

**Policy Documents
of the
Grace Fellowship Church
of Waterloo, Iowa**



GRACE
FELLOWSHIP
CHURCH

Adoring, Obeying and Proclaiming Jesus together.

INTRODUCTION TO GRACE FELLOWSHIP POLICY DOCUMENT

The following document contains the policies of the Grace Fellowship Church of Waterloo, Iowa. These are documents which define how we do things at our church and who is responsible for these activities. These are not meant to be all inclusive and cannot cover every situation that might arise.

Knowing and following the policies of our church is important to our church family by allowing each one to fulfill the purpose statement of the church, "Grace Fellowship exists to glorify God through worship, discipleship, service and mission" in an orderly and consistent manner.

Each policy is owned by the Ministry Team identified in it. This team is responsible for the content of their policy, but each policy must undergo a final review of the Elder Board prior to publication. These policies are not subject to approval by the congregation and may be modified at any time as is needed to fit the ever-changing needs of the church and the church family.

In the event of any conflict between these policies and the congregationally approved Constitution and Bylaws of the Grace Fellowship Church of Waterloo, Iowa, the Constitution and Bylaws shall take precedence over the policy document.

We hope that you find this document and the policies it contains useful to you and helpful in promoting the smooth operation of our church.

Respectfully serving you for God's Glory,

The Elder Board of the Grace Fellowship Church of Waterloo, Iowa

Contents

- ELDER BOARD 4
 - POLICY – CANCELLATION OF CHURCH ACTIVITIES (2019.03.20) 4
 - POLICY - ELECTRONIC COMMUNICATIONS (2012.05.12) 7
 - POLICY – HIRING NEW EMPLOYEES (2012.05.12) 8
 - POLICY – SEX OFFENDERS (2019.03.20) 11
 - POLICY - PERSONAL TIME OFF (2012.05.21) 15
- BUSINESS TEAM 19
 - POLICY - USE OF THE BUILDING (2012.06.04) 19
 - POLICY - SPECIAL FUND RECEIPT AND USE (2012.06.04) 23
 - POLICY – MONETARY REIMBURSEMENT (2019.03.20) 28
 - POLICY – USE OF CHURCH CREDIT CARD (2019.03.20) 29
 - POLICY – USE OF CHURCH PROPERTY (2017.07.11) 30
 - POLICY – PERSONAL PROPERTY USE (2019.03.20) 33
 - POLICY – CHURCH COMPUTER/LAPTOP OR TABLET FOR PERSONAL AND WORK USE BY STAFF (2022.05.23) 34
- CARE TEAM 36
 - POLICY – PEOPLE WITH NEEDS (DEACON’S FUND) (2012.08.12) 36
 - POLICY – FUNERALS (2012.09.17) 38
 - POLICY – HOSPITALITY (2012.08.12) 40
 - POLICY – WEDDINGS (2013.05.20) 41
- DISCIPLESHIP TEAM 47
 - POLICY – SMALL GROUPS (2012.05.21) 47
 - POLICY – NURSERY (2013.02.12) 49
- GLOBAL MISSIONS 50
 - POLICY – GLOBAL MISSIONS (2012.12.17) 50

ELDER BOARD

POLICY – CANCELLATION OF CHURCH ACTIVITIES (2019.03.20)

A. Purpose of Document

1. The purpose of this document is to define the circumstances which might prompt cancellation of church activities or closure of the church office and who is responsible for making such a decision. It also covers specific activities to notify the church family and the community of the decision.

B. Closure of the Church Office

1. Every effort shall be made to keep the church office open during the regular office hours regardless of weather or other circumstances.
 - a. In the event that road conditions prevent travel to the church to open the office at the normal time, staff shall proceed to the office as soon as road conditions safely allow.
 - i. Office staff shall send out a notification that the office will be opening late on the Link and also attempt to notify leaders of any in-church activity that might be affected by the late opening of the office.
 - ii. All full-time staff shall receive their normal pay for the day.
 - b. In the event that road conditions worsen during the day while the church office is already open, the church office may be closed at the discretion of the senior pastoral staff member present in the office at the time after consultation with the Elder Board chair.
 - i. The office staff shall send out a notification that the office is closing on the Link and also notify the leaders of any known church activity in the building that day that the building has been closed for the day.
 - ii. All full-time staff will receive their normal pay for the day.

C. Cancellation of Church Activities

There is always a possibility of very difficult weather during our winter months. Under extreme circumstances it may be necessary to cancel Sunday morning Activities. During the winter months we should periodically make the congregation aware of where to look to determine if services have been canceled. These reminders should be posted on the service calendar as a reminder. The following information should be communicated to the congregation and implemented by the leadership.

1. Sunday Morning Services
 - a. Every effort shall be made to hold Sunday morning services as scheduled
 - b. If inclement weather or other circumstances require it, services may be cancelled on Sunday morning only by a joint decision of the Lead Pastor and the Elder Board Chairman.
 - i. If the Lead Pastor is not available, the senior associate pastor shall provide input to the decision.
 - ii. If the Elder Board Chairman is not available, the available Elder Board members shall provide the input to the decision.

- iii. All effort should be made to make a decision on whether to cancel or not as early as possible, preferably 2 hours or more before the beginning of any church activity for the day.
 - c. If the decision has been made to cancel the Sunday morning services, a notice shall be sent out on the Link, to the news media as identified below or from a list maintained by the church office and notice posted to our outdoor sign. The Lead Pastor or a person he designates is responsible for initiating these calls.
 - i. Post the cancellation to KCRG, KWWL and KNWS websites.
 - (a) KCRG – <https://www.kcrg.com/weather/closings/>
 - (i) User ID: 95618 Password: 38263
 - (b) KWWL – <https://kwwl.com/closings/>
 - (i) User ID: 78903 Password: 77431559
 - (c) KNWS - <http://life1019.com/>
 - (i) (2019.03.15) KNWS is linked to KWWL and KCRG for weather closings so there is no need to call KNWS
 - ii. Contact the chair of the Communications) to post the cancellation to the church outdoor sign and the church Facebook page. (Do not use text msg or email. Contact by phone)
 - iii. Call or coordinate the calling of members who sign up for a "Call if Cancelled" list.
 - (a) Sign up for this list will be made available every year in November and provided to the Pastor.
 - iv. Post signs at all church doors date and times of services being cancelled.

2. Other Church Building Activities

- a. During Weekdays
 - i. For weekday activities occurring at the church building:
 - (a) If the church office has closed due to weather conditions, all activities shall be cancelled. The church office shall notify the leader of the activity, who is responsible to notify those involved in the activity.
 - (b) If the church office is open, then the person leading any individual activity may cancel their activity at their discretion. They are responsible to notify the church office and people involved in the activity.
- b. During Weekday Evenings
 - i. For weekday evening activities occurring at the church:
 - (a) If the Waterloo schools have either closed for the day or dismissed early due to winter weather conditions, then all evening activities shall be cancelled for that day.
 - (i) The church office shall send out a notification on the Link to the church family.

- (ii) The church office shall notify the news media as identified on a list maintained by the church office.
- c. During Weekends (other than Sunday morning service)
 - i. For activities occurring at the church on weekends:
 - (a) If the activity is on a Saturday, cancellation shall occur at the discretion of the person or group responsible for the activity.
 - (b) If the activity is on Sunday:
 - (i) If the Sunday Morning services are cancelled, then all remaining activities for that day shall be cancelled.
 - (ii) If the Sunday morning services are not cancelled, then cancellation shall occur at the discretion of the person or group responsible for the activity.

3. Activities Outside the Church Building

- a. Activities outside the church building may be cancelled at the discretion of the leader of each activity (i.e., a small group leader would be responsible for cancellation of a small group meeting in a member's home).
 - i. Personal safety should be the prime factor in such a decision.
 - ii. The person making the decision is responsible to notify the people involved.

Responsibility: Elder Board

Chairperson: Brad Morris

Date Approved: **20 March 2019**

POLICY - ELECTRONIC COMMUNICATIONS (2012.05.12)

A. Purpose of Document

1. The purpose of this document is to define the process by which the church establishes and maintains a presence in any form of electronic communication media.

B. Web Site

1. The church shall maintain a presence on the internet through the use of a web site. In addition to a primary church web site, there may be other auxiliary web sites for specific ministries (youth for example).
2. A web site designer will be selected by the Elder Board and will be responsible for all web sites associated with the church.
3. Only the EB can authorize new pages or sections to be created and added to any website, or for the creation of an auxiliary website.
4. The Elder Board will appoint a person to work with the web site designer as needed to oversee creation of new pages or sections as approved by the Elder Board. This person will also be responsible to oversee the modification and update of any existing sections of a web site. Modifications and updates may be done without prior Elder Board approval.

C. E-Mail

1. The church shall use e-mail to communicate with the church family.
2. The primary communication with the church family will be The Link, which will be sent out each week day by the church office and will contain items of vital interest to the majority of the church family. This includes, but is not limited to: announcements and reminders, prayer requests and reminders, and missionary updates.
3. The Link should be sent out a single time close to the end of the day if possible, but emergency Link messages may be sent at the discretion of the church office.
4. The church office will be responsible for maintenance of the e-mail distribution list for The Link.
5. Communications required for only a few people (a ministry team for example) should communicate among themselves and not use The Link.

D. Other Electronic Media

1. If GBC establishes a presence on any other type of electronic media (current examples are Facebook or Twitter), the Elder Board will appoint an administrator responsible for each content on each presence. This does not have to be a unique person for each presence.

Responsibility: Elder Board
Chairperson: Brad Morris
Date Approved: 21 May 2012

POLICY – HIRING NEW EMPLOYEES (2012.05.12)

A. Purpose of Document

1. The purpose of this document is to define the hiring process to be used for new employees of Grace Fellowship Church of Waterloo, Iowa. There is a different process defined, depending on whether the employee is considered pastoral or lay staff (see definition below)

B. Definitions

1. Pastoral Staff – any employee, either full or part time, whose primary job responsibilities are concerned with spiritual or ministerial duties. Examples include, but are not limited to: Lead Pastor, Associate Pastor, Youth Pastor, Worship Leader, Director of Children’s Ministries, etc.
2. Lay Staff – any employee, either full or part time, whose primary job responsibilities are concerned administrative or support duties. Examples include, but are not limited to: Office Manager, Custodian, Grounds Keeper, Building Maintenance, etc.

C. Hiring of Pastoral Staff

1. Hiring of pastoral staff is under the direction of the Elder Board.
2. If the Elder Board determines the need to hire a new pastoral staff person, they shall:
 - a. Prepare a description of the job including: requirements and duties, minimum experience, approximate salary range and benefits package, and date of job availability.
 - b. Appoint a Search Committee to perform the primary work of finding and screening potential candidates for the job.
 - i. It will be composed of a minimum of five people and containing at least one of the sitting Lay Elders as a member.
 - ii. Remainder of the committee shall be composed of members of the congregation. Current pastoral staff and non-sitting Elders may and are encouraged to serve.
 - iii. Non-members may not be part of a search committee.
3. Using the job description provided by the Elder Board, the Search Committee shall:
 - a. Select one of their group to be chairperson of the Search Committee. This may not be the Elder representative to the committee.
 - b. Conduct a diligent search for qualified candidates using all reasonable means to publicize the open position.
 - c. The Elder representative and the Committee Chair will be responsible to give periodic updates on committee progress to the Elder Board.
 - d. Upon receiving of candidate resumes, they will screen those for qualifications, selecting the most qualified for follow-up, which can be questionnaires, phone interviews, contacting references, etc.
 - e. Upon determining that a candidate meets all qualifications and is interested in the job after follow-up, the Committee will make a recommendation to the Elder Board that the candidate be invited for an in-person visit to the church.

- f. The Elder Board shall review the recommendation of the Search Committee and if in agreement, invite the candidate to visit the church.
 - g. If not previously done, at this time an approximate compensation and benefits package should be shared with the candidate.
4. During the candidating visit:
 - a. The Elder Board will determine a suitable date to invite the candidate and develop an agenda for the visit consisting of interviews with the Elder Board, an opportunity to demonstrate skills appropriate to the position being filled, and an opportunity to meet the congregation for a time of fellowship which will include a question and answer period.
 - b. The Search Committee will be responsible to coordinate the logistics of the visit, including travel and housing plans, opportunities for the congregation to meet the candidate, and others as needed.
 5. At the conclusion of the candidating visit, the Elder Board will determine if a call should be extended to the candidate. The vote to extend a call by the Elder Board should be unanimous. The call for the candidate will then be submitted to the congregation for approval as governed by the Constitution of the church.
 6. Upon a positive vote by the congregation to extend a call, the Elder Board will prepare a salary and benefits proposal and a job agreement to submit to the candidate. This may include items such as additional vacation depending on prior experience, moving expenses, temporary housing expenses, and other related items.
 7. Once the job agreement and salary and benefits package have been negotiated and the candidate agrees, a start date acceptable to the candidate and the church will be established, and the Search Committee disbanded.

D. Hiring of Lay Staff

1. Hiring of lay staff is under the direction of the Business Team.
2. If the Business Team determines the need to hire a new lay staff person, they shall:
 - a. Prepare a description of the job including: requirements and duties, minimum experience, approximate salary range and benefits package, and date of job availability.
 - b. Conduct a diligent search for qualified candidates using all reasonable means to publicize the open position.
 - c. Upon receiving of candidate resumes, they will screen those for qualifications, selecting the most qualified for follow-up, which can be questionnaires, phone interviews, contacting references, etc.
 - d. If needed, an opportunity to interview potential applicants by the Elder Board may be taken to insure there are no spiritual concerns with the candidate.
 - e. Select a preferred candidate from the applicants and extend an offer to them. This offer should include the salary and benefits package as appropriate.

3. There is no reimbursement for travel, moving, or temporary housing expenses associated with the job search process for a lay staff member.
4. The Elder representative to the Business Team shall be responsible to provide updates as needed to the Elder Board on the progress of the job search.

Responsibility: Elder Board
Chairperson: Brad Morris
Date Approved: 21 May 2012

POLICY – SEX OFFENDERS (2019.03.20)

Purpose: The purpose of this policy is to care for the people of Grace Fellowship by protecting our children in the wisest way possible within the means we've been given. We have also constructed this policy with the desire to pastorally care for sex offenders in the best venue possible for their freedom and growth in Christ.

Policy: Anyone who is known to be on the Sex Offender Registry shall not be permitted to attend Grace Fellowship Church's Sunday morning activities or any activity that includes children under the age of 18. There is a pathway to Sunday attendance available for sex offenders who wish to submit themselves to the authority and accountability of the local church. Tier 3 sex offenders will be excluded permanently from any pathway to Sunday morning attendance due to the nature of their offense.

Contingency: If a sex offender does come on Sunday morning without prior knowledge of the sex offender policy, he/she will be permitted to stay for that service only with the constant presence of a chaperone under the stipulations of the Sex Offender Contingency Policy. They must meet with the pastoral staff where the pathway to Sunday attendance will be explained.

Path to Sunday Attendance: The pathway to Sunday Attendance is as follows:

The sex offender will agree to and fulfill the following steps:

1. Meet weekly with the one or both of the staff members for the period of **one year** in a one on one discipleship relationship to grow in the knowledge of Christ through the word of God and accountability.
2. Not attend Sunday morning activities before the completion of **one year** of discipleship meetings.

For those who complete the pathway to Sunday attendance:

3. After **one year**, upon approval of all necessary oversight bodies, and pastoral recommendation and the signing of the church attendance covenant, a sex offender (excluding Tier 3 offenders) may attend Sunday morning service.
 - a. Team Approvals Necessary –
 - i. Pastoral Staff
 - ii. Elder Board
 - iii. Children's Minister
 - iv. Youth Oversight Committee
4. The church attendance covenant stipulates that the sex offender agrees that they will never participate in any activities of Grace Fellowship Church that involve children 18 years old or younger and agree to the chaperone policy (under the sex offender contingency policy) during their Sunday attendance.

Sex Offender Contingency Policy

Purpose: The purpose of these guidelines are to create specific, non-negotiable rules for the Sunday morning ministry of Grace Fellowship Church regarding sex offenders who attend without prior knowledge of any of the staff or lay person. As per the official policy above, no sex offender shall be allowed to attend Sunday morning services, however, we acknowledge the possibility of the attendance of sex offenders due to various unforeseen circumstances. These policies have the purpose of protecting potential victims of sex offenders by holding the sex offenders accountable during their time in the service, to instruct the sex offenders on church policy in regards to their attendance, and to help shield them from possible temptations.

The guidelines for sex offenders is set forth as follows: When either pastoral staff or lay ministers discover or learn that a sex offender (of any tier) is currently in the Grace Fellowship Church building on a Sunday morning, the following guidelines will immediately be put into place:

1. Once the fact that a sex-offender will be coming on a Sunday morning has been established and is known by the staff/leader of the chaperone ministry, and their attendance cannot be avoided, the staff or elders must immediately obtain a chaperone for the sex offender for the entirety of their time inside the church building.
 - a. Chaperones must be the same gender as the offender, be church members in good standing, and be trained and approved by church leadership to deal with any situations that may arise.
 - b. All staff and elders are de-facto chaperones. If a sex offender is in need of a chaperone on a Sunday morning, every effort should be made to utilize lay elders or other chaperones instead of the pastoral staff.
2. During their attendance, they will be met at the back doors by their chaperone, if their attendance is anticipated but unavoidable. In the event that it is made known to the staff or elders that a sex offender is in attendance after they have arrived, the staff or elder must act as the temporary/immediate chaperone until one of the designated volunteers from the chaperone ministry is available.
3. The chaperone will introduce themselves and along with the staff member/elder explain the following:
 - a. The chaperone is assigned to the sex offender for the entirety of their time in the church building.
 - b. The chaperone will enter the bathroom with the sex offender to avoid any contact with children.

- c. The sex offender will attend a designated Sunday School class should he/she be present at this part of the Sunday morning activities and will not be permitted to leave for any reason except for personal use of the restroom, accompanied by their chaperone.
 - d. The sex offender will sit only in the balcony during the church service, and will not be permitted to leave for anything other than personal use of the restroom accompanied by their chaperone.
 - e. If at any time they are found without their chaperone, or in any position that can be construed in any way as suspicious, after questioning the chaperone, they may be asked to leave the premises and a thorough investigation will be conducted by the Elder Board of the incident. If it is determined that the sex offender was not at fault, he/she shall be permitted to continue the pathway to Sunday attendance. If it is found that the sex offender is at fault, they shall be banned indefinitely from any and all church functions of Grace Fellowship Church.
 - f. At the conclusion of the service, the chaperone will remain with the sex offender until they leave the premises. The chaperone must visually confirm that the sex offender has left the building, at which point the chaperone is released from duty.
 - g. After their first Sunday of attendance the sex offender will be asked to meet with one of the staff members to direct them into the pathway to Sunday attendance.
4. After the policy has been explained, the sex offender will be required to sign an initial covenant stating their intent to pursue the pathway to Sunday attendance.
 5. Any sex offender attending services at Grace Fellowship Church and is found to be attempting to or has committed a sexual crime against a child will be immediately reported to the proper authorities and banned from attendance at Grace Fellowship Church (see the zero tolerance policy below).

Zero-Tolerance Policy:

If the sex offender is found to be in any violation of the above guidelines, the official policy of the church shall be to immediately ban the sex offender from attendance to any church event or church sponsored event i.e. Bible studies, small groups, etc.

Responsibility: Elder Board
Chairperson: Brad Morris
Date Approved: 19 March, 2019

POLICY - PERSONAL TIME OFF (2012.05.21)

A. Purpose of Document

1. The purpose of this document is to define when time away from the office is allowed for the pastoral and lay staff of the Grace Fellowship Church of Waterloo, Iowa.

B. Vacation

1. Applicability
 - a. This policy applies to each full time pastoral and lay staff members of Grace Fellowship Church of Waterloo, Iowa. It describes the vacation time, holidays and other personal time off that the church offers as part of the whole benefit package. Where necessary, the Elder Board shall have flexibility in applying this policy according to the needs of individual situations.
2. Definitions
 - a. Start date - The day the staff member first reported to work for GBC Waterloo, as agreed upon by the Elder Board.
 - b. Anniversary date - The annual anniversary of the start date.
 - c. Service year - The twelve month period starting on the start of the fiscal year, currently defined as 01 July.
 - d. Earned vacation - The number of vacation days earned by a staff member based on continuous years of service at the time of the anniversary date.
 - e. Work week - The work week is defined as Monday-Friday.
 - f. Pastoral staff day off - Pastors are expected to spend the equivalent of one day on Saturday and Sunday in preparation and execution of the weekly service and are given a day off during the week to compensate. These days will be staggered so that there is pastoral staff available during the week.
3. Earned Vacation
 - a. The number of earned vacation days available to a staff member is based on years of service upon reaching their anniversary date as follows:
 - i. 0 to 4 years of service: 10 days, including a maximum of 3 Sundays.
 - ii. 5 to 9 years of service: 15 days, including a maximum of 4 Sundays.
 - iii. 10+ years of service: 20 days, including a maximum of 5 Sundays.
 - b. In the first year of service, a staff member shall immediately be eligible for vacation. The amount of vacation granted will be pro-rated based on the amount of the fiscal year left at their start date. For example, if 60% of the fiscal year is left, the new staff member would be granted six (6) days of vacation to use between their start date and the start of the next fiscal year (currently on 01 July).
 - c. Each fiscal year thereafter, all vacation days are available to the individual on the first day of the fiscal year. The number of days would be based on

the number of years the staff member has worked at the previous anniversary date.

- d. The Elder Board may grant additional vacation to an incoming pastoral staff member based on prior experience at another church or Christian ministry (i.e., service on a foreign mission field). This option is not available for lay staff.

4. Deferring Vacation Days

- a. If a staff member is eligible for 15 or more days of vacation at the start of the service year, they may elect to defer vacation days:
 - i. From one to five days may be deferred to the next service year. The remaining earned vacation must be taken (or lost) during the current fiscal year.
 - ii. If deferred vacation is not used, all or part of it may be deferred again into the next service year.
 - iii. Deferred vacation may not be accumulated. Therefore, in any given service year it is not possible to have available more than earned vacation days plus five deferred days.
 - iv. Use of deferred vacation days does not allow the taking of additional Sunday's off beyond the number granted for normal vacation according to the years of service.
 - v. The church office shall keep a record of any deferred vacation days per the record keeping section below.

5. Scheduling

- a. Vacation time may be taken in half day increments.
- b. Vacation time must be coordinated with the other members of the staff.
- c. The Elder Board shall approve vacation plans for pastoral staff.
- d. Lay staff shall inform the Lead Pastor of their vacation plans.

6. Exceptions

- a. Time spent at meetings, seminars or conferences will not count toward vacation time if the Elder Board has approved the time as work related or has directed the individual to attend.
 - i. This includes nominal travel time to and from the meeting, seminar, or conference.
 - ii. If a pastoral staff member intends to combine vacation with attendance at a meeting, seminar, or conference, these plans should be reviewed and approved by the Elder Board.

7. Record Keeping

- a. The church office shall keep a record of vacation time taken and vacation time remaining for the current service year.

8. Termination

- a. When a staff member leaves employment of the church for any reason,

they shall be paid for any unused vacation days earned as of the last service year date, plus any days which were deferred into the current service year from the previous service year.

- b. Unused vacation days and deferred days are to be paid to the staff member as taxable cash.

C. Holidays

1. Holidays are when the church office is officially closed and staff is not expected to work.
2. The church provides time off with pay for the following holidays:
 - a. New Year's Day
 - b. Good Friday
 - c. Memorial Day (observed)
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Friday after Thanksgiving
 - h. Christmas Eve Day
 - i. Christmas Day
3. If a holiday falls on a Sunday, or if church activities are scheduled for a holiday (e.g. Christmas eve service), then pastoral staff is expected to support the scheduled activities. Compensatory time may be taken if coordinated with the other members of the pastoral staff.
4. If the holiday falls on a Saturday or Sunday, then the holiday will be observed on the closest weekday (i.e., Saturday on a Friday and Sunday on a Monday), and the office will be closed that day.
5. If a holiday falls on a pastoral staff member's regular weekday off, then the staff member(s) affected will receive a compensatory day off to be used as soon as possible.
6. Use of compensatory days must be coordinated with other pastoral staff members to make sure that office hours are properly covered and approved by the Elder Board the same as regular vacation days.
7. Compensatory days may not be accumulated from year to year and expire upon the start of each service (fiscal) year.
8. Compensatory days may not be used on a Sunday, but only on a weekday.

D. Other Personal Time Off

1. Jury Duty
 - a. If a staff member is called for jury duty, they shall be allowed the time off with pay.
2. Sick Days

- a. The church does not provide a specific number of sick days per year. If a staff member is ill, they are responsible to notify the office that they are out that day. They will be provided the time off with pay.
- b. The church office will keep a record of the number of sick days taken per service year. This record may be reviewed by the Elder Board and additional action taken if needed.

3. Personal Appointments

- a. If a staff member has a personal appointment (doctor, dentist, etc.) that occurs during normal work time, they should work additional time to make up time lost to the appointment. This may be done by working the equivalent hours during their normal weekday off for pastoral staff or additional time that day for lay staff. This should be done within the same week if possible.
- b. An alternative is to use vacation time to cover the time away from work for the appointment. A minimum of a half day of vacation shall be used.

4. Leave of Absence

- a. A unpaid leave of absence may be granted to any staff member at the discretion of the Elder Board. An example may be for military service.
- b. Upon return from the leave, the staff member's previous position will be available to them at the same pay and benefits as when they left. Their previous time of service will count for the purpose of determining vacation time.

5. Other paid or unpaid personal time off may be provided at the discretion of the Elder Board.

Responsibility: Elder Board
Chairman: Brad Morris
Date approved: 21 May 2012

BUSINESS TEAM

POLICY - USE OF THE BUILDING (2012.06.04)

A. Purpose of the Document

1. We believe the Grace Fellowship Church building is provided to the church body by God as a place to gather and glorify His name. In that light, all events that are held in the building should glorify the Lord. We take this building very seriously and thank God for providing it. We also believe that God wants His building used in ways that provide for the needs of His people.

B. Requirements for Ministry Related Event Proposals

1. All requests for use of the church for a ministry related event shall be channeled through a sponsoring ministry team.
2. The ministry team shall use the "GBC Event Proposal" form found in the "OFFICE" section of the church website to document the purpose and needs for the event.
3. With the approval of the sponsoring ministry team, the event will be tentatively placed on the church calendar.
4. The Elder Board representative for the sponsoring ministry team shall bring the event proposal to the Elder Board for review and approval.
5. Upon Elder Board approval, the event shall be confirmed on the church calendar.
6. The sponsoring ministry team shall assume responsibility for:
 - a. Clean-up of any building area used, including nursery and bathrooms.
 - b. Removal of trash to the dumpster in alley.
 - c. Returning any arrangement of chairs or tables in a room to the arrangement they were in before the event.
 - d. That all lights have been turned off.
 - e. That the build is secure, both during and after the event.
 - f. Returning key (if used) to the church office if the event is outside normal business hours. A \$50.00 fee will be charged if the key is not returned to the church office.
 - g. Reporting any breakage that occurs or malfunctioning systems to the Business Team chairperson or church office.
 - h. Enforce the building use rules as outlined on this document.
7. The "Use of Church Property" policy will govern the use of any contents or supplies in the church building.
8. Recurring events shall be subject to periodic review and reapproval by the Elder Board.
9. No usage fee will be charged for ministry related events.

C. Requirements for Non-Ministry Related Event Proposals

1. The use of Grace Fellowship Church for non-ministry related meetings and social events is a privilege, not a right. These types of events would include but not be limited to weddings, funerals, showers, birthdays, family gatherings and anniversary celebrations:
 - a. Written permission must be obtained from the Business Team Chairperson or designee prior to the event:
 - i. The person(s) applying for use should use the "GBC Event Proposal" form found in the "OFFICE" section of the church web site.
 - ii. Once the proposal form has been received by the Business Team chair, the event may be tentatively placed on the church calendar
 - iii. If there is any concern about the appropriateness of the event, the Business Team Chair shall review request with the Elder Board representative to the Business Team. The Elder at his discretion may take the request to the full Elder Board for further review and final approval. The decision of the Elder Board will be final.
 - b. Upon Business Team approval, the event will be confirmed on the church calendar and a contact person(s) assigned to the event with regards to opening doors, locking doors, shutting off lights, cancellation, etc.
 - c. The church office must be informed a minimum of two weeks prior to the event unless approval is granted under special needs.
 - d. The contact person shall be responsible for obtaining a key to the building from the church office if needed.
2. A member or regular attendee of Grace Fellowship Church must be part of the group and/or meeting requesting use of the building.
3. Use of sanctuary must be preapproved by the Elder Board.
4. All care should be taken to schedule meetings, or building use events, so as not to conflict with any regularly scheduled worship service, meetings, or other church activities.
5. The contact person(s) requesting use of the building will assume responsibility for:
 - a. Clean-up of any building area used, including nursery and bathrooms.
 - b. Removal of trash to the dumpster in alley.
 - c. Returning any arrangement of chairs or tables in a room to the arrangement they were in before the event.
 - d. That all lights have been turned off.
 - e. That the build is secure, both during and after the event
 - f. Returning key (if used) to the church office if the event is outside normal business hours. A \$50.00 fee will be charged if the key is not returned.
 - g. Reporting any breakage that occurs or malfunctioning systems to the Business Team chairperson or church office.

- h. Enforce the building use rules as outlined on this document.
- 6. As an aid to the preservation of the sanctity of the building:
 - a. No alcoholic beverages are allowed in the building or on church grounds.
 - b. No smoking allowed in the building or within 25 feet of the building outside.
 - c. Tasteful use of films, videos, and TV programming, with an eye on conservative dress, language, and visual content is recommended.
 - d. Appropriate noise level (loud noise, music and yelling is discouraged).
- 7. The "Use of Church Property" policy will govern the use of any contents or supplies in the church building.
- 8. Recurring events shall be subject to periodic review and reapproval by the Business Team.
- 9. The following fee structure will be charged for non-ministry related events:
 - i. MEMBERS: No set fee, but a love gift to the church is suggested (2 Cor 9:7)
 - ii. NON-MEMBERS:
 - (a) Large fellowship hall (includes kitchen) \$150.00
 - (b) Small fellowship hall (includes kitchen) \$100.00
 - (c) Welcome Center (includes kitchen) \$100.00
 - (d) Sunday School size room (per room) \$50.00
 - (e) Nursery \$50.00

Responsibility: Elder Board and Business Team
 Chairpersons: Brad Morris and Jim Murray
 Elder Board Representative: Carl Meyer
 Date Approved: EB Approved 04 June 2012

GBC EVENT PROPOSAL

Name of Activity/Event:

Proposed Date: _____ TIME: _____(AM/PM) to _____(AM/PM)

Contact Person(s):

Name: _____ Ph _____ e-mail _____

Name: _____ Ph _____ e-mail _____

Purpose and description of the activity/event:

Specific Rooms of Church to be Used for Activity:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Additional Facility Needs and/or Set-up Requirements:

Date of Request: _____

Date given to Business Chair for Review: _____

Date of Business Chair Approval: _____

Date put on church calendar: _____

POLICY - SPECIAL FUND RECEIPT AND USE (2012.06.04)

A. Purpose of Document

1. The Special Fund Receipt and Use Policy covers the receiving and distribution of designated non-budgeted funds given to the church for an individual, group or project. It includes memorial funds and the management of flow through accounts. It does not cover the receipt or disbursement of fund for the Deacon Fund, which is covered under a separate policy.

B. Definitions

1. Special Offerings or Love Gifts – One time collections from the church family, typically during a service, given for a specific purpose.
2. Memorial Funds – One time gifts given to the church, typically in the memory of a deceased individual.
3. Flow Through Account – Special account established to receive and disburse special funds. Carried on church ledgers outside the General Fund Accounts and only used for the specific designated purpose of the fund.

C. Receiving of Special Funds

1. One Time Special Offerings or Love Gifts
 - a. Special Offerings or Love Gifts are typically one time collections to benefit a specific individual or ministry group.
 - b. Monies received for a Special Offering or Love Gift shall be considered tax deductible in most cases.
 - i. If for some reason the gift will not be tax deductible, the congregation shall be informed of this fact prior to the taking of the offering or gift.
 - c. To request that a special offering be taken during the worship service, the following actions need to be followed:
 - i. The request must be submitted by a Ministry Team or Staff member to the Elder Board.
 - ii. If approved by the Elder Board it will be sent to the Business Team for implementation.
 - iii. The Business Team chairperson will notify the Financial Secretary, Treasurer and Custodian.
 - iv. The Financial Secretary and the Treasurer should be notified at least seven (7) days in advance when a special offering is going to take place.
 - v. All special offerings must be in the envelopes marked "Special Offering" or be designated as such on their regular assigned offering envelope.
 - (a) No loose change will go towards the special offering unless it is determined that the plate will be passed specifically for that purpose or a plate is left at back of church as a designated retiring offering.

(b) If the "Special Offering" envelope is used, the giver must write their identification number on the envelope in order to receive credit for tax deduction purposes.

vi. The Custodian will be responsible to put "Special Offering" envelopes in the pews.

2. Memorial Funds

- a. The Memorial Fund is the receiving account for any monies given to the church as a memorial to a specific individual or group. It is managed by the Memorial Committee.
- b. The Memorial Committee is made up of the Head of the Business Team, a layman appointed by the BT and the Elder Board Chairman. Their responsibility is to:
 - i. Determine if there is a specific desired use for the memorial funds received by the family.
 - ii. Verify legitimate requests for use of memorial monies.
 - iii. As a courtesy, contact the family of the designated memorial fund to inform the family of the intended use of the funds in a way that would be honoring to the person it was given for.
- c. All monies given and designated as a memorial are put into the Memorial Fund. The Memorial Fund will be managed and carried on the church books as a Flow Through Account. The Treasurer will keep the individual memorial balances in separate accounts within the Memorial Fund for accounting purposes.

3. Gifts to Sponsored Individuals or Projects

- a. Gifts may be given to individuals and/or projects sponsored by the church outside of the normal General Fund budget. Examples would be (but are not limited to) funds for a short term mission trip, a youth or adult conference, new capital equipment for the church, etc.
- b. Generally such sponsored gifts are tax deductible. Individuals giving to such funds will receive a receipt from the Financial Secretary, either as a one time item or as a part of their year end statement.
- c. Sponsored gifts will be accumulated within a specific designated flow through account separate from the general fund budget.
- d. The following process shall be followed:
 - i. A Ministry Team or Pastoral Staff person shall prepare a proposal to sponsor an individual or project. The proposal should include:
 - (a) The name of the person or project and how the funds will be used.
 - (b) The justification, including in particular the Spiritual aspects and explaining how God will be served and glorified.
 - (c) The total amount needed or time frame to collect the funds.
 - (d) How the funds will be disbursed.
 - ii. The proposal will be submitted to the Elder Board for approval.
 - iii. Upon Elder Board approval, the proposal will be given to the Business Team for implementation.

- iv. The Business Team shall direct the Treasurer to create a new Flow Through account and the Financial Secretary to identify monies directed to the account.
 - e. The Treasurer shall maintain the fund until such time as the funds are disbursed and the special account is no longer needed.
4. Gifts to Non-Sponsored Individuals or Projects
- a. In general, the giving of gifts through the church for non-sponsored individuals or projects is to be discouraged by the church.
 - b. Gifts to non-sponsored individuals or projects are not tax deductible. A receipt for such gifts shall not be issued by the Financial Secretary under any circumstances for such a gift.
 - c. Gifts to a non-sponsored individual must be approved by the Business Team before they are given. If approved, the Business Team will direct the Treasurer to set up a Flow Through account to receive and disburse the gift. They shall also inform the Financial Secretary to properly identify and set aside the funds. Non-approved gifts will be returned by the Financial Secretary to the giving party.

D. Disbursement of Special Funds

- 1. One Time Special Offerings or Love Gift
 - a. Once the special offering has been taken, the Financial Secretary shall tally the amount given in either the special offering envelopes or designated on the regular offering envelope.
 - i. The Financial Secretary shall inform the Treasurer of the amount and deposit the money in the church general fund account.
 - ii. The Treasurer will issue a single check in the amount of the special offering to the individual or group designated to receive it.
 - iii. Normally the tally and issuing of the check will be done in the normal course of church business within the following week. If for some reason the check is required faster than that (i.e., the same day), prior arrangement shall be made with the Financial Secretary and the Treasurer.
 - b. Upon request of the beneficiary, a list of names of those who contributed, as best as can be determined by the Financial Secretary, shall be provided. Only names may be provided. Individual gift amounts are not to be shared with anyone under any circumstances.
 - c. The beneficiary is responsible for any thank you notes or other recognition to be provided to the individual givers.
 - d. Special Offerings or Love Gifts shall not be reflected within any of the church accounts at any time.
- 2. Memorial Funds
 - a. The following process shall be followed to disburse and use memorial monies:

- i. If the Memorial Committee identifies a need within the church appropriate for the use of memorial money, they shall make a proposal to the Business Team for the use of such monies.
 - ii. The Business Team is responsible to review the proposal and approve it if appropriate. The Business Team will determine which memorial funds will be used for the items in question.
 - iii. The Memorial Committee will contact the family of the funds involved to inform them of how the money was used and thank them for their gift to the church.
 - iv. The Business Team will be responsible for the final implementation of the proposal.
 - b. The permanent identification of items purchased with memorial funds is to be discouraged if possible.
 - c. Any items purchased with memorial funds are the sole property of the church.
 - i. If a decision is made to dispose of an item purchased with memorial funds and if the donor of the item is known and still attending GBC, they shall be given first opportunity to take possession of the item under the same terms offered to the public.
 - ii. If donor declines the items being disposed of, the Business Team shall determine an appropriate way to dispose of the item.
3. Gifts to Sponsored Individuals or Projects
- a. The Treasurer will make disbursements at the request of the Pastoral Staff or sponsoring Team Chairman accompanied with a voucher. The voucher should include the account to be charged, the amount, who the check is to be made out to, the address of where to send the check, a summary of the expense and a copy of the invoice or bill.
 - b. A Flow Through account is not allowed to be over-drawn. If the money is not available at the time of the request, it will not be provided.
 - c. When the event, missions trip or project has been completed, if there are still funds in the designated Flow Through account , the sponsoring Ministry Team or Pastoral Staff is able to determine how the remaining monies should be used for up to one year.
 - d. If money remains unused in the account more than 1 year after the event, trip or project is completed and the sponsoring Ministry Team or Pastoral Staff has not identified a use for the funds, the Business Team shall then distribute the money as they see fit.
4. Gifts to Non-Sponsored Individuals or Projects
- a. The Treasurer will make disbursements at the request of the fund giver when accompanied with a voucher. The voucher should include the amount and who the check is to be made out to, the address of where to send the check, a summary of the expense and a copy of the invoice or bill.

- b. A Flow Through account is not allowed to be over-drawn. If the money is not available at the time of the request, it will not be provided.
- c. If money remains unused in the account more than 1 year after the event, trip or project is completed, the treasurer shall return the money to the giving individual and the account shall be closed.

Responsibility: Business Team

Chairpersons: Jim Murray

Elder Board Representative: Carl Meyer

Date Approved: EB Approved 04 June 2012

POLICY – MONETARY REIMBURSEMENT (2019.03.20)

A. Purpose of Document

1. It is anticipated that in the normal course of church activities and business that personal funds may be used to purchase items for the use of the church and that there will be a need to reimburse a person or organization for those funds. This policy covers the process to be followed for reimbursement for purchases by individuals on personal credit cards or cash. If you have a Church Credit Card ALL church purchases must be made on that Credit Card. See "POLICY – Use of Church Credit Card" for further information.

B. Reimbursement Process

1. All church related expenses (budgeted or unbudgeted) incurred by a member or attender of the church or another person or organization which require reimbursement shall be reimbursed through use of a voucher system.
2. A ministry team chairperson shall authorize all expenditures prior to any purchase of any goods or services.
3. A voucher form shall be submitted to the Treasurer for reimbursement.
 - a. The voucher forms may be found either in the church office or on-line in the "OFFICE" section of the church web site.
 - b. The following information shall be submitted on or with the voucher form:
 - i. The bill or invoice for the purchase to be reimbursed. It shall be attached to the back of the voucher form. The original should be attached if possible.
 - ii. Who the reimbursement check should be made out to.
 - iii. A brief description of the expenditure.
 - iv. Which Ministry Team is responsible for the expense. Please use the proper voucher form for that team.
 - v. Which account the amount should be charged to. The appropriate accounts for each Ministry Team are listed on the voucher form.
 - vi. The voucher form shall be signed by the Ministry Team chairperson.
4. Once the voucher is completed it is to be turned into the Church Office. The Treasurer will then reimburse you for the expenses.

Responsibility: Business Team

Chairpersons: Jim Murray

Elder Board Representative: Brad Morris

Date Approved: EB Approved 20 March 2019

POLICY – USE OF CHURCH CREDIT CARD (2019.03.20)

C. Purpose of Document

1. A church credit card is given only to those church members that make a number of purchases for the church throughout the year. Having the credit card keeps the user from having to incur personal debt during the month and it allows the church to incur bonus points which are used to purchase church lawn equipment, etc and it reduces the amount of bookkeeping and the writing of checks.
2. All Vouchers and receipts are required to be turned into the church office no later than the 25th of each month. The Church Secretary will try and send out a reminder beforehand, but you are responsible to turn them in on or before the 25th of the month, regardless.
3. If anyone is habitual in NOT submitting all vouchers on time the card will be revoked.
4. For Staff Only: As an employee of Grace Fellowship Church, you have been provided a Church Credit Card to pay for all church related expenses. Only purchases made on the Church Credit Card will be reimbursed unless the transaction is a CASH ONLY transaction or with pre-approval from the Business Team Chair. If this policy is not followed the user's card could be revoked and they would then be required to make all church related purchases through the Church Office.

Responsibility: Business Team

Chairpersons: Jim Murray

Elder Board Representative: Brad Morris

Date Approved: EB Approved 20 March 2019

POLICY – USE OF CHURCH PROPERTY (2017.07.11)

A. Purpose of Document

1. The purpose of this document is to define the proper use of church property for church activities both within and outside the building, as well as church vehicles. It also covers the circumstances under which church property may be loaned for use outside the church property.

B. Definition of Church Property

1. Inside church property: Any movable property; including but not limited to, tables, chairs, audio-visual equipment, kitchen equipment and supplies, and disposable eating utensils; which are typically located and/or used inside the church building.
2. Outside church property: Any movable property; including but not limited to, lawnmowers, snow blowers, lawn care equipment, and game/sports items; which is typically located and/or used outside the church building.
3. Church vehicle: Any vehicle which is owned or leased by the church for church use.

C. Use of Church Property Inside Building

1. While most church property is there for the use of any appropriate ministry group as needed, there are certain types of property which require additional approvals for use:
 - a. Use of any audio-visual, sound, or other electronic equipment shall be approved by either the head of the Worship Team or the Worship Pastor.
 - b. Use of any church owned musical instrument shall be approved by either the head of the Worship Team or the Worship Pastor.
 - c. Use of any wedding specific items such as the candelabras, pew candles, tulle, etc. shall be approved by the Wedding Coordinator.
 - d. Use of kitchen utensils or appliances should be approved by the Social Committee, especially if the items are removed from the kitchen.
2. All church property used for an event is to be cleaned and returned to its proper location upon conclusion of the event.
 - a. Kitchen utensils and non-disposable plates, silverware, glasses, etc. are to be washed, dried, and stored properly before leaving the building.
 - b. Any cloth items (towels, etc.) are to be washed and returned to the church by the group which used them.
 - c. The church office is to be informed of quantities of disposable items such as plates, cups, silverware, paper towels, etc., used so that supplies may be properly replenished.
 - d. If large volumes of disposable items are required for a specific event, the church office should be informed two weeks before the event so that appropriate quantities may be obtained prior to the event.
3. If the table cloths are used by an individual or group for weddings, anniversary celebrations, banquets, receptions etc. that individual or group will be responsible for cleaning them.

- a. The table cloths must have all the stains removed and be cleaned (washed or dry cleaned) before they are returned to the church Office.
- b. They are to be returned within 2 weeks of the event unless another event is scheduled before that.
 - i. If another event is scheduled within that 2 week period and you still choose to use them you will be notified of this scheduling situation when you check the table cloths out.
 - ii. You will be responsible for having them cleaned and available for that previously scheduled event.
- c. The church office will verify the table cloths have been cleaned and folded properly when returned.

D. Use of Church Property Outside Building

1. While most church property is there for the use of any appropriate ministry group as needed, there are certain types of property which require additional approvals for use:
 - a. Use of any audio-visual, sound, or other electronic equipment shall be approved by either the head of the Worship Team or the Worship Pastor.
 - b. Use of any church owned musical instrument shall be approved by either the head of the Worship Team or the Worship Pastor.
 - c. Use of any wedding specific items such as the candelabras, pew candles, tulle, etc. shall be approved by the Wedding Coordinator.
 - d. Use of kitchen utensils or appliances should be approved by the Social Committee, especially if the items are removed from the kitchen.
 - e. Use of any outside yard equipment, powered or not, shall be approved by the Business Team.
2. If any inside church property is used for an outside event, its use shall be approved by the Business Team chair.
3. All church property used for an event is to be cleaned and returned to its proper location upon conclusion of the event.
 - a. Kitchen utensils and non-disposable plates, silverware, glasses, etc. are to be washed, dried, and stored properly before leaving the building.
 - b. Any cloth items (towels, etc.) are to be washed and returned to the church by the group which used them.
 - c. The church office is to be informed of quantities of disposable items such as plates, cups, silverware, paper towels, etc., used so that supplies may be properly replenished.
 - d. If large volumes of disposable items are required for a specific event, the church office should be informed two weeks before the event so that appropriate quantities may be obtained prior to the event.

E. Use of Church Vehicles

1. Church vehicles may be used for church activities only. They are not to be used for personal purposes by staff or church members or attenders, or loaned to any other person or organization.

2. Any ministry team desiring to use a church vehicle shall reserve the vehicle through the church office.
 - a. The reservation shall include the time that the vehicle will be taken and returned and the destination.
 - b. If the destination is more than 50 miles from the church building, the chair of the Business Team shall be informed. The Business Team chair shall insure that the vehicle is properly prepared for that distance of travel.
 - c. The team using the vehicle shall fill it with fuel before returning it if the fuel level is half a tank or less.
 - i. If paid with the church credit card the receipt will be returned to the church office along with the keys when returning the vehicle
 - ii. If paid with a personal credit card the bill shall be submitted for reimbursement following the Reimbursement Policy.

F. Lending of Church Property

1. Plastic folding tables and metal, vinyl seat folding chairs are the only items which may be loaned for personal use outside church property.
 - a. The tables and chairs may be loaned only to church members and regular attenders for their direct use. A church member or regular attender may not make a request for a non-church attender.
 - b. Examples of personal use are for a graduation open house, wedding reception not at the church, or other gathering.
2. Requests to borrow items must go to the Chairman of the Business Team for approval.
 - a. The borrower shall indicate what quantities of tables and chairs are needed, and the event they will be used for.
 - b. If the borrower is denied he may ask for a reconsideration by the full Business Team at the next regularly scheduled Meeting.
 - c. The Business Team decision is final.
3. All items to be lent out must be checked out and signed for from the church office and checked back in when brought back.
 - a. If any damage has occurred, it needs to be indicated on the sign out sheet and restitution made.
 - b. If damage is discovered after the item is returned the borrower will be notified and expected to make restitution.
4. Items borrowed must be returned in one week from the day they are loaned unless other arrangements have been made with the Chairman of the Business Team.

Responsibility: Business Team
Chairpersons: Jim Murray
Elder Board Representative: Brad Morris
Date Approved: EB Approved 2017 0711

POLICY – PERSONAL PROPERTY USE (2019.03.20)

D. Purpose of Document

1. The following policy has been created to clearly define the church's liability when personal property is brought onto church property or used within the church building and damage is incurred to said property.
2. The church will not be liable for any damage incurred while attendee personal property is either on church property or within the building. This would include accidental damage by others, as a result of a natural disaster, theft or any other situation not listed. The owner of the property is responsible for their property. This would include mechanical, electric or electronic equipment and anything else.

Responsibility: Business Team

Chairpersons: Jim Murray

Elder Board Representative: Brad Morris

Date Approved: EB Approved 20 March 2019

POLICY – CHURCH COMPUTER/LAPTOP OR TABLET FOR PERSONAL AND WORK USE BY STAFF (2022.05.23)

1. Purpose of Document

a. Upon Hire, the pastor(employee) is supplied with their choice of a laptop, desktop computer or tablet for their personal and work use. The product is the property of the church. This policy explains Why the church retains ownership of the product, how we arrive at a replacement value of the product, how often the employee can replace the product and how any additional monies required to purchase the product over accrued monies are handled.

2. Use of Product and Funding

a. In the past, the church has allowed the employee to replace the item (laptop, desktop or tablet) every 3 years if the product was deemed unusable. Records indicated the laptops were being replaced every 3 years. Because of this, the church decided to establish a special account and would add funds to that account every 6 months.

b. The amount paid into this account every 6 months is determined by the Tech Team every 5 years starting in 2020. They find a LAPTOP with the current version of Microsoft Windows capable of running Microsoft Office 365. It must be capable of streaming and also capable of running the presentation software used on Sunday morning. The cost of this laptop divided by 6 would be the amount applied to the account every 6 months for the next 5 years.

c. If the employee personally requires or desires something with more power, features or maybe they want an APPLE which costs more the additional cost will come out of their pocket. When this new product is no longer usable or they just want a different one, the current product is surrendered to the church and the employee is now able to use whatever funds are in the account to purchase a replacement product. If they want to replace or update the unit in 2 years there will be 400 in the account. They pay the difference. If they keep the product for 5 years there will be 1000 in the account so they will have less if any out of pocket expense. The cash in the account belongs to the church.

d. The fund can only be used to purchase a laptop, desktop computer or a tablet. When the new product is purchased the old one is surrendered. If they have already received one of these items from the account and it is still operational and they would like to purchase a tablet (ex) they can use the monies in the account to do so. In this scenario both items belong to the

church. When the staff person is released from employment for any reason the equipment must be returned to the church.

Responsibility: Business Team

Chairperson: Jim Murray

Date Approved: 2022.05.23

CARE TEAM

POLICY – PEOPLE WITH NEEDS (DEACON’S FUND) (2012.08.12)

A. Purpose of Document

1. The following policy has been formulated to assist with guidelines regarding the disbursement of funds to those members and regular attenders who have experienced financial hardship. First and foremost, it is the desire of our body to help one another when needs arise. It is also our desire to act with discretion and tact whenever possible to alleviate potential embarrassment regarding often unavoidable situations.

B. Deacon Fund Definition

1. The Deacon Fund is designated as a “flow-through” account. This means that the account balance is not zeroed out at the fiscal year end. The account is allowed to build, or diminish, year to year. This is helpful because the use of this fund is very hard to plan for. The fact that the account can build allows more flexibility in its use.
2. The Deacon Fund receives a yearly budget influx. In addition, as the fund balance requires, the Care Team may ask the congregation for special consideration in replenishing the fund. This is usually done via bulletin and/or public statements alerting the congregation that the fund has been utilized and replenishment assistance would be helpful.
3. In the event that the fund has over \$3,000 balance, the excess funds will be reverted to the church general fund with the approval of the Care Team.

C. Deacon Fund Purpose

1. The purpose of the Deacon Fund is to provide funds for members and regular attenders of our congregation who have experienced unavoidable financial hardship. It is important to note that the fund is to be used to help where needed. It is not to be used for large, high dollar expenditures. Other means should be explored for these types of financial needs. The Deacon Fund is not a long term solution to problems that arise. It is interpreted to be a solution to a short term, unexpected issue.
2. Examples of Deacon Fund usage would include, but not be limited to:
 - a. short term expenses such as rent/mortgage, emergency home repairs
 - b. short term grocery and clothing needs
 - c. emergency auto repairs, utility payments etc.

D. Administration of the Fund

1. The Deacon Fund should be administrated by the Care Team Elder Representative, and a designated member of the Care Team. It would also be helpful for a member of the staff to be part of the administration team.

The staff is often aware of needs that lay people in the church are not aware of.

2. When a need arises, it should be communicated to a member of the Deacon Fund Administration Team. They, in turn, will discuss the validity of the need, arrive at a plan for fund use, and communicate the fund use to the appropriate personnel (originator, elder board, church financial personnel, etc.) Use of the fund always requires agreement by the Administration Team and they control the fund distribution.
3. Whenever possible, the Administration Team should avoid the issuance of cash. The use of gift cards or direct payments to merchants such as home center, auto repair facility, utility company, etc. on behalf of the need is always the preferred method of issuing the funds. This ensures the monies are spent as they were meant to be.
4. Even though needs are difficult to predict, care should be used by the Administration Team to ensure that the monies in the fund are distributed in an even and fair way. It is important that excessive use by one person or family in the congregation be discouraged. The fund is meant for the use of the church family who have needs.
5. Discretion and tact are important when discussing the financial needs or problems of others, and must be used at all times. Be careful regarding all discussions and printed forms regarding the Deacon Fund.

E. Other

1. If a need is known that is beyond the scope of the Deacon Fund, or if the Fund is low at the time, the Care Team and/or the Elder Board should be willing to present the need to the congregation. Tactfully presented, the congregation then has the opportunity to share in the blessing and reward of helping meet the need of fellow believers.

F. Those not part of the church family

1. People requesting assistance who are not part of the church family and who have unknown means of support should be referred to agencies within the community which are organized and funded for that purpose. Love Inc. is a good reference for this type of situation. GBC also provides funds to the Cedar Valley Food Bank, so people can be referred there as well. Money should not be given by representatives of Grace Fellowship Church.

Responsibility: Care Team

Chairperson: Scott Hottle

Elder Board Representative: Carl Meyer

Date Approved: EB Approved - 12 August 2012

POLICY – FUNERALS (2012.09.17)

The following policy has been formulated to avoid any occasion of misunderstanding at a time when one's heart is already burdened with unavoidable grief. First and foremost, it is our desire to serve the family who has lost a loved one. The Funeral Dinner Committee should follow the policy as it appears here.

A. FUNERAL DINNERS

1. In the event of death to a member or regular attender of the church or Sunday School, a meal shall be served, either at the church or in the home, if the family so desires.
 - a. In addition to the above, a meal shall be served if the family desires, in the event of death to the following:
 - i. father or mother of a member or regular attender,
 - ii. son or daughter of a member regular attender,
 - iii. brother or sister of members, providing the deceased lived under the same roof as the member or regular attender.
 - iv. if the funeral service is officiated by pastoral staff.
 - b. Arrangements for funeral dinners are to be made at the discretion of the pastor(s).
 - c. No distinction shall be made between members and regular attenders of either Sunday School or Church.
 - d. The pastor shall make first contact and then alert the Funeral Dinner Committee of its responsibility, should a meal be desired.
 - e. The cost of coffee shall be cared for from the Care Team budget. The cost incurred for the main meat dish, hot side dishes, and/or sandwich meat and buns (if sandwiches are desired) is the responsibility of the family. The Funeral Dinner Committee shall make an effort to ask the women of the church to provide salad and dessert dishes for the meal.
 - f. For funerals scheduled for 2:00 pm or later, when a meal is not desired, the church will provide coffee and desserts.
 - g. The Funeral Dinner Committee shall secure men and/or women of the church to help serve the meal.

B. MEMORIAL GIFT

1. The following policies shall be followed in recognizing a death with a memorial gift:
 - a. In the event of death of a member or regular attender of the church or Sunday School, an appropriate memorial gift shall be sent. In addition to the above, an appropriate memorial gift shall be sent in the event of death to the following:
 - i. father or mother of a member or regular attender,
 - ii. son or daughter of a member or regular attender,
 - iii. brother or sister of members, providing the deceased lived under the same roof as the member or regular attender.

- b. No distinction shall be made between members and regular attenders of either Sunday School or Church.
- c. Should the deceased be a resident in the community, a memorial gift shall be sent to the funeral home.
- d. The cost of the memorial gift for the bereaved shall be cared for from the Care Team budget.

Responsibility: Care Team

Chairperson: Scott Hottle

Elder: Carl Meyer

Date Approved: EB Approved: 17 September 2012

POLICY – HOSPITALITY (2012.08.12)

A. Purpose of Document

1. Hospitality is a generous, cordial welcome to anyone entering Grace Fellowship Church. This ministry is very important because it is the first impression to anyone coming to into the doors of our church.

B. Team Make Up

1. Team Leaders- A leader has a team in place for the hospitality on each Sunday of the month. We have a total of four leaders and they are assigned a Sunday of every month and rotate for the fifth Sundays.
 - a. Team A: 1st Sunday of the month and the 1st 5th Sunday of the year.
 - b. Team B: 2nd Sunday of the month and the 2nd 5th Sunday of the year.
 - c. Team C: 3rd Sunday of the month and the 3rd 5th Sunday of the year.
 - d. Team D: 4th Sunday of the month and the 4th 5th Sunday of the year.
2. A team leader is appointed by the Care Team and they will also help designate the people on their team.

C. Responsibilities of the Hospitality Teams

1. Coffee on Sunday mornings. (one person needed)
2. Greet at the Williston door and outside Room 5. (two people at each location)
3. Ushers. (four people)
4. Welcome Desk. (one person).
5. A packet will be given to each team leader of the suggested procedures.

D. Leaders Responsibilities:

1. Communicate with their team on the procedures.
2. See that their team is following the procedures correctly.
3. Make sure all areas are covered on a Sunday morning.
4. Conduct regular meetings with their team, if necessary.
5. Report to Care Team of any problems or concerns.

Responsibility: Care Team

Chairpersons: Scott Hottle

Elder Board Representative: Carl Meyer

Date Approved: EB Approved - 12 August 2012

POLICY – WEDDINGS (2013.05.20)

Grace Fellowship is delighted that you would like to have your wedding at our place of worship. As one of the most joyful days of one's life, we hope we can be of service to you to make this day a blessing to you and your family. This wedding policy is intended to give you all the information necessary to understand our guidelines for weddings held at our church. Any concerns not addressed in this policy should be made to the Grace Fellowship elder board.

A. Persons

1. Weddings are reserved for the union of one man and one woman who desire to enter into a lifelong covenant of marriage.
2. Weddings may be performed for those who are members, regular attenders, or close relatives of the above (i.e. son, daughter, mother, father, sister, or brother).
3. The couple to be wed must be both professing Christians. Weddings will not be allowed between a professing Christian and a professing unbeliever or between two professing unbelievers.
4. Anyone desiring to be married at Grace Fellowship will be required to meet the guidelines stated in the *GFC Divorce and Remarriage Position Paper* (available upon request).
5. In the case of known, ongoing sexual immorality (i.e. living together, pregnancy, etc.), the couple will need to meet with the officiating pastor and Grace Fellowship elder board for counseling and accountability before any wedding is permitted.
6. The officiating pastor and Grace Fellowship elder board reserves the right to refuse to perform the wedding if we believe the couple's commitment, responsibility, understanding, or maturity is such that marriage would be unwise at the present time.

B. Preparations

1. A *GFC Wedding Request* form must be filled out and given to the church office at least six months before the proposed wedding date. At that time we will tentatively add the wedding date to the church calendar. Once approved by the Grace Fellowship elder board, the date will be permanently placed on the church calendar.
2. A Wedding Coordinator from the church will be assigned to the couple. She will work with the couple in the preparation and arrangements of the wedding. The coordinator will be present at the rehearsal and wedding to assist and answer questions as needed.
3. Pre-marital counseling is required for all those being married at Grace Fellowship. This will normally be done by the officiating pastor, but may also be delegated to others at the discretion of the pastor. The length and number of sessions will be determined by those leading the counseling.

C. Property

1. The church facility may be used for the wedding rehearsal, ceremony, and reception. Any other events beyond this (such as wedding showers or gift openings) must be scheduled with the church office.
2. The church facility includes the use of the lobby, sanctuary, restrooms, fellowship hall, nurseries, kitchen, and classrooms. Equipment available for use includes, but is not limited to, the piano, organ, A/V system, tables, and chairs. Please see the *Wedding Supply List* for an exact list of what items the church provides.
3. While we have nurseries available for young children, these are not staffed. Parents are responsible for the supervision of their children.
4. Receptions held at the church have some additional guidelines not included here. If you intend to have a wedding reception at Grace Fellowship, please see our *Wedding Reception Policy* for additional information.
5. No alcohol beverages may be served at any function in the church facility.
6. No smoking is allowed in the church facility.
7. Birdseed, rice, or confetti is not to be used in or near the church facility.
8. Live flower petals may be used by the flower girl during the ceremony. If you use live rose petals, an aisle runner must be provided by you.
9. Church furniture in the sanctuary may only be moved under the supervision of the custodian, Wedding Coordinator, or other staff members.
10. No tape, tacks, nails, staples, pins, or other adhesives are to be used without the permission of the Wedding Coordinator.
11. We request that no flash photography be used during the wedding ceremony (although non-flash photography is welcomed). Flash photography is permissible before and after the service, as well as when the wedding party enters down the aisle at the start of the ceremony and when they exit down the aisle at the end of the ceremony.
12. If vehicles are decorated by family and friends, the wedding party is responsible to remove any debris from the parking lot.
13. Weddings are not permitted between 6:00 PM on Saturday and 6:00 PM on Sundays, so as not to interfere with our weekly worship service.
14. You assume all financial liability for any damage to the church facility or its equipment caused by you or your guests. This is in addition to the basic wedding fee. It is agreed and understood that in the use of facilities you hold the church harmless for any liability or property damage.

D. Personnel

1. **Pastor** – The wedding ceremony must be officiated by one of the pastors at Grace Fellowship or co-officiated by a visiting minister as approved by a GFC pastor. It is appropriate for the couple to provide an honorarium for the officiating minister(s).

2. **Musicians** – The church does not provide musicians for the wedding, although there are some Grace Fellowship members that may be willing to serve you in this manner if asked. Please communicate your need to the Wedding Coordinator. You are free to bring in outside musicians, but all music and musicians must first be approved by the officiating pastor. It is appropriate for the couple to provide an honorarium for any musicians.
3. **A/V technicians** – Only church approved technicians may use the church’s audio and video equipment. The technician’s fee is included in the basic wedding fees.
4. **Custodian** – The church facility will be cleaned both before and after the wedding. Excessive cleaning needs will result in additional charges. The custodian’s fee is included in the basic wedding fees.
5. **Wedding Coordinator** – She will be responsible for helping you plan the flow of your wedding and deal with any issues or concerns you have on your wedding day. The wedding coordinator’s fee is included in the basic wedding fees.

E. Prices

1. The following are wedding fees that should be paid in a single check made payable to “Grace Fellowship Church” at least one week prior to the wedding ceremony:

| | Member | Non-member |
|-----------------------------|--------|------------|
| Facility use fee | \$100 | \$500 |
| Custodial fee | \$50 | \$200 |
| A/V Technician | \$50 | \$200 |
| Wedding Coordinator | \$50 | \$200 |
| Damage deposit (refundable) | \$200 | \$400 |

2. There are a number of items the church can provide. Please see the *Wedding Supply List* for a complete list of what is offered.

Responsibility: Care Commission
 Chairman: Scott Hottle
 Elder: Don McGriff
 Update Approved: 20 May 2013

Appendix A - GFC Wedding Request Form

Date of the Wedding: _____

Anticipated facility use: From _____ AM/PM to _____ AM/PM

Name of the Bride: _____

Address: _____

Home Phone: _____

Cell Phone: _____

E-mail address: _____

Grace Fellowship Member: (Circle one) Yes No

Name of the Groom: _____

Address: _____

Home Phone: _____

Cell Phone: _____

E-mail address: _____

Grace Fellowship Member: (Circle one) Yes No

Additional facility needs (i.e. rehearsal dinner, reception, etc.):

Activity: _____ Date: _____

Activity: _____ Date: _____

Activity: _____ Date: _____

For church office use:

Date of request: _____

Date given to elder board for approval: _____

Date of elder board approval: _____

Date placed on the church calendar: _____

Appendix B – GFC Wedding Reception Policy

1. A *GFC Wedding Request Form* must be filled out and given to the church office at least six months before the proposed reception date. Once approved by the Grace Fellowship elder board, the reception date will be placed on the church calendar.
2. A contact person will be designated and given a key to the facility. He/she will serve as the representative for the wedding party and will assume responsibility for the clean-up of any building areas such as, but not limited to, the fellowship hall, kitchen, bathrooms, hallways, and nurseries. This includes:
 - a. Proper disposal of all food and beverage.
 - b. Washing up of all dishes, glasses, silverware, and other eating utensils.
 - c. Removal of trash to the dumpster in the alley.
 - d. Cleaning off all chairs, tables, and other furnishing and return them to their proper location.
 - e. Turning off all lights.
 - f. Securing the building before and after the event (i.e. locked doors)
 - g. Enforcing any applicable policy regarding the use of the church property, as outlined in the *GFC Wedding Policy*, Section C.
 - h. Reporting any breakage or malfunctioning items to the Wedding Coordinator.
 - i. Returning the key to the Wedding Coordinator or the church office within 24 hours of the end of the event.
3. The following are wedding reception fees that should be paid in a single check made payable to "Grace Fellowship Church" at least one week prior to the wedding reception:

| | Member | Non-member |
|-------------------------------------|--------|------------|
| Facility use fee | \$100 | \$400 |
| Custodial fee | \$50 | \$200 |
| Lost key fee (charged only if lost) | \$50 | \$50 |
| Damage deposit (refundable) | \$200 | \$400 |

Appendix C - GFC Wedding Supply List

A. Wedding Supplies

The following items are available for use in your wedding, free of charge, if you chose:

- 2 Candelabra
- 2 Candle lighters
- 12 aisle lights
- White feather guest book pen
- White tulle
- Bridal Slip
- Brides maids slips

Please note that candles are also available at a small cost. Please speak to the Wedding Coordinator if interested.

B. Reception Supplies

The following items are available for use in your reception, free of charge, if you chose:

- Tables and chairs (18 rectangular tables; 15 round tables; metal folding chairs)
- Punch Bowls / ladles
- Silver tea service
- Utensils, pans, glassware, trays used for cooking and serving
- Electric roasters
- Chafer food servers
- Baskets
- Round cloth tablecloths (You are responsible for washing and pressing)
- Large garbage cans with trash bags

DISCIPLESHIP TEAM

POLICY – SMALL GROUPS (2012.05.21)

E. Purpose of Document

1. The purpose of this document is to define the formation and function of small groups which are sponsored by the Grace Fellowship Church of Waterloo, Iowa.

F. Definition of and Justification for a Small Group

Small groups exist for the glory of God. The overarching reason for everything we do, whether it's small groups, our worship services, or reaching out to the lost, is to bring God glory. God created man for his glory (Isa. 43:7; Eph. 1:6, 11-12) and thus all that we do should be "for the glory of God" (1 Cor. 10:31). We give God glory through small groups?

- 1. Small groups glorify God by experiencing Christian fellowship.** (1 John 1:6-7).
- 2. Fellowship Groups glorify God by practicing of spiritual gifts.** (Romans 12:6-8; 1 Cor. 12:8-10; Eph 4:11)
- 3. Fellowship Groups glorify God by seeking Him in prayer.** (Colossians 4:2; 1 Thess. 5:17; James 5:16).
- 4. Fellowship Groups glorify God by studying his Word.** (2 Timothy 3:16)
- 5. Fellowship Groups glorify God by evangelizing the lost.** (Matthew 28:19-20)
- 6. Fellowship Groups glorify God by developing new leaders.** (Ephesians 4:11-12; 2 Tim. 2:2)
- 7. Fellowship Groups glorify God by multiplying small groups.** (Acts 2:46-47; Rom. 16:2; 1 Cor. 16:19; Col. 4:15).

G. Small Group Activities

1. Membership and Size

Small groups are open to everyone who wishes to attend. Groups should seek to be no larger than 12-14 people in size. Beyond that size, the group no longer is a "small" group and it becomes increasingly more difficult to have intimate group interaction. Group may be "closed" if size gets too large or because of the space available in the meeting place.

2. Typical Activities

While not all small groups will do these things (certain small group may meet for specific purposes such as divorce recovery or dealing with addiction), the general activities for most small groups should include the following:

- a. Bible Study – Approximately 30-40 minutes should be spent in a discussion-oriented time of study of a passage of Scripture. Books other than the Bible may also be studied but any such book should have a very clear theological basis.
- b. Prayer Triplets – Time should be set aside to gather in groups of three to pray for unbelievers they've identified through the *Salt & Light* initiative.
- c. Group Prayer – Each member should be encouraged to share prayer requests of a personal nature. This is a time to pray for one another and thus requests made on behalf of others not part of the group should be limited.

3. Meeting Frequency and Duration

Ideally small groups should meet weekly, but no less than once every two weeks. Groups should meet between one and two hours in length.

4. Membership

There are no formal requirements to join a small group. It is open to anyone who meets the given criteria of the specific group, if it has one (i.e. you need to be a female to join a woman's Bible study, etc.).

D. Groups Not Meeting Above Guidelines

It is recognized that individuals may desire to form a group for a variety of purposes. However, if the group is not willing to abide by the guidelines as set forth in this policy, it will not be recognized as a sponsored group within the church.

Responsibility: Discipleship Team
Chairperson: Pastor Rob Borkowitz
Elder: Dennis Jeffries
Date Approved: EB Approved 21 May 2012

POLICY – NURSERY (2013.02.12)

A. Arrival Of Workers

Arrive in the nursery by 10:00 AM or sooner to prepare yourself for each child's special instructions and to make a smooth transition.

B. Arrival Of Children

1. As regular church members bring in their children, make sure you are aware of any special instructions for their child.
2. If visitors arrive, greet them warmly. Get any information about that child to help make their visit easy.

C. Changing Of Diapers

Please use diaper pad and changing pad as needed to change each child during the service.

D. Snacks

Snacks are provided and may be offered as workers see fit. Note any allergies or requests from parents. Infants should be offered their bottles or sippy cups and toddler helpers can get a pitcher of water to serve children drinks. Additional snacks are kept in cabinets in each nursery.

E. Clean-Up

1. Place soiled toys and other dirty items in bin under the sink in each nursery. These toys are to be cleaned and then put back in their place after all children have left the nursery.
2. If diapers have been changed, please remove changing table cover and place in bin under the sink to be washed.
3. Please wipe off counters and tables with disinfectant wipes to help prepare the nursery for the next use.

F. Problems

If a problem occurs and additional helpers or a parent is requested, please contact an usher and they will assist you.

G. Wash Hands Often!

H. Training And Release Forms

It is important that all nursery workers sign the necessary form to work in the nursery.

Responsibility: Discipleship Team
Chairman: Pastor Rob Borkowitz
Elder: Denny Jeffries
Date approved: 12 February 2013

GLOBAL MISSIONS

POLICY – GLOBAL MISSIONS (2012.12.17)

A. Purpose

1. Scriptural Purpose - The scriptural purpose of Grace Fellowship Church of Waterloo's involvement in missions is:
 - a. To fulfill the Great Commission (Matthew 28:19,20; Acts 1:8).
 - b. That men and women will be saved and taught in the knowledge of God (Ephesians 4:12-15; John 3:16; Romans 10:8-15).
2. Definition of Global Missions - Missions at Grace Fellowship Church of Waterloo shall be defined as the following:
 - a. The cross cultural ministry of our church
 - b. Global ministry or ministry to other cultures within our own country.
 - c. Evangelizing, discipling, planting churches and aiding in their growth and development abroad and in the United States.
3. Responsibilities of the Global Mission Team
 - a. The general responsibilities of the team are:
 - i. To stimulate the intercessory prayer of the congregation for world evangelism and for our missionaries.
 - ii. To educate and inspire the congregation in the field of world missions.
 - iii. To develop and manage the mission budget.
 - iv. To serve as a liaison between the church and its related missionaries and facilitate organizations, agencies and associations.
 - v. To care for missionaries on home ministries.
 - vi. To update the missions policy as needed .
4. Purpose, Flexibility, and Revisions of Policy & Goal Setting
 - a. Purposes
 - i. To help us achieve a clear sense of direction.
 - ii. To avoid making important decisions on an emotional or haphazard basis (i.e., charisma of missionary, "connections" of those seeking support, the mood or time in which a decision is made).
 - iii. To bring all interested church members and new commission up to date quickly, allowing them to familiarize themselves with the issues to be faced and general directions of our missions program.
 - iv. To maintain consistency as Global Team membership changes.
 - v. To work in harmony with church-wide leadership
 - b. Flexibility
 - i. It is intended that these Global Mission policies be followed. Counsel should be sought when an issue comes up that would be contrary to policy. Exceptions can be made but must be cleared with proper authority. Proper authority will be the approval of the members of

the Global Team and the approval of the Elder Board.

- c. Revision
 - i. The Global Mission policy will be reviewed and revised as often as needed, with a thorough review scheduled by the Global Team as required. Any revisions will be presented to the Elder Board for their approval.
- d. Goal Setting
 - i. The Global Team shall set goals as deemed necessary and measure the effectiveness of these goals on an annual basis. The Global Team shall set goals which are measurable but which involve a step of faith.

B. The Global Team

1. The Global Team shall consist of five members appointed from the congregation and a member of the Elder Board.
 - a. The chairperson will be selected by the Elder Board on an annual basis.
 - b. It shall be responsible for the missionary education, missionary publicity, missionary conferences and displays in the general church program.
 - c. It shall seek to coordinate and encourage missionary emphasis in all the various organizations of the church. The various ministries of the Fellowship of Grace Brethren Churches shall be given special priority
 - d. It shall carry on its work under the direction of the Elder Board.
2. Selection of the Global Team
 - a. Appointment of members by the Elder Board shall be approved by the congregation.
3. Terms of Office
 - a. Staggered terms, as outlined in the Bylaws of the Church Constitution.
4. Global Team Officers
 - a. Chairman
 - i. Presides at meetings
 - ii. Appoints subcommittees
 - iii. Cooperates with all church teams and church staff
 - b. Secretary
 - i. Keeps minutes
 - ii. Keeps Team records
5. Global Team Meetings
 - a. The Global Team shall meet regularly and at other special times as may be called by the chairman.
6. Responsibilities of Global Team Members
 - a. Faithfully attend the meetings of the Team
 - b. Discharge the responsibilities of the Team as outlined under Section II letter G of this policy

- c. Be familiar with the mission policy of the church.
- d. Study further on missions.
- e. Be a source of mission information to the congregation.

7. Responsibilities of the Global Team

- a. Pray for Missions
 - i. Encourage prayer for missions by presenting news and needs from the pulpit, through the bulletin, and other media means.
 - ii. Encourage correspondence and encourage an adoption ministry whereby a church family concerns itself with the spiritual and other needs of one particular missionary family.
- b. Mission Education
 - i. Identify all the different sectors of the church in which mission education is needed. Identify programs and vehicles that would develop, such as:
 - (a) Encouraging the church body to invite missionaries into their homes. Personal contact is important.
 - (b) Cooperating with all in-house ministries (ex. Children's, Youth etc.) and have missionaries speak to students/ congregation when possible.
 - (c) Printing up-to-date information about missionaries and missions in the bulletin and other media.
 - (d) Providing a library of helpful books about missionaries and their work.
 - (e) Maintain up to date information in the church which could include pictures, letters, emails from our missionaries and perhaps a world map with locations of our missionaries noted on it.
 - (f) Encouraging the church body to attend the opportunities provided to hear visiting missionaries.
- c. Missionary Recruitment
 - i. The Global Team shall encourage members of the Grace Fellowship Church of Waterloo to missionary service. This may be accomplished by:
 - (a) Have our church leadership pray for God to raise up people to go to the field who will dedicate themselves to missionary service.
 - (b) To facilitate communication and counsel between the congregation members who express desire or interest in missionary service and the appropriate mission agency. Make available information of Mission Training opportunities, Mission Fellowship opportunities and other mission opportunities.
 - (c) Keep a library of appropriate literature available that will help in the member's own discernment of his/her call.
 - (d) Specifically be on the lookout for young people with promise and monitor summer programs to identify young people with mission talents.

- (e) Offer the discernment of the church leadership as to his/her calling and confirm that calling with any of the following criteria:
 - (i) willingness of the volunteer
 - (ii) talents and abilities, sense of calling
 - (iii) past leadership, sense of responsibility and participation
 - (iv) Bible doctrine, education (high school, college, Bible or Seminary training, technical training)
 - (v) past mission participation via Mission Training
- (f) Offer counseling.
- (g) Initiate thought in the minds of members as to their own personal missionary service.

8. Caring for Visiting Missionaries

- a. We will maintain necessary communication to know when the missionaries we support are going to be visiting us and assist them in their housing and transportation needs (not financially).

9. Selection Of Short-Term or Summer Worker Program

- a. We will encourage participation in short-term mission service through education and promotion of opportunities such as are identified through C.E. National, Encompass World Partners, others.

10. Missionary Giving

- a. Giving to missions is obedience to the Great Commission (Matthew 28:18,19). Precedent can be found in the early church as shown in 2 Corinthians 9.

11. Global Mission Budget

- a. The missions budget shall be set up according to priorities which progressively reflect our mission strategy. First priorities shall receive first funds.
 - i. Personal support for missionaries shall always have first priority.
 - ii. The other priorities in order shall be:
 - (a) General support (including mission education)
 - (b) Support to non-Grace Brethren mission agency
 - (c) Special projects

C. Missionary Support

1. The Global Team will endeavor to have a well-rounded missionary program for world evangelism.
2. Priorities will be given for support to these major areas:
 - a. Evangelism and church planting
 - b. Support ministries for evangelism and church planting.
 - c. Other approved missionary organizations

3. Priorities For Consideration Of Missionary Support
 - a. Field priorities will be given with the view of encouraging our Grace Fellowship Church of Waterloo members who seeks to go to the mission fields of the world under the Grace Brethren Church agencies. The people who choose to go out under these boards will be encouraged to be involved in evangelism and church planting through means of business, poverty alleviation etc. Priorities will be given for support in this order:
 - i. Grace Fellowship Church of Waterloo member serving under Grace Brethren Encompass World Partners,
 - ii. Grace Brethren Church member, other than Waterloo, serving under Grace Brethren Encompass World Partners
 - iii. Grace Fellowship Church of Waterloo member serving under other approved missionary organizations
 - iv. Other missionary candidates
4. To assess qualifications, all candidates will be required to complete an application and interview with the Global Mission Team.
5. Missionaries supported through the church missionary budget:
 - a. Should submit and have approval from the Global Mission Team to seek additional support from individual members. This does not preclude general prayer letters with needs mentioned being sent to members as a part of their regular contact with friends.
6. Missionary Support
 - a. Each missionary will be supported according to the missionary strategy under Missionary Support.
 - i. If a missionary decides to separate himself from a mission board or changes the work to which he has been sent, a re-evaluation will be made by the Global Team and a decision made as to the continuation of support. The decision will be based upon the strategy outlined under section III, letter C.
 - ii. An annual evaluation will be made for adjustments. Criteria to determine the amount allotted will include: alternate sources of support, active church service, amount needed, number of people in the family, type of work, fruitful ministry, and location.
7. One Time Gifts
 - a. One time gift may be given to missionaries for special projects or out-fitting expenses. The amounts of these gifts shall be determined by their priority under Missionary Support and availability of funds. All gifts will be reported by the Global Team to the Elder Board.
8. Criteria Used For Selection For Support
 - a. Evidence of past commitment and dedication to following God's call.
 - b. Completion of application and interview with the Global Mission Team
 - c. Personal references or knowledge of candidate

- d. Acceptance by a board or agency recognized by our church
- e. Acceptance by a board or agency affiliated with Grace Brethren churches
- f. Agreement to the doctrinal position of the church
- g. Education should be adequate depending upon the ministry to be done.
Vocational experience will be included here.
- h. Area of the world in which ministry will take place
- i. Degree of need of the candidate

Responsibility: Global Missions Team

Chairperson: Vivian Weimer

Elder Board Representative: Jim Grady

Date Approved: EB Approved – 17 December 2012