

Church Policies

Companion with
2016 Church Constitution

Salem Mennonite Church

INTRODUCTION TO SALEM MENNONITE CHURCH POLICIES:

- A) Index of Policies C) Sample policy format
B) Policy Policy Development Flowchart D) Policy book distribution

A) INDEX of POLICIES:

Nov. 24, 2017

Deacon Board (DB)

Italicized -Not yet written

DB 1 = Appointed Terms policy

DB 2 = Guest Speaker Honorarium policy (2017)

Church Council (CC)

CC 1 = Appointed Terms policy (2017)

CC 2 = Suspected Abuse Reporting policy (2017)

CC 3 = Delegate Policy for CPMC & MCUSA (2017)

Department of Church Operations (CO)

CO 1 = Appointed Terms policy

CO 2 = Financial policy (2017)

CO 3 = Donation policy (2017)

CO 4 = Cemetery policy (2017)

CO 5 = Church Rental Rates for Non-Members policy (2017)

Department of Congregational Worship (CW)

CW 1 = Appointed Terms policy (2017)

CW 2 = Church Use for Members policy (2017)

CW 3 = Funeral Policy (2017)

Department of Christian Formation (CF)

CF 1 = Appointed Terms policy (2017)

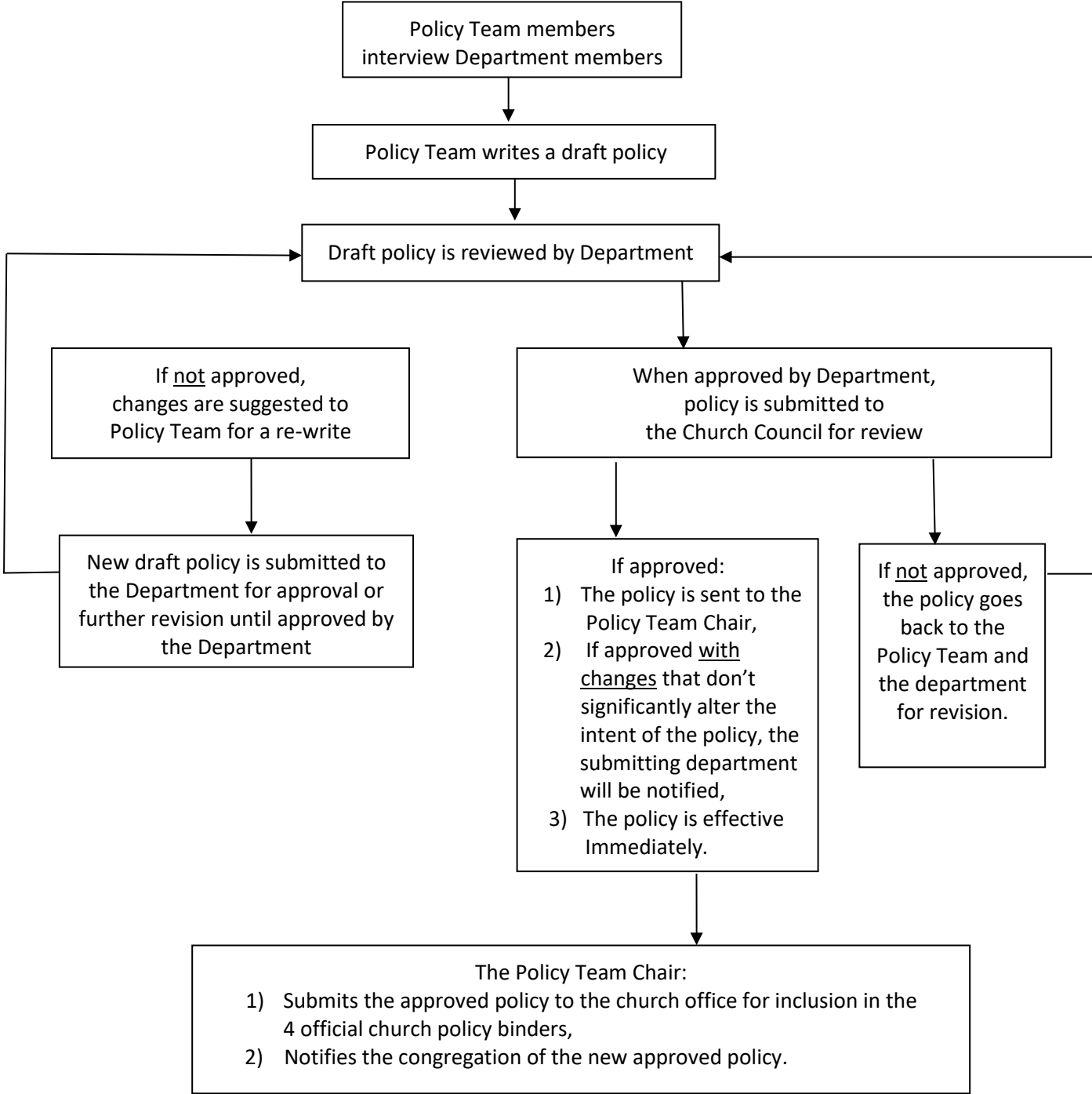
CF 2 = Child and Youth Protection policy (2017) CF

3 = Library Check-out Policy (2016)

Department of Mission and Service (MS)

MS 1 = Appointed Terms policy (2017)

B) POLICY DEVELOPMENT FLOWCHART:



C) SAMPLE POLICY FORMAT:

_____ Policy
Salem Mennonite Church

Department/Committee: _____

Committee Members (if applicable): _____

Purpose of Policy: _____

Duties:

-
-
-

Timeline of Events: (if applicable, by month or grouped together according to policy work)

1. January
 - a.
 - b.
2. February
3. March
4. April-May
5. June-August
6. September – December

Appointments to be Made Each Year:

- 1.
- 2.
- 3.

Processes/Requirements/Fees:

- e.g. Smart TV and VCR/DVD player are available free of charge, but must be checked out in advance by contacting the AV Team.
- Training for use of the equipment is available is recommended. Contact XXXX to schedule training.
- Rental of the Fellowship Hall is \$ ____ for members. Contact XXXX to reserve the facility.

Other:

Department Approved: __/__/__
Council Approved: __/__/__
Policy Revised: __/__/__

D) SALEM MENNONITE CHURCH POLICY BOOK DISTRIBUTION:

BOOK NO.

ISSUED TO:

BOOK #1

CHURCH COUNCIL CHAIR

BOOK #2

CHURCH OFFICE

BOOK #3

CHURCH LIBRARY

BOOK #4

POLICY TEAM CHAIR

VIA EMAIL

ALL DEPARTMENT CHAIRS*

***Departments of Church Operations, Congregational Worship, Christian Formation, Mission and Service, Deacon Board, Pastor-Congregation Relations Team and Pastor(s)**

Appointed Positions Term Policy Salem Mennonite Church

Department / Committee: Deacon Board

Committee Members (if applicable): N/A

Purpose of Policy: To clarify length of terms and number of consecutive terms to be served for appointed positions (if not specified in the constitution). Term limits have the advantage of bringing in new ideas/vision and prevent burnout, while multiple terms have the advantage of providing experience and continuity.

Duties:

- Annually review which appointed positions need to be filled.
- Utilize the Gift Discernment surveys to find suitable persons for each open appointed position.

Timeline of Events:

November – review open positions and appoint volunteers as required reporting appointments to the church office

Appointments to be Made Each Year: *(Bold, italicized print is specified in 2016 Constitution)*

<u>Position</u>	<u>Term Length</u>	<u>No. consecutive terms</u>	<u>Total years</u>
<i>Everence Stewardship Advocate</i>	<i>2- year terms</i>	3 terms	6 years total

Other:

- All appointed terms will begin January 1 and end December 31.

Department Approved: 02/15/2018

Council Approved:

03/08/2018 Policy

Revised: __/__/20__

**Guest Speaker Honorarium Policy
Salem Mennonite Church**

Department / Committee: Deacon Board

Committee Members (if applicable): Same

Purpose of Policy: To establish a uniform honorarium and reimbursement protocol for guest speakers

Duties:

- To establish and annually review guest speaker honorariums and reimbursement of expenses

Timeline of Events:

- Annually review honorariums by October 31 for the coming fiscal year

Appointments to be Made Each Year: N/A

Honorarium and Reimbursement amounts:

- The standard honorarium shall be \$200 per sermon plus payment of expenses at the current IRS allowable rate if the speaker's driving distance is greater than 20 miles.
- For speaking engagements other than a single sermon, the honorarium shall be determined by the Deacon Board or the Team who invited the speaker.
- Lodging accommodations, if necessary, will be arranged for and/or reimbursed by the church.
- Guest speakers shall be paid the honorarium on the day they speak, if possible.
- The deacon in charge of guest speakers or responsible team member shall notify the church treasurer of the guest speaker's appearance date and situation.

Other:

Deacon Board Approved: 02/07/2016

Council Approved: 02/13/2016

Policy Revised: __/__/20__

Appointed Positions Term Policy Salem Mennonite Church

Department / Committee: Church Council

Committee Members (if applicable): N/A

Purpose of Policy: To clarify length of terms and number of consecutive terms to be served for appointed positions (if not specified in the constitution). Term limits have the advantage of bringing in new ideas/vision and prevent burnout, while multiple terms have the advantage of providing experience and continuity.

Duties:

- Annually review which appointed positions need to be filled.
- Utilize the Gift Discernment surveys to find suitable persons for each open appointed position.

Timeline of Events:

November – review open positions and appoint volunteers as required reporting appointments to the church office

Appointments to be Made Each Year:

(Bold, italicized print is specified in 2016 Constitution)

<u>Position</u>	<u>Term Length</u>	<u>No. consecutive terms</u>	<u>Total years</u>
<i>Auditing Team</i>	<i>3 year terms</i>	2 consecutive terms	6 years total
<i>Policy Team</i>	<i>2 year terms</i>	3 consecutive terms	6 years total

Other:

- All appointed terms will begin January 1 and end December 31.

Policy Team Approved: 05/23/2017

Council Approved: 06/08/2017

Policy Revised: __/__/20__

Suspected Abuse Reporting Policy Salem Mennonite Church

Department / Committee: Church Council

Committee Members (if applicable): Church Council members or deacons as delegated

Purpose of Policy/Committee/Ministry: To provide a confidential process to deal with suspected abuse that occurs within the church or involving church members and children or others involved in church activities.

Duties:

Processing a Report of Suspected Abuse

- Any incident shall be reported to a Child Protection Team member, Deacon Board Member, or a pastor.
- A written incident report will be completed by the person receiving the report. This report shall be completed based on statements and facts, but is not to be considered "investigatory." The report shall be kept confidential, with knowledge only being given to those directly involved (including the victim's family if appropriate), the pastor(s), deacons and Child Protection Team (if appropriate). If one of these parties is an accused person, he or she shall remove themselves from the proceedings of the incident.
- The Deacon Board will notify the accused party of the report. The person/family reporting the abuse will also be kept informed in this process.
- The accused party will be removed from his or her assignment pending the outcome of the investigation.
- In case of a minor, the incident shall be reported to local child abuse authorities or local law enforcement in a timely manner. In the case of an adult, the incident shall be reported to local law enforcement or State's attorney in a timely manner. The written report will be filed in a locked file in the lead pastor's office. The lead pastor, Deacon Board Chair and Child Protection Team shall have the only access to key(s) to the files.
- Members of the Deacon Board shall be available to minister to the needs of both the accused and the accuser, with different Deacons responding to each person.
- The Church Moderator will be assigned as a spokesperson to the media. Only this person will be authorized to speak on behalf of the congregation.

Timeline of Events: yearly training on abuse and reporting processes

Appointments to be Made Each Year: none

Other:

Policy Team Approved: 11/05/2017

Council Approved: 11/02/2017

Policy Revised: __/__/__

**Delegate Policy for
Central Plains Mennonite Conference (CPMC) and
Mennonite Church USA (MCUSA) Convention
Salem Mennonite Church**

Department / Committee: Church Council

Committee Members (if applicable): (None)

Purpose of Policy: To delineate the responsibilities and expectations of those attending as delegates to the Central Plains Mennonite Conference (CPMC), currently annually, as well as the Mennonite Church USA Convention (MCUSA), currently biennially. This policy only addresses delegates attending and not the Youth's attendance, except as otherwise noted.

Duties:

- The delegates will represent the Church and its departments at meetings of the Church Conferences as prescribed by the Constitution.
- The delegates will periodically inform the Church and the department they are representing of the work of the Church Conference.
- See Ministry Descriptions for CPMC Delegates and MCUSA Delegates.

Timeline of Events:

1. March
 - a. Church Council nominates CPMC delegates (annually).
 - b. Church Council nominates MCUSA delegates (biennially).
2. April
 - a. Congregation elects CPMC delegates as nominated by the Church Council (annually).
 - b. Congregation elects MCUSA delegates (biennially).
 - c. Delegates complete registration in accordance to registration guidelines.
3. May
 - a. CPMC delegates become acquainted with agenda and issues to be discussed.
 - b. CPMC delegates seek advice from Church leadership as necessary to address CPMC issues.
4. June
 - a. CPMC delegates attend annual conference.
 - b. MCUSA delegates become acquainted with agenda and issues to be discussed.
 - c. MCUSA delegates seek advice from Church leadership as necessary to address MCUSA issues.

Policy Team Approved: 10/12/2017

Council Approved: 09/27/2017

Policy Revised: __/__/20__

5. July
 - a. CPMC delegates provide report to Church.
 - b. MCUSA delegates attend biennial convention.
6. August
 - a. MCUSA delegates provide report to Church.

Appointments:

1. Church Council annually nominates CPMC delegates and the Congregation elects the delegates. The Youth will chose their delegate and inform the Church Council.
2. Church Council biennially nominates MCUSA delegates and the Congregation elects the delegates.

Processes/ requirements/ fees for members:

- The Church will pay the registration fees for its delegates attending the Central Plains Mennonite Conference, currently held annually.
- In addition to paying the registration fees for the youth delegate, the Church will pay the registration fees for any non-delegate Salem Mennonite youth member(s) attending the Central Plains Mennonite Conference, currently held annually.
- The Church will pay the registration fees for its delegates attending the Mennonite Church USA Convention, currently held biennially.
- The delegates will be responsible for their own travel, housing and meal expenses.

Policy Team Approved: 10/12/2017

Council Approved: 09/27/2017

Policy Revised: __/__/20__

Appointed Positions Term Policy Salem Mennonite Church

Department / Committee: Church Operations

Committee Members (if applicable): Church Operations Leadership Team

Purpose of Policy: To clarify length of terms and number of consecutive terms to be served for appointed positions (if not specified in the constitution). Term limits have the advantage of bringing in new ideas/vision and prevent burnout, while multiple terms have the advantage of providing experience and continuity.

Duties:

- Annually review which appointed positions need to be filled.
- Utilize the Gift Discernment surveys to find suitable persons for each open appointed position.

Timeline of Events:

November – review open positions and appoint volunteers as required reporting appointments to the church office

Appointments to be Made Each Year: *(Bold, italicized print is specified in 2016 Constitution)*

Position	Term Length	No. consecutive terms	Total years
<i>Sexton</i>	3- year terms	unlimited terms	unlimited
Grounds Supervisor	3-year terms	2 terms	6 years total

Other:

- All appointed terms will begin January 1 and end December 31.

Department Approved: 03/01/2018

Council Approved: 03/08/2018

Policy Revised: __/__/__

Financial Policy
Salem Mennonite Church

Department / Committee: Department of Church Operations

Committee Members: Youth, Mission, Christian Formation, Deacon, & Household Treasurers; Auditors

Purpose of Policy: to provide uniform reporting and procedures of all Church Department finances.

Processes/ requirements:

Invoice/Receipt Requirements

1. All expenditures are to be supported by a paper copy of an invoice or receipt clearly stating item(s) purchased.
2. Direct payment from the treasurer to vendors, stores, etc. is preferred rather than individuals making the payment and then being reimbursed by the treasurer. Any reimbursement must be supported by a paper receipt clearly indicating the item(s) purchased on behalf of the church. Only items pertaining to the expenditure should be included on the invoice or receipt; no unrelated or personal items are permitted.
3. Invoices and receipts shall be made available to the auditing committee.

Auditing Guidelines

1. Review representative receipts and ensure that each selected expenditure has an accompanying receipt and is accurately recorded in the accounting ledger.
 - This requirement does not apply to expenditures that are intended to be confidential such as Deacons Fund disbursements.
 - This requirement does not apply to the church treasurer expenditures such as salaries and insurance.
2. Compare the bank statement with the ledger and/or check book to verify that treasurer records match the bank statement.
3. Compare annual report accounting with checkbook and detailed ledger for both income and expenses.
4. Verify that the treasurer report follows the recommended content and format.
5. Questions and/or discrepancies with the treasurer records shall be addressed to the satisfaction of the auditors prior to release of the annual report.
6. After auditors are satisfied with a treasurer report, each auditor shall sign the report summary page and list the date that the audit was completed.

Department Approved: 01/29/2017

Council Approved: 02/13/2017

Policy Revised: __/__/__

Church Payment of Taxes

1. The church is subject to South Dakota sales and use taxes.
2. If a vendor or service provider does not collect sales tax, the church is obligated to submit the appropriate tax due to the South Dakota State Treasurer.
3. The church does not have a sales tax exemption number, nor is it eligible to obtain one.
4. The church is exempt from property taxes.
5. The church is obligated to withhold payroll taxes from non-clergy employees.
6. Clergy are considered "self-employed" by the IRS and not subject to payroll taxes.

Worship Service Offering Accounting

1. After collecting the Sunday morning worship service offering, two ushers shall count the cash portion (no checks) of the collection. All ushers shall avoid looking at or opening checks so as to maintain the confidentiality of these gifts.
2. The amount, date, and the signatures of the ushers shall be recorded in a ledger located in the church office.
3. Checks shall be viewed and recorded by the treasurer.
4. After counting the cash portion of the offering, it should be placed in a secure location.
5. After the treasurer has counted and deposited the offering, the cash amount should be recorded in the ledger in the church office and signed by the treasurer.
6. Discrepancies equal or greater than \$5 in the recorded amounts shall be brought to the attention of a member of the Auditing Committee to be investigated.

Document Retention

1. Account ledgers, annual reports, and fixed asset purchase records shall be retained permanently.
2. Contribution (donor) receipts, deposit tickets, bank statements, and payroll records shall be retained for seven years.
3. Expense receipts shall be retained for three years.

Timeline of Events: See Ministry Descriptions for each of the 5 Treasurer positions for Timelines.

1. **January – March:**
 - a. Terms for Treasurer positions, except Youth Treasurer, start January 1
2. **April-May:**
3. **June-August:**
4. **September – December:**
 - a. Term for Youth Treasurer position starts September 1

Department Approved: 01/29/2017

Council Approved: 02/13/2017

Policy Revised: __/__/__

Sample Treasurer Report Format

Salem Mennonite Church Sample Annual Treasurer Report--Cash Flow November 1, 2015 - October 31, 2016		
Balance on Hand, November 1, 2015		\$ 5,000.00
Receipt	\$ 1,000.00	
Receipt	\$ 4,000.00	
Receipt	\$ 5,000.00	
Total Receipts	\$ 10,000.00	\$ 10,000.00
Total		\$ 15,000.00
Disbursements (Expenditures)		
Payment	\$ 2,000.00	
Payment	\$ 500.00	
Payment	\$ 1,000.00	
Payment	\$ 500.00	
Payment	\$ 3,000.00	
Payment	\$ 1,000.00	
Total Disbursements	\$ 8,000.00	\$ 8,000.00
Balance on Hand, October 31, 2016		\$ 7,000.00
Total		\$ 15,000.00
Salem Mennonite Church Sample Annual Treasurer Report--Checking/Savings November 1, 2015 - October 31, 2016		
Checking Account Summary:		
Balance on Hand, November 1, 2015		\$ 5,000.00
Increase	\$ 10,000.00	
Decrease	\$ (8,000.00)	
Net Change	\$ 2,000.00	\$ 2,000.00
Balance on Hand, October 31, 2016		\$ 7,000.00
Savings Account Summary:		
Balance on Hand, November 1, 2015		\$ 6,000.00
Increase	\$ 1,000.00	
Decrease	\$ (500.00)	
Net Change	\$ 500.00	\$ 500.00
Balance on Hand, October 31, 2016		\$ 6,500.00

Department Approved: 01/29/2017

Council Approved: 02/13/2017

Policy Revised: __/__/__

Donation Policy Salem Mennonite Church

Department / Committee: Department of Church Operations

Committee Members: Trustees

Purpose of Policy: to honor the intent of the donor where possible, protect the assets entrusted to Salem Mennonite Church, and ensure that the mission of the church is promoted by or with the gift.

Salem Mennonite Church appreciates the spirit of giving inherent in each donor's gift, big or small. Salem Mennonite Church reserves the right to refuse or return any gift determined to be unacceptable because of value, marketability, usability, appropriateness, or any other reason determined by Salem Mennonite Church. Upon acceptance of a gift, Salem Mennonite Church will be solely responsible for the gift and/or proceeds of the gift. If any gift is desired to be anonymously given, necessary steps will be undertaken to maintain the anonymity of the donor.

Processes/ requirements:

Cash Gifts

1. Unrestricted or undesignated cash gifts will be accepted and acknowledged through the normal accounting procedures of Salem Mennonite Church and placed in the general fund. No approval is necessary before acceptance of unrestricted or undesignated cash gifts by the appropriate treasurer of Salem Mennonite Church. The Trustees may obtain the input of the Church Council as to whether there is a special use for any unrestricted or undesignated cash gift of \$10,000 or more.
2. Unless designated for a previously established church account, fund, or project, or designated to an identifiable organization outside of the church, any restricted or designated cash gift will be accepted only upon approval of the Trustees pursuant to the procedure set forth below.
3. All cash gifts greater than \$250, which gift includes the name of the donor, will be acknowledged with a written receipt from the appropriate treasurer of Salem Mennonite Church.

Non-Cash Gifts

1. All non-cash gifts must have the prior approval of the Trustees pursuant to the procedure set forth below.
2. Any costs of transferring title of the non-cash gift to Salem Mennonite Church will be borne by the donor, and all non-cash gifts must be unencumbered with liens or any other liability when transferred to Salem Mennonite Church.
3. The donor has the sole responsibility to the Internal Revenue Service or other entity for identifying the value of any non-cash gift, i.e., the donor shall be solely responsible for the cost of any necessary appraisals or valuations. Salem Mennonite Church is not responsible for valuing the non-cash gift.

Department Approved: 01/29/2017

Council Approved: 02/13/2017

Policy Revised: __/__/__

4. All non-cash gifts will be acknowledged in a letter provided to the donor/donor representative by the Trustees, which letter will include a description of the gift.
5. Subject to any conditions agreed to at the time of acceptance of the gift and any requirements of the Salem Mennonite Constitution, all non-cash gifts may be sold or otherwise disposed of by the Trustees in their discretion.

Procedure for Approval of Restricted or Designated Cash Gifts and Non-Cash Gifts

1. The donor/donor representative making a restricted or designated cash gift subject to approval, or making any non-cash gift, shall contact either the household treasurer or a member of the Trustees.
2. Two or more members of the Trustees shall meet with the donor/donor representative and learn what the donor intended with the gift, including reviewing any document setting forth the intention of the donor (copy of will, letter, etc.).
3. At the next meeting of the Trustees, the persons who met with the donor/donor representative shall present the matter of the proposed gift to the Trustees.
4. If the gifted amount is less than the amount needed to cover the cost of purchasing a designated item, or ongoing maintenance of the designated item is projected to be burdensome, the Trustees shall undertake reasonable efforts to contact the donor/donor representative to discuss alternatives.
5. In the discretion of the Trustees, the Trustees may confer with the Church Council regarding any gift. In addition, in the discretion of the Trustees, the Trustees may confer with the appropriate church teams or department regarding any gift.
6. Unless congregational approval is required as set forth in the Salem Mennonite Constitution, the Trustees will make all decisions as to acceptance of restricted or designated cash gifts that are subject to approval under this policy and as to all non-cash gifts. Any gift may be accepted, refused, or accepted with conditions, in the discretion of the Trustees.
7. The decision will be communicated in writing to the donor or donor representative by the Trustees or appropriate department.
8. As to all gifts subject to the approval process, the Trustees shall make and retain a written record of the gift, the donor, any restrictions agreed to, and any other pertinent information.
9. Unless otherwise expressly agreed at the time of acceptance, and subject to any requirements of the Salem Mennonite Constitution, the Trustees have the exclusive right to determine the use of the gifted amount and the use and/or disposal by sale or otherwise of any item(s) received or purchased.
10. All gifts should be given in the spirit of generosity and grace that God has freely given us. Therefore, no name plates, plaques, or other physical recognition will be permanently attached to any part of the church building or church property.

This donation policy and procedure is subject to amendment and revision by the Trustees. Before being amended or revised, the Trustees shall seek input from the Church Council. After approval by the Trustees, the Trustees shall provide written notice to the congregation of any amendments or revisions made to this donation policy and procedure.

Timeline of Events: Year-round.

Department Approved: 01/29/2017

Council Approved: 02/13/2017

Policy Revised: __/__/__

Cemetery Policy Salem Mennonite Church

Department / Committee: Department of Church Operations

Committee Members (if applicable): Trustees and Sexton

Purpose of Policy: For the regulation of the use and upkeep of the Church Cemetery.

Duties of the Trustees:

- Attend to the operation and upkeep of the cemetery
- Appoint a sexton and provide assistance as needed
- Maintain the appearance of the cemetery by mowing and trimming the grass, controlling weeds, leveling soil surface and maintaining the fences.

Duties of the Sexton:

- Assign and determine the placement of burial plots in consultation with the bereaved family, funeral director and gravedigger
- Mark burial plots prior to digging
- Maintain and keep a map of all burials
- Maintain a copy of the *Permit for a Disposition of Dead Human Body* as provided by the funeral director
- Collect, record and forward payments received for burial plots to the household treasurer

Timeline of Events:

1. **January - March**
 - a. Review improvements needed and costs for the current year
 - b.
2. **April - June**
 - a. Implement previously approved improvements
 - b.
3. **July - September**
 - a. Review improvements needed and costs for the coming year
 - b.
4. **October - December**
 - a. October - Submit budget for approval at annual meeting
 - b.

Appointments: Appointment of Sexton when none is serving.

Department Approved: 01/29/2017

Council Approved: 02/13/2017

Policy Revised: __/__/__

Regulations:Plot Location

The sexton will determine plot location. All plots will be in sequence and will form a straight line.

Plots may be reserved prior to death with the placement of a headstone with location determined by the sexton. No provisions are made for family plots. Plot Cost

Members of the Salem Mennonite Church and dependent children of members are entitled to a plot at no cost.

Persons who have married members of the congregation but are not members themselves shall be charged \$400 for their plot.

Former members shall be charged \$400 per plot.

Persons who are not members of the congregation may request burial subject to approval by the sexton. They shall be charged \$750 for their plot.

All plot charges shall be prepaid and are non-refundable.

Plot Size

A single grave plot will measure 4' x 10'.

Couples may request a double grave plot measuring 8' x 10'.

Infants will be buried in a single grave plot measuring 3'4" x 6' in the middle section of the cemetery. Once filled, a single 4' x 10' plot will be used in the west section.

Cremains will be placed in a single grave lot measuring 4' x 10'. Families may elect to have up to four individual cremains placed in a single grave plot.

Plot Requirements

Burial vaults are recommended but not required.

All graves must have a marker. If a family chooses not to purchase a grave marker, the church will provide a simple marker.

Grave markers are required to have a concrete base extending 4" beyond all sides of the marker at ground level.

The sexton must approve non-traditional markers, or any changes to existing graves.

Items left at grave site longer than 30 days may be removed by trustees.

No permanent plantings, obstructions or enclosures are permitted on grave plots.

Department Approved: 01/29/2017

Council Approved: 02/13/2017

Policy Revised: __/__/__

Church Rental Rates for Non-Members Policy Salem Mennonite Church

Department / Committee: Church Operations Leadership Team

Committee Members (if applicable): Trustees

Purpose of Policy: To establish uniform rental rates of the Church and its facilities for non-members

Duties:

- To establish and annually review rental rates of the Church and its facilities for non-members

Timeline of Events:

- Annually review the rental rates by October 31 for the coming Calendar year

Appointments to be Made Each Year: N/A

Rental Rates:

- Use of the entire Church facility: \$300
- Use the sanctuary only: \$150
- Use of the fellowship hall and kitchen only: \$ 150

Other:

1. All scheduling shall initially be booked by the Church office, and is subject to the Lead Pastor's and the Council's approval. The Church office will notify custodial staff and the Audio Visual team (if audio or video is requested by the booking party) of scheduled events. The Church office shall provide the booking party with a copy of this policy.
2. The Meal Fellowship Team does not prepare and serve meals for non-member events.
3. The Council and the Lead Pastor should use their discretion on a per event basis for use of the church by non-church organizations and entities as well as church related organizations, i.e. Wellspring, Masterworks rehearsals and performances, Swiss choral practices and performance, etc.
4. If an organist is needed, a list of SMC organists will be provided by the Church office. Organists shall be paid \$75.00 per event. If the renters want their own organist, SMC's organ committee will have to approve the proposed organist.

Department Approved: 05/28/2017

Council Approved: 06/08/2017

Policy Revised: __/__/20__

5. Use of the Church's audio and/or video equipment will require hiring one member of the SMC AV Team to run the audio equipment and a second member of the SMC AV Team to run the video equipment. The rate for the AV Team personnel is \$25/hour/per person. The charge for a CD copy is \$5.00 per copy and a DVD copy is \$10.00 per copy.
6. Custodial service will be required to clean up before and after each event. The rate for the custodial staff is \$100 for weddings and \$25 for other events and funerals.
7. The organist, AV members, and custodial staff should be paid directly by the booking party.
8. Payment for the facility rental fees should be made in advance at the time of booking and payable to "Salem Mennonite Church, ATTN: Household Treasurer". Payment can be dropped off at the SMC Church office or mailed to Salem Mennonite Church, 28103 443rd Avenue, Freeman, SD 57029.
9. Individuals and groups renting the facility are required to provide light clean-up of the facility following the event including putting tables and chairs back how they were found, shutting off the lights, etc.

Department Approved: 05/28/2017

Council Approved: 06/08/2017

Policy Revised: __/__/20__

Appointed Positions Term Policy Salem Mennonite Church

Department / Committee: Department of Congregational Worship

Committee Members (if applicable): Congregational Worship's Leadership Team

Purpose of Policy: To clarify length of terms and number of consecutive terms to be served for appointed positions (if not specified in the constitution). Term limits have the advantage of bringing in new ideas/vision and prevent burnout, while multiple terms have the advantage of providing experience and continuity.

Duties:

- To yearly review which appointed positions need to be filled.
- To utilize the Gift Discernment surveys to find suitable persons for each open appointed position.

Timeline of Events:

- **November** – review open positions and appoint volunteers as required, reporting appointments to the church office

Appointments to be Made Each Year: *(Bold, italicized print is specified in 2016 Constitution)*

<u>Position</u>	<u># of members</u>	<u>Term Length</u>	<u>No. consecutive terms</u>	<u>Total years</u>
1) Leadership Team				
-Appointed Representatives	4 people*	2 year terms	2 consecutive terms	4 years total
	<i>(*Team Reps from Worship Planning, Music, Hospitality, and Meal Fellowship Teams)</i>			
-Deacon Representative	1 person	----- as determined by the Deacons -----		
-Pastor(s)	<u>1 person</u>	----- unlimited -----		
	6 people total			
2) Worship Planning Team				
-At-Large members	2 people	2 years for elected	2 consecutive terms	4 years total
-Appointed Representatives	3 people**	2 years for selected	2 consecutive terms	4 years total
	<i>**A representative from the Choir Directors, Organist/Pianists, and Youth)</i>			
-Deacon Representative	1 person	----- as determined by the Deacons -----		
-Pastor(s)	1 person	----- unlimited -----		

Department Approved: 07/26/2017

Council Approved: 07/31/2017

Policy Revised: __/__/20__

Implementation: 07/23/2017

<u>Position</u>	<u># of members</u>	<u>Term Length</u>	<u>No. consecutive term</u>	<u>Total years</u>
3) <u>Music Team</u>		2 year terms	3 consecutive terms	6-year total
-Choir Directors	1/choir	1 year term	unlimited terms	unlimited
-Choir Representatives	1/choir	2 year terms	3 consecutive terms	6 years total
-Organist/Pianist Chair/ Rep	1 person	2 year terms	1 term only	2 years total
4) <u>Hospitality Team</u>				
-Hospitality Team Chair/Rep	1 person	2-year term	2 consecutive terms	4 years total
-Hosts	8 people	2 year terms	3 consecutive terms	6 years total
-Ushers	10 people	2 year terms	3 consecutive terms	6 years total
-Childcare Facilitators	2 people	2 years	3 consecutive terms	6 years total
5) <u>Audio Visual Team</u>	2-3 Audio and 2-3 Visual	3 year terms	unlimited terms	unlimited
6) <u>Meal Fellowship Team</u>	10 people In 2 teams	3 year terms	2 consecutive terms	6 years total
7) <u>Copyright License</u>	1 person Manager	3 year terms	unlimited terms	unlimited

Other:

- All appointed terms will begin January 1 and end December 31.

Department Approved: 07/26/2017

Council Approved: 07/31/2017

Policy Revised: __/__/20__

Church Use for Members Policy Salem Mennonite Church

Department: Department of Church Operations and Department of Congregational Worship

Committee Members: Administrative Assistant, Meal Fellowship Team, Music Team, Audio Visual Team, Custodian

Purpose of Policy: to provide clarity on use of the Salem Mennonite Church Sanctuary and Fellowship Hall by its members for various functions and gatherings.

Use of the Sanctuary:

1. Use of the Sanctuary is free of charge for Church members; however, members must contact the Church office regarding the date of the event and type of use requested. All scheduling is subject to the approval of the Lead Pastor and the Church Council. If special music, audio, or video recordings are desired, members must contact the SMC A/V and Music Teams to enlist their services. Honorariums should be paid directly to the individuals assisting with the event, and members should consider the following honorarium guidelines:

Suggested donation for organist/pianist: \$75

Suggested donation for additional musicians / special music: \$50 - \$100

Suggested donation for audio personnel: \$25/hour/person (an audio recording is free for Church members)

Suggested donation for video personnel: \$25/hour/person + \$5 for the DVD

Suggested donation for custodial services: \$100 for weddings and \$25 for funerals and other events.

Suggested honorarium for pastoral services are \$100 for funerals and \$200 for weddings. See Funeral Policy for further details and talk to the pastor and/or deacons concerning details for a wedding.

2. Members will be required to turn out all lights, pick up the area, and return all furniture to its proper place in the sanctuary following the event.

Use of the Fellowship Hall:

The fellowship hall can accommodate 200 – 225 people, for a “sit-down” meal. Use of the Fellowship Hall is free of charge for Church members; however, members must contact the church office regarding the date and type of event requested. All scheduling is subject to the approval of the Lead Pastor and the Church Council. If use of the sound system is desired, members must contact the SMC Audio Team to enlist their services. Honorariums should be paid directly to the individuals assisting with the event, using the honorarium guidelines listed above. Monetary donations for use of the facility are encouraged to help defray costs of kitchen supplies and equipment, and should be remitted to the Household Treasurer.

Department of Congregational Worship Approved: 11/06/2017

Department of Church Operations Approved: 11/06/2017

Council Approved: 11/02/2017

Policy Revised: __/__/__

1. Church members may use the fellowship hall and kitchen for personal use without assistance from the Meal Fellowship Team. The suggested donation for use of the facility is \$25.00.
2. When groups, such as colleges, the seminary, Mennonite Disaster Service, etc., request a meal served in the church fellowship hall, the following options are available:
 - a) A potluck meal could be provided by the congregation members. The Meal Fellowship Team would facilitate table set-up, serving the meal, and clean-up.
 - b) A Meal Fellowship Team chairperson can help arrange a catered meal at the group's expense. There are several local options available for catering, including, but not limited to The Prairie House Restaurant, Freeman Shopping Center, and Jamboree Foods. The Meal Fellowship Team would assist with table set-up, serving the meal, and clean-up.

The suggested donation for these meal services is \$50.00.

3. Church members may use the fellowship hall and kitchen for wedding receptions, anniversaries, an open house, etc., with assistance from the Meal Fellowship Team.
 - a) The family should contact the Church Administrative Assistant to schedule the event, and a Meal Fellowship Team will be appointed to assist with planning and serving the meal. The family will supply all of the food.
 - b) The family will be required to set up tables and chairs and do their own decorating.

The suggested donation for these meal services is \$50.00.

4. Members will be required to clean up the facility following all events.
5. Church members may rent equipment from the fellowship hall kitchen for use outside of the church. Please contact the church office if you wish to rent equipment. Rental fees for use of tables, chairs, and serving pieces should be remitted to the Household Treasurer and are as follows:

Equipment Available for Rent	Price
Chairs	\$0.50
Tables – wooden, rectangular tables only	\$3.50
Trays	\$0.25
Dinner Plates, Dessert Plates, Soup Bowls, Cups, Glasses	\$0.25 each
Silverware (per place setting)	\$0.25
Glass salad bowls, Round and oval bowls	\$0.50 each
Coffee carafes, Sugar/creamer	\$0.50 each
Water pitchers	\$0.25
Electric roasters	\$5.00
100 cup coffeemaker	\$5.00
Lace tablecloth	\$2.50

Please note, the following items are not for rent: silver service, Fostoria punch bowl, crystal spoon holders, round and rectangular white plastic tables. Damaged items will be assessed at replacement cost.

Timeline of Events: Year-round

Department of Congregational Worship Approved: 11/06/2017

Department of Church Operations Approved: 11/06/2017

Council Approved: 11/02/2017

Policy Revised: __/__/__

Funeral Policy Salem Mennonite Church

Department / Committee: Department of Church Operations & Department of Congregational Worship

Committee Members: Pastor, Meal Fellowship Team, Hospitality Team, Cemetery Sexton, Music Team, Audio/Visual Team, Custodian

Purpose of Policy: to provide instruction for the family of the deceased regarding funeral preparation and fellowship meal options.

The family of the deceased shall coordinate with their funeral home of choice and a Pastor of the Salem Mennonite Church regarding the details of the worship service as well as any graveside service or visitation sharing and prayer time.

- The Salem Mennonite Church Pastor will prepare the worship order to be approved for printing, and will contact the organist or pianist and the Administrative Assistant regarding the funeral service details. If special music, audio, or video recordings, or a meal are desired, the Administrative Assistant will contact the audio/visual team, hosts, ushers, custodian, and a Meal Fellowship Team chair regarding the funeral service details. Donations/honorariums should be paid directly to the individuals assisting with the service, and the family is encouraged to consider the following guidelines for these special services:

Suggested donation for an organist/pianist: \$75.00

Suggested donation for additional musicians / special music: \$50 - \$100

Suggested donation for audio personnel: \$50.00/person (an audio recording is free for Church members or \$5 for non-members)

Suggested donation for video personnel: \$50.00/person + \$5 for the DVD

Suggested donation for custodial services: \$25.00

Suggested honorariums to a pastor officiating the service is encouraged at a rate of \$100.

- A donation of \$50.00 for the Fellowship Lunch is suggested to help defray costs of kitchen supplies and equipment. Donations for the lunch should be remitted to the SMC Household Treasurer.
- The family will be responsible for contacting a printer and printing the funeral bulletin.
- The funeral home will assist the families as needed in contacting the Salem Mennonite Church Sexton for burial plot details (see Cemetery Policy (CO4)).

Department of Congregational Worship Approved: 11/06/2017

Department of Church Operations Approved: 11/06/2017

Council Approved: 11/02/2017

Policy Revised: __/__/__

- If a fellowship lunch is desired, the appointed Meal Fellowship Team chairperson will contact a designated family member to discuss the fellowship lunch plans and help determine the number of people that will be served.

Fellowship Lunch options include:

Morning Funerals – Noon Fellowship Lunch

1. The Meal Fellowship Team will serve sandwiches, cheese, salads, cakes, water, and coffee. They will arrange for the cakes. Coffee and water is provided by the church.
2. The family is responsible for ordering and picking up the following items and for delivering them to the church kitchen, but the Meal Fellowship Team chairperson can assist with this if requested:
 - Sandwich items (buns and meat) and sliced cheese
 - Soft butter or margarine spread
 - Salads, if desired
 - Paper plates and napkins
 - Any additional prepared food items the family wishes to serve

Afternoon or Evening Fellowship Lunch

1. The Meal Fellowship Team in charge will call for and serve cakes, coffee, and water. The family is responsible for providing paper plates and napkins. If the family desires to have any additional food served, they will be responsible to purchase and/or provide the additional food items they wish to serve.

Timeline of Events: Year-round.

Department of Congregational Worship Approved: 11/06/2017

Department of Church Operations Approved: 11/06/2017

Council Approved: 11/02/2017

Policy Revised: __/__/__

Appointed Positions Term Policy Salem Mennonite Church

Department / Committee: Christian Formation

Committee Members (if applicable): Christian Formation Leadership Team

Purpose of Policy: To clarify length of terms and number of consecutive terms to be served for appointed positions (if not specified in the constitution). Term limits have the advantage of bringing in new ideas/vision and prevent burnout, while multiple terms have the advantage of providing experience and continuity.

Duties:

- Annually review which appointed positions need to be filled.
- Utilize the Gift Discernment surveys to find suitable persons for each open appointed position.

Timeline of Events:

November – review open positions and appoint volunteers as required reporting appointments to the church office

Appointments to be Made Each Year:

(Bold, italicized print is specified in 2016 Constitution)

<u>Position</u>	<u>Term Length</u>	<u>No. consecutive terms</u>	<u>Total years</u>
<i>Library Team</i>	<i>3 year terms</i>	2 consecutive terms	6 years total
<i>Child Protection Team</i>	2 year terms	3 consecutive terms	6 years total
<i>Mennonite Education Team</i>	<i>2 year terms</i>	3 consecutive terms	6 years total
<i>Bible School Superintendents</i>	<i>2 year terms</i>	3 consecutive terms	6 years total

Other:

- All appointed terms will begin January 1 and end December 31.

Department Approved: 06/14/2017

Council Approved: 07/31/2017

Policy Revised: __/__/20__

Child and Youth Protection Policy Salem Mennonite Church

Department/Committee: Christian Formation

Committee Members: Christian Formation Leadership Team and Child Protection Team.

Purpose: To help ensure that Salem Mennonite Church is a place where our children and youth (ages 0 to 17 years) can thrive in a family of faith where they are safe, valued and respected. By implementing this policy, Salem Mennonite Church seeks to maintain a church environment that is safe from abuse, protective of church volunteers and staff, and nurturing for children and youth.

Time Line and Duties:

January-February:

- Review Circle of Grace Curriculum. Determine who will present the curriculum and provide the appropriate resources.
- Review the Child and Youth Protection Policy and make any appropriate changes. □ Plan and set dates for Circle of Grace Curriculum Training (Grades K-12)

March-April:

- All households attending Salem Mennonite will receive a copy of the Child and Youth Protection Policy yearly. It will be the goal to provide this during Abuse Awareness Month (April).
- Circle of Grace training implemented (April)

May-August:

- Review training documents and adjust as necessary.
- Plan yearly training on abuse prevention and awareness to be provided to all volunteers and staff involved in children and or youth activities (ex: teachers, youth advisors, pastors, mentors, nursery staff, etc.) prior to the beginning of the school year.
- Determine need for any additional training for Shared activities (VBS, Christmas Program, etc.). If South church is hosting, documentation of training from local Mennonite churches is sufficient (Hutterthal, Salem Zion, Bethany) for any volunteer(s) who are not currently attending South church. The documentation must be in writing (i.e. Certificate).
- Review and file training documents. Follow up with any individual involved with Bible School who has not completed training.

September-October:

- Review and file training documents. Follow up with any individual involved in Sunday School who has not completed training.

November-December:

- Review and file training documents. Follow up with any individual involved in the joint Christmas program and practices who has not completed training

Appointments to be made each year: Child Protection Team

Department Approved: 11/06/2017

Council Approved: 11/02/2017

Revised: __/__/20__

Guidelines:**Guidelines for a Safe Environment:**

- If possible, there will be a window in the door of all offices, nursery and classrooms for children and youth. If this is not the case, the door should be left open while in use or an adult should be circulating through areas where children and youth are gathered.
- Two first aid kits shall be stocked and readily available in the church building—one in the kitchen on the first floor and one in the Sunday School Superintendent's office on the second floor. □
The janitorial supply closets will be kept locked.

Guidelines for Safe Supervision of Children and Youth:

- The Sunday School superintendent or assistant to superintendent will make periodic rounds of the church whenever Sunday school classes meet during regular worship hours. If the superintendents are not available, another adult will be designated to make rounds.
- Two adults should be present during any church activity involving children and youth. The two adult rule should be followed for overnight activities or activities in homes or other private locations. An exception would be on Sunday morning in an individual classroom or the nursery.
- Anyone under the age of 18 years of age may volunteer to help with children's programs, children's activities, and in the nursery, provided at least one adult is present in the church to provide assistance if necessary.
- Physical discipline is prohibited. Emotionally abusive discipline is also prohibited.
- All displays of verbal and physical affection shall be non-sexual in nature and intent and have the prior consent of the recipient. Examples of appropriate displays of affection include a side hug, handshake, or pat on the back. Any refusal of affection/touch will be respected.
- Adults, who wish to lead or assist in church activities involving children and youth, must be a regular attendee of Salem Mennonite Church for at least 6 months.
- Parents/guardians are responsible for diaper changing and bathroom assistance for young children unless verbal permission is granted by the parent/guardians to another adult for assistance as needed.
- Parental permission including signed consent must be obtained for all overnight activities.
- Parental permission must be obtained if a staff person or volunteer will be spending time alone with a child/youth (i.e. mentoring or pastoral counseling).
- Mentoring activities should be done in a group setting if possible. If mentors/mentees spend time together, parents should be informed of the activities and where and when it will take place.

Education and Training of Paid and Volunteer Staff:**All Paid and Volunteer Staff:**

- will receive yearly training on abuse prevention and awareness. Training should include, but not be limited to: signs and symptoms of abuse (sexual, neglect, physical, emotional etc.), awareness of risk factors for abuse and neglect, and related topics such as child safety and child development and family violence.
- will periodically receive educational material regarding abuse.

Department Approved: 11/06/2017

Council Approved: 11/02/2017

Revised: __/__/20__

Selection and Supervision of Paid staff

- All paid staff are subject to the qualifications and requirements set out by the Trustees or other Department responsible for their hiring.
- All paid staff will receive a copy of the SMC Child and Youth protection policy and sign the participation covenant statement prior to beginning their duties, and will sign a reaffirming statement each year prior to August 1 and return to a Child Protection Team member.

Selection and Supervision of Volunteer Staff

- Except for those persons who are participating from another church, a volunteer must have attended Salem Mennonite Church on a regular basis for at least six months prior to being appointed to a volunteer position that works with children and youth.
- Volunteers from another church shall undergo training through South Church prior to being involved in a children or youth program or activity at South Church unless they have a certificate showing that they have completed similar training at the volunteers' church.
- All volunteers will receive a copy of the SMC Child and Youth Protection Policy and sign the participation Covenant Statement prior to beginning their duties and/or prior to August 1, or they shall provide a certificate from their church prior to the program or activity, and return to a Child Protection Team member.

Processing a Report of Suspected Abuse

See "Suspected Abuse Reporting Policy" CC2

Keeping Records

Records required for this policy include:

Participation covenant form from paid staff and volunteers kept in file folders in a file cabinet in the church offices. The church offices are to be locked when office staff are not present. Participation covenant statement forms and certificates from volunteers from other churches will be kept permanently, although with Council's approval, the forms may be scanned and originals destroyed on a periodic basis. Upon scanning, a cd or flash drive will be stored in the file cabinet with the paper forms. If there is a reported incident/complaint involving a volunteer or employee, a copy of all the forms signed by that person shall be kept with the report of incident/complaint.

Any records related to reports of incidents or complaints will be kept in a separate locked file in the lead pastors office. Individuals with access to the key to the incident/complaint records file box are the Lead Pastor, Deacon Chair and Child Protection Team Chair. Any records of a reported incident or complaint, including the initial report and all other related documents, shall be kept permanently.

Department Approved: 11/06/2017

Council Approved: 11/02/2017

Revised: __/__/20__

Definition of Child Abuse/Neglect:

26-8A-2. Abused or neglected child defined. In this chapter and chapter 26-7A, the term, abused or neglected child, means a child:

- (1) Whose parent, guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse;
- (2) Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;
- (3) Whose environment is injurious to the child's welfare;
- (4) Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;
- (5) Who is homeless, without proper care, or not domiciled with the child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian;
- (6) Who is threatened with substantial harm;
- (7) Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;
- (8) Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care;
- (9) Who was subject to prenatal exposure to abusive use of alcohol, marijuana, or any controlled drug or substance not lawfully prescribed by a practitioner as authorized by chapters 22-42 and 34-20B; or
- (10) Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.

Source: SDC 1939, § 43.0301 (12) as enacted by SL 1968, ch 164, § 1; SL 1984, ch 192, § 1; SL 1990, ch 170, § 4; SL 1991, ch 217, § 111B; SDCL Supp, § 26-8-6; SL 1998, ch 204, § 2; SL 2004, ch 181, § 1; SL 2005, ch 141, § 1; SL 2008, ch 137, § 1.

Department Approved: 11/06/2017

Council Approved: 11/02/2017

Revised: __/__/20__

Library Check-Out Policy
Salem Mennonite Church

Department / Committee: Department of Christian Formation

Committee Members: Library Team (3 person team appointed by the Department)

Purpose of Policy: To maintain an accounting of all library materials.

Processes/ requirements:

- Any member, church attendee or members of sister churches may check out materials from the Salem Mennonite Church library.
- Books, DVD's and videos: The borrower must print their name on the checkout card located in the book cover or the backside of the DVD or video. They must write the date when it was checked out, and place the card in the "Checked Out Item" box on the library table. When returning the book it should be placed in the "Returned Item" box on the library table. The library team will process the book before returning to the shelf.
- Sermon CD's: The borrower must print their name in the "Sermon Checkout" notebook located near the Sermon CD file. They need to write the date of sermon, name of sermon and date taken in the columns in the notebook. The CD should be returned to the "Returned Item" box on the library table and write in the "Sermon Checkout" notebook the date when it was returned. The library team will place the Sermon CD back in the file.
- There is no due date for any of the items to be borrowed, but others may also want to check out the same book/CD or video.
- Lost items – The person who lost the item and the library team will come to a mutual agreement concerning the replacement of the lost item.

Other:

Department Approved: 09/21/2016

Council Approved: 10/18/2016

Policy Revised: __/__/__

Appointed Positions Term Policy Salem Mennonite Church

Department / Committee: Department of Mission and Service

Committee Members (if applicable): Mission & Service's Leadership Team and Project Team

Purpose of Policy: To clarify length of terms and number of consecutive terms to be served for appointed positions (if not specified in the constitution). Term limits have the advantage of bringing in new ideas/vision and prevent burnout, while multiple terms have the advantage of providing experience and continuity.

Duties:

- To yearly review which appointed positions need to be filled.
- To utilize the Gift Discernment surveys to find suitable persons for each open appointed position.

Timeline of Events:

November – review open positions and appoint volunteers as required reporting appointments to the church office

Appointments to be Made Each Year:

(Bold, italicized print is specified in 2016 Constitution)

<u>Position</u>	<u>Term Length</u>	<u>No. consecutive terms</u>	<u>Total years</u>
<i>Project Team</i>	<i>2 year terms</i>	3 consecutive terms	6 years total
<i>Media Contributor</i>	<i>2 year terms</i>	3 consecutive terms	6 years
Community Garden Coordinator	Annual	6 consecutive terms	6 years
MCC Sale Team	3 year terms	2 consecutive terms	6 years
MDS Team	2 year terms	3 consecutive terms	6 years
Mennonite Women USA Rep	2 year terms	3 consecutive terms	6 years
MCC Meat Canning Food Rep.	2 year terms	3 consecutive terms	6 years
Wellspring Representative	3 year terms	2 consecutive terms	6 years

Other:

- All appointed terms will begin January 1 and end December 31.

Department Approved: 06/27/2017

Council Approved: 07/31/2017

Policy Revised: __/__/20__