

ANTI-HARASSMENT & SEXUAL ABUSE POLICY

It is our policy that employees and non-employee church workers acting on Faith Mission Christian Church's behalf are entitled to respectful treatment in the church, whenever and wherever it gathers for worship, business, outreach, study, community service events, or otherwise. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. We are committed to providing a church workplace in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at Faith Mission Christian Church.

Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile or offensive work environment that causes an individual's work performance to suffer or negatively affects an individual's opportunities to serve as a church worker or volunteer. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual harassment

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

Sexual abuse

Training is required for all workers and volunteers responsible for minors absent from their parents/guardians. The following video is an example of minimally required training: <https://vimeo.com/395503589/3a279d1e19>. Faith Mission Christian Church reserves the right to enforce background checks and active references to any workers or volunteers who serve minors and repeat such checks regularly. Two adults are always required, in person and in digital interactions, wherever minors are being served. Allegations will be taken seriously, and any mandatory reporting requirements fulfilled, without reservation, in full compliance with the law.

Inappropriate behavior

Our goal is to have a work environment where we all treat each other respectfully and professionally. **Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with**

that goal and will not be tolerated. Faith Mission Christian Church reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

How to report a violation

Do not assume that Faith Mission Christian Church is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Immediately report suspected violations of this policy to both the pastor and deacons of the church.

Investigation and response

If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination/expulsion) will be taken against those violating the Anti-Harassment Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other action taken.

Management responsibility

Every worker, lay leader, and volunteer is responsible for ensuring that Faith Mission Christian Church provides a workplace free of harassment and inappropriate behavior and that complaints are handled promptly and effectively. All workers and lay leaders must inform their volunteers about the policy and emphasize that Faith Mission Christian Church will promptly investigate allegations of harassment, take appropriate disciplinary action, and take steps to assure retaliation is prohibited.

Retaliation is prohibited

This policy strictly prohibits any retaliation against any person who reports a concern about harassment or other inappropriate behavior.

Application

This applies to all workers, lay leaders and volunteers, and to anyone else doing business for or with Faith Mission Christian Church. This includes members, vendors, suppliers and contractors. It also applies to any and all locations and situations where Faith Mission Christian Church ministry or business is conducted and to all Faith Mission Christian Church-sponsored community events.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

We are committed to providing a work environment that is free from discrimination. Faith Mission Christian Church prohibits discrimination in employment against any employee or job applicant because of that person's race, color, sex, national origin, disability, age, or any other legally protected status. If you believe that you or someone else has been subject to discrimination prohibited by this Policy, you immediately should report this to the church pastor. Anyone engaging in unlawful discrimination may be subject to discipline up to and including termination/expulsion. As a religious institution, Faith Mission Christian Church is permitted and reserves the right to prefer employees or prospective employees on the basis of religion. As a religious institution of the Christian faith, Faith Mission Christian Church's prospective and current employees must agree to the church's Statement of Faith to attain and/or maintain employment.

Reasonable Accommodation

It is also our policy to comply with applicable laws providing for nondiscrimination in employment against individuals with disabilities. An employee who believes he or she has a disability and may require an accommodation must contact the church pastor.

PROGRESSIVE DISCIPLINE POLICY

Faith Mission Christian Church maintains within its Bylaws the necessity of discipline in Article 8, Section 6: Discipline. Sub-section B states that 'every reasonable measure' would be taken to resolve any disciplinary problem. To that end, the following progressive disciplinary actions should be performed given the nature of the offense (serious offenses such as sexual or physical assault and/or theft will have zero tolerance).

1. VERBAL WARNING

- Church worker or member will be given a verbal warning regarding their undesirable behavior or action.
- Church worker or member will be given an explanation of when and how the behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.
- Church worker or member will be given an opportunity to explain the situation and their actions. This should be their opportunity to give their side of the story.
- Church worker or member will be given a description of the acceptable behavior or actions.
- Church worker or member will be given a notice that further disciplinary action, up to and including termination/expulsion, will follow if unacceptable behavior continues.
- Church worker or member will be given an explanation that the incident will not go into their files, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

2. WRITTEN WARNING

- Church worker or member will be given a written warning regarding their undesirable behavior or action in the event that their behavior or action had either been discussed in a previous verbal warning or their behavior or action was considerably severe in nature.
- Church worker or member will be given an explanation of when and how their behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.
- Church worker or member will be given an opportunity to explain the situation and their actions. This should be their opportunity to give their side of the story.
- Church worker or member will be given a description of the acceptable behavior or actions.
- Church worker or member will be given a copy of the written warning and another copy will be placed in the employee's file.
- Church worker or member will sign the written warning as proof that he/she has received it. Any refusal to sign the warning does not nullify its effect in this Progressive Disciplinary Policy.
- Church worker or member will be given a notice that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination/expulsion.

3. SUSPENSION FROM DUTIES (applies to Church workers, lay leaders, and volunteers)

- Church worker, lay leader, or volunteer will be given a written documentation regarding the suspension in relation to their undesirable behavior or action in the event that their behavior or action had either been discussed in a previous verbal or written warning or their behavior or action was considerably severe in nature.
- The documentation will include information on the offence and the length of the term of suspension and why the employee has been suspended.
- Church worker, lay leader, or volunteer will be given an explanation of when and how their

behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.

- Church worker, lay leader, or volunteer will be given a description of the acceptable behavior or actions.
- Church worker, lay leader, or volunteer will be given a copy of the suspension and another copy will be placed in the employee's file.
- Church worker, lay leader, or volunteer will sign the document as proof that he/she has received it. Any refusal to sign the warning does not nullify its effect in this Progressive Disciplinary Policy.
- Church worker, lay leader, or volunteer will be given a notice that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination/expulsion.

NOTE: A few examples of the reasons for suspensions are:

- Repetitive lateness or absences with no reasonable explanation
- An incident of verbal abuse to customer, coworker or management
- Repetitive lack of adherence to appearance or service standards

4. TERMINATION (REMOVAL OF MEMBERSHIP)

- Church worker, lay leader, or volunteer will be given a written documentation regarding their termination and the undesirable behavior or action leading to and justifying the termination.
- The documentation will include information on the offence and previous disciplinary communications with the employee.
- Church worker, lay leader, or volunteer will be given a description of when and how the unacceptable behavior or action took place. This will include the reason why the behavior or action was unacceptable.
- Church worker, lay leader, or volunteer will be given a description of the acceptable behavior or actions.
- Church worker, lay leader, or volunteer will be given a copy of the termination notice and another copy will be placed in the church's file.
- Church worker, lay leader, or volunteer will be expected to accept removal from membership while maintaining dignity and expected not to disrupt the services or ongoing operation of the church.

NOTE: A few examples of the reasons for termination are:

- Physical or sexual assault
- Theft
- Repeated unsuccessful disciplinary attempts

Signatures

Senior Pastor

Date

Church Clerk

Date

PASTORAL AND LAYCOUNSELING POLICY STATEMENT

The objective of Pastoral and Lay Counselling at Faith Mission Christian Church is limited to Spiritual counselling in a Christian context. Counseling will be consistent with FMCC's Statement of Faith, Bylaws, organizing documents, and biblical scholarship. FMCC's eligible counselors may provide referrals when warranted. FMCC and its counselors will be held harmless with regard to referrals and their respective programs, services, or activities undertaken at the discretion of the counselee.

Counselling at FMCC is not designed or intended to provide diagnoses, treat any mental or physical disease, offer medical or holistic prescriptions, advise on legal matters (domestic, business, family, or otherwise), or advise on financial or tax matters requiring a professional.

Counselling services are of no charge to members or the general public. The Counselling relationship can end at the discretion of either party at any time for any reason or for no reason at all. Services are to be expressly solicited by the counselee, even if recommended by an officer of FMCC. Counselling is available to adults and minors, provided the minor's guardian provides consent for pastoral counseling and the counselling is conducted in presence of at least two adults.

Those eligible to provide Pastoral and Lay Counseling include: Minister Jasmine Young, MDiv., Pastoral Leader. Lay counseling is not available as of the time of this writing. In the future, lay counselors will have completed a written application, been members for at least one year, be qualified according to the bylaws for deaconate ministry, complete a questionnaire and background check about previous criminal histories of sexual offenses, violence against youth, and other criminal offenses. The written application asks questions designed to help us determine whether applicants have mature adult relationships as well as clear boundaries and ethical standards for their conduct with counsees. Background checks for all counselors will be completed annually. Personal references will be required. FMCC's counseling program/policy prohibits romantic or sexual relationships between counselor and counselee and prohibits close personal relationship with prospective counsees. This policy is reviewed annually for any warranted updates.

Code of Ethics

We maintain confidentiality of the counselee in and outside of the counselling session. Professionalism is expected from all parties. We maintain a Biblical basis for all counselling advice. We maintain Christian faith-affirming approaches to counselling.

It is also our policy to comply with applicable laws providing for nondiscrimination in employment against individuals with disabilities. Any counselee who believes he or she has a disability and may require an accommodation must contact the Pastor. A copy of this policy is provided with the Church Counseling Agreement.

Signatures

Senior Pastor

Date

Church Clerk

Date

Revised: September 2024

CHURCH COUNSELING AGREEMENT

Purpose:

Be it resolved, that all counseling at Faith Mission Christian Church is to be Biblically based rather than psychologically based. Our counseling help reflects our Biblical training and is therefore aimed at spiritual issues and offers spiritual solutions. The Biblical premises for counseling is two-fold: Man is created in the image of God, fallen and lost by the results of sin; the Word of God is powerful to provide wisdom and lead us to truth in our everyday lives.

Goal:

The goal of Biblically based counseling is to attempt to negate the detriments of the fall so that one lives not through fallen motivations but by those consistent with being an image bearer of God. For example, to be recreated (*Ephesians 4:21-24, Colossians 3:10, Romans 8:29*).

Guidelines regarding the safeguarding of members and counsellors against alleged abuses:

Whereas all counseling is to be done within the following guidelines:

- No counseling of the opposite sex or person under the age of eighteen (18) shall be done without another person present.
- Counseling of the opposite sex or person shall be done so that it is visible to adjacent areas.
- Individual counseling of the opposite sex shall be limited to four one-hour sessions unless extended after review and approval of the Board of Directors for additional specific number of sessions.
- Home visitation of the opposite sex or person shall not be made alone, but only if accompanied by another member of the pastorate, ministerial staff or volunteer.
- Use the Faith Mission Christian Church Counseling Application and Consent form at formal counseling sessions.

Signatures

I _____ have read the Church Counseling Policy, and I understand, and I agree to abide by the terms. Undersigned:

Church Counselor

Date

I _____ have read and understand the Church Counseling Policy, and I consent to the requested church counseling at my explicit free choice. Undersigned:

Counselee

Date

Revised: September 2024

MINISTRY/PROGRAM POLICY

MINISTRY/PROGRAM POLICY STATEMENT

Ministry/program areas (“ministries”) and their respective teams are established by and are the responsibility of the Senior Pastor. Oversight of the church’s ministries will be supported by the **Ministry/Program Leads Policy** and the appointed Ministry Facilitators described therein.

Policy and Purpose:

Ministry, meaning “to serve or give aid,” is the tangible way that we live out our faith. Our church believes in the “ministry of all believers” and therefore works to establish an infrastructure to make that possible.

The Pastor, with input from the Leadership Team (which consists of the Board of Directors and existing Ministry Facilitators), shall have the responsibility to create new ministries as needed and as such relate to the Mission and Vision (or Strategic Plan) of the church. Each new ministry will have a written purpose statement inclusive of tangible, written goals. Likewise, the Pastor, with input from the Leadership Team, may dismantle or end a ministry when its goals and objectives are accomplished, when it has ceased to be effective, or when it no longer coincides with the Mission and Vision (and/or Strategic Plan) of the church.

We believe that the success of our Mission and Vision, and any Strategic Plan developed, will be tied to the quality and effectiveness of our ministries. Therefore, we seek to provide quality leadership and hold ourselves accountable for offering ministry that glorifies God and meets human need.

For further clarification of the qualifications, roles, responsibilities, and limitations of the Pastor and Board of Directors (Pastors, Ministry Staff, Deacons and Trustees) refer to the Faith Mission Christian Church Bylaws. As it relates to division of responsibility:

The Pastor has direct oversight of and is accountable for the following:

- Spiritual Leadership
- Visionary Leadership
- Oversight of Ministries
- Personnel Management
- Setting the Order of Worship

The Board of Directors is responsible and accountable for:

- Strategic Planning
- Finances
- Facilities
- Pastoral Search
- Risk Management
- Church Policy

Signatures

Senior Pastor

Date

Church Clerk

Date

MINISTRY/PROGRAM LEADS POLICY

MINISTRY/PROGRAM FACILITATION

For the Pastor to provide effective leadership of the ministry/program areas (“ministries”) it is critical that there be an established method or practice for facilitating ministry teams. The following outlines the approach to that coordination.

A Ministry/Program Leads Meeting, made up a few primary ministry facilitators (laypersons or officers), will meet with the Pastor regularly to coordinate and support the ministry/program efforts of the church. The select facilitators, each appointed by the Pastor from the group, help in the actual coordination (or facilitation) of overall ministry both inside and outside the church. Ministries may include worship, hospitality, and auxiliaries for men, women, youth, prayer, etc., and others as agreed from time to time.

The regular meeting is for the purpose of visioning, coordination, training, and support (conflicts, roadblocks, etc.). This meeting and its agenda may remain combined with the standing church Leadership Team meeting (including the Board of Directors) for as long as the total membership of the church remains less than 50 people and the church operates fewer than 5 active ministries or programs.

If or when a ministry area becomes primarily led by a single individual, that individual would assume regular attendance as the ministry Facilitator on the Ministry/Programs Team.

- Ministry volunteers and Facilitators will be asked to sign the Ministry Leadership Covenant.
- Ministry Facilitators are expected to develop a fully functioning team or teams in their area from members within the church.
- Ministry Facilitators are expected to uphold the Grace Guidelines within their respective team meetings
- Ministry Facilitators who do not fulfill the Ministry Leadership Covenant may be asked to step down and a new Facilitator may be appointed. All Facilitators graciously consent to comply.

Signatures

Senior Pastor *Date*

Church Clerk *Date*

MINISTRY TEAM VOLUNTEER APPLICATION

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Telephone	Alternate Telephone	Best Contact Time	E-Mail Address
Volunteer Position Considering	Availability <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
What Hours Are You Available to Work?			
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

VOLUNTEER EXPERIENCE

Have you ever volunteered in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Position	Supervisor	Start Date End Date
Job Position	Supervisor	Start Date End Date
Special Interests and Hobbies		
Do you have your own transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No DL #: _____	Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many hours per week are you available to volunteer? Days _____ Evenings _____ Weekends _____		
Can you make a one-year commitment to this volunteer role?		

VOLUNTEER EXPERIENCE (Continued)

Have you ever been charged, convicted of or pled guilty to a crime, either a misdemeanor or a felony (including, but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? Yes No

If yes, please explain fully:

Would you be available for periodic volunteer training sessions? Yes No

CRIMINAL HISTORY

Have you ever been *convicted* of a criminal offense?

Check One: Yes No

Do you currently have any criminal actions pending in which you are the Defendant? (Not Applicable to California Applicants)

Check One: Yes No

Are you currently on probation or parole?

Check One: Yes No

If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred?

List any education, experience, certifications, or other training relevant to this volunteer position:

PERSONAL REFERENCES:

Name	Address	Phone	Occupation	Relationship

MINISTRY LEADERSHP COVENANT

All ministry volunteers and Facilitators will agree to the following covenant:

As a servant of Jesus Christ and a leader at Christ Journey Church, I have studied the Scriptures within and will endeavor:

1. To love the Lord with **wholehearted devotion**. (Mark 12:28-30)
2. To grow as an **authentic and Spirit empowered** leader, making **consistent choices** in my life that will keep me connected to God, His Word, and His people. (John 15:4; 1 Timothy 4:7-8)
3. To live a life before God and others that is **above reproach**. (Romans 13:8-10 & 13-14; 1 Corinthians 6:9-18)
4. To work towards the fulfillment of the **purpose and vision of the church**, and no other purpose or vision while serving in this capacity. (Matthew 28:18-20; Ephesians 4:11-16)
5. To guard the **peace and unity** of the church. (Titus 2:1; Matthew 18:15-17)
6. To honor the leadership of the church through **Christlike submission**. (1 Thessalonians 5:12-13; Hebrews 13:7, 17)
7. To serve with my ministry volunteers **faithfully**, fulfilling my ministry tasks **willingly**, and offering God my very best effort and time. (Colossians 3:17; 1 Peter 5: 2-4)
8. If at any time, my life and service history does not reflect these commitments, I will initiate a conversation with my Ministry Facilitator or the Pastor to discuss my situation and seek an immediate resolution.
9. If I am the Ministry Facilitator and my life and service history, at any time, do not reflect these commitments, I graciously consent to step down if asked such that a new Facilitator may be appointed.

APPLICANT STATEMENTS

(Read and Sign Below)

- I certify that this volunteer application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration as a volunteer. I understand that this volunteer application is not valid without my signature. I also agree to the following Statements:
- I consent to the Ministry Leadership Covenant.
- I will not act in a manner which conflicts with the Statement of Faith of Faith Mission Christian Church.
- I will not act independently of my church officers regarding any church business, including making public statements, purchases, requests, or agreements on behalf of the church.
- I will not utilize the Ministry Team Volunteer or Ministry Facilitator opportunity for my own personal or professional/vocational advancement outside of Faith Mission Christian Church, monetarily or otherwise.
- I understand these Statements and acknowledge that any real or perceived violation of these statements may result in my removal from the Ministry and subjection to the Progressive Discipline Policy, as applicable.

Print Name	
Signature	Date

BENEVOLENCE FUND POLICY & GUIDELINES

IN GENERAL

These policies have been drawn up in an effort to protect the pastoral staff from the consequences of making independent financial decisions regarding benevolence (financial support to members in immediate need).

PURPOSE

To manage a benevolence fund and distribute said funds to needy individuals on a case-by-case basis.

PROCEDURE

Maintain an appointed committee of people who shall:

- Manage the fund in an independent bank account entitled Faith Mission Benevolence Fund.
- Deal with benevolence requests based on these written policies and procedures.
- Inform the Body about status of the Fund and to seek additional gifts that will keep the fund alive.

GUIDELINES

The Trustees will establish a start-up fund which will be replenished through designated offerings from the congregation. When dealing with a benevolence request, the appointed committee shall:

- Discern the difference between helping someone in difficult times and underwriting their irresponsibility or particular lifestyle.
- Discern the difference between “need” and “convenience”, e.g. if someone requests money for housing while they are currently housed with no threat of being homelessness, ask the question, “Is this really a need or is this for convenience?”
- Provide financial instruction any time money is provided, i.e. basic financial planning, reference a simple money management book, etc.
- Provide vouchers as opposed to money whenever possible.
- Not provide money to people who are not a part of this fellowship, i.e., nonmembers or those not in regular attendance (see church Bylaws for definitions). Those requesting assistance who are not members of the church shall be instructed concerning the importance of church membership
- Consider assistance, other than the providing of money, to non-members and those not in regular attendance on a case-by-case basis.
- Have no expectation of repayment of the amount being expended.
- Counsel the applicant to seek assistance in the following order of priority:
 1. Family (Relatives)
 2. Their current church fellowship (if other than Faith Mission Christian Church)
 3. Benevolence Committee
- Not, as a committee, refer any applicant to state or federal-government agencies for financial assistance.
- Not seek to counsel an applicant about terminating assistance from any state or federal government agencies as soon as possible if the applicant is receiving same.
- Make decisions based on a quorum of committee members. A quorum of committee members consists of any three committee members.
- Understand that all decisions made by the quorum of committee members should be made outside of the presence of the person(s) requesting assistance.
- Maintain complete confidentiality regarding benevolence discussions except for pertinent information to the Senior Pastor about the member’s need.

Signatures

Senior Pastor *Date*

Church Clerk *Date*

BENEVOLENCE FUND PROCEDURES

Statement of the Benevolence Fund:

Hebrews 6:10 (NIV)

God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them.

Purpose: The benevolence policy is a tool to help the church comply with increasing federal and state government guidelines in operating nonprofit organizations. This policy is intended to help the church avoid conflicts by providing well-written and understandable content based in biblical handling of the financial resources God has provided.

Adoption and Amendments: The Benevolence policy is not included in the church's Constitution or Bylaws and can be amended, deleted or added to at any regularly scheduled Leadership Team meeting. The church body will be informed of changes made to the designated benevolence fund policy.

A copy of the benevolence policy will be given to all council members, the Trustees and the church clerk and also kept in a prominent location of the church, such as the church's website.

Guidelines:

The church, in exercising our religious purposes, has established a benevolence fund to assist persons in financial need. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the appointed benevolence council. The council may consider recommendations from anyone, but in no event is the council bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation.

The church recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general fund of the church.

The council will record the required Internal Revenue Service documentation for benevolence requests. The following documentation should be recorded for accurate record-keeping:

1. A complete description of the assistance
2. The purpose for which the aid was given
3. The objective criteria for disbursement
4. How the recipients were selected
5. The name, address and amount distributed to each recipient
6. Any relationship between recipient and officers, or key employees or substantial contributors to the church.

The assistance is always based on the availability of benevolence funds.

The church will help via payments of bills to 3rd party that will provide receipts for expenditures (IRS required for over \$75.00)

The church will void and return all checks designated to a specific individual or family. Please instead give to specific individuals or families directly.

The types of help that will be provided by the benevolence fund include, but are not limited to, payments of water, gas or medical bills but are not limited to those categories. Once an individual or family has met the annual limit up to \$200.00 of financial assistance, they are no longer eligible. However, the church reserves the right to exceed the \$200.00 annual limit in special circumstances to be approved at a legally called congregational meeting.

The information collected regarding the request is **confidential** and will be stored securely.

BENEVOLENCE FUND SUPPORT REQUEST FORM

The Church is making every effort to live for and be surrendered to Christ and the teachings of the Bible. It is our privilege, purpose, and passion to share about Jesus Christ primarily throughout the local area. Please give your request to the Pastor, a Deacon, the church clerk, or place in a sealed envelope in the offering plate.

Note: Information given on this form is confidential and will not be disseminated to anyone other than the Pastor and the Benevolence council members without the expressed written or verbal consent of the requestor.

RECIPIENT INFORMATION:

Name: _____

Address: _____

Phone: _____

VENDOR: (also attach bill)

Name: _____

Address: _____

Account/Invoice #: _____

REQUEST:

Amount of Request: _____ Date of Request: _____

PURPOSE: (Please explain why there is a need) _____

GENERAL INFORMATION:

Do you have a personal relationship with Jesus Christ? Yes No Not Sure

Are you a member of the Church? Yes No

Which best describes your attendance at Church? Frequent Sometimes Seldom Never

In your opinion which description best describes your financial situation?

Short term emergency Short term problem Long term problem

Is the recipient related to any employee, officer, board member or benevolence council member of the Church?

No Yes

(If yes) Who? _____

(If yes) What is your relationship to the above-mentioned? _____

Have you received assistance from the Church in the past calendar year? No Yes

(If yes) Explain: _____

FINANCIAL INFORMATION:

Are you willing to receive financial counseling? No Yes

REQUESTOR NAME if different from recipient (print): _____

REQUESTOR SIGNATURE: _____ Date: _____

BENEVOLENCE FUND DISBURSEMENT FORM

Selection of Benevolence Funds Recipient:

Complete this form to verify all required information has been received and approved prior to writing the check. After the check has been written, give this form to the church clerk to file. Supporting documents are confidential and are kept in the church file and will be maintained as required by the IRS.

- Name
- Address
- Relationship between recipient and members, officers or trustees
- Need of financial assistance

Purpose-How does this further Faith Mission Christian Church's mission:

Manner in which selected:

The church council has reviewed the request for benevolent funds to determine that there is a need and researched to verify if the recipient has/has not received assistance in the past. Based on the information available, and in compliance with the church policy, the council has voted on this amount.

Name of any substantial contributor or grantor:

Is the recipient a family member of substantial contributor or grantor?

- Yes No

Benevolence Funds are controlled by: Faith Mission Christian Church Benevolence Council.

Approved: Yes No (reason): _____

PAYABLE TO _____ AMOUNT: \$ _____

Benevolence Account: _____

Council Signature/Date: _____

Check Completed By: _____ Date Paid _____ Check# _____

TREASURER (TRUSTEE) PROCEDURES

WEEKLY:

1. COLLECTIONS:

- a. Ensure offering form is signed by 2 (two) persons
- b. Ensure date is correct
- c. Ensure dollar amount on deposit slip matches dollar amount on offering form
 - i. If any discrepancies are found annotate on original offering form (preferably in red ink for easier tracking of changes)
 - ii. If crossing out item use only one line through and initial (~~sample~~-INT)
 - iii. Report all discrepancies to council
- d. If any loose offering of a donated check is for \$250 or more, treasurer will give bookkeeper information for issue of receipt to donor with end of year donor statement or sooner if requested by donor.

2. OTHER CONTRIBUTIONS / DONATIONS:

a. CONTRIBUTIONS MAILED TO THE CHURCH

- i. The Treasurer shall receive contributions mailed to the church office. If the amount is cash (which is discouraged), the amount (but not the donor name) is recorded before the presence of one other witness. The cash or check is then placed in a safe location and then placed in the next Sunday's offering plate.
- ii. If the offering is restrictive in any way, other than currently approved fund accounts, the check will be held until the next scheduled council meeting to discuss and ensure it meets the designated contributions policies.
 1. If the contribution meets the mission of the church: the donation will be included in the following Sunday morning offering.
 2. No gift will be accepted which is unduly restrictive or designated for a purpose outside of the mission of the church. It will be returned with a letter stating why it was not accepted.

Approved: _____ Date: _____

b. CONTRIBUTIONS PERSONALLY DELIVERED TO THE CHURCH

i. Donations are given to the Treasurer and the above procedures are followed.

c. CONTRIBUTIONS FROM BIBLE STUDIES, SUNDAY SCHOOL, OR OTHER GROUPS WITHIN THE CHURCH

i. General contributions should be given through the Sunday morning offering

ii. Contributions that have been approved by council for a designated fund may be deposited with any Sunday offering and will be monitored by the council to insure the group is in compliance with the church policies.

3. DEPOSITS:

a. No donor names are to be put on Deposit slips (use check numbers for privacy).

b. Money is deposited timely; at least weekly.

c. Deposit book is to be compared to the bank statements it pertains to by finance committee.

Approved: _____ Date: _____

MONTHLY:

~~1. TRANSFER FUNDS FROM CHECKING TO SAVINGS:~~

- ~~a. Using online banking or at bank location:
 - ~~i. Transfer funds in excess of \$1,200.⁰⁰ from Bus Now to Green Checking~~
 - ~~ii. Print confirmation form or transfer slip, give to bookkeeper for input into QB~~
 - ~~iii. Confirmation form or transfer slip will be kept in checks folder of the month the transfer was made~~~~

2. PAYMENTS

**** No checks will be written without a complete, and approved by council, disbursement form ****

****No taxes will be reimbursed/ paid****

3. DISBURSEMENT FORMS

a. BUDGETED:

- i. Normal Administrative Pre approved Invoices (to be paid upon receipt by Treasurer): If no issues; the form is reviewed by finance committee and approved by council, completed forms are given to bookkeeper for input into QuickBooks and filed.
- ii. Kitchen reimbursements(used for individuals only):
 - 1. The Treasurer may write out checks up to \$25.00 a month for authorized persons purchasing kitchen items (disbursement forms and supporting documents are still required).
 - a. Verify receipts to ensure taxes are not paid and/or are not reimbursed to individuals.
 - b. Reviewed and approved by Finance Committee.
 - 2. If monthly amount is over \$25.00
 - a. Ensure council is aware of the request.
 - b. The Council approves purchase and amount.
 - c. If approved: give to Treasurer and for payment.

Approved: _____ Date: _____

b. PRE-APPROVED:

- i. REIMBURSEMENT ACCOUNTS: These purchases are for use in the normal day to day operation of Church (kitchen supplies, postage, envelopes, etc.) up to the budgeted amount approved by council.
1. Reviewed by finance committee and approved by council
 2. Completed disbursement forms are given to bookkeeper for input into QuickBooks and filed.
 3. Requests for purchases that are pre-approved by council will have the disbursement form filled out and placed in pending file.
 4. When purchase has been made, original receipts/invoices will be attached to form prior to payment being made

c. NON-BUDGETED:

- i. Approved forms received from Finance Committee/Council will be paid in a timely manner; completed forms are given to bookkeeper for input into QuickBooks and filed.

d. TRAVEL: See Travel policy.

e. BENEVOLENCE: See Benevolence policy

4. BANK STATEMENTS: *(Currently one is mid-month and one end of month)*

- a. Bank statements are to be open by the Bookkeeper and after reconciliation given with reports to Treasurer and/or Finance committee for review

Approved: _____ Date: _____

5. REPORTS:

- a. Verify items are categorized correctly
- b. Verify all reports are current
- c. Verify all reports listed are included for council meeting
 - ii. Balance Sheet (Date: last month)
 - iii. Contributions (Date: last month) this report is also used to figure AFLC 10% tithe of general donations.
 - 1. Optional: write AFLC 10% and \$ amount on report
 - iv. Transaction Detail by Account (Date: last month)
 - 1. Ensure checkbook is up to date
 - 2. For finance committee to review against the treasurer checkbook
 - v. Temporary Restricted-Designated by Class (Date-Custom-use dates: 1/1/2012 through end of last month) this report shows funds still in accounts and is used for council tracking and approval prior to treasurer writing checks.
 - 1. If unclear where funds go-request report to get specific information
 - vi. Unrestricted Funds & Expense-Prev Year Comparison (Date-Custom-use dates: beginning of current year through end of last month, such as 1/1/13 through 3/31/13)
 - vii. Budget vs. Actual (Date: This Fiscal Year:)

6. INTERNAL TRANSFERS:

- a. Review reports to ensure subaccounts have correct fund amounts in council approved sub account funds

7. REVIEW:

- a. No later than the Sunday prior to Council meeting all files will be placed in the church inbox (or emailed), for the finance committee to review.

Approved: _____ Date: _____

QUARTERLY:

1. Quarterly report for all employees, will be email, hand deliver or mailed every quarter to any employees
 - a. These reports are created by the bookkeeper.

END OF YEAR:

1. DONOR STATEMENT:

- a. End of year donor statements completed by bookkeeper and reviewed by treasurer and/or finance committee. If no issues they are mailed, emailed, or hand delivered no later than January 31st.

2. REPORTS:

- a. Review the following reports with finance committee then give to the council (email reports to members who have email)
 - i. Balance Sheet (Date: Last Fiscal Year)
 - ii. EOY-Summary-council-Contributions (Date: Last Fiscal Year)
 - iii. EOY-Designated Funds (Restricted)-Expense detail (Date: Last Fiscal Year)
 - iv. EOY-NON Designated Funds-Transaction Detail By Account (Date: Last Fiscal Year)
 - v. EOY-Statement of Income & Expense (Date: Last Fiscal Year)
 - vi. Pastor Transaction Detail by Account (this may be a spreadsheet)
 - vii. EOY-1099's if needed
 1. Verify all non-employees performing services (Guest speaker, Janitor, etc.)
 2. Review report for those who receive \$600.00 or more
 3. Anyone who meets the above will need a 1099-misc.

3. TAX FORMS:

- a. I 9's for all employees
- b. W-9's:
 - i. Check with finance committee to ensure a W-9 is given and returned for all payments concerning income (Independent contractors such as Guest Speakers, Janitor, etc.) and are kept in file.
- c. 1099-misc.:
 - i. Ensure all dollar amounts match QuickBooks reports for all independent contractors

Approved: _____ Date: _____

- ii.** Upon council approval bookkeeper will fill out forms online and mail, email or hand deliver to employee no later than January 31st.
- d.** Complete Michigan Department of Treasury Form 165
- e.** W-2 & W-3:
 - i.** Ensure all dollar amounts match QuickBooks reports.
 - ii.** Upon approval of the council
- f.** Forms shall be mailed, emailed or hand deliver to employee by January 31st
- g.** And the Social Security Administration no later than February 28th.

Approved: _____ Date: _____

Reimbursements Policy

Policy:

A church-designated person must approve all reimbursements before a payment is made. Reimbursements and allowances are not the same and they're totally separate from an employee's salary.

I. **Business Reimbursement**

- a. Substantiated (documented) business expenses of employees will be reimbursed from the budgeted church funds in accordance with church- approved reimbursement policy and limit set up in budget. Required substantiation for business expenses is paid receipts for all purchases and paid receipts with names of persons involved along with purpose for all hospitality receipt. This includes expenses for: conferences, library, continuing education, hospitality and ministry travel. A computer is considered either a personal item of the employee or church property. If the computer is church property it has to stay on church property.

Note: A cell phone is considered personal property and is not reimbursable.

The difference between accountable reimbursements and benefits are benefits include medical insurance, term life, retirement, etc. These aren't reimbursable items. Medical insurance is paid to the carrier and is stated in a medical policy.

II. **Travel Reimbursement**

- a. Employees are reimbursed from the budgeted church funds for business- related travel per mile at the stated IRS rate. A mileage log is required for verification of mileage. (Note: The IRS can change the mileage rate annually or sometimes more often.)

III. **Budget Reimbursement**

- a. Budgeted expense items for the church purchased by staff or church members will be reimbursed up to limit stipulated in the budget upon presentation of a paid receipt. Among the items that can be reimbursed include: conferences, library, continuing education and hospitality expenses. Health insurance and cell phones are not included in this list.

Signatures

Senior Pastor

Secretary

Revised: _____

Returned Check Policy

Policy:

[Church Name] will follow the procedures below if a check is returned from the bank marked “Nonsufficient (or no) Funds”.

Procedure:

If the check is a tithing and/or offering check:

- Make a copy of the check for your church records.
- Reverse or delete the check from the individual’s tithing record. If a new check or the returned check to redeposit is issued later then that check will be recorded in their tithing record at the time of deposit.
- Return the original check with a letter of explanation. Attach the copy of the check to a copy of the letter and file it under “Returned Checks”.

If the check was for goods or services such as a church fundraiser:

- Make a copy of the check.
- Send the copy of the check and a letter requesting another check.
- Make a copy of the letter and attach the returned check to it for your church records. File it under “Returned Checks”.

Signatures

Senior Pastor

Church Treasurer

Revised: _____

PAYMENT OF GUEST SPEAKERS POLICY

A council approved Guest Speakers will be given payment for service of \$_____per speaking engagement. Mileage may or may not be authorized. Non-council approved speakers may or may not be given payment.

1. If mileage and/or lodging are authorized payments will be made in compliance with the travel policy.
2. Mileage to be paid in compliance with the travel policy only for distances over 50 miles (round trip).
3. If authorized \$.__cent per mile will be paid.
4. If an overnight stay is required and authorized, the church will make arrangements for a host family or pay for local accommodations.
5. When a pulpit swap is conducted, only authorized mileage will be paid to [Church Name] Pastor, visiting pastor will be paid by their home church.
6. Council invited Pastor Candidates will have no mileage limit and payments will be made in compliance with the travel policy.

Offerings taken for guest speakers will be applied to authorized amount in order to defray costs, if offerings do not meet the authorized amount the general fund will make up the difference.

If offering exceeds the authorized amount the excess will be added to the general fund account.

Approved: _____ Date: _____
Page 7 of 7

ORDINATION POLICY & PROCEDURE

POLICY STATEMENT

Faith Mission Christian Church has ordaining authority to ordain pastors (spiritual leaders) and deacons (servant leaders). Deacons are appointed by the Pastor and ordained after a course of training and acceptance of their duties. Pastors are ordained through a specific set of procedures outlined in this Policy.

Ordination as a spiritual leader (i.e. pastor/pastoral leader) is neither a right nor an entitlement to be claimed by an individual. A church prayerfully ordains, not to endow with power nor to confer social status, but as a public affirmation of what God has already done. A church chooses to ordain a person because they have discerned evidence of a Godly call, have witnessed gifts of ministry, have seen satisfactory preparation for ministry, and accept the candidate to minister among them.

Faith Mission Christian Church affirms that ordination requires the candidate for ordination is serving exclusively at Faith Mission Christian Church. Because ordination is the process that a church enters to affirm the calling, giftedness, and service of the candidate, ordination cannot be detached from a place of service. This service is observed during the Licensure period of the candidate for ordination.

Licensure is a pre-requisite for ordination to spiritual leadership. Faith Mission Christian Church may license individuals for the express purpose of future vocational ministry of the Word while pastoring, church planting, vocational evangelism, or missionary assignment. Licensure is not necessary for purpose of facilitation of the church's own ministries (e.g., women/men's ministry, home visitation, group evangelism, etc.). Likewise, there are circumstances in which a "commission" rather than an ordination or license may be appropriate (e.g., a short-term mission trip).

The most important prerequisite for ordination, the call of God to ministry, does not readily yield itself to particular standards that a denomination or local congregation might establish. This is why the call must be tested by other prerequisites or standards, especially those having to do with education standards, evidence of gifts and character for ministry, and the candidate's own clarity about the proposed type of service in which the candidate intends to serve as a licensed or ordained minister.

PROCEDURE

Faith Mission Christian Church affirms that ordination requires the candidate for ordination is serving exclusively at Faith Mission Christian Church. Because ordination is the process that a church enters to affirm the calling, giftedness, and service of the candidate, ordination cannot be detached from a place of service

Role of the Church Congregation

- The church will establish a committee expressly for the licensure and ordination proceedings to be established and conducted.
- The established committee will meet with the candidate to gain information as to eligibility for ordination.
- The established committee will supply to the existing pastors of the church all the information at its disposal.
- The committee and the existing pastors will follow its own procedures for examination of the candidate and making a recommendation to the church.
- If the church agrees, a date for ordination and order of service can then be set by the candidate and the church.

Role of the Candidate

The candidate should seek counseling from his/her pastor as to their perceived call to vocational ministry and as to procedures leading to ordination.

The candidate shall be responsible for:

- Submitting documents as required by the established committee.
- Providing written and verbal articulation of their call to vocational ministry before the church
- Providing an official transcript from all schools attended that documents successful completion of acceptable coursework (and graduation, if appropriate).
- Providing written references as required by the established committee.
- Agreement to the Statement of Faith
- Completed doctrinal questionnaire
- Documented philosophy of ministry
- Agreement to tenure of Licensure that precedes ordination
- While licensed, acceptable completion of consistent service at Faith Mission Christian Church
- While licensed, preparation and successful defense of doctrine before an established ordination counsel of several pastors

The candidate should inform the appropriate church committee and leaders concerning his/her readiness to proceed with the ordination process.

The candidate may select a sponsor. The role of the sponsor is to be advocate for the candidate as they share their theological stance and concept of ministry in meetings before COMSAO and examination councils.

Abbreviated Steps to Ordination

1. Church committee and candidate meet to review procedures and establish a course of action. *Application materials will not be sent to candidates without the authorization of the lead pastor.* The work of the committee includes:
 - a. Assuring that all the documentation is in order.
 - b. Questioning about ethical boundary issues and fitness for ministry.
 - c. Ascertaining the congeniality of the person for ministry in the church.
 - d. Reviewing the submitted papers with the primary intent of helping prepare the candidate for the examination council.
 - e. Establishing personal and professional relationships with the candidate.
2. Reviewed application materials, if approved by the committee, are submitted to the lead pastor.
3. The candidate and lead pastor meet before the lead pastor responds to the committee with agreement.
4. If all agree, the lead pastor announces the candidacy to the church for an invitation to proceed
5. If the church agrees, the lead pastor schedules the trial sermon of the candidate
6. If the church, the committee, and the lead pastor find the candidate ready, the candidate is issued a License for Church Ministry by Faith Mission Christian Church.
7. While licensed, the candidate serves consistently at Faith Mission for a period of no less than one year.
8. While licensed, the candidate prepares for the ordination council's examination.
9. No sooner than one year from licensure, the candidate who has successfully and consistently served will be scheduled to appear before the ordination council for their doctrinal examination.
10. The examination council announces its findings and recommendation from the examination.
11. The church ordination council plans the ordination service and announces the plans to the church.
12. At the ordination service, the new minister will receive their ordination certificate.

Wedding Policy

Policy:

1. The philosophy underlying the policies for weddings is that a Christian emphasis be encouraged and that members relate the ceremony to Christian family commitment.
2. All weddings shall be scheduled on the master church calendar with first priority being given to church members.
3. The Pastor, Staff, and Organist are available upon appointment to assist in all weddings. Guest ministers shall be approved by the Pastor and Deacon Council. Guest organist shall be approved by the Music Committee.
4. In keeping with the wedding philosophy, church members shall use the facilities without charge, except for the service of the church Janitor. Nonmembers shall pay a fee for facility use in addition to a cleaning charge.
5. A minimum fee of \$50.00 for the services of the Janitor shall be paid by all church members and nonmembers, since the work will be extra.
6. In keeping with safety regulations, protective materials shall be used with the candles, and rice or bird seeds shall not be used inside nor outside the buildings.
7. Do not under any circumstances move the piano in the Fellowship Hall, nor shall you sit flowers, refreshments, or any items on the piano.
8. There shall be no alcoholic beverages or smoking on any of the church premises.
9. Your party is responsible for the cleanup of personal decoration items, cake, cups, and for removing your trash from the church premises.
10. The Church Secretary or Pastor shall work with the couple in the development of wedding plans and implementation of policies.

Signatures

Senior Pastor

Secretary

Revised: _____

RELEASE, WAIVER, AND INDEMNITY AGREEMENT (ADULTS)

IT IS THE INTENTION OF (_____), BY SIGNING THIS AGREEMENT, TO EXEMPT AND RELIEVE FAITH MISSION CHRISTIAN CHURCH AND ITS DIRECTORS, OFFICERS, AGENTS, VOLUNTEERS, OR EMPLOYEES FROM LIABILITY FOR PERSONAL INJURY (INCLUDING EMOTIONAL DISTRESS), PROPERTY DAMAGE, OR WRONGFUL DEATH OF PARTICIPANT NAMED (_____) CAUSED BY ANY ACT OF NEGLIGENCE OF FAITH MISSION CHRISTIAN CHURCH AND ITS OFFICERS, AGENTS, SERVANTS, OR EMPLOYEES. THE FOLLOWING TERMS CONSTITUTE THIS AGREEMENT

For and in consideration of permitting the above-named participant to observe or use any facility or equipment while under the care of Faith Mission Christian Church, or engage in and/or receive instruction in any activity or activity incidental thereto **SOME OF WHICH MAY INVOLVE DANGERS AND RISK OF BODILY INJURY** at Faith Mission Christian Church in the city of Yonkers, County of Westchester, and State of New York, or Faith Mission Christian Church's offsite outreach or ministry activities held at _____, beginning on the _____ day of _____, 20_____ the undersigned:

hereby voluntarily and absolutely releases, discharges, waives, and relinquishes any and all loss or damages or actions or causes of action for personal injury (including emotional distress), property damage, or wrongful death occurring to the above-named participant as a result of the above-named participant's observing or using facilities or equipment of FAITH MISSION CHRISTIAN CHURCH, or engaging in or receiving instructions in any activities **SOME OF WHICH MAY INVOLVE DANGERS AND RISK OF BODILY INJURY** or in activities incidental thereto wherever or however the same may occur, and for whatever period said activities or instructions may continue.

The undersigned, for him/herself, his/her heirs or estate, executors, administrators, or assigns agrees that in the event any claim for personal injury (including emotional distress), property damage, or wrongful death shall be prosecuted against FAITH MISSION CHRISTIAN CHURCH or its directors, officers, volunteers, or employees, the undersigned participant will indemnify and hold harmless FAITH MISSION CHRISTIAN CHURCH and its directors, officers, agents, volunteers, or employees from any and all claims or causes of action by the undersigned or by any other person or entity, by whomever or wherever made or presented, and **under no circumstances will the undersigned present any claim against FAITH MISSION CHRISTIAN CHURCH and said persons for personal injuries (including emotional distress), property damage, wrongful death, or otherwise, caused by any act of negligence by FAITH MISSION CHRISTIAN CHURCH and said persons.**

The undersigned represents that he/she has read this Release, has requested and has been provided with, or has requested and declined advisement on, the potential dangers/risks of engaging in the observation, activities, or instruction offered, **assumes all risks associated with such dangers and risks**, and is **fully aware of and understands the terms and the legal consequences** of the signing of this Release. The undersigned intends his or her signature to be a complete and unconditional release of all liability to the greatest extent allowed by law and if any portion of the Release is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

PRINT: _____ SIGN: _____

DATED: _____

RELEASE, WAIVER, AND INDEMNITY AGREEMENT (MINORS)

IT IS THE INTENTION OF (_____), BY SIGNING THIS AGREEMENT, TO EXEMPT AND RELIEVE FAITH MISSION CHRISTIAN CHURCH AND ITS DIRECTORS, OFFICERS, AGENTS, VOLUNTEERS, OR EMPLOYEES FROM LIABILITY FOR PERSONAL INJURY (INCLUDING EMOTIONAL DISTRESS), PROPERTY DAMAGE, OR WRONGFUL DEATH OF PARTICIPANT NAMED (_____) CAUSED BY ANY ACT OF NEGLIGENCE OF FAITH MISSION CHRISTIAN CHURCH AND ITS OFFICERS, AGENTS, SERVANTS, OR EMPLOYEES. THE FOLLOWING TERMS CONSTITUTE THIS AGREEMENT

For and in consideration of permitting the above-named participant to observe or use any facility or equipment while under the care of Faith Mission Christian Church, or engage in and/or receive instruction in any activity or activity incidental thereto **SOME OF WHICH MAY INVOLVE DANGERS AND RISK OF BODILY INJURY** at Faith Mission Christian Church in the city of Yonkers, County of Westchester, and State of New York, or Faith Mission Christian Church's offsite outreach or ministry activities held at _____, beginning on the _____ day of _____, 20_____ the undersigned parent and/or guardian of the above named minor:

hereby voluntarily and absolutely releases, discharges, waives, and relinquishes any and all loss or damages or actions or causes of action for personal injury (including emotional distress), property damage, or wrongful death occurring to the above-named minor as a result of the above-named minor's observing or using facilities or equipment of FAITH MISSION CHRISTIAN CHURCH, or engaging in or receiving instructions in any activities **SOME OF WHICH MAY INVOLVE DANGERS AND RISK OF BODILY INJURY** or in activities incidental thereto wherever or however the same may occur, and for whatever period said activities or instructions may continue.

The undersigned parent or guardian for the above-named minor, for him/herself, his/her heirs or estate, executors, administrators, or assigns agrees that in the event any claim for personal injury (including emotional distress), property damage, or wrongful death shall be prosecuted against FAITH MISSION CHRISTIAN CHURCH or its directors, officers, volunteers, or employees, the undersigned parent or guardian **will indemnify and hold harmless FAITH MISSION CHRISTIAN CHURCH and its directors, officers, agents, volunteers, or employees** from any and all claims or causes of action by the named minor or by any other person or entity, by whomever or wherever made or presented, and **under no circumstances will the undersigned parent or guardian present any claim against FAITH MISSION CHRISTIAN CHURCH and said persons for personal injuries (including emotional distress), property damage, wrongful death, or otherwise, caused by any act of negligence by FAITH MISSION CHRISTIAN CHURCH and said persons.**

The undersigned parent or guardian represents that he/she has read this Release, has requested and has been provided with, or has requested and declined advisement on, the potential dangers/risks of engaging in the observation, activities, or instruction offered, **assumes all risks associated with such dangers and risks**, and is **fully aware of and understands the terms and the legal consequences** of the signing of this Release. The undersigned parent or legal guardian intends his or her signature to be a complete and unconditional release of all liability to the greatest extent allowed by law and if any portion of the Release is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

GUARDIAN (print): _____ SIGN: _____

NAME OF MINOR: _____ DATED: _____

Photo Release: Adult

I hereby authorize and consent to the use of images or videos of me, with or without my name, by FAITH MISSION CHRISTIAN CHURCH of YONKERS, NEW YORK for purposes including but not limited to: promotional materials, printed publications, internet posts including social media, television, and other media sources.

I do this with full knowledge and consent and waive all claims for compensation for use or for damages. I release FAITH MISSION CHRISTIAN CHURCH, its officers, trustees, employees, and agents from liability for any claims by me or any third party in connection with the use of my image.

Signature: _____

Printed Name: _____ Date: _____

Photo Release: Youth

I, the legal parent/guardian of _____, hereby authorize and consent to the use of images or videos of my child/children listed above, with or without their name(s), by FAITH MISSION CHRISTIAN CHURCH of YONKERS, NEW YORK for purposes including but not limited to: promotional materials, printed publications, internet posts including social media, television, and other media sources.

I do this with full knowledge and consent and waive all claims for compensation for use or for damages. I release FAITH MISSION CHRISTIAN CHURCH, its officers, trustees, employees, and agents from liability for any claims by me or any third party in connection with the use of the image of my child/children listed above.

Signature of Parent/Legal Guardian: _____

Printed Name: _____ Date: _____