements (cabin, tent, hotel, or home). This does not apply to related parties. Additionally, this does not prevent an adult from chaperoning a group of minors for youth conventions, mission trips, or other organized outings.
 - b. **One-to-One private messaging between an adult and a minor.** Messages (including texts, messaging, and social media messages) may be sent by an adult to a group of minors. Messages sent by an adult to an individual minor must also include another adult (their spouse or the minor's parent.)
 - c. **Solo adult hosting one or more minors in their private home overnight.**
 - d. **Any adult showers or disrobes with one or more minors in the room, or vice versa.**
 - e. **Solo adult drives one or more minors in their vehicle.**
 - f. **Solo adult meeting a solo minor in a mall or park.**
5. **Safe activities.** Care must be taken to ensure that all activities are supervised, safe, and do not present unreasonable risk of injury. Adequate supervision involves a number of safeguards, including:
- a. Lock rooms and hallways that are not being used.
 - b. Use video to monitor activities, when reasonable.
 - c. Have a reasonable number of adults to supervise activities.
 - d. Only release minors to the parent or other known adult who brought them.
 - e. Be especially vigilant with off-site activities since they present a higher degree of risk and are more difficult to supervise.
 - f. Obtain Pastoral approval for any activities that involve a substantial amount of physical action, since they present a higher degree of risk of injury.

**CHILD SAFETY PRACTICES AND GUIDELINES
FOR NETWORK AFFILIATED CHURCHES**

6. **Permissions and Forms.** Parental Permission and Assumption of Risk forms must be obtained for each child before participating in off-site activities, overnight stays, and events involving moderate or intense physical activity. The Assumption of Risk form contains a section where the church must clearly describe all potential activities along with their associated risks. Specifying these activities on the Assumption of Risk form will assist insurance companies in determining the order in which different insurance policies are charged, and it will help the church defend against any negligence or personal injury claims. Sample forms are available at the end of this document.

Appendix 5:
Volunteer Application
[Background Screening for Those Working with Minors]

VOLUNTEER APPLICATION

Background Screening For Those Working With Minors

CONFIDENTIAL INFORMATION

This application contains information that is confidential and may be reviewed only by the Senior Pastor, the Regional Executive Presbyter, or persons or committees authorized by the SoCal Network Executive Presbyters having authority to make personnel decisions regarding volunteers and employees. Persons who review, duplicate, distribute, or disclose any portion of this document without authorization face one or more of the following consequences: (1) Possible criminal liability, (2) Possible civil liability, (3) Possible termination of employment, if an employee, (4) Possible dismissal from any official position with the Network, if a volunteer.

Instructions to Applicant: Please complete this form:

(Please note that if the position you are applying for includes transporting minors, you may be asked to complete additional forms)

Name of Applicant _____

Name of Church _____

Location (City) of Church _____

PERSONAL INFORMATION

(Please Print)

Applicant's Name: _____

Street Address: _____

City/State/Zip: _____

Home Phone: _____ Cell Phone: _____ Birth Date: _____

Email Address: _____

Are you 18 years of age or older? ☐ Yes ☐ No *[Parental or Guardian Consent required if less than 18]*Gender at Birth: ☐ Male ☐ FemaleMarital Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced ☐ Remarried

Spouse's Name: _____

Name(s) / Age(s) of dependents:

Education: Circle all that apply: High School or GED; College: 1, 2, 3, 4; Graduate; Degree: _____

Occupation: _____

Employer: _____

Work Phone: _____ Can you receive calls at work? ☐ Yes ☐ No

Occupation: _____ Employer: _____

Work Phone: _____ Can calls be received at work? ☐ Yes ☐ No

Do you have any physical handicaps or conditions that would prevent you from performing certain types of activities as per the job description given to you? ☐ Yes ☐ No If yes, please explain: _____

Emergency contact person and phone number: _____

Do you have personal health and/or accident insurance ☐ Yes ☐ NoIf no, please note by signing this application that you are agreeing to the following statement:

"The applicant understands that the SoCal Network Assemblies of God provides liability coverage for most Network-sponsored activities. This insurance is secondary to one's own insurance coverage which is agreed as being primary. In the event of injury to a non-insured participant and in the event of a claim against the insurance carrier for the Network, the applicant agrees to cover the deductible rate costs required by the insurance carrier."

CHURCH ACTIVITY

Are you a born-again Christian? ☐ Yes ☐ No When were you born-again? _____

Are you baptized in the Holy Spirit as evidenced by speaking in tongues? (Acts 2:4) ☐ Yes ☐ No

How long have you been attending this church? _____ Are you a member? ☐ Yes ☐ No

If you have been a member less than two years, please list the last church of which you were a member, including the address and phone number:

Have you read and do you agree with the Assemblies of God fundamentals of faith? ☐ Yes ☐ No

List names and address of other churches you have attended regularly during the past five years, as well as the names of the pastors whose leadership you were under:

Please explain your Christian experience briefly (use the back of this page if you need more room):

Have you worked with minors before? ☐ Yes ☐ No If yes, for how long? _____

What experience have you had with the age group with which you wish to work?

List all previous church work involving minors (identify church and type of work):

List any gifts, callings, training, education, or other factors that have prepared you for working with minors: _____

ADDITIONAL INFORMATION

Note: Conviction of a crime and/or answering yes to any of the following questions may not necessarily disqualify you for from working with minors with this Network. However, providing falsified information DOES automatically disqualify you for a position as a volunteer.

Do you have a current driver's license? ☐ Yes ☐ No

Driver's License Number: _____ Classification: _____

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

Do you use tobacco? ☐ Yes ☐ No Do you drink alcoholic beverages? ☐ Yes ☐ No

Do you use illegal substances of any kind? ☐ Yes ☐ No

Have you ever been arrested or convicted for the use or sale of drugs? ☐ Yes ☐ No

If yes to any of the above questions, please explain: _____

Have you ever been arrested for or convicted of child neglect or child abuse? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been criminally charged with, investigated for, or civilly sued for any of the following offenses: rape, sodomy, sexual abuse, sexual battery, contributing to the sexual delinquency of a minor, sexual misconduct, public indecency, or any other similar criminal (offense)? ☐ Yes ☐ No

If yes, please explain: _____

Date: _____ County and State: _____

Outcome: _____

Have you ever been arrested for or convicted for any other related offense? ☐ Yes ☐ No

If yes, please explain: _____

Are you now, or have you ever been, treated by a psychologist or doctor, been hospitalized or received prescription drugs for any emotional or mental disorder? ☐ Yes ☐ No

If yes, please explain, giving date and treating physician(s):

Other than the above matters, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and child care of young people? ☐ Yes ☐ No

If yes, please explain: _____

REFERENCES

List three (3) personal references. They must have the ability to assess your suitability for working with or around minors. Two (2) references must be members of your local church; one (1) reference should be from a current or past position in which you volunteered or worked with children or from someone who works with children on a regular basis. Please do not include relatives.

| NAME OF REFERENCE & RELATIONSHIP TO YOU | ADDRESS | CITY | STATE | ZIP | PHONE |
|---|---------|------|-------|-----|-------|
| | | | | | |
| | | | | | |
| | | | | | |

EXPERIENCE WORKING WITH MINORS: Please list up to three of your previous experiences where you worked with minors beginning with your current or most recent. [If you have less than three prior experiences, please list all that you have.]

If you have no prior experience, please state "none" here: _____

| | |
|---|-------------------------------------|
| Church/Organization Name | Position |
| Address | Start Date/Ending Date (Month/Year) |
| Name of Supervisor (Contact), Title & Phone | |
| Reason for Leaving: | |
| Description of Duties: _____ _____ | |

| | |
|---|-------------------------------------|
| Church/Organization Name | Position |
| Address | Start Date/Ending Date (Month/Year) |
| Name of Supervisor (Contact), Title & Phone | |
| Reason for Leaving: | |
| Description of Duties: _____ _____ | |

| | |
|---|-------------------------------------|
| Church/Organization Name | Position |
| Address | Start Date/Ending Date (Month/Year) |
| Name of Supervisor (Contact), Title & Phone | |
| Reason for Leaving: | |
| Description of Duties: _____ _____ | |

APPLICANT'S STATEMENT

Please write a brief statement explaining why you are seeking a volunteer position with the District and describe why you want to work with minors and would make a good volunteer:

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information they have regarding my character and fitness for working with minors and I release all such references from liability for any damage that may result from furnishing such evaluation to you.

Should my application be accepted, I agreed to be bound by the bylaws and policies of the SoCal Network Assemblies of God and to refrain from unscriptural conduct in the performance of my services on behalf of the church and/or Network.

In signing this application, I affirm that the information I have given here is true and correct.

Applicant's Signature

Date

Applicant's Name – Please Print

PASTOR'S STATEMENT

As the Senior Pastor I have reviewed the attached Volunteer Application, the references have been checked and the applicant has met with a reviewing committee and our church endorses and requests that this applicant be approved to attend Network sponsored activities as a chaperone and volunteer representative of our church.

Senior Pastors Signature

Print Name

Date

Appendix 6:
Volunteer Pastoral Interview

Volunteer Pastoral Interview

Name of Church:

Location (City) of Church:

Applicant/Volunteer Name:

- Are you a member of the church? ☐ Yes ☐ No
 - How long have you been a member?
 - If you have been a member for less than two years, please tell me the last church of which you were a member.
 - What experience have you had with the ministry/age group with which you wish to work?
 - Have you any previous church work involving minors (identify church and type of work)?
 - What gifts, callings, training, education, or other factors have prepared you for working with this ministry/minors?
 - Do you have any physical limitations or conditions that would prevent you from performing certain types of activities as per the volunteer job description given to you? If yes, please explain.
 - Have you received and reviewed the Child Safety Practices and Guidelines for a District Affiliated Church? ☐ Yes ☐ No
 - Do you understand the mission of the church and agree to faithfully support the leadership of the church? ☐ Yes ☐ No
-

PASTOR'S STATEMENT

As the Senior Pastor, I confirm that I have conducted a personal interview with the applicant and deem them ☐ **Eligible** / ☐ **Ineligible** to volunteer in programs or activities of any kind on site for minors at the church.

Senior Pastors Signature

Print Name

Date

Appendix 7:
Approved Driver Form

Approved Driver Form

| | |
|--|---|
| Church name: | Location: |
| Driver name: | |
| Driver's License No: | Expiration Date: |
| Copy of my DL is provided Yes <input type="checkbox"/> No <input type="checkbox"/> | I am over the age of 25: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| In the last three years, have you been convicted of more than one minor traffic violation or been involved in more than one at-fault accident? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you answered "Yes" please provide details.) | |
| Driver Insurance Information | |
| Auto Insurance Company: | Policy Holder Name: |
| Policy No: | Effective Dates: |
| Specify insurance coverage maintained (minimum: 100/300 BI /100 PD): | |
| I will maintain my insurance at the approved level specified. Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| A copy of my auto insurance card is attached. Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| I will provide a copy of my insurance card annually to maintain approved driver status. Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Vehicle Safety | |
| I agree to the following: To comply with all traffic laws when driving on behalf of the church. Yes <input type="checkbox"/> No <input type="checkbox"/> To require all occupants to wear seatbelts. Yes <input type="checkbox"/> No <input type="checkbox"/> To warrant that the vehicle is in regularly maintained and in good working condition. Yes <input type="checkbox"/> No <input type="checkbox"/> That I will not use a cell phone (except hands-free) while driving. Yes <input type="checkbox"/> No <input type="checkbox"/> I will caravan with the group (as applicable). Yes <input type="checkbox"/> No <input type="checkbox"/> | |

I affirm that the above information is accurate and correct.

Drivers Signature

Date

| | |
|---|--|
| OFFICE USE ONLY | |
| Approved <input type="checkbox"/> Yes <input type="checkbox"/> No | Volunteer Screened: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pastor's Signature: | Date: |

Approved Driver Form

Driver Policies

It is crucial to determine when a trip is classified as “driving for the church,” as this will impact insurance and liability issues, as well as other financial matters.

Driving for the Church is defined as follows:

1. Driving while performing one’s regular job duties during or after work hours.
2. Driving to complete a task assigned by the employee’s supervisor during or after work hours.
3. Church business does not include driving after hours for tasks that are self-initiated, unassigned, or unrelated to employment duties, even if the task is meant to benefit the Church. (For example, an employee who chooses to “pick up office decorations” or “attend a church event” on their own will not be considered to be driving on church business.)
4. According to state law, a significant route deviation to conduct personal business—even during regular work hours—may lead to a temporary suspension of the “church business” classification. If the deviation is substantial, the church’s insurance coverage could be suspended for the personal portion of the trip. Unfortunately, the law does not define the term “significant deviation,” so employees must use their best judgment in each case.

If you are involved in an accident while driving on church business:

If a Church employee or volunteer is in an accident while driving a church vehicle or a personal vehicle on church business:

1. If the accident is serious, (if it is not serious, go to #2)
 - a. Call 911
 - b. If there are serious injuries, ask the 911 operator to send an ambulance.
 - c. Cooperate with the police when they arrive. Get a copy or photo of the police report.
2. Obtain the other party’s contact information and insurance information. Take some photographs.
3. Do not admit guilt or responsibility for the accident to anyone—driver, bystander, insurance agent, or even the police. (Fault is a legal matter, and it is not your responsibility to determine

Approved Driver Form

fault.) Do not say, "I'm sorry," which could be construed as an admission of responsibility. If you must express sympathy, say, "This is terrible. This is sad."

4. Collect broken parts and debris and put them in the trunk. (Some parts can be reused, reducing repair costs.)
5. Arrange for medical treatment for less serious injuries.
6. Call the Church or Pastor so that the church's insurance agent can be notified. (Even if the accident involved a personal vehicle.) Provide the insurance agent with the photos, driver and insurance information, and a copy of the police report.
7. Contact the driver's insurance (if the accident involved a personal vehicle.)