



NEW LIFE COMMUNITY

CHURCH OF THE NAZARENE

POLICY & PROCEDURE 2024

Table of Contents

- 3. Church Officers**
- 4. Purpose Statement/ Authority / Administration**
- 5-8. Facility Usage Agreement**
- 9. Gifts(Evangelistic, Floral, Christmas, Staff)/ Pastoral Care**
- 10. Ladies Ministry/ Men's Ministry**
- 11. Intro to Children's & Student Ministry**
- 12-30. Children's Policy & Procedures**
- 31-37. Student Ministry Policy & Procedures**
- 38-40. Van Ministry / Walking Policy**
- 41. Annual Denominational Offerings/ Service Closures**
- 42-43. Compassionate Ministries**
- 44-51. Church Board Officers & Duties**
- 52. Christian Education Board**
- 53-54. Safety Team Policy & Procedure**

OFFICERS

Church Board Members

Trustees:

Stewards

Church Board Secretary –
Church Treasurer –

Christian Education Board

Christian Education Director:
Christian Education Board Members:

Women’s Ministries Director:
Men’s Ministries Director:
NYI President:
Children’s Pastor:

NMI Society Officers

President:
Vice President:
Council at Large:

NYI President

PURPOSE STATEMENT

The purpose of this statement of official policies and procedures is to provide a uniform set of guidelines for our church so as to eliminate confusion and any question in the many areas of our church's organization and program.

AUTHORITY

The establishing authority for these policies and procedures has been the Official Board of the New Life Community COTN, General Church of the Nazarene, in conjunction with NazSafe and all local and state law. All sections and portions of this statement have been prayerfully considered, duly moved and seconded, and passed at a special meeting of the Church Board.

Any anticipated variations from these policies and procedures must be directed to the entire Church Board for their consideration. The Church Board shall have the privilege of making these requests, or any other necessary changes. The policies and procedures shall be subject to annual review and revision, but may be changed by the Board at any regular meeting.

Many areas of church policy and procedure are covered by the Manual, and need not be included herein. There are also many areas that have been discussed and voted on by the Board and have been included in the Secretary's minutes; therefore, they are not included in this statement.

If any policy or procedure contained in this statement shall be found to be in conflict with the church Manual, the Manual statement shall take precedence.

Many other areas may be covered by the spirit of Christian love and grace as found in I Corinthians 13.

ADMINISTRATION

The Church Board will meet regularly on the second Tuesday of each month at 6:30 PM.

The Pastor will call any special Board Meetings as he may deem necessary. In the absence of the Pastor, the Church Board Secretary may call Board Meetings as authorized by the Manual. (Par 128.)

The Church Treasurer is authorized to pay all regular bills of the church as per the Manual. (Par 135-135.6)

The Trustees and Stewards shall have the authority to purchase items and make repairs that are necessary to maintain the efficient operation of the church and parsonage. Except in cases of emergency, this expenditure shall not exceed \$200 for the Trustees and \$200 for the Stewards, without Board approval.

*The Compassionate Ministry Committee has the authority to meet to discuss needs of the church family. They shall be authorized to give up to \$200 without Board approval.

The Church Board shall appoint an auditing committee which shall audit the financial records of the Church Treasurer. This committee shall submit a report to the Church Board.

FACILITY USAGE POLICY

The following are the guidelines and policies to which all users of our facilities must agree and adhere to. However, this list is by no means exhaustive. The general policy unto which all others may fall under is: "Leave the building as you found it, or better."

PURPOSE STATEMENT:

We are grateful to God for the wonderful blessing of our facilities. We happily share it for the glory of God for worship and ministry and the building of his kingdom.

1. This facility was developed for the use of New Life Community COTN and the larger community of Show Low. Scheduled services and activities of New Life Community COTN shall have priority should a conflict arise in scheduling.
2. All activities held in the worship center and other related areas must be cleared with the church office and scheduled on the church calendar 2 weeks in advance. Reservations are subject to the approval of the administrator, and/or Church Board, or Senior Pastor. There will be **no Saturday events** without Board/ Pastoral approval. Approval is based on availability of the building, proposed usage, workers available for event cleanup/ resetting.
3. We suggest the Gym is to be used for:
 - A. Church wide activities: i.e. Sunday evening fellowships, new member luncheons, open gym, etc.
 - B. Church related activities by individuals or groups from within church: Sunday School Classes, All Ministries of the New Life Community Church of the Nazarene, etc.
 - C. Groups associated with the Arizona District: Teen Quizzing, and Zone or District Function.
 - D. Other approved evangelical organizations: i.e. other churches
 - E. Church Members for family events: weddings, family reunions, birthday parties, etc.
4. Any Individual or group sponsoring an activity held in the Gym shall be responsible for maintaining the highest moral standards and Christian courtesies with zero tolerance towards the use of any tobacco product, alcohol, drugs, drug paraphernalia, or profanity.
5. Christian conduct is expected at all activities.
6. No access to audio-visual equipment without prior approval of Lead Pastor and authorized sound/ video personnel.
7. Only authorized participants shall be allowed to access to the Gym.

8. All groups who use the Gym shall assume the responsibility to leave all utilities, furnishings, floors in as good a condition as they were found. All supplies will be provided by person(s) renting the facility (ex. Paper goods, plastic ware, party supplies)
 - A. Any breakage or malfunction of the equipment shall be reported immediately to the Lead Pastor.
 - B. All left over food and all garbage and trash shall be properly disposed of using the outside commercial trash bin.
 - C. Arrangements should be made through the church office if items in the kitchen such as plates, tablecloths, punch bowls, etc. are to be used.
 - D. Only metal chairs are provided for use with rental. All tables are available for use.
9. For safety purposes, no one under the age of 12 shall be allowed in the kitchen without supervision.
10. For all church sanctioned children or teen activities, we require one (1) adult for each seven (8) participants.
11. No items such as bubbles, silly string, spray confetti, water guns or water balloons will be allowed in the Gym.
12. No dancing. Exceptions may be made during weddings as follows: Bride and Groom's first dance, Father and Bride dance, and Mother and Groom dance. Music for these three songs must be pre-approved. No other dancing will be permitted.
13. No shoes except tennis shoes will be allowed on the gym floor during sports activities.
14. No skateboards, in-line skates, or roller blades are allowed on the Gym floor.
15. This facility shall not be used for parties that are sales oriented.
16. There will be no exceptions allowed to the above policy unless approved by Lead Pastor and/or Church Board.
17. Gym use for non-members will be \$400 dollars. New Life Community Church of the Nazarene reserves the right to review this fee on a yearly basis.
18. A key deposit of \$50 will be returned upon the return of key and building approval.
19. There will be a \$300 dollar deposit which will be returned provided the following has been completed. (Building returned on time, building is clean, building has no damages, key has been returned). If any of the above items are not completed the church reserves the right to keep the deposit.

Facilities Usage Agreement

New Life Community COTN Building

Requested Date: _____

Name of Person and/or Organization Requesting Use of Facility

Contact Person _____

Date of Function _____

Time of Function _____

Setup/Teardown Times _____

Please check the following:

_____ We have read the policy statement for the use of New Life Community COTN and agree to its provisions.

_____ We will be responsible for cleaning up after the function.

_____ We accept full responsibility for any damage to the facility or for any items that are broken or lost.

_____ We agree to provide parking lot attendants for large functions. (Large function- an event with more than 50 in attendance)

Signed _____

Please let us know as soon as possible if we may assist you in any way in the use of our building. We are here to help you. Our office is open Monday through Thursday 9-3; the church telephone is 928-537-4091.

Please return this completed form to:

New Life Community COTN

601 S Clark Rd

Show Low, AZ 85901

Or return by email to: newlifecommunityshowlow@gmail.com

so that your special activity is placed on the church calendar. The paperwork must be received before any building can be reserved. In case of emergency or problems, please contact Pastor Matt at 540-915-6087.

CHECK LIST

- Empty all trash cans in all rooms and restrooms used.
- Vacuum carpeted floors in all rooms used. (Upstairs only)
- Sweep and mop floors in all rooms and restrooms used.
- Ensure the kitchen has been cleaned properly.
(dishes used are washed and put back, ovens are clean, countertops have been wiped down, the floor has been cleaned, food that is not used is removed from the fridge/freezer)
- Put all chairs and tables away, and set all rooms used back as they were before being used.
- Meet with Lead Pastor to find out where cleaning supplies are located.
- Arrange a time to pick up a key from the Lead Pastor.

Please return this form with the key to the Lead Pastor. Facilities Usage Agreement

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___ Vacuum carpeted floors in all rooms used. (Upstairs only)

___ Sweep and mop floors in all rooms and restrooms used.

___ Ensure the kitchen has been cleaned properly.

(dishes used are washed and put back, ovens are clean, countertops have been wiped down, the floor has been cleaned, food that is not used is removed from the fridge/freezer)

___ Put all chairs and tables away, and set all rooms used back as they were before being used.

___ Meet with Lead Pastor to find out where cleaning supplies are located.

___ Arrange a time to pick up a key from the Lead Pastor.

Please return this form with the key to the Lead Pastor. Facilities Usage Agreement

EVANGELISTIC MEETINGS

Revivals shall be scheduled by the Pastor and approved by the Church Board

Basic remuneration shall be as follows:

- A. Salary – For a tenured evangelist-Twice the Pastor’s salary. Non-tenured- \$1200
- B. Travel – Allowance of 50 cents per mile, or plane fare
- C. Housing – This will be provided at the church’s expense
- D. Food – Allowance of \$25 per day, per person, not to exceed \$50

FLORAL GIFTS

Flowers or appropriate gifts for members and regular attendees of the New Life Community COTN will be sent using the following guidelines: (This will be the responsibility of the church and the Secretary.)

- A. Flowers will be provided for the immediate family in the event of a death, which shall be defined as **Mother, Father, Son, Daughter, or Spouse**.
- B. The Pastor shall be authorized to deviate from this policy for special situations.

CHRISTMAS GIFTS

The church policy for Christmas gifts are as follows:

- Christmas gifts for the Pastor and staff will be the responsibility of the Finance Committee and the Church Board.

PASTOR – STAFF APPRECIATION

October and December will be the months designated. The Church Board will be responsible with recommendations from the finance committee.

PASTORAL CARE

Pastoral care in general is the responsibility of the Church Board in accordance with the Manual (Par. 129.8 – 129.9) and specifically the responsibility of the Finance Committee. The Board and Finance Committee shall give attention to this matter at the beginning of each church year and

the agreed upon arrangements recorded in the Secretary's minutes. They are to be reviewed at least once during the year. Pastors Appreciation month is October.

LADIES MINISTRY

The Ladies Ministries will be responsible for all showers (ie. wedding, births, or special occasions.)

They will only be responsible to promote and plan showers for those persons who are actively attending the New Life Community COTN. All other showers may be given by a family, friend, or church members with the approval and support of the church in offering the use of our facilities without charge.

- Ladies Ministries will be responsible for the following items for up to 50 person(s) (cake, decorations, and drinks).
- Dates and times of all showers should be placed on the calendar in the church office and announcements placed in the church bulletin 2 weeks prior.

The Ladies Ministries will also be responsible for planning and promoting the Ladies Activities such as Ladies Retreat, Mother's/ Daughter Events, Ladies Bible Study. Ladies ministry will also be responsible for dinners for the families for a maximum of 3(days) for those who are ill and bereaved that have need.

MEN'S MINISTRY

The Men's Ministry will be responsible for (Men's Retreat, Men's Bible Study, supporting the Trustees with upkeep of facilities, assisting church members in need for special circumstances to be appointed by Men's Ministry Director).

CHILDREN & STUDENT MINISTRY

Dear Children and N.Y.I. Volunteer and Staff,

Welcome to New Life Community COTN

At New Life Community COTN, we take our responsibility to care for Children and N.Y.I. very seriously.

These guidelines are intended to facilitate a safe and nurturing environment in which Children and N.Y.I. can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for New Life Community COTN volunteers. Our policies are intended to create a safe environment for children, youth, you, and the mission of New Life Community COTN. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, Please sign and return the agreement form located on the last page.

Sincerely,

Pastor Matt

Children's Ministries Policy and Procedures

Volunteers

Building Safety

The Children's Pastor will be responsible for ensuring that the NLC Kids facility is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers, and children in children's classrooms.

No child will ever be left unattended in the NLC Kids facility or on the playground during children's ministry programming or classes. NLC Kids' staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, NLC Kids' staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the playground, staff members and volunteers are to circulate and monitor. Staff members and volunteers should give particular attention to the areas which are not easily seen from all viewpoint. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

Worker to Child Ratios

NLCC Kids is committed to providing adequate supervision in all its programs. Accordingly, the following worker to child ratios will be observed:

Program	Workers	Children
Nursery	2	4
Preschool (2 year-olds)	2	8
Preschool (3-5 year-olds)	2	10
Elementary	2	18

If a worker is 'out of ratio,' it is his or her responsibility to immediately notify the Pastor. Supervisors will make diligent efforts to find substitute workers to immediately bring worker-to-child ratios into compliance with NLCC Kids policies.

Volunteer Behavior Expectation

Every volunteer in NLCC Kids is a representation of New Life Community COTN and of Jesus. We expect every volunteer to show maturity and grace while serving in NLCC Kids. The expectations include, but are not limited to (and may change annually upon review):

- No foul language,
- No physical punishment of any child,
- No physical violence towards any of the volunteers, staff, or the families of EnCom-passed Kids,
- No bullying in person or cyber-bullying,
- Show respect to everyone that enters our building,
- No use of alcohol, drugs, or tobacco while in the NLCC Kids building. If we suspect use of drugs, we will request drug testing prior to your next service commitment. If you are suspected of being under the influence of drugs or alcohol while serving, we will dismiss you for the day. New Life Community COTN is a tobacco-free facility.
- Adhere to all NazSafe policies
- Cell phones must be used to a minimum and only to the purpose of NLCC Kids needs while caring for children. This may include asking for help in your classroom, contacting a parent, or utilizing a tool for your lesson.

We encourage all of our volunteers to be part of a small group and to attend worship services weekly to help develop your spiritual growth. We ask that you make every effort to attend all training events, as well.

We ask that you show promptness to your volunteer location, as parents depend on your timeliness so they are not late for their class, and other volunteers are not late for service if you are relieving them for the morning.

Volunteers are not allowed to post pictures or videos to social media. Any pictures or videos that you would like posted, must be sent to the Pastor.

If there is something that you do not agree with in our policies and procedures, within NLCC Kids, or if you have a disagreement with another volunteer, talk with the Pastor. We strive to be a positive environment and in order to achieve this, we ask that you help us by speaking with the Pastor first. In addition, verbal interactions between staff members or volunteers and children should be positive and uplifting. NLCC Kids staff and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children. To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as:

- Harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

Staff members and volunteers in NLCC Kids should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.) the Children's Pastor will have arrangements for showering or changing clothes.

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interactions with children while participating in NLCC Kids programs. Another adult should always be present.

Physical Contact

NLCC Kids is committed to protecting children in its care. To this end, NLCC Kids has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our ministry while protecting children. The following guidelines are to be carefully followed by anyone working in NLCC Kids:

- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
- Inappropriate touching, and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching, or displays of affection should be immediately reported to the Pastor. Inappropriate touching includes, but is not limited to, fondling private parts, groping, or forcing a child to sit on your lap or show a sign of affection.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
- Physical contact and affection should be given only in observable places or when in the presence of other children or NLCC Kids staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in NLCC must foster trust at all times. Personal conduct must be above reproach.
- Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
- Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to the Pastor.

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child in the program.

Staff members and volunteers in NLCC Kids are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

Serious Injuries

Serious Injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

1. Keep calm and keep children and the injured person as calm as possible. Speak reassuringly to the child.
2. Do not move the injured child and do not leave them alone.
3. The Pastor or Safety Team member will call the Health Care team or, if necessary, they will call 911.
4. The Pastor or Safety Team member will then contact the parent and advise them of the child's situation.
5. The staff member will refer to the parents for details on doctor or hospital preferences.
6. If the child is to be transported to a hospital and the parent cannot be located in time, the staff member will accompany the child to the hospital.
7. The staff member will follow up with the parent as needed.
8. All volunteers and staff members involved in the emergency should write out a report of what happened immediately following the emergency.

Ouch Report

Date _____

Time _____

Child's Name _____

Room _____

This is what happened:

Here's how we treated it:

- We feel your child is ok.
- Your child was seen by the Health Care Ministry
- Further medical attention is advised

Leader's Name: _____

Parent's Name: _____

Phone# _____

Staff Signature: _____

Classroom Evacuations

1. Read and understand the evacuation route for your classroom, which are posted at the exit door of each room.
2. Before evacuating count the number of children in your class. Call roll again when you arrive safely in the evacuation area . Take your attendance sheet or book with you.
Babies/Crawlers: Place in evacuation cribs.
3. Once evacuated, please wait for further instructions from the Children's Director.
4. Please stay with your group at all times. Do not leave to go get your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
5. Release children only to their parents (for ALL ages) and only after you have been given the okay to dismiss by a member of the Directors staff. Do not dismiss any children, including elementary age, to go on their own. Do not allow parents to take their child from your care during the "process" of your evacuation. Remind the parents they can walk with you but you cannot release a child until you have arrived at your designated location.

General Policies

Nursery/Toddlers/Preschool

We strive to have a welcoming and warm environment for our nursery. We want parents to feel welcome and we want them to have assurance that their child is safe in our care. All nursery volunteers are asked to arrive 15 minutes prior to their scheduled shift to ensure that parents have adequate time to get their child settled prior to services starting. Nursery volunteers are expected to follow all the policies and procedures laid out in this handbook. These policies protect the children in our care and they protect you.

- Diapering
 - For safety reasons a male leader may never change a child's diaper.
 - For safety reasons only a female adult leader over 18 may change a diaper.
 - You may only change a diaper in the presence of another volunteer or leader. If no one else is with you, contact the Pastor for assistance.
 - Changing of diapers should be done on a changing table. If using a changing table in the bathroom, the door should be left open.
 - Never leave a child unattended on the changing table. Ensure that you have all needed items prior to placing child on the changing table.
 - Never put a soiled diaper back on a child. If the child does not have any diapers, use a spare diaper. If we are out of spare diapers, contact the parent/guardian.
 - Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
 - Use gloves when changing diapers. Always wash your hands after changing a diaper.
 - Spray the changing pad or wipe the changing pad with disinfectant.

- Toilet Training
 - No child will be forced to toilet train.
 - Only female adult leader or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
 - When children are taken into bathrooms the door will be left partially open.
 - Young children will never be left unattended in bathrooms.

- Volunteers should consult with parents on each child's progress in the toilet training process before the child is left in the care of volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded in the check-in system.
 - Children should be assisted in straightening their clothing before returning to the room with other children.
 - "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in both the infant and 3's nurseries if that parent has not furnished a clothing change.
 - If a parent has been notified and has not responded within 10 minutes, notify the Children's Pastor or Safety Team.
- Medications
 - Never administer medications to a child.
 - If you find medications in the child's bag, notify the parent to come back to the nursery to remove it from the children's building.
 - If a child has an epi-pen, keep it in a secured area where children cannot access it. If it needs to be administered, use your walkie-talkie to notify security and pastors of the situation.
- Food/Bottles
 - If you are serving in the infant room, only serve the child what is given by the parent/guardian. Never leave a bottle unattended. Double check the names on the bottles that they are, in fact, for the child you are giving the bottle to.
 - If you are serving in a toddler or preschool room, you may serve a snack that is provided in the classrooms. Always check the child's nametag to ensure they do not have any allergies. Do not allow food to be left unattended where another child may eat someone else's food.
 - If you are serving in a toddler or preschool room, you may bring in a snack to give to the kids that is prepackaged with the ingredients clearly labeled. It must be approved by the Pastor prior to serving.

- Classroom Management
 - The behavior of children while in our care will be managed in a manner that will protect their self-esteem and that will encourage each child's independence, creativity, and ability to mature. We strive to nurture each child in the growing knowledge of God's love.
 - The rules for NLCC Kids includes:
 - Keep hands to yourself,
 - Be respectful to adults and leaders,
 - Be respectful to other children,
 - No biting,
 - No yelling,
 - No running in the hallways or classrooms, unless organized by the Small Group Leader for the purpose of the lessons,
 - No exiting the building without a parent/guardian, NLCC Kids Volunteer, Children's Pastor, or Safety Team Member,
 - For those who ride on the van for any event, they must follow Van Policies and Procedures.
 - Make every attempt to soothe a crying infant or child. In the event that an infant or child cries persistently, the parent will be notified to assist.
 - The following disciplinary steps should be made:
 - Remind the child of the classroom rules. Encourage them towards more positive behavior.
 - If the behavior continues, redirect the child to a different activity. Remind them of our rule and let them know that they can return to the previous activity after they take a break.
 - If the behavior continues after that, remove the child from the area and have them take a break. Place them somewhere that is soft (a pillow, couch, beanbag etc.). Only place child here for: one minute per child's age – if the child is 2 years old, they will sit for 2 minutes.
 - If the misbehavior does not stop after these measures, contact the Pastor.

- Release of Children
 - At any time that a child has been entrusted to NLCC Kids staff members or volunteers, the church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.
 - The staff member or volunteer releasing the child is in charge of matching the Parent Security Tag number with the Child Security Tag number. If the pick-up person does not have their tag, they must show a valid government-issued identification.
 - It is the responsibility of the staff member or volunteer releasing the child to collect both the parent's and the child's tag and tearing them prior to disposing of them.
 - Staff members and volunteers **are not** allowed to walk children to the Worship Center to locate parents/guardians.
 - If there is an issue with the release of a child, notify the Pastor or a Safety Team member.

General Policies

Elementary Students

We strive to have a welcoming and warm environment for our Elementary Students. We want parents to feel welcome and we want them to have assurance that their child is safe in our care. All volunteers are asked to arrive 15 minutes prior to their scheduled shift to ensure that you have time to prepare your lesson and greet your students upon arrival. NLCC Kids volunteers are expected to follow all the policies and procedures laid out in this handbook. These policies protect the children in our care and they protect you.

- Classroom Management
 - The behavior of children while in our care will be managed in a manner that will protect their self-esteem and that will encourage each child's independence, creativity, and ability to mature. We strive to nurture each child in the growing knowledge of God's love.
 - The rules for NLCC Kids includes:
 - Keep hands to yourself,
 - Be respectful to adults and leaders,
 - Be respectful to other children,
 - No cussing,
 - No biting,
 - No yelling,
 - No running in the hallways or classrooms, unless organized by the Small Group Leader for the purpose of the lessons,
 - No exiting the building without a parent/guardian, NLCC Kids Volunteer, Pastor, or Safety Team Member,
 - For those who ride on the van for any event, they must follow Van Policies and Procedures.
 - Make sure to go over the rules of NLCC Kids to any first-time or occasional visitor.
 - Children get one warning prior to the child being removed from the classroom/ area. Notify the Pastor of misbehavior.

- Medications
 - Never administer medications to a child.
 - If you find medications in the child's bag, notify the parent to come back to the nursery to remove it from the children's building.
 - If a child has an epi-pen, keep it in a secured area where children cannot access it. If it needs to be administered, use your walkie-talkie to notify security and pastors of the situation.

- Snacks
 - Only serve snacks that are located in your classrooms. Be sure to check for any allergies prior to handing out snack. Allergy-free snack options will be available in your classroom.
 - If you would like to bring in a special snack, it must be pre-packaged with the ingredient label on it. You must get approval from the Pastor prior to serving the snack.
 - When your classroom is running low on snacks, please notify the Pastor.
 - Snack will only be served during the 11:00am Worship Service.

- Bathroom Policies
 - Elementary students may be accompanied to the restroom for supervision and assistance when needed. (However, students should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom.
 - If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

- Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.
- Special Needs
 - Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.
- Release of Children
 - At any time that a child has been entrusted to NLCC Kids staff members or volunteers, the church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.
 - The staff member or volunteer releasing the child is in charge of matching the Parent Security Tag number with the Child Security Tag number. If the pick-up person does not have their tag, they must show a valid government-issued identification.
 - It is the responsibility of the staff member or volunteer releasing the child to collect both the parent's and the child's tag and tearing them prior to disposing of them.
 - Staff members and volunteers **are not** allowed to walk children to the Worship Center to locate parents/guardians.
 - If there is an issue with the release of a child, notify the Pastor or a Safety Team member.

Children's Ministries Policy and Procedures

Parents/Guardians

These policies are set in place for the safety of each child in our care. The purpose of these policies protects children, parents, and volunteers that are part of our ministry. Please be courteous to those around you and patient with us as we meet the individual needs as much as our ability is to do so. In the event that you are not following these policies and procedures consistently will result in our inability to care for your child. Please keep your cell phone with you while your child is in our care. We will text your phone to notify you of anything concerning your child. If you do not have a cell phone, we will send someone to the service to notify you. If you leave your child while you attend Sunday School without a cell phone, we ask that you disclose the class you are attending so we can easily locate you. We thank you for your participation in making EnCom-passed Kids a safe, warm, and inviting place to be!

Health Policies

- For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. A child should not be placed in our care when any of the following exists:
 - Fever of 101° or higher. Children must be fever free for at least 24 hours prior to being placed in our care. If your child shows signs of a fever, we will check their temperature. If they have a fever of 101° or higher, you will be notified to pick up your child.
 - Vomiting or diarrhea
 - Children with significant persistent nasal drainage which is green or yellow in color
 - Any symptom of a childhood disease such as scarlet fever, German measles, mumps, or chicken pox
 - Common cold
 - Sore throat
 - Any unexplained rash
 - Any skin infection
 - Pink eye or other eye infection

- If your child develops any of these symptoms while in our care, he/she will be separated from the other children and you will be notified to pick them up.
- If your child develops an infectious disease (chicken pox, etc.) after they have been in our care, please contact the Children's Pastor so we may notify other parents of potential exposure.
- If an infectious disease has been disclosed, we will put a notification near the check-in center that includes how many cases we have and the general location of the case. NLCC Kids will never give out information of which child has been infected with the disease. We uphold confidentiality of each child.

Discipline

- The behavior of children while in our care will be managed in a manner that will protect their self-esteem and that will encourage each child's independence, creativity, and ability to mature. We strive to nurture each child in the growing knowledge of God's love.
- The rules for NLCC Kids includes:
 - Keep hands to yourself,
 - Be respectful to adults and leaders,
 - Be respectful to other children,
 - No cussing,
 - No biting,
 - No yelling,
 - No running in the hallways or classrooms, unless organized by the Small Group Leader for the purpose of the lessons,
 - No exiting the building without a parent/guardian, NLCC Kids Volunteer, Pastor, or Safety Team Member,
 - For those who ride on the van for any event, they must follow Van Policies and Procedures.

Infants/Toddlers/Preschoolers

- We will use redirection as a first measure of discipline. If that does not work, we will remove your child from the activity. If all of our measures have not resulted in positive behavior, we will contact you to pick your child up.

- If misbehavior is a continual pattern, or if there is a serious behavior concern, the Children's Pastor will contact you for a meeting. We will work with you to come up with a behavior management plan.

Elementary Students

- We have a zero tolerance policy for violence. If your child is caught physically hurting another child or volunteer, they will be given a warning. If they are caught physically hurting another child or volunteer again, you will be notified to pick up your child for the remainder of that service. The Pastor will schedule a meeting with you to discuss a behavior management plan prior to the return of your child.

We want to partner with you to make NLCC Kids a fun, exciting experience that is safe for all children. We understand the different things children and families go through and we want to be an aid that comes alongside you to meet your family's needs. Please let us know if there are any changes that happen at home or school that may have caused your child to act out. This gives us the ability to meet a need they may have, prior to misbehavior happening.

Infants/Toddlers/Preschoolers

Diapering/Feeding

- Please label all items that you bring with you. We ask that you put first name and last initial on each item. If there is another child with the same name/initials, we will ask you to put a complete name on each item.
- Please bring one change of clothes with your child in case of an accident.
- Infants will be fed formula, milk, juice, or water as provided in plastic bottles by the parent/guardian. Toddlers and preschoolers will be given a snack from the nursery, unless a specific snack is provided by the parent/guardian. Please inform the Nursery Leader of any allergies. Allergies are listed on your child's tag but notifying the Nursery Leader gives us added reassurance.
- Mothers that are nursing may do so in the isolated area designed to provide privacy during feeding. However, please provide a bottle for your baby in the event your return is delayed.

Potty Training

- Please notify your child's Small Group Leader if your child has begun potty training.
- Please bring a change of clothes with your child in case of an accident. If your child does not have any spare clothes, we will notify you to pick up your child.

Medication

- Medications cannot be given by Nursery Volunteers. Please do not put any type of medication in your child's bottle or bag. If we find medication in your child's belongings, we will call you back to the Nursery to pick it up.
- If your child requires an epi-pen, please notify us. We will keep it in a secured location in the child's classroom. Only volunteers or staff with documented MAT (Medicine Administration Training) will be allowed to administer this. There will always be someone around with this training.

Elementary Age Students

Snacks

- Elementary Students will receive one snack during our 10:30AM Worship Service in NLC Kids. This snack serves as something to hold kids over until lunch-time. It is not intended to be a meal. Occasionally Small Group Leaders will bring something extra as a celebration or as part of the lesson for the week. Please notify us of any allergies or food concerns. In some cases, if your child has a very specific diet, we might ask you to provide something that we can specifically provide for your child.

Medication

- Medications cannot be given by NLC Kids Volunteers. Please do not put any medication in your child's belongings and please do not allow your child to bring medications with them. If we find medications with a child, we will notify you to pick up the medication.
- If your child requires an epi-pen, please notify us. We will keep it in a secured location in the child's classroom. Only volunteers or staff with documented MAT (Medicine Administration Training) will be allowed to administer this. There will always be someone in the NLC Kids building with this training.

Bathroom

- If your child has special needs in regards to toileting, we will meet with you to discuss more specifically what those needs are. In order to protect children who have special needs that inhibit their ability to speak, we will not change their diaper after they turn 4

years old. If they require a diaper change while in our care, we will notify you to come to our building to change your child.

Children's Ministries Policy and Procedures

Check-In/Check-Out

Our Check-In and Check-Out policy and procedures is one of our most important safety components in NLCC Kids. The effectiveness of this policy relies on the diligence of the parents and guardians. We rely on you to make NLCC Kids a safe place for our children. We uphold these policies for everyone that comes into our building. We ask that you partner with us to help us reach our goal!

- NLCC Kids will open 15 minutes prior to Sunday School. If you arrive prior to that time, you will be asked to stay with your child until their Small Group Leader arrives.
- Your child will need to be checked in to our welcome center by someone who is 16 or older. If your child enters our building to check in without an adult, they will be sent back to you with one of our Safety Team Members to have you check in. Instructions are posted next to the welcome center to help you navigate our system. If your child has any changes, such as allergies, change of address, or any special needs that will affect their care, please note it in the Check-In System and notify the Pastor.
 - If at all possible, check your child in with the phone number of the adult to be notified if there is any issues or emergencies.
- A Security Tag will be printed along with your child's name tag. The number on your child's tag will match the number on your Security Tag. You will need to bring back the Security Tag to pick up your child. Make sure this Security Tag ends up with the person who will be picking up. If you do not have this tag, we will ask you to leave and bring it back with you or provide a form of government-issued identification.

Please pick up your child by 12:30PM or immediately after the Sunday Morning Worship Service lets out. Please pick up your child by 8:15PM or immediately after the Wednesday Night Worship Service lets out. Due to security reasons, we are unable to bring your child(ren) to you.

Student Ministries Policy and Procedure

BUILDING SAFETY

The Youth Pastor will be responsible for ensuring that the Student Ministry area is monitored during Sunday classes or programming. This will include unobserved monitoring of NLCC Student Ministry Volunteers and Students.

No student will ever be left unattended or unsupervised during Student Ministry programs or meetings. Student Ministry staff members or volunteers are prohibited from being alone with an individual student in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single student, that staff member or volunteer will take the student to a room or building occupied by others, or to a location easily observed by others. (Example: If a student desires additional conversation or counsel with a staff member or volunteer after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.)

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving.

Any two students together in an unseen or less easily viewed area should be redirected to another (more open) area.

STAFF TO STUDENT RATIO

New Life Community is committed to providing adequate supervision in all Student Ministry activities and programs. Accordingly, the following ratios will be observed for Student Ministry activities and programs:

For groups up to and including 10 students, there will be at least 2 staff members or volunteer supervising. For groups ranging from 11 to 29 students, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 students, there will be at least 3 staff members or volunteers supervising.

If a worker is out of ratio it is his or her responsibility to immediately notify supervisory staff responsible for the program or event. The responsible supervisory staff member will make diligent effort to immediately bring staff member/volunteer to student ratios into compliance with this policy.

DISCIPLINE

It is the policy of New Life Community that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of children or students. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff members will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Youth Pastor.

INTOXICANTS

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any church facility, while traveling with students, or while working with or supervising students.

NUDITY

Staff and volunteers in New Life Community student ministry should never be nude in the presence of students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will communicate a plan to the Youth Pastor concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS WITH STUDENTS

New Life Community recognizes that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students.

Individual Meetings

Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Youth Pastor.

If a closed-door meeting must occur, the student staff member must inform another staff member BEFORE the meeting occurs, and the door remains unlocked, with another adult present in the building.

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when workers are involved in the transportation of students:

1. Students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one student in transport.
2. Staff members and volunteers should avoid physical contact with students while in vehicles.
3. No cell phones may be utilized by the driver while driving MY Church vans, or vehicles owned or rented by East Gate, unless in an emergency.
4. No drivers under age 25 may drive Church-owned or rented vehicles.

PARENTAL CONTACT

Parents whose student is participating in NLCC Student Ministry activities and programs will be contacted if their child becomes severely ill, injured, or has a severe disciplinary problem while participating in NLCC Student Ministry programs.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their student is involved. However, parents who desire to participate in or have continuous, ongoing contact with Student Ministry programs will be required to complete the Church's volunteer application and screening process.

PHYSICAL CONTACT

New Life Community is committed to protecting students in its care. To this end, New Life Community has implemented a 'physical contact policy' that promotes a positive, nurturing environment for our Student Ministry programs. The following guidelines are to be carefully followed by anyone working in Student Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and students are important for student's development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Youth Pastor or the Senior Pastor.
3. Physical contact should be for the benefit of the student, and never be based upon the emotional needs of a staff member or volunteer.

4. Physical contact and affection should be given only in observable places or when in the presence of other students or student staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Student Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force any physical contact, touch or affection upon a reluctant student. A student's preference not to be touched must be respected.
7. Student staff and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Youth Pastor or the Senior Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any student in the program. However, it is expected that from time to time Student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings, and will convey the church's views on these topics.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing (or transmitting to any student) any sexually oriented materials (magazines, cards, images, videos, pictures, films, etc.) on church property or in the presence of students, including those in electronic form.

SLEEPING ARRANGEMENTS

It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and staff members and volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2-adult rule must be followed; a single student should not be alone with a staff member or volunteer.
2. All adult leaders must have previously completed the Church's screening and training process.
3. Overnight sleeping arrangements must be submitted in writing and approved by the Pastor prior to the activity.

4. As long as any students are awake, one trip leader must be awake and monitoring students to ensure safe behavior.
5. Leaders should check with parents and use good judgment regarding PG. No R-rated movies are permitted.
6. Appropriately modest sleeping attire must be worn; both tops and bottoms.
7. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by student leaders of the same gender.
8. Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as students, or in an adjoining room with the door between the rooms kept open.
9. In the event that overnight arrangements do not include standard beds, each staff member, volunteer, and student will use single sleeping bags or blankets. In these instances a “one-person-to-one bag or blanket” rule will be observed.

TOBACCO

New Life Community requires staff members and volunteers to abstain from the use or possession of tobacco products in Church facilities, while in the presence of students or their parents, and during Church activities or programs. New Life Community is a tobacco-free facility.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and students should be positive and uplifting. New Life Community staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of students.

To this end, staff members and volunteers should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff and volunteers are expected to refrain from swearing in the presence of students.

Policies and Procedures

Statement of Acknowledgment and Agreement

I have received and read a copy of NLC Student Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at New Life Community.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by New Life Community.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between New Life Community and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of NLC Student Ministry policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to NLC Student Ministry Safety Policies.]

Policies and Procedures
Statement of Acknowledgment and Agreement

I have received and read a copy of MY Church’s Student Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at MY Church.

Further, I understand that the manual may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by MY Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks’ notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between MY Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of MY Church Student Ministry policies and procedures manual.

Staff Member or Volunteer’s name (please print)

Staff Member or Volunteer’s signature

Date: _____

[This page is to be signed, detached and delivered to the Pastor.]

VAN MINISTRY & WALKING POLICY

Only authorized persons are allowed to drive the church vehicles. All drivers **MUST** be listed with the insurance company.

The use of the church vehicles must be limited to authorized church activities.

Use of the van must be scheduled on the office calendar (at least one month in advance, if possible) with time and destination recorded to avoid conflict.

The church van will be refueled prior to Services by the Trustees. It is the responsibility of the driver to remove any trash that is visible after each van run. The church secretary will be responsible for contacting van riders each week to verify that they need transportation for the week.

If the church van is used for a special event it will be the responsibility of the driver for the event to make sure that the van is refueled and all trash has been removed.

The Trustees will appoint someone to take care of the routine maintenance of the van. They shall also see to the annual inspection. The van should be maintained in good mechanical order at all times. This will be the responsibility of the Trustees.

Van Drivers

1. All van drivers must be: Background checked, NazSafe approved, and have a completed CDQ with New Life Community's Insurance Company.
2. Only pick up pre-approved list of van riders
3. Drivers are responsible for following Christian Code of Conduct as stated in the The Church of the Nazarene Manual.
4. Drivers are responsible for picking up van riders immediately after service ends.
5. Drivers must take van riders directly to and from the location stated on the van riders form.
6. Drivers and/or van riding assistant will be responsible for checking in van riders.

Van Riders

1. Adult riders need to sit on the front seat of the van when riding with child van riders.
2. No children under the age of 5 will be permitted to ride the van without parental/guardian supervision.
3. All children under age 5 must have proper booster seat or car seat restraint when riding the church van.
4. Must call the church office on Monday or Tuesday each week for you or your student to be picked up on the church van
5. Must listen and respect van driver and assistant
6. Must remain seated and facing forward for the whole trip
7. No open food allowed on van ride unless given out by van driver
8. Must return on van if you arrive on the church van, it walked up and would like to ride back on van you must call prior to on Monday or Tuesday
9. Must have medical release form and agree to all policies and procedures before riding.

*Regular van rider is considered someone who rides the van to service at least 4 weeks consistently. (This person will no longer need to call the church office each week to be eligible to ride the van) (If you miss 2 weeks without contacting the church office you will be placed on the irregular rider list)

*Irregular van rider is considered someone who is not consistent in riding the van. (Must call the church office on Monday or Tuesday each week between the hours of 9:00am- 3:00pm for pickup for Wednesday services) (Must call the church office on Thursday each week between the hours of 9:00am- 3:00pm for pickup for Sunday services)

Policy for Walkers

Our walking policy is as states:

- A child must be accompanied by an adult for an initial check-in to sign this policy. This ensures there is clear communication between the New Life Community Church of the Nazarene’s Staff and Parents.
- If your child walks to NLC, they will be required to walk home from NLC. If your child needs to make other arrangements, you are required to call on Monday or Tuesday to let us know. This call is only applicable to the specific week that you call. This allows us to make appropriate arrangements to best serve your child.
- Wednesday night services are from 7:00pm - 8:00pm. Check-in begins at 6:30pm and they will not be allowed in the building until that time and they will not be permitted to leave until the service ends at 8:00pm. They must sign out with the Pastor (or designated leader in the absence of the Pastor) prior to exiting the building. NLC is not liable once your child leaves our facilities.
- Sunday morning services are from 9:30am – 12:00pm. Check-in begins at 9:20am and again at 10:10am. Your child will not be permitted to leave until 12:00pm unless otherwise agreed upon in the event of your phone call on Monday or Tuesday. NLC is not liable once your child leaves our facilities.

I, _____, agree to allow my child to walk to and from New Life Community Church of

(Parent’s Name)

the Nazarene for all church-related events. I agree to abide by all the policies set forth in this document. I understand that this is a binding agreement and if I break this agreement, it will become void and my child will not be allowed to walk.

Child(ren)’s Agreement:

Please write your child’s name that is permitted to walk. Each child is required to sign their name to show agreement to these policies and procedures.

1. _____
(Printed Child’s Name) _____
(Child’s Signature) _____
(Date)
2. _____
(Printed Child’s Name) _____
(Child’s Signature) _____
(Date)
3. _____
(Printed Child’s Name) _____
(Child’s Signature) _____
(Date)

Parent’s Agreement:

(Printed Parent’s Name) _____
(Parent’s Signature) _____
(Date)

ANNUAL DENOMINATIONAL OFFERINGS

The Church Treasurer is authorized to send \$75 per year to the following:

- Bible College Offering – October
- Seminary Offering – February
- American Bible Society – December
- Medical Plan – May
- World Missions Radio – June
- Compassionate Ministries Offering – May & October
- There will be an offering taken in May and October to fund our local Compassionate Ministry fund.

This is a minimum amount to be sent for each of these offerings, and our people should be encouraged to give toward them. Mention of these special offerings should be made in our bulletins.

SERVICE CANCELLATIONS

In the event of severely inclement weather which might necessitate cancellation of any regularly scheduled church service, the Head Trustee will make the final decision.

The Head Trustee will be the responsible trustee to call the other trustees. The decision should be made on Saturday evening (if there is a major storm) or no later than 6 AM on Sunday morning. The decision to cancel or change the service to a later time or Sunday should be called into Pastor Matt, and then the head trustee will be in charge of contacting local radio and TV Stations regarding the cancellation.

COMPASSIONATE MINISTRIES

2020-2021

Mission Statement:

Based upon scripture in Matthew 25:35-40, “For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me. . . . I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.”

We, the New Life Community Compassionate Ministry Committee (NLCCM), believe that we should minister to the “whole” individual with regard to the physical and spiritual needs of people; the NLCC members as well as our community.

We, the NLCCM Committee have established that will not be a “Crisis Care Center”, and that we are not going to be a “hand out” but a “hand up.”

Committee:

The Compassionate Ministry Committee members are appointed by the Church Board. Currently there are three members serving. The members serving for the 2022-2023 church year are as follows:

Policy and Procedures:

The NLCCM is about ministering to the whole individual. With regard to the physical needs we have determined to give assistance with food, clothing (i.e. Clothes Closet), utilities, and shelter. There may be times where we will refer individuals to an outside agency. We believe it is our responsibility to share the gospel, encourage church attendance and membership.

The NLCCM Committee is established to carefully and prayerfully and with the utmost confidentiality, consider each request for assistance. We have determined to be good stewards of the funds entrusted to us and to see that they are used wisely.

We the CM Committee have further established the following:

1. The person requesting assistance must obtain an application from the church office. When the application has been completely filled out an appointment must be made through the church secretary for a face-to-face interview with one of our staff members.
2. The CM Committee will have 3 to 5 business days to consider and determine what assistance will be given.
3. Aid will only be given once every 6 months per family.
4. We believe the applicant should be required to attend a Bible believing church before and after aid is given and that a church bulletin may be requested as proof of attendance or questions about what the sermon was regarding.
5. Due to the limited amount of funds in the CM fund, we have established a \$250.00 maximum at any one time may be given out. Exceptions would only be in extenuating circumstances and this would require approval of the members of the committee and the Church Board.

NEW LIFE COMMUNITY CHURCH OF THE NAZARENE BOARD

Monthly Meetings: The Church Board will meet the Second Tuesday of each month.

Committees: Each board leader (with church board approval) will select people (not Board Members) to work with him or her on their specific area.

Reporting: A written report from each leader regarding their area of responsibility will be called for at the monthly Board Meeting. The report should include accomplishments of the previous months work and plans for the upcoming month). **All items requiring Board action (including the expenditure of money) should be given to Pastor Matt at least by the Sunday prior to Board meetings so they can be added to the agenda.**

Church Board Structure 2023-2024

Pastor Matthew Musser – Lead Pastor

- Christian Education Director (SDMI)

N. The Local Church Sunday School and Discipleship Ministries International Board 145. Each local church shall establish a Sunday School and Discipleship Ministries International (SDMI) Board, or an Education Committee as part of the church board, at the annual church meeting, to be responsible for the Christian education ministries of the church. In churches of 75 members or fewer, the responsibilities may be performed by the church board. Members are: ex-officio the SDMI superintendent; the pastor; the Nazarene Missions International (NMI) president; the Nazarene Youth International (NYI) president; Children's Ministries (CM) director; Adult Ministries (AM) director; and three to nine persons elected from the church membership at the annual church meeting. The members may be elected for staggered terms of two years and until their successors are elected and qualified. When an elected member vacancy occurs, it may be filled at a properly called church meeting. If a church elects an education committee as part of the church board, it shall follow Manual requirements for minimum number of stewards and trustees. Ex-officio personnel shall be members of the committee, though some may not be members of the church board.

We direct our local churches to elect as church officers active members of the local church who profess the experience

LOCAL GOVERNMENT 99

of entire sanctification and whose lives bear public witness to the grace of God that calls us to a holy life; who are in harmony with the doctrines, polity, and practices of the Church of the Nazarene; and who support the local church faithfully in attendance, active service, and with tithes and offerings. Church officers should be fully engaged in "making Christlike disciples in the nations." (33, 137, 141, 146)

The duties and powers of the Sunday School and Discipleship Ministries International Board or Education Committee are:

145.1. To plan, organize, promote, and conduct the ministry of Christian education for the local church. This is to be done subject to the direct care of the pastor, and the leadership of the Sun-

day School and Discipleship Ministries International (SDMI) superintendent, and the direction of the local church board, in keeping with denominational objectives and standards established by the General Board and promoted through the Global Mission Committee and offices of Adult Ministries (AM), Nazarene Youth International (NYI), and Children's Ministries (CM). These include both curriculum and program-oriented ministries for adults, youth, and children. The Sunday School/Bible studies/small groups, along with the preaching ministry, provide the core of the church's study of Scripture and doctrine. Childcare/Schools (birth through secondary) and annual/special ministries and training, such as Caravan, Vacation Bible Schools, and singles' ministries, provide opportunities through which scriptural doctrines are lived out and integrated into the life of the congregation. (516.15)

145.2. To reach the largest number of unchurched people for Christ and the church, bringing them into the fellowship, teaching the Word of God effectively, and encompassing their salvation; teaching the doctrines of the Christian faith and developing Christlike character, attitudes, and habits; helping to establish Christian homes; preparing believers for membership in the church and equipping them for appropriate Christian ministries.

100 LOCAL GOVERNMENT

145.3. To determine the curricula of the various ministries, always using Church of the Nazarene materials to form the basis of biblical study and doctrinal interpretation.

145.4. To plan for and organize the total Sunday School and Discipleship Ministries International (SDMI) of the local church in keeping with the SDMI Bylaws. (812)

145.5. To nominate to the annual church meeting one or more persons approved by the pastor, for election to the office of Sunday School and Discipleship Ministries International (SDMI) superintendent. The nominations are to be made in a meeting with the incumbent superintendent not present.

145.6. To nominate to the church board persons approved by the pastor, to serve as a director of Children's Ministries (CM) and a director of Adult Ministries (AM).

145.7. To elect the Children's Ministries (CM) and Adult Ministries (AM) councils from nominations by the directors of CM and AM with approval of the pastor and the Sunday School and Discipleship Ministries International (SDMI) superintendent.

145.8. To elect all age-group Sunday School/Bible studies/small groups supervisors, teachers, and officers who shall be professing Christians, exemplary in life, and in full harmony with the doctrines and polity of the Church of the Nazarene, from nominations by the Nazarene Youth International (NYI) president and the directors of Children's Ministries (CM) and Adult Ministries (AM). The nominees shall be approved by the pastor and the Sunday School and Discipleship Ministries International (SDMI) superintendent.

145.9. To elect a local director of Continuing Lay Training (CLT), who shall organize, promote, and supervise regular training opportunities for Sunday School and Discipleship Ministries International (SDMI) workers and the entire membership of the church. The SDMI Board shall have the option of naming the CLT director as an ex-officio member to this board.

145.10. To hold regular meetings; and to organize, by electing a secretary and other officers considered necessary, at the beginning of the Sunday School and Discipleship Ministries

LOCAL GOVERNMENT 101

International (SDMI) year, which shall be the same as the church year. The pastor or the SDMI superintendent may call special meetings. (114)

– NMI President

Q. The Local Church Nazarene Missions International

152. Upon the authorization of the church board, local organizations of the Nazarene Missions International (NMI) may be formed within any age-group in harmony with the NMI Constitution approved by the Global Nazarene Missions International Convention and the Global Mission Committee of the General Board. (811)

152.1. The local Nazarene Missions International shall be a constituent part of the local church and subject to the supervision and direction of the pastor and the church board. (516)

152.2. The president of the local Nazarene Missions International (NMI) shall be nominated by a committee of three to seven members of the NMI appointed by the pastor, who

106 LOCAL GOVERNMENT

shall serve as chairperson. This committee shall submit one or more names for the office of president subject to the approval of the church board. The president shall be elected by a majority vote by ballot of the members (excluding associate) present and voting. The president shall be a member of the local church whose NMI is served, a member ex-officio of the church board (or in churches where the president is the pastor's spouse, the vice president may serve on the church board), and a member of the district assembly held immediately prior to his or her year of office. The president shall present a report to the annual meeting of the local church. (113.9, 114, 123, 127, 201)

153. All funds raised by the local Nazarene Missions International (NMI) for general interests of the Church of the Nazarene shall be applied to the World Evangelism Fund with the exception of mission special projects that have been approved by the Ten Percent Committee.

153.1. After primary consideration has been given to the full payment of the World Evangelism Fund, local churches are encouraged to support other global mission work through approved mission specials.

154. Funds for the support of general interests shall be raised in the following manners:

154.1. From gifts and offerings designated for the World Evangelism Fund and general interests.

154.2. From special offerings such as Easter and Thank offerings.

154.3. No part of the above funds shall be used for local or district expense or other charitable purposes.

– **NYI President**

O. The Local Church Nazarene Youth International (NYI)

150. Nazarene youth ministry is organized in the local church under the auspices of Nazarene Youth International (NYI). Local groups are organized under the NYI Charter and the authority of the local church board.

LOCAL GOVERNMENT 105

150.1. The local Nazarene Youth International (NYI) shall organize itself according to the NYI Local Ministry Plan (810.100-810.118), which may be adapted in response to local youth ministry needs (see 810.103), consistent with the NYI Charter and the Manual of the Church of the Nazarene.

– **Church Board Secretary**

113.6. Secretary. The secretary of the church board shall be the secretary of all church meetings; in his or her absence a secretary pro tempore shall be elected. (135.4)

135. Church Secretary. The duties of the secretary of the church board are:

LOCAL GOVERNMENT 95

135.1. To record correctly and preserve faithfully the minutes of all church meetings and meetings of the church board, and do whatever else may pertain to the office. Board minutes should identify all voting board members as present or absent to clearly document a quorum. (120.1, 129.19)

135.2. To present to the annual meeting of the church an annual report of the major activities of the local church, including statistics on membership. (113.9)

135.3. To see that official papers, records, and legal documents pertaining to the local church, including deeds, abstracts, insurance policies, loan documents, church membership rolls, historical records, church board minutes, and incorporation papers are held in trust in either fireproof or secure safes on the local church premises, or when feasible, they may be placed in safe deposit facilities in local banks or similar institutions. Access to such shall always be shared with the pastor and church treasurer, and care for such shall be delivered immediately to the church secretary's successor in office.

135.4. To be the secretary of all annual and special church meetings; and to be custodian of the minutes and other papers of such annual and special church meetings. (113.6)

135.5. To certify in writing to the district superintendent the results of the vote from the calling of a pastor and the continuation of the church/pastoral relationship. Such certification shall be made within one week of the vote.

135.6. To send to the district superintendent a copy of the minutes of all church meetings and meetings of the church board within three days of such meetings when that local church is without a pastor.

135.7. To sign in conjunction with the pastor all conveyances of real estate, mortgages, releases of mortgages, contracts, and other legal documents not otherwise provided for in the Manual. (102.3, 103-104.2)

– Church Treasurer

136. Church Treasurer. The duties of the treasurer of the church board are:

96 LOCAL GOVERNMENT

136.1. To receive all moneys not otherwise provided for, and disburse the same only on order of the church board. (129.21) 136.2. To make monthly remittances of all district funds to the district treasurer, and of all general funds to the general treasurer through the appropriate office, except as otherwise provided. (516.9)

136.3. To keep a correct book record of all funds received and disbursed. (129.21)

136.4. To present a detailed monthly financial report for distribution to the church board. (129.21)

136.5. To present an annual financial report to the annual church meeting. (113.9, 129.21)

136.6. To deliver to the church board the complete treasurer's records at such time as the treasurer shall cease to hold the office.

Church Trustees:

-Head Trustee:

141

The trustees of the church shall be no fewer than three or more than nine in number. They shall be elected from among the [members](#) of the local church to serve for the next [church year](#) and until their successors have been elected and qualified. ([33](#), [113.11](#), [127](#))

142

In all cases where the civil law requires a specific mode of election of church trustees, that mode shall be strictly followed. ([113.4](#))

142.1

Where no particular mode of election is required by civil law the trustees shall be elected by ballot at the [annual meeting](#) of the local church or at a [special meeting](#) properly called for that purpose. ([113.7](#), [113.11](#))

143

The **duties of the trustees** are:

143.1

To hold the title to church property and manage it as trustees of the local church, where the local church is not incorporated, or where the civil law requires it, or where for other reasons it is deemed best by the [district superintendent](#) or the [District Advisory Board](#), subject to the guidance and the restrictions as set forth in paragraphs [102–104.4](#).

143.2

To give guidance to the development of the physical facilities and to financial planning, unless the church board has provided otherwise.

Church Stewards (in charge of Fellowship & Church Functions):

-Head Steward:

138

The duties of the stewards are:

138.1

To serve as a church growth committee, unless otherwise provided for, with the responsibilities of outreach, evangelism, and extension, including sponsoring new churches and church-type missions, with the pastor as ex-officio chairperson.

138.2

To provide assistance and support for the needy and distressed. A biblical role of lay leaders is that of ministering in areas of practical service (Romans 12:6-8). Therefore stewards should offer their time and spiritual gifts in acts of service, administration, encouragement, mercy, visitation, and other ministries.

138.3

To serve, at the discretion of the church board, as the Evangelism and Church Membership Committee as outlined in paragraphs 110–110.8.

138.4

To assist the pastor in organizing the church so that Christian service opportunities are available to all members. Special attention should be given to the development of ministries toward those of other cultural and socioeconomic backgrounds in the immediate and nearby communities.

138.5

To serve as liaisons to community Christian action and service organizations.

138.6

To give assistance to the pastor in public worship and Christian nurture in the local church.

138.7

To provide the elements for the Lord's Supper, and when requested by the pastor, to assist in the distribution of the same. (29.5, 515.4)

The leaders are responsible for coordinating the following church functions:

- Thanksgiving Banquet in November
- Providing elements for the Lord's Supper - Stewards
- All church outreach events

Worship

Responsible Persons: Pastor Matt Musser

These leaders are responsible for assisting the pastor and staff in creating an excellent worship experience each week.

Buildings & Property

Responsible Persons: Trustees

These leaders are responsible for:

- Meeting monthly with the Pastors to assess building needs.
- Total upkeep and repair of our church buildings.
- Working with the other Trustees to schedule two special work days per year.
- Scheduling church volunteers for projects.
- Coordinating upkeep and repairs of the parsonage.
- Monthly and yearly assessment of the needs with a plan of action.

Grounds

Responsible Persons: Trustees

These leaders are responsible for:

- Meeting monthly with the Pastors to assess grounds needs.
- Coordinating snow removal on sidewalks and parking area.
- Coordinating landscaping.
- Coordinating parking lot repairs
- Coordinating vacant property repairs / needs
- Working with the other Trustees to schedule two special work days per year.

Finance / Stewardship

Responsible Persons:

These leaders are responsible for the work of the Finance Committee, including:

- Proposal of the church budget to the church Board.
- Quarterly Finance Committee meetings
- Oversight of the budget and church financial health.
- Contribution records
- All financial counting and recording.
- Projection of major future expenditures and recommendations of savings plans.
- Stewardship campaigns and follow-up.
- Compensation for pastoral staff, secretary and other support staff.
- Christmas gifts.
- Pastor's Appreciation

Christian Education Board

Members for 2023-2024

Christian Education Director:

Men's Ministries Director:

Women's Ministries Director:

NYI President:

Children's Pastor:

Student Ministries:

Elected Members:

Responsibilities of the Christian Education Board

The Christian Education Board is responsible to plan, organize, promote, and conduct the ministry of Christian education for the local church. The specific duties and powers of the Christian Education Board is listed in detail in the Manual (Par.146-146.10) The Christian Education Board of East Gate Church of the Nazarene is also specifically responsible for following "all church" events and duties each year:

Mother's Day Gifts (May)

Father's Day Gifts (June)

SAFETY TEAM

Current Safety Team :

Safety Team Role

- 1) Must know policy & procedure
- 2) Must attend all trainings
- 3) Must be willing to help educate congregation
- 4) Know when to use force and not to use force

Safety Procedures

- 1) Unlock/Lock Procedures
 - 10:45 all doors will be locked
- 2) Parking Lot Procedure
 - Walk the premises
- 3) Lockdown procedure
 - Safety team member assist handicap/ elderly into kitchen area
 - Have everyone in the sanctuary get on the floor
- 4) Website/ Social Media Safety Policy
 - We will not post photos on the website without consent of individuals
 - We will not post any photos of the inside of the facilities at East Gate
 - We will not put any financial information on the website
- 5) NazSafe (Children's Procedure is Attached)
- 6) Background Checks
 - Will be run through Been Verified and a digital record of current background checks will be kept on Ministry Safe (NazSafe) online.
- 7) Weapons Policy
 - Weapons are not allowed on the premises unless pre-approved.
- 8) Procedure for Calling 911
 - Sound staff ()
- 9) Media Spokesperson In Case of Incident (Not Pastoral Staff):
 -

CODES

Safety

S-1 SANCTUARY

S-2 NURSERY

S-3 GYM

Medical

M-1 SANCTUARY

M-2 NURSERY

M-3 GYM