

# **Indian Springs Baptist Church, Inc.**

## **Policies and Procedures Manual**

**ISSUED TO** \_\_\_\_\_

**MANUAL NUMBER** \_\_\_\_\_

**This manual is the property of  
Indian Springs Baptist Church, Inc.**

# **INDIAN SPRINGS BAPTIST CHURCH, INC.**

## **POLICIES AND PROCEDURES MANUAL**

### **PREFACE**

This manual has been prepared as a guide to all who serve in leadership positions at Indian Springs Baptist Church, Inc. Its purpose is to aid in the effective and efficient functioning of staff, ministry groups and church members; to assist church leadership in sound decision making; to optimize the fulfillment of our church's ministry purpose and goals; and to have in written form necessary ministry guidelines in one place for easy and quick reference. Furthermore, the guidelines found in this manual are to protect the congregation and its leaders -- not to restrict ministry or impede the working of the Holy Spirit. They will be used as a management tool and not a wall of rigidity that could put a damper on Indian Springs Baptist Church's mission.

### **Values For Having Policies and Procedures**

- They are useful in translating the church's general statement of purpose into terms that can guide the decision making process.
- They are useful in testing past and current practices and decisions against the church's official statement of purpose.
- They serve as an important organizational aid and management tool when they are in written form, current in content, broad but flexible, simple and easy to understand, and positive in nature.
- They are needed to prevent having an attitude of being too legalistic or having a mindset that "anything goes".
- They tend to produce consistent, coherent, and compatible decisions.
- When properly implemented, they become an invaluable resource for identifying and delegating responsibilities, preserving a consistent level of quality performance throughout church ministries and protecting church leaders and the congregation as a whole.
- They help avoid needless discussion about how tasks should be accomplished and who is responsible for completing the tasks.
- They permit the responsibility for many minor decisions to be delegated.
- They assist in the timely training of new personnel and eliminate time consuming meetings by staff or ministry leaders on routine matters. It is a proven fact that when individuals or groups know their job, what is expected of them and the limits of their responsibilities and authority, they will accomplish results and find rewards in the use of their spiritual gifts.
- They tend to improve the quality of the planning and budgeting process.
- They conserve valuable time for more important tasks and allow church leaders the flexibility needed to make routine decisions without constantly seeking opinions or direction from other persons or organizations within the church.
- They improve efficiency and alleviate conflicts and misunderstandings in the decision-making process.
- They offer a rationale for explaining decisions.

- They tend to help keep the debate focused on the basic principle or policy behind a specific decision rather than on the details of a particular decision. This reduces the possibility of divisive controversy during a church business meeting.
- They encourage long-range thinking and planning.
- They provide an excellent basis for broadening the degree of participation in the decision making process, or encouraging lay involvement for improving the quality of communication in "why" the church is involved in certain activities.
- They assist the church in being a better steward of the Lord's resources of which He has so graciously entrusted to us.

The Leadership of ISBC desires to provide regular updates to this manual and adequate training to staff, including ministry leader volunteers, who are affected by such operational policies and procedures. Leadership also desires that such policies and procedures be no more burdensome than is necessary to accomplish the ministry objectives/goals/values. Therefore, a cost-benefit analysis shall be done to ensure that each policy and procedure generates ministry protection and benefits, which exceed their cost, both in terms of dollars, staff morale and works that glorify God.

Furthermore, we believe that the church must exercise the stewardship of power. Good structure and documentation is a fundamental element of the stewardship of power, since it forces leaders to be accountable for their actions and decisions. This manual will create such levels of accountability.

The Policy and Procedures Committee shall have general responsibility for the preparation, revision, and distribution of all operational policies and procedures and shall, in general, act as the clearinghouse for all matters pertaining to this manual. In order to keep the policies and procedures on a current basis, each ministry leader shall be responsible for informing the Chairman of the Policy and Procedures Committee of any significant changes to the church's organizational structure and operational systems. If a conflict between church policies and procedures, or any other related operational matters of the church arise, the content in this manual should address an appropriate method for solution. However, the Constitution and Bylaws will always take precedent over this manual. If this manual or the Constitution or Bylaws does not address the conflict, then it should be brought to the attention of the Policy and Procedures Committee.

## **POLICIES AND PROCEDURES GENERAL OPERATING GUIDELINES**

Policies and Procedures should and/or could be initiated, developed and proposed by the appropriate Ministry groups most closely associated with area most affected by the Policy and Procedure. For example, Policies and Procedures related to Preschool might be initiated by the Preschool Minister, the Directors and Teachers of the Preschool Sunday School Department and/or the Nursery Committee. If a general policy or procedure that spans several ministries is needed, then the Policies and Procedures should and/or could be initiated by the Deacons or the Ministerial Staff. Suggestion and recommendations for policies and procedures for handling various needs within the church could come from any member or member group but should be routed to the appropriate Ministry Leaders, Ministry Committees, or Ministry Teams.

After a Policy and Procedure has been developed it will then be proposed to the appropriate Ministry area for review editing. Various members of the affected Ministry areas will have varying degrees of interest in the variety of Policies and Procedures that are to be reviewed. The level of interest will be influenced by the extent to which a particular policy will impact their ministry. These leaders should give greater attention and review of the proposed policy and procedure and obtain input from their respective Committees or Teams. In all cases, the Chairman of Deacons will decide which policies and procedures (because of the seriousness or breadth of impact) will need to be reviewed and approved by the Deacons. In very rare cases, a Policy and Procedure will be of such impact, that Church approval will be sought. In these rare cases, serious consideration should be given to incorporating the change into the by laws of the church.

After a Policy and Procedure has been approved by the appropriate body (the affected Ministry area, Deacons, or the Church body) it will then become the guideline by which various ministries will endeavor to operate. Exceptional situations which do not fit an established Policy and Procedure will occur. These will be handled *as exceptions* and will be reviewed first by the Ministerial Staff and if necessary by the Deacons for decisions regarding how that situation should be handled. If the frequency of exceptions is great enough, then changes will be developed and proposed to either modify an existing Policy and Procedure or to create a new one.

# TABLE OF CONTENTS

<b>Fund Raising Events and Other Sales .....</b>	<b>1</b>
<b>Open Flame Policy .....</b>	<b>4</b>
<b>Crisis Ministry to ISBC Church Family .....</b>	<b>5</b>
<b>Access and Use of Copiers at ISBC .....</b>	<b>8</b>
<b>Education Curriculum .....</b>	<b>9</b>
<b>General Guidelines for Committees.....</b>	<b>12</b>
<b>Ministry Furniture and Equipment.....</b>	<b>19</b>
<b>General Guidelines for Use of Facilities .....</b>	<b>20</b>
<b>ISBC CLC Reservation Request .....</b>	<b>23</b>
<b>Motion for Church Action .....</b>	<b>24</b>
<b>Prevention of Preschool, Children, and Youth Abuse .....</b>	<b>25</b>
<b>Preschool, Children, and Youth Ministry Program.....</b>	<b>37</b>
<b>Preschool, Children, and Youth Ministry Volunteers Expectations .....</b>	<b>38</b>
<b>Lifestyle Expectations for Preschool, Children, and Youth Ministry Team Members .....</b>	<b>39</b>
<b>Prevention of Preschool, Children, and Youth Summary Document.....</b>	<b>40</b>
<b>Qualifications and Expectations for Teachers .....</b>	<b>44</b>
<b>Qualifications and Expectations for Deacons .....</b>	<b>46</b>

# **FUND RAISING EVENTS AND OTHER SALES**

## **Statement of Policy:**

Indian Springs Baptist Church believes that God has provided the necessary financial support for the operation of the church and its various ministries by blessing our members financially. Just as Abraham was blessed so that through him others would be blessed, we believe that faithful obedience to the Biblical teachings of tithing and free-will offerings to support the ministries of the Kingdom of God through the local church will result in abundant support and financial resources so that Fund Raising Events will not be necessary.

There are situations where various ministry organizations will need to sell items in conjunction with the conduct of their ministry. When such situations arise, the following Procedures should be observed.

## **Procedures:**

### **1.0 DEACON REVIEW AND APPROVAL**

.01 All fund raising events or sales which are to be planned and coordinated by a ministry of Indian Springs Baptist Church or any of its integrated ministry auxiliaries must be approved by the Deacon body in advance of any promotion. The Deacons will evaluate the event to determine if it complements Indian Springs Baptist Church's mission and purpose statement. Other considerations will include: planned ministry results, calendar conflicts, demands on staff, financial plans, facility use, planned promotion, etc.

.02 In evaluating the fund raising event, the Deacons, in conjunction with the Church Treasurer, will also determine if the proceeds generated from the event qualify as Unrelated Business Income (UBI). Federal laws require non-profit organizations to pay federal income taxes on income that was produced from activities that are not directly related to their exempt purpose. In determining if UBI was generated, the IRS will be more concerned on how the funds were raised, rather than how the profits will be spent. In other words, it does not matter if the profits are planned to be used for an exempt purpose; the issue is, were the profits produced from a charitable, religious or educational purpose?

### **2.0 OVERSIGHT AND FOLLOW UP**

.01 If the sale is approved, a Project Planning Sheet should be completed and submitted to the appropriate ministry Leader who will be overseeing the event. This form requires the completion of a budget and the submitting of all appropriate calendar requests (for review by the Church Council) and work requests. All publicity must be cleared through the Publicity Committee when the church's name is being used in promotion pieces.

### **3.0 SALES OF MERCHANDISE**

#### **3.1 Sales Through Church Ministries**

.01 Christian products will be offered for sale to the membership and visitors of Indian Springs Baptist Church for convenience and support of church ministries. Examples of products that could be sold are: Christian books, literature, tapes, CD's, etc. Products to be sold must meet the following conditions:

- Products offered for sale must be religious in nature and in direct relationship to an approved ministry or program of the church. Products which could be viewed as secular in nature (i.e. mugs, tee shirts, pencils) must have some form of scripture reference or Christian symbol on them to be sold at Indian Springs Baptist Church. Sales of non-religious products might be viewed as unrelated business income and could require the collection of state sales tax.
- Sale price of the product must be adequate enough to cover the cost of the item and minimal overhead costs. Profits on the sale of products are not allowed.

### **3.2 Sales by Visiting Organizations**

.01 Commercial activities are discouraged. However, in support of special programs, events, revivals, conferences, training seminars, and the like, individuals or organizations that have been invited by the church may offer to the church members and attendees products that support their ministry. These products must be directly related to that organization's ministry.

.02 The organization selling the products is responsible for staffing and the collection of monies. The church will give direction as to where the products can be sold in church facilities. Facilities staff will provide tables, chairs and other reasonable set-up requests.

### **4.0 FEES PAID FOR SERVICES RECEIVED**

.01 From time-to-time activities will be offered to church members at a no-cost-to-the-church basis. Such events may be offered where the fee charged the participant will pay the prorated expenses of the activity. Examples of these types of services might include:

- youth camps, retreats
- music, art or other lessons
- seminars and related activities
- team sports events
- counseling services
- coordinating weddings
- sound and light service for weddings

.02 The initial expenses and the collection and distribution of such fees and cost sharing charges will be administered through the sponsoring ministry budget accounts of the church. The ministry's budget will bear the burden of any excess expenditures.

.03 No purchases are to be made from cash collected. Any amounts needed for purchases or reimbursements are to be obtained through a Purchase/Funds Request or Petty Cash.

## **5.0 GARAGE SALES, YOUTH ACTIVITY SALES, CRAFT SALES, ETC.**

.01 Profit motive activities sponsored by the church are not allowed.

## **6.0 "QUID PRO QUO" CONTRIBUTIONS**

.01 Moneys received at a fund raising event must be evaluated to determine if any portion of the receipts represent a tax-deductible contribution to the donor. If a donor makes a "quid pro quo" contribution of more than \$75 (that is, a payment that is partly a contribution and partly a payment for goods or services received in exchange for the contribution), the church must provide a written statement to the donor, for contribution purposes, that satisfies the following two conditions:

- The statement informs the donor that the amount of the contribution that is tax-deductible is limited to the excess of the contribution over the value of any goods or services provided by the church in return.
- The statement provides the donor with a good-faith estimate of the value of the goods or services furnished to the donor.

.02 A written statement need not be issued if only "token" goods or services (a value of \$70 or 2% of the amount of the contribution, whichever is less) are provided to the donor.

.03 The quid pro quo rules do not apply to contributions in return for which the donor receives solely what the IRS calls an "intangible religious benefit." An example would be that of attending a worship service.

.04 The church Finance Office will provide a Contribution Receipt to all donors who make a quid pro quo contributions. This receipt allows for the disclosure of the required information as discussed above.



# ***OPEN FLAME POLICY***

## **Statement of Policy:**

All of us at Indian Springs Baptist Church want to utilize good stewardship of all the resource provided to support various ministries. A most important aspect of this stewardship is to provide a safe environment that protects people as well as property. There is an inherent danger of open flame that can come into contact with flammable material and limitations in the use of open flames is a prudent step in providing the desired safe environment.

Open flames are allowed in the controlled environment of kitchen appliances and gas water heaters and furnaces for heating. Such equipment has built in safety features; however, exposure to flammable material is still a concern and safe practices must be adhered to at all times.

No flammable materials (solids, liquids or gases) shall be stored within four feet of any gas fired heating furnace or hot water heater. Furnaces are typically located in furnace rooms or “closets” and at times these area become “storage” rooms for a variety of items. Such practices are serious safety violations and will not be allowed.

Adequate training must be provided to any one allowed to operate kitchen equipment with open flames. Such training should emphasis the need to keep any paper, cloth, or wood products away from any hot surfaces as well as any open flames.

It should be understood, without statement, that one should never use a flammable solvent in an area with open flames or hot surfaces.

The use of candles (whether wax or butane or other combustible gas) may be used but **ONLY** in a highly controlled environment. Wedding traditions use candles as part of the decoration and in elements of the wedding ceremony itself. Candles used in weddings must be mounted in candelabras and not be carried about from place to place where the open flame could come into contact with flammable materials such as carpet fabric, seat upholstery fabric, or clothing worn by guests or members of the wedding party. All candles used must be of non-drip varieties. (A note of caution is that such candles may be designated as “dripleless” which means that they drip less than regular candles but they still do drip.)

At times candles are used as part of table decorations and to create a specific ambience for meals service in the dining areas of the church. Such candles must be protected with glass globes so as to minimize the potential exposure to flammable materials that are likely to be used in the decorating scheme of the table. Caution should be exercised to not allow flammable materials to come near or over the globe that shields the candle.

Multiple small individual votives (whether they are wax with a fixed wick or oil with a floating wick) that are placed further away from the center of the table are strongly discouraged because of the difficulty of maintaining control what materials might come into contact with these ignition sources.

The National Fire Protection Association (NFPA) recommends that one should avoid carrying lit candles. Candles should be confined to a stationary non-combustible holder that will collect any dripping wax. Lit candles should not be handled by children.

## **CRISIS MINISTRY TO ISBC CHURCH FAMILY**

*“Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me.” Psalm 23:4*

### **Statement of Policy and Procedures:**

Crises take on many faces. Usually we associate crises with “bad” situations such as deaths, illness, and other significant losses. However, there are other situations that create significant stress that are generally considered to be “good” events. Examples of good crises are birth of a child, weddings, birthdays, anniversaries, moving to a new house or other significant changes in lifestyle. Each crisis situation (good or bad) is a ministry opportunity for our church.

While we attempt to treat each situation with appropriate equity of ministry response, we cannot meet needs that are not known to us. Therefore, it is most important that the church office, deacons, Sunday School Class or Department Directors, and/or church pastoral staff be informed of these crisis situations as soon as possible.

.01 Ministries of this nature are targeted primarily to church family members and their immediate families. As used in this document, “Church Family Members” are people who are official church members AND those persons who are *de facto members* by reason of long-term regular attendance. For example, some individuals and families regularly attend Indian Springs Baptist Church and participate in most activities (except those requiring church membership) but have not opted to formally become members. These individuals and families would be classified as *de facto members* and would be ministered to in the same way the church ministers to those who are officially members. (As a note of clarification, *de facto members* are not eligible to serve as Sunday School Teachers, Deacons, Trustees, nor would they be allowed to vote on church business issues.)

.02 The term “immediate families” would include spouses, children, siblings, and parents of members or *de facto members*. The breadth of inclusion of immediate family members depends on the ministry opportunities. For example, those immediate family members to which the church would respond might be different for “deaths of family members” than that for “illness of family members.”

.03 In the chart that appears on the next page, typical examples of ministry opportunities are shown along with response normally taken and to whom the ministry is directed. Because Sunday School Classes are usually most aware of ministry needs, the first response is best handled by the adult class (or department in the case of Pre-school, Children, or Youth Sunday School Departments) most closely associate with the impacted member.

CRISIS MINISTRY CHART

SITUATION	MINISTRY	FOR WHOM	BY WHOM
Weddings	Bridal Shower	Members*, children of members	Sunday School Class: of Bride or Parents of Bride or Groom. Friends
Births	Baby Shower	Members, children of members	Sunday School Class: of Mother.
	Meals to home		Friends of Mother
Birthdays	Announcements	Members	Office Staff
Anniversaries (By request only)	Announcements	Members	Office Staff
Illness and Surgery	Prayer Ministry Requests Pastoral/Deacon Visits	Unlimited	Office Staff
	Meals to Home	Members, spouses, children and parents in the home. Upon request: other relatives Members and immediate family living in their household.	Pastoral Staff and Deacons  Sunday School if Member attends SS; otherwise, Food Committee
Death	Prayer Ministry Requests Pastoral/Deacon Visits	Unlimited	Office Staff
	Meals to Home	Members, spouses, children and parents in the home. Upon request: other relatives Members and immediate family living in their household. Parents living in this area.	Pastoral Staff and Deacons  Sunday School if Member attends SS; otherwise, Food Committee
	Flowers or Memorials	Members, spouses, children, siblings, and parents	Office Staff

\* Each occurrence of Members would also include *de facto members*.

.04 Examples:

1. Mrs. Smith is a member of ISBC and is a member of the Grace Sunday School Class for ladies. Mr. Smith is not a member. Mr. Smith has a heart attack and is hospitalized. The Grace Sunday School Class would normally take food to the Smith home to assist the family during this time of crisis. Prayer Requests are distributed by the Office Staff. Visit in the hospital and/or home by the Pastoral Staff and/or Deacon on Call.
2. Mrs. Jones is also a member of Grace Sunday School Class. Her daughter Melanie is a senior in college and does not attend church at ISBC. She plans to be married. The groom is from another town. The Grace Sunday School Class would normally plan, promote and sponsor a wedding shower for Melanie.
3. Mrs. Smith's mother who lived in Blountville passed away. The Grace Sunday School Class would take a meal to the Smith home during this crisis time. The Office Staff would send out a Prayer Request. A pastor or deacon would normally visit in the home or at the time the family receives friends or family.
4. Mrs. Jones' son is also away at college in Knoxville. He was hospitalized for minor surgery at Baptist Hospital in Knoxville. Traditionally, no meal would be taken to the home. Prayer Requests would be made by the Office Staff.
5. Mr. Jones is a member of Men's Bible Class. His father who lived in South Carolina passed away. Condolences would be included in the Sunday Bulletin and flowers (or memorial gift) sent to the funeral home.
6. Betty teaches in the Children's Department. Betty had surgery and will be recuperating at home for about one week. Meals and other helps would be taken to Betty's home by her fellow teachers in the Children's Sunday School Department. (Coordination of such arrangements can be handled by co-teachers or by the Department Director.)

In general, ministry (other than flowers or memorial gifts) is handled by a Sunday School Class associated with the impacted member. In the event that a "crisis situation" arises involving a Sunday School Teacher or worker in the Pre-School, Children's or Youth Sunday School Departments, the Department Director would be the most likely person to know of the situation and should rally fellow teachers in that Department to respond as they would in an Adult Sunday School Class.

If the impacted member is not in a Sunday School Class, two approaches are possible:

1. The Food Committee would arrange for meals to be taken to the home at appropriate intervals until the crisis is abated.
2. The Food Committee would find an appropriate Sunday School Class that would be willing to take on this ministry.

## **ACCESS AND USE OF COPIERS AT ISBC**

### **Statement of Policy and Procedures:**

Many need the use of a copier in carrying out their ministries at ISBC. We are designating the Copier located in the New Building for this use. This copier has a number of convenient features such as double sided copying, collating and stapling. This copier is located by the elevators on the lower floor of the East Campus. The East Campus will be unlocked each business day from 9 a.m. to 4 p.m. (There is a code required for the use of this copier. Most adults involved in ministry functions know the code – it is not posted since we do not wish for unsupervised children to “play with the copier”—if you need to use the copier and do not know the code, then call the Church Office.)

The BizHub copier located in the Work Room of the West Campus Office area is more than a copier and the expanded number of features causes it to be prone to problems unless the operator is very familiar with the programming features. These problems sometimes require a service call to correct. Since this copier is essential for the effective operation of the office function we are limiting its use to staff only. If there are unusual circumstances that prevent you from using the East Campus copier, then a staff member can be asked to help make copies on the BizHub..

# EDUCATIONAL CURRICULUM

## Statement of Policy:

Indian Springs Baptist Church takes seriously its responsibility to provide and use teaching and reference materials that are consistent with sound biblical doctrine and are in agreement with the precepts articulated in the Baptist Faith and Message.

We oppose the use of any literature or interpretations of Scripture that attempt to undermine the key tenets of the Christian faith:

- the necessity and sufficiency of the atonement of Jesus Christ,
- the need and reality of the new birth,
- the continuing and persistent work of the Holy Spirit to conform us to the image of Jesus Christ,
- the Virgin Birth of Jesus,
- the Resurrection,
- the sure and certain Return of the Lord,
- the security of the believer,
- and the Triune nature of God.

*Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth. 2Timothy 2:15*

*But speak thou the things which become sound doctrine: Titus 2:1*

## Procedures:

### 1.0 CURRICULUM REVIEW PANEL

.01 A Curriculum Review Panel consisting of the Senior Pastor, Minister of Evangelism and Discipleship, Minister of Youth, Sunday School Director and Training Director will provide and maintain a pre-approved list of literature resources for use in Sunday School, Discipleship Training, and Life-Issues Training.

### 2.0 CURRICULUM APPROVAL

.01 The Curriculum Review Panel will review and update the Pre-Approved Literature List annually prior to the beginning of the new church year (September 1). Generally, this list will include Study Guides and Pupil Quarterly available from such publishers as Life Way Ministries, David C. Cook Publishing Company, and Group Publishing Company.

.02 The Curriculum Review Panel will also meet as needed to review and decide the suitability of other literature that is not on the Pre-Approved Literature List. Sunday School Teachers and Training Session Leaders should submit a Request for Curriculum Approval Form prior to promoting a particular training series or announcing the new material to their Sunday School Class.

.03 Materials that have been reviewed and approved on a case-by-case basis will be added to the Pre-Approved List prior to the next annual update. Any material that has been

disallowed will be added to the list of Non-Approved Literature.

### **3.0 CURRICULUM COSTS**

#### **3.1 Budget for Church Educational Ministries**

.01 Each Educational Ministry will develop a ministry plan and submit a proposed budget each year prior to the beginning of the Church fiscal year. A substantial portion of such budgets are usually associated with quarterly literature purchases that support Sunday School, Children's Choirs, Discipleship Training, Life-Issues Training and AWANAs. Items to be purchased should fall under the one or more of the following categories:

- Sunday School literature such as Teachers Quarterlies and Commentaries, Pupil Quarterlies, and Resource packets related to the quarterly lesson material.
- Music sheets and teaching aids for Children's Choirs.
- Interactive Teaching Guides, Videos, and Tapes for Guided Study in Discipleship and Life Issues Training.
- Pupil Work Books and Study Guides for Training
- AWANA literature and support material.

#### **3.2 Shared Costs with Learners**

.01 While the church encourages the use of quarterly study material in Sunday School, some classes may see a need for special studies that would involve the purchase of other literature or books in Youth and/or Adult Classes. If such approved literature is to be used then the Teacher should not order his or her quarterly literature for the time the special study is to occur. If the cost of other literature or books needed for the special study exceeds the cost of quarterly literature for that class, then the class members will be expected to pay the difference in cost of the materials.

.02 Most interactive and guided studies in Discipleship or Life-Issues Training involve single-use workbooks. Participants in these studies are expected to purchase their workbook at the start of the course. Upon request and completion of the study course one half the cost of the workbook will be reimbursed to those who attended 80 percent or more of the sessions. Purchase of other books needed for such studies will be the responsibility of the individual participants.

### **4.0 ORDERING LITERATURE**

#### **4.1 Sunday School**

.01 The Sunday School Director will conduct a survey of each teacher to determine the number and variety of approved curriculum literature needed approximately five weeks prior to the beginning of a new quarter. The number of Pupil Quarterlies should reasonably reflect the number of people who attend the class and not the number on the class roll.

.02 A composite list by literature type and publisher should be provided to the Financial Administrator no later than five weeks prior to the start of the new quarter. It is recommended that the Sunday School Director obtain a copy of blank order forms

representing the various publishers used and enter the pertinent information on the form.

.03 The Financial Administrator will place the order by mail, FAX, telephone or “on-line” to the publishers in a timely manner to assure delivery two weeks prior to the start of the next quarter.

## **4.2 Discipleship and Life-Issues Training**

### **.01 Scheduled Core Curriculum Studies**

Training materials for Discipleship and Life-Issues typically consist of a set of re-useable instructional aids such as Video and/or Audio Tapes and a Teacher’s Guide. These are catalogued and maintained by the Minister of Evangelism and Discipleship.

One month prior to the beginning date of the course, the Minister of Evangelism and Discipleship will order enough workbooks to bring the supply up to 10 (or more depending on interest shown in the study course).

### **.02 New or Ad hoc Studies**

When sufficient interest is shown for a special study that is not part of the Training Core Curriculum, upon approval of the Curriculum Review Panel instructional materials may be purchased pending availability of money in the Training Budget. Orders for materials should be placed at least six weeks prior to the start of the study so that promotional material can be available to provide enough time to promote the study in the church and community, if appropriate. Discretion should be exercised in purchasing expensive programs that are likely to be single use. It may be possible to borrow the instructional materials from the Associational Office and limit expenses to the cost of workbooks. The Minister of Evangelism will maintain a current list of available studies in the Associational Office.



## **GENERAL GUIDELINES FOR COMMITTEES**

(Rough Draft – This document has **not** been customized for ISBC – it is very comprehensive and is just a starting point for a policy statement we might adopt.)

### **Statement of Policy:**

Committees will be established by the church upon the recommendation of the Ministerial Staff or the Deacon Body to assist them in developing and implementing policies and procedures; to recommend actions for their consideration and approval; and give oversight to the numerous administrative works of ministry so that their operations will be performed in a "decent and orderly" manner.

*"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10*

*"But select capable men from all the people--men who fear God, trustworthy men who hate dishonest gain--and appoint them as officials over thousands, hundreds, fifties and tens. Have them serve as judges for the people at all times, but have them bring every difficult case to you; the simple cases they can decide themselves." Exodus 18:21, 22*

*"Plans fail for lack of counsel, but with many advisers they succeed." Proverbs 15:22*

### **Procedures:**

#### **1.0 GENERAL COMMENTS**

.01 Much of the administrative work of the Church is accomplished through its committees. The leader of each committee is a member of the Church Council. (Other members of the Church Council are leaders of the various Ministries.) Actions and decisions of the various individual Committees and Ministries can impact the work of other Committees and Ministries. Consequently, sharing plans and results in the Church Council forum will help to ensure that the overall results of the many Committees and Ministries work together for the maximum benefit of the entire Church body. The collective wisdom of the full council in its deliberations should result in better decisions for the Church. Every council member shares accountability for the actions the Church Council takes on ministry and committee recommendations. The fact that a committee or ministry has prepared the way and recommended a policy option does not relieve individual council members of their obligation to make informed, carefully considered judgments based on their understanding of the issues and their determination of the needs for the church.

#### **2.0 TYPES OF COMMITTEES**

.01 Four types of committees can be established. They are the:

- Advisory Committee
- Standing Committee
- Delegated Committee
- Ad Hoc Committee

.02 Advisory Committees are established by the Deacons strictly for the purpose of providing independent advice and counsel over key operational matters of the church. These committees are directly accountable to the Deacons.

.03 Standing Committees are permanent committees, established in accordance with the church's bylaws, which relate to the ongoing governance and operations of the church.

.04 Delegated Committees are working committees that have been established by a Standing Committee to assist them in specific tasks or administrative areas.

.05 Ad Hoc Committees have limited charges and are created for specific purposes. Ad Hoc Committees should be instituted for a specified period and disbanded when the need for them no longer exists.

### **3.0 COMMITTEE SIZE**

.01 The size of a committee depends first on a common-sense assessment of how many people are needed to do its work and the availability of Committee members.

.02 If a committee is too large, a small group of its members may assume too much responsibility, and others may feel underused and uninvolved. If a committee is too small, there may be too few people to effectively get the job done. Finding an appropriate or "ideal" committee size is the responsibility of the Committee on Committees.

### **4.0 COMMITTEE ELECTION**

.01 Elections of committee members (by the church) may be conducted in more than one session. Regular elections shall be completed prior to January 1. Special elections may be held as needed. Persons elected at regular elections shall begin their service on January 1 immediately following their election, unless otherwise stated. Persons elected at special elections shall begin their ministry as soon as they are elected, unless some other time is stated at the time of their election.

#### **4.1 Rotation**

.01 Election of active committee members shall be based on the principle of a three

(3) year rotation system, with a three (3) year term and a one (1) year minimum gap in service. Ideally, one-third (1/3) of the members each year would be elected to three (3) year terms.

#### **4.2 Un-expired Terms**

.01 When a position is vacated prior to completion of the elected term, a person is to be elected to complete the un-expired portion of the term. He or she may be eligible for a new three (3) year term upon the completion of serving an un-expired term.

#### **4.3 Enlarged Membership**

.01 When the size of the active committees are increased, one-third (1/3) of the additional members are to be elected for a one (1) year term, one-third (1/3) for a two (2) year term, and one-third (1/3) for a three (3) year term. Fractional terms will exist when members are added at times other than for January 1 assumption of service.

#### **4.4 Eligibility to Serve Consecutive Terms**

.01 Persons completing a full three (3) year regular term will not be nominated or re-elected to the same position until a one (1) year waiting period has passed. The one (1) year waiting period does not affect service in other positions.

.02 Persons completing a partial term, but having less than three (3) years consecutive service on the same committee, may be re-elected to a term of three (3) years or less, without a one (1) year waiting period.

.03 Members may have the one (1) year waiting requirements waived when the Church votes to do so.

### **5.0 COMMITTEE COMPOSITION**

.01 A committee's work will be most productive when its members are knowledgeable and committed and work well as a team. For this reason, committee appointments by the Committee on Committees should be made with careful attention to the mix of spiritual giftedness, skill, perspectives, and personalities that is being created.

.02 The Chairperson to every Standing Committee (and the Leader of every Ministry) serves as a Church Council member. In addition to upcoming events that affect the Master Church Calendar, each of these committee chairpersons (and ministry leaders) will present a written report of their committee's (ministry's) activities and results at the regular quarterly council meeting. Oral presentations of reports will be made when operational changes are proposed that will impact other committees and ministries. All members will share in the council's total workload.

.03 On a rotational basis, selected Chairpersons of various committees (and/or Leaders of various Ministries) will be invited to make a brief (five to ten minute) presentation of their results and current activities to the Deacons at a regularly scheduled Deacons' meeting. The Chairperson (and/or Leader) will be notified at least one month in advance of such meetings.

## **6.0 COMMITTEE RELATIONSHIPS**

.01 The most effective committees relate to their Church Council colleagues and to staff with mutual understanding and respect. The first obligation of a committee to the council is to provide adequate information that enables council members to review committee actions and recommendations thoroughly. Council members, in turn, must devote time and thought to studying committee recommendations, which reflect a considerable investment on the part of committee members. Both council and committee members should remember that the Church Council is not a rubberstamp for committee recommendations. The council must exercise "due care" and always has the option to reject a committee proposal or refer a matter back to the committee for more work.

.02 Clarity of committee and staff roles is especially vital. The Senior Minister and each committee assigned staff member should support the work of each committee. It is important to assess the level of staff support that is realistically required and to avoid drawing staff members away from their primary responsibilities. Committees do not advise staff! Instead, they advise and make recommendations to the council on matters of policies and on council participation in church-wide activities, such as strategic planning, building campaigns, fund raising, etc. Just as committees must not supplant the responsibilities of the council, they must also not become involved in day-to-day staff work.

## **7.0 COMMITTEE ORGANIZATION**

.01 Written Ministry Position Descriptions for the committee itself, and the chairperson of the committee, clarify responsibilities and, as a result, contribute to the committee's effectiveness. The following responsibilities should be included in their Ministry Position Descriptions:

### **7.1 Committee Chairperson**

.01 Sets the tone for committee work, ensures that members have the information they need to do their jobs, and oversees the logistics of the committee's operation. Serves as the committee's link to the Executive Council.

.02 Reports to the full Church Council on committee decisions, policy recommendations, and status reports on committee business. He or she works closely with the Senior Minister and other staff liaison to the committee. Use Request For

Policy/Procedure Statement ([Form No. 8-23](#)), Policy Submittal ([Form No. 8-24](#)) and Committee Activities/Projects Status Report ([Form No. 8-20](#)) to make such reports.

.03 Assigns work to committee members, sets Committee Meeting Agendas ([Form No. 8-14](#) or [8-15](#)), runs meetings, and ensures distribution of minutes and reports to members.

.04 Initiates and leads the committee's annual evaluation, a process in which committee members review their accomplishments in relation to committee goals and reflect on areas of the committee's work that need improvement. The Checklist For Effective/Efficient Committee Service ([Form No. 8-21](#)) can be used to assist in this process.

.05 The chairperson shall be appointed by the Committee on Committees from those serving on the committee.

.06 A general Leadership Position Description for a Committee Chairperson can be found in the Organizational Manual. This description can be enhanced to more fully describe specific duties unique to the committee.

## **7.2 Committee Members**

.01 Must make a serious commitment to participate actively in the committee's work, including substantial participation in committee meetings and discussions.

.02 Should volunteer for and willingly accept assignments and complete them thoroughly and on time.

.03 Must stay informed about committee matters, review agendas and support before each meeting, prepare themselves well for meetings, and review and comment on minutes and committee reports.

.04 Should get to know other committee members and build a collegial working relationship that contributes to consensus.

.05 Should be active participant in the committee's annual evaluation.

## **7.3 Involvement of Others**

.01 Each committee shall have a secretary and such other leaders as the committee deems necessary. The committee will elect the secretary and other committee leaders.

.02 A staff representative will be assigned to each committee. This staff person will keep the committee informed of day-to-day ministry and operational activities and directions. The Senior Minister will appoint the staff representative.

## **8.0 QUORUM**

.01 For the transaction of any business, a quorum consisting of the majority of the committee's membership must be present. A majority of those present and voting shall be effective to bind the committee's actions.

## **9.0 TRAINING**

.01 All committee members are expected to attend an annual orientation meeting in January of each year. The Nominating Committee in conjunction with the Senior Minister and staff are responsible for this meeting.

## **10.0 ATTENDANCE AND PARTICIPATION**

.01 All committee members are required to attend at least 75% of scheduled and special called meetings. If a member cannot meet this participation requirement, then the member should resign. Leadership strongly feels that committee members must be well informed to discharge the ministry duties that have been assigned to them. A replacement would be selected by the Committee on Committees.

## **11.0 TAKING OF COMMITTEE MINUTES**

.01 Minutes must be taken of each meeting for permanent church records. It is the responsibility of the committee secretary to furnish a copy of all minutes and appropriate attachments to the Church Office for permanent record keeping. Minutes are required in the Church Office by the 15th day following their approval.

.02 The Minutes of Committee Meetings form ([Form No. 8-19](#)) can be used to record such minutes.

## **12.0 RESPONSIBILITIES COMMON TO ALL COMMITTEES**

.01 Conduct at a minimum, one meeting per calendar quarter. When requested, submit written reports to the Church Clerk for inclusion in the regular business conference of the church. Committee reports and recommendations might be required to be presented to the Deacon Fellowship for concurrence or non-concurrence prior to presentation to the church.

.02 Develop ministry plans and budget requirements for the next year.

.03 Oversee the application of approved budgeted funds relevant to the committee's responsibilities and stay within the budget limits. Should funds greater than the yearly budgeted amount be required, requests should be made to the Stewardship Committee.

.04 Audit and monitor all programs and activities involved in the area of the committee's responsibilities and make recommendations for changes.

.05 Inform other committees ministry areas of any plans or actions which may have impact on that committee's or ministry's responsibility.

.06 Recommend changes and modifications in committee size, responsibilities and/or functions for approval by the Committee on Committees.

.07 The Senior Minister serves as an ex-officio member on all committees and other staff representatives are ex-officio members to the committees to which they are assigned.

## **Indian Springs Baptist Church By Laws**

### ARTICLE III. COMMITTEES

The functional operations and ministries of the church are generally carried out by various committees. Some committees may function for extended periods (Standing Committees) while others may be needed for a shorter time or until completion of a specific task (Ad hoc Committees). The need for specific new committees may be proposed by any church member to the ministerial staff or to the deacons. A committee can be established upon recommendation by ministerial staff or deacons and approved by the church. Because of changing ministry needs, certain committees may no longer be needed and these may be decommissioned by approval of the church. Committee members will be nominated, proposed to and approved by the church.

Each committee will be responsible for establishing policies and procedures to ensure that the committee can carry out its mission. The objectives and duties of the various committees are to be documented in a policy and procedure manual. Each committee will keep necessary records of the actions of the committee and copies will be filed in the church office. Committees will prepare a quarterly report to the church regarding its activities and results.

## **MINISTRY FURNITURE AND EQUIPMENT**

.01 It is the policy of Indian Springs Baptist Church that ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of the Church. Furniture and equipment used away from the church's main campus must be scheduled and checked out. A Request To Use Ministry Owned Furniture/Equipment form must be completed and properly approved. The requesting individual assumes full responsibility for security, maintenance and return of the items. This individual also assumes full responsibility for the costs of damage repair or replacement. In support of these guidelines, the following procedures apply:

- Ministry furniture and equipment may be utilized off-campus for a 24 hour period for approved church functions. Longer periods must be specifically approved by the Minister of Administration.
- No furniture or equipment will be used off-campus on Sunday without the expressed permission of the Minister of Administration.
- Audio or musical items must also be approved by the Minister of Music.



# GENERAL GUIDELINES FOR USE OF FACILITIES

## Statement of Policy:

God has blessed Indian Springs Baptist Church with physical facilities which aid in the ministry of the church. Therefore, proper oversight must be given to these facilities to ensure that:

- adequate facilities exist to effectively carry out the ministry objectives and goals
- such facilities are properly protected against loss or misuse
- wise stewardship is being obtained through energy conservation, cost reductions and safety measures
- the life of the facilities is extended through a proper maintenance program.

*“Within your temple, O God, we meditate on your unfailing love.” Psalm 48:9*

## Procedures:

### 1.0 ELIGIBILITY FOR USING ISBC BUILDINGS

.01 The programs and activities of special groups requesting building usage must not be contrary to Indian Springs Baptist Church's beliefs and teachings. The facilities and equipment of Indian Springs Baptist Church exist for the primary purpose of being used by its members through its organizations and ministries.

.02 Activities and programs of various groups are limited to the space that is assigned to them.

.03 Church Ministry - Regularly scheduled meetings and activities of Indian Springs Baptist Church will have first priority in the use of its facilities.

Other church related meetings and functions will have second priority.

Ministry or service non-profit groups outside the church may use the facilities when they are not already scheduled for use by some church function.

Church Members may also be allowed incidental use of the facilities subject to availability and other eligibility requirements.

.04 Approved non-church related activities are subject to cancellation when church related activities need the building. The church office will notify the group contact person of any changes as soon as conflicts are known.

.05 Facilities are not available to outside groups for fund raising, for profit making activities, nor for programs related to partisan political campaigns.

.06 All group must provide their own insurance for the purpose of covering liability and property damage or accidents that might occur on church property.

.07 All outside groups requesting use of church facilities must also have and adhere to sexual molestation policies and procedures regarding minors.

## **2.0 REQUESTS FOR USE AND RESERVATIONS**

- .01 A Guidelines Agreement For The Use of ISBC Facilities should be completed by all outside organizations requesting facility use.
- .02 For Long Term use, a review group consisting of the Pastor and Chairman of Deacons will determine the eligibility of an organization to use Indian Springs Baptist Church facilities. They may also consult with the entire Deacon Body if there are any questions regarding eligibility. If the organization and activity are deemed eligible, then the requested times for various events will be reviewed by the Church Council to ensure that the requested use will not conflict with other planned and up-coming church events. Final approval cannot be granted until all scheduling conflicts are resolved.
- .03 For one-time use, eligibility will be determined by the Pastor or, in his extended absence, by the Chairman of Deacons. Approval will be granted pending availability of facilities as determined by the Church Administrative Assistant.
- .04 All fees are to be paid to the Church Office after approval has been granted and prior to the event date. (See Fee Schedule.)

## **3.0 GUIDELINES FOR USE OF FACILITIES**

- .01 The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house.
- .02 Children and youth under the age of 18 are considered minors and must be under adult supervision when in hallways or rooms and are not permitted to roam freely on church property. This policy is to prevent them from getting hurt or hurting others within our facilities. Adult supervisors shall be 21 years or age or older.
- .03 If facility keys need to be issued, such keys must be obtained from the Administrative Assistant and returned immediately after use.
- .04 Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church. Weapons and pets are prohibited in the buildings.
- .05 If questions or needs arise during an event, the deacon of the week should be contacted. The phone number for the deacons of the week will be posted next to available telephone in the Christian Life Center and the Sanctuary Building.
- .06 Dining or the serving of food is limited to pre-approved designated areas. Food and drink are not appropriate for the Church Sanctuary. Light snacks and drinks are permissible in meeting rooms and the Nursery area. A full range of food and drink is permissible in the gymnasium/dining room. In all cases, advanced approval to serve food must be obtained.
- .07 The user is expected to leave the building clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done by church personnel to prevent damage to the building and church furniture and equipment.
- .08 The user will be held responsible for any damage done to church property associated with the scheduled event.
- .09 The user assumes liability for injuries to persons attending the event and for damages or loss of user's property. An authorized representative of the user group must sign a waiver of liability.
- .10 Use of the kitchen also requires approval of the kitchen committee chairperson. The kitchen must be left clean and all cooking utensils in their proper place. Use of the dishwasher, coffee machine and cooking equipment requires special instructions before operation. The refrigerator must be left clean and it is requested that the 5 gallon coolers not

be placed in the refrigerator. Leftover food must be removed from the refrigerator and all trash cans emptied. For safety reasons, no children are to be allowed in the kitchen. (See also, Kitchen Guidelines.)

.11 A responsible representative of the user group must verify that all lights are turned out and all doors are locked before leaving. For one-time usage, keys should be returned to the Church Office on the next business day following the event.

## **ISBC FACILITY USE FEES FOR NON-MINISTRY FUNCTIONS**

Many people wish to use church facilities for a variety of activities that are not directly related to the ministry of the church. Examples of such uses are weddings, receptions, parties, family reunions, community group meetings, and similar activities. Since these activities are not part of the on-going ministry of our church and since incremental costs are incurred when the facilities are used, it is our policy to charge a facility-use fee to offset such expenses as electricity, water, cleaning supplies, paper products, cleaning labor, extra staff involvement to check out keys or lock and unlock doors, etc.

Many potential users volunteer to clean the facilities if the church will wave the usage fee. We have attempted to do this in the past and have had mixed results – this is normally due to not knowing what is expected, where cleaning supplies and restock supplies are located, what to restock, and gaining access to areas where cleaning supplies and restock supplies are located, etc. Our decision was to assign this to the custodian staff to make this a simpler and more efficient process. To help minimize the extra cost to the church's ministry funds, we felt a fee of \$50 for members and \$100 for non-members would be a fair way to share the extra cost for the facilities usage.

Does it cost as much as is being charged to clean up after a function? Sometimes less, sometimes more. How does one assess the cost of damage repair, the replacement of expendable articles, the extra time of church staff, etc.

Do other churches charge for the use of their facilities? Almost universally.

Most churches charge in the range of \$100 to \$250 for their Chapel or Sanctuary and have a similar charge for their Fellowship Hall. One church in the Tri-Cities area charges \$1000 for the use of their Sanctuary for a wedding.

Why should we charge members for using the facilities since they contribute to the general church budget? Money contributed to the church budget is used for ministries of the church and if you are having a function that is part of the church ministry with which you are involved, then there is no charge. On the other hand, if you have a function that is not a ministry, then we only ask that you share in the extra expense of the facilities being used to help lessen the drain on the ministry funds.

**INDIAN SPRINGS BAPTIST CHURCH, KINGSPORT, TN**  
**CHRISTIAN LIFE CENTER RESERVATION REQUEST**  
(Rough Draft)

Sponsoring Organization \_\_\_\_\_

Date \_\_\_\_\_ Time: Hour (s): From \_\_\_\_\_ to \_\_\_\_\_

**CLC Areas Desired:**

- Gymnasium and games area     Dining Room     Kitchen  
 Class Rooms     Youth Assembly Area     \_\_\_\_\_

**Fees:**

Dining Room - \$50.00 fee is required for use of the Dining Room of the CLC. Groups may choose to do their own set-up and clean-up, or pay an additional fee of \$15.00 for each of these services. If the building is not found clean, you will be required to pay the \$15.00 clean-up fee.

Kitchen - Since special training is required for the use of the Kitchen facilities, a member of Indian Springs Baptist Church Kitchen Committee must be present when the Kitchen is used for cooking or the Dishwasher is being used. A fee of \$20.00 per hour is required for the time this person is present.

Youth Assembly Area - a \$15.00 set-up fee is required if any special arrangement of tables and chairs is needed. A clean-up fee of \$15.00 is required in addition to the set up fee. If the room is used when the Custodian is normally working and no clean up is required, then the clean-up fee will be waived.

Class Rooms - No set up service is offered for class rooms. The using organization will be responsible for restoring the room arrangement to the condition found prior to the use of the room. Failure to do so will result in a \$10.00 fee. Clean up fee of \$10.00 for one room (and \$5.00 per each additional room) is required.

**Confirming a Reservation:**

**Your reservation will be confirmed when this form and pre-payment of the entire charge has been received in the Church Office. This needs to be completed at least 2 work/office days before use date and by Wednesday, 4:00 PM for any Saturday use. Payment may be either by Cash or a Check made out to Indian Springs Baptist Church.**

**Sponsors of Church or Visiting Groups:**

Group Leader: \_\_\_\_\_ Business phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Organization Phone: \_\_\_\_\_

Expected approximate number of people who will attend: \_\_\_\_\_

I have read and fully understand Indian Springs Baptist Church's policy and guidelines for Christian Life Center use.    **YES:** \_\_\_\_\_

**WAIVER OF LIABILITY:**

In consideration of the use of the Christian Life Center facilities of Indian Springs Baptist Church of Kingsport, Inc., the undersigned organization on behalf of the organization and any of its members and any persons under its direction and control, hereby waives any claims, demands or causes of action which may arise or be deemed to have arisen for personal injury, damage to property, theft or any other cause resulting from the use of such facilities by the organization, its members or persons under its direction and control, and the said organization hereby agrees to indemnify and hold harmless Indian Springs Baptist Church from any such claims, demands or causes of action.

Indian Springs Baptist Church shall hold the undersigned organization responsible for any damages occurring to the church facilities or equipment during the hours rented.

Should the organization use the facilities of Indian Springs Baptist Church of Kingsport, Inc., on more than one occasion, this waiver shall be deemed a continuing waiver effective for each such use by the organization, its members or persons using the facilities under its direction and control.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
Organization: \_\_\_\_\_

Signed: \_\_\_\_\_

### **Policy Regarding Motions for Church Action**

Indian Springs Baptist Church is “Congregationalists” in its polity for conduct of Church business. Also, in the best of Baptist traditions, we are highly organized with many Ministries and Committees that carry out the routine operations of the overall church functions. A substantial percentage of all needed changes and calls for action can and should be addressed at the Committee or Ministry level.

While any motion from the floor during a regular Business Meeting will be addressed, it is strongly recommended that all pending motions be submitted in writing to the Deacon Chairman, Pastor or Minister of Administration for inclusion on the Agenda of the next business meeting. The Motion will be reviewed and advice given regarding whether Church action is needed or if one of the various Committees or Ministries should address the proposed action. In order to allow a reasonable amount of time for review, proposed motions should be submitted two weeks prior to the Business Meeting date.

If the proposed Motion does not come under the responsibility of an existing committee, then the proposal will be reviewed by the Deacons for consideration. Depending on the nature and impact of the proposed Motion, Deacons may choose to endorse or oppose or take a neutral stance on the pending action.

If Motions referred to Committees or Ministries are adopted, then the action proposed by the initiator of the Motion will have had a successful hearing. If such Motions are not adopted and the initiator is not satisfied with the stated reasons for rejection, then the initiator should request that the Motions be included in the Agenda for a regular business meeting for possible Church action.

The benefits of this policy will be to ensure that Committee and Ministry areas are allowed to address issues for which they are responsible. It will also help ensure that all things be done in accordance with 1 Corinthians 14:40

*“Let all things be done decently and in order.”*

*Date Approved/Revised:*

*Approved By:* .....

## **PREVENTION OF PRESCHOOL, CHILDREN, AND YOUTH ABUSE**

### **Statement of Policy:**

Members of Indian Springs Baptist Church come from a variety of experiences, backgrounds and needs. Many of Indian Springs Baptist Church ministries have young married and single adults who have children in our preschool, children and youth areas. Church leadership is committed to providing an environment that is as safe as possible for children and youth who attend the church or any sponsored programs or activities, and to take the necessary precautions to protect church leaders from accusations or suspicions.

We recognize the need to have formal, written policies and guidelines to help prevent the opportunity for, or the appearance of, abuse to a minor. The following procedures are not based on a lack of trust in a particular worker but instead are needed to protect our preschoolers, children, youth, employees, volunteers and the entire church body.

*"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. And he took the children in his arms, put his hands on them and blessed them." Mark 10:14, 16*

*"Now it is required that those who have been given trust must prove faithful." 1 Corinthians 4:2*

### **Procedures:**

#### **1.0 GUIDING PRINCIPLES**

- .01 By fostering awareness of appropriate, as well as inappropriate behaviors in the presence of minors, Indian Springs Baptist Church, as part of the body of Christ, will demonstrate Christian love and respect for one another.
- .02 We recognize that certain people have exceptional talents for teaching and supporting the growth and development of Indian Springs Baptist Church's children and youth, and we wish to encourage them to use their spiritual gifts. At the same time however, we have set certain criteria on those adults who choose to serve in this capacity so as to protect the well-being of our children and youth.

- .03 Our intent is not to be judgmental, for we are all accountable to God. We rely on God's wisdom in developing, implementing and carrying out His will through these guidelines. Compassion and truth will be the guiding forces for any investigation, reporting or follow-up action that results from the procedures as outlined in this policy.
- .04 Congregational support is critical for adherence to this policy. The limited nature of our resources, and our desire to devote as much as possible to the work of the Lord, dictate that this policy be fully understood by every member of our congregation and extended family. This will enable staff and leadership to do what is within their power to preserve the church resources for the work of the Lord.

## **2.0 PROHIBITED BEHAVIOR**

- .01 The following behaviors are prohibited for all paid employees and volunteers:
  - Threatening or inflicting physical (or emotional) injury upon a child and youth, other than by accidental means.
  - Committing any sexual offense against a child or youth, or engaging in any sexual contact with a child or youth.
  - Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual nature.

## **3.0 WORKER ENLISTMENT AND SCREENING**

- .01 Individuals considered for a position in the preschool, children and youth areas of ministry must be members in good standing of Indian Springs Baptist Church for a minimum of six months before serving in these areas, with the exception of extended care volunteers who work no more than two hours per month.
- .02 All volunteer workers with preschool, children and youth will complete the *Volunteer Application Form* (Form No. 11-18) and the *Screening Form for Those Working With Preschoolers, Children or Youth* (Form No. 12-13). All paid workers must complete the Forms listed above and also complete the *Criminal Records Check Authorization* (Form No. 12-14) and the *Affidavit of Good Moral Character* (Form No. 12-15) as outlined in the Personnel Section of this Policies and Procedures Manual.
- .03 Names of all potential workers will be submitted to the ministerial staff as an additional screening procedure. A minister or ministry leader responsible for that particular ministry area will interview all preschool, children and youth volunteer workers. They will use the *Volunteer Interview Evaluation* form (Form No. 11-19) to perform these evaluations. Additional information concerning the applicant may be required in the review process.



- .04 All workers, volunteer or paid, will be asked to provide personal references on the above-mentioned Screening Form. At least two of these references will be checked. The *Volunteer Reference Check* form (Form No. 11-20) must be used to document discussions and findings.
- .05 The steps listed above will need to be completed prior to the person serving in the preschool, children or youth ministries.
- .06 Individuals who have been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse cannot be used to serve nor will they be employed for any church sponsored activity or program for preschool, children or youth.
- .07 Adult survivors of child abuse will be asked to meet with the Pastor prior to working in the preschool, children or youth areas.

#### **4.0 GUIDELINES FOR VOLUNTEERS: PRE-SCHOOL & CHILDREN'S PROGRAMS**

##### **4.1 Volunteer Conduct**

- .01 A volunteer should never be alone with a child behind a closed door. Two adults must always be in each room where children are present.
- .02 Classroom doors should be kept open or, in the case of rooms with Dutch doors, the top half of the door should be kept open. For older children's classes, an alternative to an open door is a door with a glass window.
- .03 Classes should remain in the assigned spaces. If there is to be a change, the ministry Director must be informed and approve the change.
- .04 For Pre-school areas, each room shall maintain a *Master Child Care Registration Log* (Form No. 11-26). Any special information provided by the parent shall be kept on a *Parents' Instructions/Baby's Schedule* form (Form No. 11-29). This log and instruction form should be taken with the class in the event of a fire or other emergency requiring the evacuation of the room so that attendance can be taken after the evacuation.
- .05 Volunteers should take care that young children do not leave the classroom unattended.
- .06 Classroom doors must never be locked while occupied.
- .07 Volunteers shall always wear their assigned name tags while on duty.

- .08 Two adult volunteers must be in all preschool rooms at drop-off and pick-up times. If one of the volunteers has not arrived, a parent must be asked to stay in the room until the second volunteer arrives.
- .09 With pre-school children, only a parent or other person specifically designated by the parent and known to the volunteer may pick up children. Parents will be requested to provide the Director with any special information regarding a possible child custody dispute where leadership should pay particular attention to who picks up the child. Kindergarten through Grade 6 children will be released at the end of class unless the parents provide special instructions to the contrary. When the parents must pick up a child, the parents should do so immediately after the service and before going to other activities.
- .10 Pre-school children should wear a nametag to allow easy identification.
- .11 Touching to comfort or affirm a child in an age-appropriate manner is permitted. Children in first grade or older should not sit in the lap of volunteers. Volunteers shall not touch children in genital areas except as necessary to change a diaper or to assist a child in the bathroom as noted below.
- .12 The Director shall prescribe, and communicate to the volunteers, precautionary measures for dealing with dirty diapers, blood, vomit and the like, such as the use of protective gloves. The church will provide any items needed for the precautionary measures. These rules will be updated as new knowledge becomes available.
- .13 Only adult female volunteers may assist children in the bathroom and only where necessary in the case of handicapped individuals and small children. Special arrangements, which may include a male volunteer assisting an older handicapped boy in the bathroom, may be made with the consent of the parents and the Director. When a child is taken to a bathroom outside the room, someone must check the bathroom before the child is permitted to enter to ensure it is safe.
- .14 If any serious medical condition is discovered during the course of the stay, a parent must be advised immediately.

#### **4.2 Discipline of Children**

- .01 Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement is always appropriate.

- .02 The Director shall advise volunteers on the best age-appropriate discipline methods and provide volunteers with a copy of *Discipline Guidelines for Preschool and Children*.
- .03 The behavior of a child who is a constant disruption to a class should be discussed with his or her parents and the Director. In appropriate circumstances, the parents can be asked to attend class to observe or control the problem behavior. If the behavior persists, the child may be removed from the class. A child who is a danger to other children shall be removed immediately.

#### **4.3 Continuing Training for Volunteers**

- .01 The Director shall communicate the substance of these guidelines to all volunteers, all of whom must agree to comply with them.
- .02 Training shall be provided on a regular basis for medical precautionary measures, fire and building safety, the statutory requirements for the mandatory reporting of child abuse, the definition of abuse, and other operational guidelines. Such training is essential for a volunteer to do his or her job.
- .03 Fire drills shall be conducted for every classroom at least once each year. Fire drills may be conducted on a classroom-by-classroom basis rather than a total department basis.

#### **4.4 Communication with Parents**

- .01 Volunteers should attempt to keep open lines of communication with parents.
- .02 All Pre-school children should be registered by filling out the *Toddler/Parent Information* form (Form No.11-30). The registration form will include information on special needs, disabilities, and medications. To be effective, this information should be updated annually.
- .03 Parents shall always be permitted to observe in a classroom although the volunteer may tell the parent that his or her presence may be disruptive to the child.
- .04 Parents should be given a brochure containing a summary of the guidelines that have an impact on them. (The Nursery Committee will be responsible for developing this brochure.)
- .05 Parents shall be clearly advised as to where to report suspected abuse or other concern regarding a classroom situation and be assured that they will not be retaliated against for making a report.

- .06 Parents shall be advised that they should pick up their children no later than ten (10) minutes after the service is over unless special arrangements are made, with consent of the volunteers concerned.
- .07 Parents shall not leave a child if the child has a fever or other severe illness. Parents must advise the volunteers if the child is on medication.
- .08 Information concerning the sleeping accommodations for children at any overnight event shall be made available to parents.

#### **4.5 Staffing of the Pre-School and Children's Program**

- .01 There shall be a minimum of two (2) adult qualified volunteers assigned to each class, and a minimum of one (1) assigned to each "break-out group" which is part of a larger class. The volunteers assigned to a class may not all be in the same family. In pre-school rooms, at least one (1) of the volunteers must be female.
- .02 The ratio of volunteers to children should not be less than 1:7 for pre-school classrooms and 1:10 for school age classrooms.
- .03 The Department Directors should make roving checks of all classrooms. The checks shall be on an irregular basis so that the time of the visit cannot be predicted from week to week.
- .04 The Directors shall make provision for last-minute replacements of a volunteer who cannot be present on a given day. If the required number of volunteers cannot be obtained, the class should be combined with another class.
- .05 Parents may be requested to work in children's rooms to fill in or substitute for other volunteers.
- .06 To ensure that there shall be sufficient substitutes available when the regular volunteer cannot attend, the Directors, shall develop a program to encourage parents to undergo the volunteer screening process and to screen, on a preliminary basis, parent substitutes.

### **5.0 GUIDELINES FOR VOLUNTEERS OF YOUTH PROGRAMS**

#### **5.1 Physical Contact**

- .01 Back rubs, neck rubs, massages, kissing, or similar contact are not allowed. Side-by-side hugs are to be used instead of full body contact. Touching need not be completely avoided, but staff and volunteers must be aware of how it looks and how the person being touched may interpret the contact.

## 5.2 Staffing Considerations for Activities

- .01 A minimum of two (2) adults who have completed the required screening and training should be present for all activities. A specific ratio of leaders to youth is not suggested; instead, the ratio should be appropriate for the activity being undertaken. The youth's parent or guardian must grant any exceptions to the two-adult rule and the Minister of Students should be contacted in advance and advised that permission has been obtained.
- .02 Any one-on-one meeting involving a youth must be conducted with the door open. Any planned one-on-one meetings with members of the opposite sex must be held in public places and may only occur if (1) proper approval has been given by the parent or guardian, (2) the designated church official has been notified, and (3) separate transportation is used. At no time shall a youth worker pursue a dating relationship with a student.
- .03 Unplanned contacts between a youth and the Minister of Students or youth volunteers shall, insofar as possible, be conducted under the same rules as are planned activities. It shall not be a violation of this policy, however, for the Minister of Students to talk with a youth in the his office with the door closed, when the youth has requested the closed meeting, providing; (1) the door is closed for a relatively brief time, (2) the Minister to Student informs the Administrative Assistant at the beginning and end of the meeting, and (3) such meetings are infrequent.

## 5.3. Driving Rules

- .01 Only leaders or other qualified, screened individuals may drive. All drivers must have, if requested to, show to the person in charge of an event, a valid driver's license and proof of insurance. When one vehicle is used for an event, the two-adult rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event, keeping the other vehicles in sight is an acceptable substitute for the two-adult rule. The number of persons per vehicle must not exceed the number of seatbelts, and seatbelts must be worn by all occupants.

## 5.5 Overnight and Trip Rules

- .01 Written *Permission and Medical Consent* forms (Form No. 7-01) must be completed prior to the trip. Two-deep adult leadership must be followed throughout the trip, with any exceptions clearly stated and approved in advance by the parent or guardian. The total number of adults on each trip will be adjusted according to the requirement of the planned activities.

- .02 Parent chaperons must complete a *Screening Form for Those Working With Preschoolers, Children or Youth* (Form No. 12-13) before supervising an event sponsored by Indian Springs Baptist Church located off church premises.

## **6.0 REPORTING AND INVESTIGATIONS**

### **6.1 Reporting Requirements**

- .01 All volunteers and employed children or youth workers shall immediately report and document any incident of abuse or violation of the two-adult or open door policy of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential.

### **6.2 Incident of Abuse Defined**

- .01 An "incident of abuse" means any occurrence in which any person:
- Has threatened or inflicted physical injury upon a child, youth or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.
  - Commits or allows to be committed any sexual offense against a child, youth or vulnerable adult, or engages in any sexual contact with a child, youth or vulnerable adult, or is reasonably suspected to have done so.
  - With respect to if a child, youth, or vulnerable adult makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or engages in other verbal, visual or physical conduct of a sexual nature, or is reasonably suspected to have done so.

### **6.3 Reporting Procedure**

- .01 The person reporting an incident of abuse shall contact the Senior Pastor in all cases. If the Senior Pastor is absent, then reporting shall be to the Chairman of Deacons.
- .02 The reporter shall inform him of all relevant facts with respect to the incident of abuse. Upon receiving a report of an incident of abuse, the Pastor, together with the reporter, shall complete the written *Suspicion of Child Abuse Report* (Form No. 7-18). However, in all cases where the alleged wrongdoer is the person to whom a report should be made, he or she shall be considered absent for purposes of this reporting procedure.

### **6.4 Imminent Threat**

- .01 In all cases where an imminent threat of continued or additional abuse exists, any witness shall immediately take action to ensure the safety of the alleged

victim. Depending on the circumstances, “action” may take one or all of several steps:

- Confront the abuser and point out that such actions are not tolerated.
- Contact a member of the church's ministerial staff and request that immediate steps be taken to stop the abuse.
- If the abuse is thought to be "criminal" and the witness feels inadequate to deal with it by direct intervention, then a call to 911 should be made.

After the safety of the alleged victim has been secured, the personal witnessing the incident of abuse shall complete a written *Suspicion of Child Abuse Report* (Form No. 7-18).

## **6.5 Obligation to Report to the Child Abuse Investigators**

- .01 In all cases where any child or youth worker has reasonable cause to believe that a child or youth, known to the child or youth worker in an official or professional capacity, may be abused or neglected, the worker shall make a report to the local law enforcement agency's child abuse investigators. If the child or youth worker is in doubt regarding whether a report should be made, he or she shall telephone the agency anonymously and discuss the situation with the counselor to determine whether a report should be made. The child or youth worker shall make a written record of the name and title of the counselor with whom he or she spoke and the recommendation made by the counselor.

## **6.6 Responding to the Report**

- .01 When someone receives a report of an incident of abuse, he or she shall immediately take all steps necessary to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, and after the report has been appropriately documented (using Form No. 7-18), the person receiving the report shall:
  - Immediately contact parents or guardian of the alleged victim to inform each one of them of the incident and shall ensure each parent or guardian has been notified. If one parent or guardian is the alleged wrongdoer, the person receiving the report shall contact the other parent or guardian and inform him or her of the incident individually.
  - Immediately contact Indian Springs Baptist Church legal counsel, who shall within 72 hours of the report conduct an investigation (with the assistance of the Pastor and either the Minister of Students or Department Directors if the attorney requests such assistance) and determine whether there is reasonable cause to believe that the abuse may have occurred.
  - Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim pending investigation.
  - Take all steps necessary to ensure that the alleged wrongdoer is barred from further work with children, youth or vulnerable adults pending the investigation.

## **6.7 Investigation**

- .01 Upon learning of a reported incident of abuse, the attorney shall conduct the investigation under the supervision of an *ad hoc* "Supervising Committee," which shall consist of the Senior Pastor, Associate Minister, Minister of Students, and attorney.
- .02 The Supervising Committee shall ensure:
  - That the investigation is kept strictly confidential and that all evidentiary privileges are maintained.
  - That the investigation is thoroughly documented and that a confidential file is maintained.
  - That all relevant witnesses are contacted and interviewed.
  - That the interests of the alleged victim and alleged wrongdoer are protected during the investigative phase.
  - That the attorney, within 72 hours of the report and in consultation with the Supervising Committee, reaches a conclusion whether there is reasonable cause to believe abuse may have occurred.

## **6.8 Conclusion of No Abuse**

- .01 If the attorney concludes that there is not reasonable cause to believe the abuse may have occurred, the attorney shall provide a written report to the Deacon Body of Indian Springs Baptist Church.
- .02 The written report shall:
  - Preserve the anonymity of the victim and the witnesses.
  - Summarize the allegations and the steps taken to investigate them.
  - Set forth the conclusion and the reasons supporting the conclusion.
  - Set forth the temporary actions taken by the Supervising Committee and also set forth a recommendation of additional action to be taken by the Deacons in response to the reported incident of abuse.
- .03 Upon the request of any member of the Deacon Body, the attorney shall meet with the Deacons to discuss the written report. The Deacons shall have the right of access to the investigative file and the power to direct further investigation if advisable. The Deacons shall also have the power to take all reasonable action it deems appropriate in response to the reported incident of abuse.

## **6.9 Conclusion of Abuse**

- .01 If the attorney concludes that there is reasonable cause to believe abuse may have occurred, the attorney shall provide a written report to the Deacons and shall meet with them to discuss the report.



.02 The written report shall:

- Identify the alleged victim, the alleged wrongdoer, and all witnesses identified and contacted.
- Set forth the allegations and the steps taken to investigate the allegations.
- Set forth the facts revealed by each significant witness.
- Set forth the conclusion and the reasons supporting the conclusion; and
- Set forth the temporary actions taken by the Supervising Committee and also set forth a recommendation of additional actions to be taken by the Deacons.

.03 The Deacons shall have the power to take all reasonable action it deems appropriate in response to the reported incident of abuse.

.04 In addition, the attorney shall:

- Report the incident to the appropriate local law enforcement agency's child abuse investigators.
- Report the incident to all other appropriate governmental authorities.
- Send notice of a claim or potential claim to Indian Springs Baptist Church general liability insurance carrier and, if appropriate, the sexual misconduct liability insurance carrier, as soon as possible, but in no event later than thirty (30) days after receiving the report of the incident or such shorter period of time as set forth in any applicable policy of insurance. The attorney shall also provide the carrier with all other information and cooperation such carrier shall lawfully require.
- Cause the crisis response plan to be implemented.
- If the incident of abuse involves a member of the clergy, report the incident to the appropriate denomination office.
- Conduct all further investigations as directed by the Deacons.

## **6.10 Violations of the Two-Adult or Open-Door Policy**

.01 Upon receiving information indicating a violation of the two-adult or open-door policy, the person receiving the report shall document the alleged violation by completing the *Violation of Child Abuse Policy Report* (Form No. 7-19) and discuss the violation with the person violating the policy.

.02 If any person refuses to comply with the policy or continues to violate the policy, such person shall be barred from further youth or children's work.

## **7.0 CRISIS RESPONSE PLAN**

### **7.1 General Guidelines**

- .01 The Senior Pastor will handle dissemination of information to staff, media and congregation.
- .02 Have ready for release, a clear position statement stating Indian Springs Baptist Church's policy regarding sexual abuse of minors and established safeguards.
- .03 Select an attorney who will be present with the spokesperson while answering any investigative questions from the police or social service agencies.
- .04 Use text or prepared public statement to answer press and inform congregation. At all times, the privacy and confidentiality of all those involved must be strictly maintained.
- .05 Church spokesperson should keep in mind that information given to or obtained by news media may have a bearing on the church's liability, so careful judgment should be exercised.
- .06 Anticipate media questions.
- .07 If the spokesperson does not know the answer to a question, he should simply state, " I don't know, but I'll find out for you."

## **7.2 Guidelines for Spokesperson**

- .01 Be prepared.
- .02 Define strategy.
- .03 Be candid and honest.
- .04 Never say "no comment".
- .05 Be clear, concise and in context. Do not answer more than what is asked. Do not volunteer information.
- .06 Take notes.
- .07 Do not ask for quote review.
- .08 Always respond to all calls and questions as quickly as possible.

## **PRE-SCHOOL, CHILDREN, AND YOUTH MINISTRY PROGRAMS INDIAN SPRINGS BAPTIST CHURCH**

To All Directors, Leader, Teachers and Caregivers:

Thank you for your interest and willingness to be involved in these significant ministries of Indian Springs Baptist Church.

Because of the awesome importance of what you do, it is equally important that we match your gifts and interests to the needs and responsibilities of the ministry to our pre-school, elementary school age children and youth. In this packet you will find information that outlines the church's *Expectations* for those who ministry to these age groups, the *Benefits* to you as a worker in this area, and our *Commitment* to support you in this expression of your ministry. We have also included a *Volunteer Application* and a *Screening Form for Those Working with Children or Youth*.

Because you, as a Leader, Teacher or Caregiver, will be a role model to the children and youth to whom you minister (as well as to others who know and observe you); it is crucial that your lifestyle be exemplary and worthy of being modeled by those you influence. Therefore, we have included a *Lifestyle Expectations Checklist* that each volunteer worker should complete.

Most parents would list "Safety and Well Being" as their highest priority for their children and youth whom they entrust to the care of this Church. We agree with this priority! Consequently, we have outlined and summarized our policies and procedures on *Prevention Of Preschool, Children, and Youth Abuse* and have included that information in your packet of material. We expect and require that all workers with children observe these policies and procedures. We provide and require training so that each worker is equipped to provide the highest standard of care in this area.

Please read the information in this packet carefully and prayerfully consider God's call to you to minister in these areas.

## ***PRESCHOOL, CHILDREN AND YOUTH MINISTRY VOLUNTEERS EXPECTATIONS***

1. A professed commitment to the Lord Jesus that is demonstrated through Christian growth and is modeled in spiritual leadership and lifestyle.
2. A commitment to the Ministry team and staff supporting the programs, ministry and philosophy of the ministry as well as those of the church through consistent attendance at worship services and involvement in program activities.
3. A teachable spirit exemplified by a growing relationship with Christ and faithful attendance at training for workers.
4. A desire to serve as a contributing member of a dedicated team praying regularly for other members of your ministry team, the children in your class and the staff of our church.
5. A commitment to excellence exemplified by being prepared to teach or provide care, being present prior to the beginning time.
  - ◆Preschool workers should be present 15 minutes before beginning time to greet the parents and their children.
  - ◆Children and Youth workers should be present 10 minutes before the beginning time to welcome the students.
6. A commitment to careful observance of policies and procedures associated with the particular ministry with which you are involved.

## ***BENEFITS***

1. You will grow spiritually as you prepare weekly for your ministry.
2. You will know the satisfaction that comes from having allowed God to use you to share the love of Christ with another person.
3. You will experience the joy of seeing children and youth come to an awareness of the reality of God and the love He expresses through His servants as they minister.
4. You will make an eternal investment by helping these “little ones” and Youth to associate Christ and His Church with acceptance and love and respect for others.
5. You will grow in your relationship with the Lord Jesus, your team members and other volunteers as well as the children and their parents.

## ***ISBC's COMMITMENT TO YOU***

1. To seek out members who are committed to serving Christ by ministering to children and youth.
2. To provide our volunteers with adequate training, equipping them in their role as teachers and caregivers.
3. To provide adequate facilities, materials, and curriculum and to keep these items in good order.
4. To support each teacher and caregiver in prayer and to provide adequate supervision and assistance.
5. To provide each teacher and caregiver with a clear statement of our philosophy and job description for their role.

**LIFESTYLE EXPECTATIONS FOR  
PRESCHOOL, CHILDREN, AND YOUTH MINISTRY TEAM MEMBERS  
INDIAN SPRINGS BAPTIST CHURCH**

Read carefully the following covenant, circle the appropriate answer for each statement. Please sign and date at the bottom if you wish to join yourself to a group of leaders committed to ministry.

- |  |            |           |
|--|------------|-----------|
| 1. I have personal relationship with God through Jesus Christ  | <b>Yes</b> | <b>No</b> |
| 2. I feel called of God to serve Him in this ministry  | <i>Yes</i> | <i>No</i> |
| 3. I am committed to follow the leadership of the Holy Spirit.   | <b>Yes</b> | <b>No</b> |
| 4. I will actively participate in training and growing opportunities.<br>(2 Tim 2:15)                        | <b>Yes</b> | <b>No</b> |
| 5. I will actively participate in reaching lost and unchurched families.<br>(Acts 1:8, Matt 28:19-20)        | <i>Yes</i> | <b>No</b> |
| 6. I will actively participate in Leadership/Planning Meetings.<br>(Titus 1:9)                               | <b>Yes</b> | <b>No</b> |
| 7. I will do all I can to make this Ministries positive and uplifting<br>(3 John 1:8, Rom 12:10, 13:8, 15:7) | <b>Yes</b> | <b>No</b> |
| 8. I will be faithful in tithing of my income.<br>(Mal 3:10, 1 Cor 16:1, 2 Cor 8)                            | <b>Yes</b> | <b>No</b> |
| 9. I will be supportive of the Leadership of ISBC  | <b>Yes</b> | <b>No</b> |
| 10. I will faithfully attend the services of ISBC.<br>(Hebrews 10:25)  | <b>Yes</b> | <b>No</b> |

I agree with and support the Lifestyle Expectations and commit myself to serve Christ and His church by faithfully ministering through the Preschool Department of ISBC.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## **PREVENTION OF PRESCHOOL, CHILDREN, AND YOUTH ABUSE**

(The information contained in this document is a summary, condensation and consolidation of much more extensive documents on this subject contained in the ISBC Policies and Procedures Manual.)

### **Statement of Policy:**

Our Church is committed to providing an environment that is as safe as possible for all minor age children who attend the church or any sponsored programs or activities, and to take the necessary precautions to protect church leaders from accusations or suspicions.

We recognize the need to have formal, written policies and guidelines to help prevent the opportunity for, or the appearance of, abuse to a minor. Our procedures are not based on a lack of trust in a particular worker but instead are needed to protect our children, employees, volunteers and the entire church body.

### **Procedures:**

#### **1.0 GUIDING PRINCIPLES**

- .01 By fostering awareness of appropriate, as well as inappropriate behaviors in the presence of minors, Indian Springs Baptist Church, as part of the body of Christ, will demonstrate Christian love and respect for one another and protect the well-being of all our children.

#### **2.0 WORKER ENLISTMENT AND SCREENING**

- .01 Workers in the Children's area must be members of Indian Springs Baptist Church for a minimum of six months and complete the *Volunteer Application Form* and the *Screening Form for Those Working With Preschoolers, Children or Youth*.
- .02 A minister or ministry leader responsible for the Children's area will interview all volunteer workers and follow up on personal references. All information on the Application and Screening forms as well as information obtained in the interview and reference checks will be held in the strictest confidentiality with access and knowledge limited to the responsible church staff members.
- .03 Individuals who have been arrested for, charged with, under probation for, or convicted of criminal behavior cannot be used to serve nor will they be employed for any church sponsored activity or program for children.
- .04 We strongly recommend that adult survivors of child abuse voluntarily discuss the impact of that experience with the Pastor prior to working in the preschool, children or youth areas.

### **3.0 GUIDELINES FOR VOLUNTEERS:**

#### **3.1 Volunteer Conduct**

- .01 Two adults must always be in each room where children are present. Classroom doors should have windows that allow all areas of the room to be observed from outside the room or the doors should be kept open. In the case of rooms with Dutch doors, the top half of the door should be kept open. Classroom doors must never be locked while occupied.
- .02 Volunteers should take care that young children (through Grade 2) do not leave the classroom unattended. Only a parent or other person specifically designated by the parent and known to the volunteer may pick up children.
- .03 Preschool and Children's Volunteers shall always wear their assigned nametags while on duty.
- .04 If any serious medical condition is discovered during the course of the stay, a parent must be advised immediately.

#### **3.2 Discipline of Children**

- .01 Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement are always appropriate.
- .02 The behavior of a child who is a constant disruption to a class should be discussed with his or her parents and the Children's Director. Parents can be asked to attend class to observe or control the problem behavior. A child who is a danger to other children shall be removed immediately.

#### **3.3 Continuing Training for Volunteers**

- .01 The Director shall communicate the substance of these guidelines to all volunteers, all of whom must agree to comply with them.
- .02 Training shall be provided on a regular basis for medical precautionary measures, fire and building safety, the statutory requirements for the mandatory reporting of child abuse, the definition of abuse, and other operational guidelines. Such training is essential for a volunteer to do his or her job.

### **3.4 Staffing of the Children's and Youth Program**

- .01 A Church Staff member and/or the Department Director should make roving checks of all classrooms. The checks shall be on an irregular basis so that the time of the visit cannot be predicted from week to week.
- .02 The Director shall make provision for last-minute replacements of a volunteer who cannot be present on a given day. If the required number of volunteers cannot be obtained, the class should be combined with another class.
- .03 To ensure there shall be sufficient substitutes available when the regular volunteer cannot attend, the Director shall develop a program to encourage parents to undergo the volunteer screening process and to screen, on a preliminary basis, parent substitutes.

### **4.0 REPORTING AND INVESTIGATIONS**

- .01 In all cases where an imminent threat of continued or additional abuse exists, any witness shall immediately take action to ensure the safety of the child or youth.
- .02 All volunteers children or youth workers shall immediately report and document any incident of abuse or violation of the two-adult or open door policy of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential.
- .03 The person reporting an incident of abuse shall contact the Senior Pastor in all cases. If the Senior Pastor is absent, then reporting shall be to the Chairman of Deacons. After safety has been secured the person receiving the report shall take all necessary steps to
  - Immediately contact parents or guardian to inform each one of them of the incident and shall ensure each parent or guardian has been notified.
  - Initiate action to launch an investigation and crisis response plan.



## 5.0 INFORMATION SPECIFICALLY RELATED TO YOUTH

- .01 Back rubs, neck rubs, massages, kissing, or similar contact are not allowed. Side-by-side hugs are to be used instead of full body contact. Touching need not be completely avoided, but staff and volunteers must be aware of how it looks and how the person being touched may interpret the contact.
- .02 Any one-on-one meeting involving a youth must be conducted with the door open. Any planned one-on-one meetings with members of the opposite sex must be held in public places and may only occur if (1) proper approval has been given by the parent or guardian, (2) the designated church official has been notified, and (3) separate transportation is used. At no time shall a youth worker pursue a dating relationship with a student.
- 03 A minimum of two (2) adults who have completed the required screening and training should be present for all activities. A specific ratio of leaders to youth is not suggested; instead, the ratio should be appropriate for the activity being undertaken. The youth's parent or guardian must grant any exceptions to the two-adult rule and the Minister of Students should be contacted in advance and advised that permission has been obtained.

### 5.1. Driving Rules

- .01 Only leaders or other qualified, screened individuals may drive. When one vehicle is used for an event, the two-adult rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event, keeping the other vehicles in sight is an acceptable substitute for the two-adult rule.

### 5.2 Overnight and Trip Rules

- .01 Two-deep adult leadership must be followed throughout the trip, with any exceptions clearly stated and approved in advance by the parent or guardian.
- .02 Parent chaperons must complete a *Screening Form for Those Working With Preschoolers, Children or Youth* (Form No. 12-13) before supervising an event sponsored by Indian Springs Baptist Church located off church premises.

# QUALIFICATIONS AND EXPECTATIONS FOR TEACHERS

## Statement of Policy:

Being a Bible Study Teacher is a highly responsible ministry in the church. Teachers are held to the highest standards according to the teaching of James 3:1 Indian Springs Baptist Church believes that Teachers are role models to those to whom they minister (as well as to others who know and observe them). Therefore, it is crucial that a teacher's lifestyle be exemplary and worthy of being modeled by those he or she influences.

## Procedures:

### 1.0 DEFINING TEACHER QUALIFICATIONS AND EXPECTATIONS

- .01 All our relationships in the Church have a *vertical* and a *horizontal* dimension.
- Vertical: The question of expectations needs to be examined on the basis of *what does God expect in terms of commitment?* We search the Scriptures and find answers.
  - Horizontal: The effectiveness of our ministry will also be influenced by what "the people to whom we minister" expect. The answers to this question are much more difficult to determine.
- .02 Precedents for having expectations for those in Ministry Positions in the Church. Just as a church will have defined expectations and qualifications for others in ministry such as deacons and pastors, we must also define expectations and qualifications for teachers. Many of the same expectations for pastors and deacons would naturally apply to those involved in teaching.

A notable exception is the prohibition against having a divorced person as a pastor or deacon. This prohibition does not apply to Bible Study teachers. However, if a teacher is in the midst of a separation and/or divorce, then that person would not be allowed to teach while the divorce and/or separation processes are underway and for a period of one year following the conclusion of the separation and/or divorce.

### 2.0 SUMMARIZING TEACHER QUALIFICATIONS AND EXPECTATIONS

The following list provides a brief summary of some more obvious qualifications guidelines and expectations. These are a combination of answers from the Bible and input from people who have been and are Sunday School Class members. None of us should be surprised by any of the listed items. A good way to view these points is that they are a Covenant between you (as a teacher chosen by God) and God Himself. Read the list regularly. Share the ideas with your class. Use the commitment challenges as practical ways for class members to express the Love of God through Action and Involvement.

### **3.0 PARTIAL LIST OF QUALIFICATIONS AND EXPECTATIONS FOR TEACHERS**

1. Able and willing to witness to lost people by sharing their personal salvation experience when opportunities are available. (Acts 1:8, Matthew 28:19-20)
2. Meets the needs of fellow members to hear and share the Word of God by being well prepared through prayer and regular study of the Scriptures. (2 Timothy 2:15)
3. Demonstrates the priority of the Kingdom of God (as expressed in the Church) by regular attendance at church services (Sunday morning, Sunday evening, Wednesday evening, and special programs). (Hebrews 10:25)
4. Lives obedient to the Word with regard to promoting and practicing tithing of time and income. (Mal 3:10, 1 Corinthians 16:1, 2 Corinthians 8)
5. Regularly participates in outreach and ministry opportunities by visible, active leadership and participation in these ministries. (Matt 25:21, 1 Corinthians 4:2, 15:58)
6. Supports the Pastor and other church staff members in their ministry by active involvement, encouragement, and prayer and by maintaining a positive report of “What God is doing at ISBC.” (Romans 12:6-8, 1 Timothy 5:17-18)
7. Ensures that members’ ministry needs are met through organized care/contact groups in our classes. Class members have opportunities to minister and to share the results with the class. (Galatians 5:13, 1 Thessalonians 5:11, Hebrews 10:24)
8. Practices Christian hospitality by giving special attention to visitors both in class and in the church services. (3 John 1:8, Romans 12:10, 13:8, 15:7)
9. Sharpens skills and helps other teachers and lay leaders by participating in organized Training. (2 Timothy 2:15, Titus 1:9)

## **Qualifications and Expectations for Deacons**

**August, 2006**

### **QUALIFICATIONS:**

The qualifications for a Deacon are enumerated in the Scriptures:

- Member of the local body of believers, Man of Good Reputation, Full of the Holy Spirit, Man of Wisdom, Ability and skills to carry out the “business of the church. (Acts 6:3)
- Hospitable and given to care for the needs of others. (Acts 21:8)
- Reverent, Truthful, Temperate, Generous rather than greedy, Well versed in and faithful to the Scriptures, Mature in the faith and his life shows evidence of ministry, Willingness to serve, Good Character, Has not been divorced, Well behaved and orderly family. (1 Tim 3:8-13)

**In order to have time to observe an individual, a man should be a member of ISBC for at least one year before being considered for the role of Deacon.**

### **EXPECTATIONS:**

There are common expectations for all Christians as members of a New Testament Church. Deacons are expected to participate in these various ministry opportunities common to all believers. These include:

1. Proclaim the gospel to believers and unbelievers
  - Participate in witnessing activities both individually and as part of an organized church effort.
2. Involvement in the church’s effort in performing its tasks
  - Interpret the work of the church to church members and the community
  - Encourage the cooperative work with other churches
  - Faithful in Stewardship
3. Be a peacemaker in times of conflict and crisis
4. Confront and be quick to put down gossip and other divisive elements within the church
5. Be supportive and an encourager to other church members in their areas of service within the church
6. Care for the church's members and other persons in the community
  - Perform acts of benevolence
  - Set a personal example of Christian living

*In addition to the above common elements of ministry, Deacon have a duty to*

1. Be available to minister to church family members  
As a minimum, each Deacon should
  - Make sure each assigned Senior and Shut-In knows who you are by calling or visiting during the year
  - Be available to other members when needed, especially to
    - Visit families in times of crisis or difficulty and
    - Rejoice and encourage family members when appropriate
  - Communicate member needs to fellow Deacons and the church
  - Pray regularly for church members
  - Be informed and communicate church beliefs, doctrines, and programs to members
  - Promote fellowship within the church
  - Send notes, letters, or make phone calls on special occasions
2. Participate in Deacon on Call duties (see unique duties)
3. Give to support the ministries of the church, recognizing that the “tithe” is the starting point in our giving.
4. Attend and Report at regular Deacon’s meetings on ministry opportunities in which you are involved
5. Be supportive and help church staff.
6. Seek and recommend ways to improve the ministry of the church.
7. Abstain totally from the use, sale, manufacture, or distribution of alcoholic beverages of all kinds.
8. Guard your Christian testimony and the testimony of ISBC by abstaining from any action or activity that would cause others to stumble.
9. Lead the church to engage in the fellowship of worship, witnessing, Christian education, Ministry, and Application of Christian Principles to daily living.
  - Maintain church fellowship by attendance and support of church’s ministry
  - Lead corporate worship when required.
  - Administer ordinance of Lord’s Supper
  - Provide pastoral counsel and referral as needed
  - Be informed about the life and work of the church

If Elected, I will serve in a cooperative spirit with the Ministerial Staff and with other deacons and, in the power of the Holy Spirit, fulfill the office of deacon to the best of my ability?

Signature \_\_\_\_\_

Date \_\_\_\_\_