

GREATER FOUNTAIN CHURCH OF GOD IN CHRIST

CHURCH POLICY HANDBOOK

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GENERAL INFORMATION

Welcome

We welcome you to the leadership team here at Greater Fountain Church of God in Christ (GFCOGIC). You have an exciting challenge ahead of you as you come to work for this growing church. The information in this handbook is designed to answer many of your questions and to inform you of guidelines and procedures at Greater Fountain Church of God in Christ (GFCOGIC). If you have any questions about these policies, please contact the Church Administrative Office or the Church Administrator.

Mission Statement

GFCOGIC is committed to imparting, enlightening and empowering its local community, people, and all men by the atoning work of Jesus Christ and spiritual excellence. Strive to make a difference in the lives touched by the ministry through accessible educational and spiritual programs and services. Provide hope and encouragement to assist people in developing their full potential as a Christian and as a person.

Christian Work Environment

The GFCOGIC is not ashamed of the gospel of Christ to redeem the elect to the glory of God. To that end this church will only seek out leaders who are believing, community members of the body of Christ. Accordingly, you are required to maintain a godly style of living.

Confidentiality

This is an especially important issue. No matter what your leadership position, you will come into direct contact with or overhear some of the confidential and private information regarding the lives of our members including personal and financial information. Our ministers and members enjoy a privilege of confidentiality, which protects them and allows full and free counsel and spiritual guidance. This principle

of confidentiality is sacred and must always be preserved. Failure to respect the confidential nature of information will result in disciplinary action up to and including removal from your leadership position.

Professional Standards

Personal Integrity in Handling Conflict:

1. Never speak to a third party before going to the one who has wronged you, with whom you have a conflict or with whom you disagree. The one exception is that you may speak with your spouse, or, if single, with one confidant (who is not on the staff).
2. If you do not feel your concern is heard or received well, or if you cannot resolve the issue, go with another person who has reason to be involved. If this is impossible or fails, seek the help of the Pastor.
3. When you have been hurt by what is said about you or by the attempt to deal with a problem, you must express that hurt to the one involved. If you are not able to do this successfully, seek the Pastor's help.
4. We are to treat those things said to us in the context of our work with care. Be careful not to "stir up strife" by saying too much to those who do not need to know about a given matter.

Personal Integrity in Meetings:

1. While performing your leadership position, you may be required to attend various meetings. In the interest of protecting the integrity of all parties, you are not to attend a one-on-one closed-door meeting with the opposite sex.

OFFICE HOURS, POLICIES AND PROCEDURES

Office Hours

The Church offices are here to assist the ministries and the leaders in performing the work of the church. Office hours are 10:00 a.m. to 2:00 p.m., Tuesdays and Thursdays. If you need assistance from office staff, please call during regular business hours. If you need to

utilize the building outside of regular hours or need staff assistance, please complete the appropriate request form.

Holidays

The following days are holidays that this ministry observes. If any of these days fall on a weekday, the church office will be closed, and the building will be locked. The holidays are New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Some other religious holidays, such as Good Friday, are observed also. When in doubt, contact the office.

Weather Related Closings

In the event of inclement weather, the church offices may be closed. Check your local news for closing information. Generally, the church office will be closed when Metro Public Schools are closed.

BUILDING POLICIES

The Building Administrator handles issues and matters that concern the church buildings, grounds, and facilities. Some of the duties of the Building Administrator include opening and closing the church building, purchasing, and maintaining building furniture and equipment, and making recommendations as to items or materials needed to maintain the church buildings. If you discover problems or areas in need of repair, please complete and submit a maintenance form to the church office.

All leaders are asked to be mindful of the time requested on the activity request forms that you submit for meetings and events. During off-peak hours (before 9:00 a.m. and after 2:30 p.m. on weekdays and anytime on weekends) the assigned open and closed team will see that the building is open for all approved requests for the building and will lock the building after the meeting. If your meeting ends earlier than anticipated, it is particularly important that the building is not left open and unattended. Please call the person

who opened the building for you if you leave before the scheduled time. The specific procedures with regards to the building procedures are listed below:

1. All facility requests, excluding meetings, should be made in writing at least 30 days prior to the event. The meeting request should not be made more than 30 days in advance. The appropriate forms may be obtained from the church office. The Building Administrator will review all requests. If the function is neither church related nor sponsored by a church auxiliary, then a rental contract must be signed at least thirty days prior to the date of use by the individual or group requesting the facilities.
2. The Building Administrator, security, open and close team or a designated representative shall be on duty at all times when the church facilities are being used; however, the organization must have its own staff to execute the duties of cleaning the facilities reserved, maintaining visitor safety, and abiding by church conduct rules.
3. Smoking and use of alcoholic beverages are strictly prohibited in the church facilities and on the grounds. Organizations and individuals using the facilities will be responsible for enforcing these regulations, and all other regulations pertaining to safety and fire protection in accordance with church and local ordinances.
4. No food or drink is allowed in any carpeted areas of the church except the fellowship hall unless special permission is granted.
5. All activities should be confined to the area(s) reserved.
6. When using the kitchen and/or fellowship hall, it must be left in proper order. All tables and chairs are to be arranged in neat order, preferably in a classroom style arrangement. If any items are broken or damaged, the organization or individuals will be assessed the appropriate replacement fee.
7. The Pastor reserves the right to cancel a contract or authorization for use of facilities at any time he deems it necessary for the best interest of the church.
8. The building will be open and available for use thirty-minutes prior to the designated meeting or event time unless a specified time is needed.

9. Organizations, church, and non-church members are asked to adhere to the time schedule requested. This helps to ensure that your event will have someone on duty to assist you with checkout or closing the building and this also prevents conflicts with activities running into each other. If your meeting ends earlier than scheduled and you are the only group in the building, please call the Building Administrator before leaving. If possible, **DO NOT LEAVE THE BUILDING UNLOCKED!**
10. The sacredness of the facilities must always be respected. Adequate fees will be charged to replace any items(s), which have been abused, broken, or which may become missing.
11. Members and non-members desiring security on the grounds outside when they are having an activity in the church should provide their own.
12. When using the kitchen, organizations must furnish their own paper ware and utensils. (Unless arrangements are made with the Church Kitchen Team.) Dishwashing liquid, disposable dish towels and cleaning supplies will be provided. Only use the cleaning supplies that belong to the church to clean the church facilities.
13. No items are to be taped, stapled, or secured to the walls of the church without authorization from the Building Administrator.
14. All signs, posters, fliers, and other printed material that represent the church are to receive approval from the Pastor prior to being dispersed or displayed.
15. Weekday entry to the church building should be by the back-parking lot door of the Building. Members and visitors should enter from that entrance as well. The other doors of the building shall remain locked for security purposes.
16. All visitors to the church are asked to sign-in upon weekday visits to the church. Sign-in sheets will be made available by the Secretary and Office Staff.

Injuries

If you receive the slightest injury while at the church or come across an individual who has been injured while on church property, you are asked to immediately report it to the Church Office or Administrator.

If the Church Administrator is not present, fill out an accident report form and return it to the Administrator's mailbox. Accident forms can be found or obtained from the Secretary's office. Accident reports are required by our insurance company and by law.

Personal Telephone Calls

The phones in the various church offices are for church business. Staff has been asked to limit visitors and members from making calls. A phone is available in the "Workroom" to handle church-related calls and quick personal calls. **NO LONG-DISTANCE CALLS ARE ALLOWED ON THIS PHONE.** Please keep personal calls to a minimum. Incoming personal calls to the church are discouraged, except for emergencies. If you need to make a business-related long-distance call, the office of Administration must approve it.

Use of Church Supplies and Equipment

The supplies, equipment and computers are a stewardship trust by the church. Church computers may be used for occasional personal matters. At no time are church computers or data to be used for personal business ventures, compilations of personal mailing lists for business, etc. It is not permissible to use the computerized church mailing list for any personal reasons. GFCOGIC reserves the right to search and inspect voicemail; e-mail and computer files as the data stored therein is the property of the church and you should not expect that the data or information is private or confidential.

Copying Policies

Authorized staff and ministry leaders may only operate the church copier. Components are encouraged to handle their own copying tasks for small jobs. Another option would be to turn in a copy request form for church-related items to the church office. Copy request forms are in the church office. Twenty-four hours is requested for smaller copy requests and one week is requested for larger copy requests. Copy jobs requiring special paper or which need to be specially handled may require even more time.

Ministry Mail and Mailboxes

Every ministry or component is assigned a mail slot. It is the duty of each component to check their mail slot regularly. Voice mail is available for certain key leaders and Pastor of the church. For inquiries with regards to voicemail availability for a specific component, please contact the Church Administrator.

Weapons on the Church Grounds

The presence of weapons and firearms on church property and the possession of weapons or firearms by leaders while on church business are prohibited. This policy is intended to promote the safety and security of employees, church members and the general public. Any suspected violations of this policy must be reported immediately to the Pastor. Any leader who violates this policy must be reported immediately to the Pastor. Any leader who violates this policy will be subjected to appropriate discipline, including removal from ministry position.

No Smoking Policy

The Greater Fountain COGIC is a smoke-free work environment. Leaders are asked to assist in asking visitors of the church to adhere to the no smoking policy.

Drugs and Alcohol

The possession or consumption of alcohol or illegal drugs on church property will result in disciplinary action, up to and including removal from ministry position.

Sexual Harassment Policy

It is the policy of Greater Fountain COGIC that all those that work or volunteer in the ministry will be treated with fairness and respect and will be able to work in an environment free from sexual harassment. Sexual harassment refers to conduct that is not welcome, that is

personally offensive, that debilitates morale and therefore, interferes with equal employment opportunities for all employees. Such conduct, whether committed by leaders or lay members is specifically prohibited. Prohibited conduct includes, but is not limited to repeated offensive sexual flirtations; unwelcome sexual advances; sexual propositions; continued or repeated verbal abuse of a sexual nature about an individual or his or her appearance; the display of sexually offensive objects, pictures or materials; and abusive physical conduct.

Any established violations of this policy will bring prompt and certain disciplinary action, up to and including dismissal from ministry position.

If you are subject to sexual harassment or intimidation, you should promptly bring such harassment or intimidation to the attention of the Church Administrator or to any member of the Church Board of Trustees. Your complaint will be thoroughly investigated and will be treated with the greatest degree of confidentiality.

Expense Reimbursements

It is the policy of the church to refrain from reimbursements. If a leader finds it is necessary to be reimbursed for any unusual or extenuating expenses that are ministry related, then an exception might be allowed. Approval for all expenses and/or reimbursements should be requested on the appropriate form. All leaders are urged to exercise prudent stewardship in incurring expenses to be reimbursed from church funds.

MINISTRY EVENT GUIDELINES

The church prepares an annual calendar of all special events, services, and activities. All ministry and component leaders are required to turn in all proposed event dates and times by the last Sunday in November. The compiled calendar will be reviewed and edited at the December Board of Trustees meeting and the final

version of the church calendar will be issued in December at the year-end business meeting.

Annual Budgets

Every ministry is responsible for submitting a budget for the next calendar year. Proposed budgets are to be submitted with the annual calendar by the last Sunday in November every year.

Annual Reports

Only ministry related announcements will be published in the regular service bulletins. All announcements are due no later than Wednesday before the day the announcement is to be run. This gives the office four workdays to handle Sunday's bulletin. Announcements will run a **maximum** of one month. Announcement space will be designated on a most recent request basis and the date of event basis. Wording for announcements is usually no more than one to two sentences. Lengthy announcements will be abbreviated. All announcements are subject to be amended by the church office before being printed. The policy for making verbal announcements during services is as follows: Verbal announcements are to be limited. During Sunday services, verbal announcements are randomly selected and announced by the church announcer as approved by the Pastor. Verbal announcements for all other services will be at the decision of the Pastor.

Money

This church operates from a central treasury. All components and ministries are to turn in funds to the church finance office. Each ministry that raises or collects funds for its ministry usage will be given an internal sub-account from which deposits and withdrawals will be recorded. The church finance team has the authority to redirect and use funds as best needed for the operation of the church. To withdraw funds for your component's activity or events, a disbursement form must be filled out and approved at least one week prior to purchase date or date a check is needed.

SPECIAL SERVICES INFORMATION

Baby Dedications

Baby dedications will be held quarterly on 2nd Sunday after the morning worship service. Please contact the Church Secretary to obtain the proper form.

Baptisms

Baptism is an ordinance of the church. While a person is free to request baptism at any time, the 4th Sunday afternoon of each quarter has been designated to perform baptisms. If you or someone in your family desires to be baptized, please contact the Executive Office to obtain the Baptismal Data Form. The form must be completed and submitted. You will be contacted as to when to come and what to bring.

Weddings

Once you have set the date for your wedding, you are to contact the Pastor's office. After meeting with the pastor, please check with the church's Wedding Coordinator to discuss the church's guidelines for use of the facilities and make arrangements. The Coordinator's role is to serve as the primary point of contact between the church and those planning or participating in a wedding at the church. Additionally, the Wedding Coordinator's responsibilities include ensuring that all weddings and corresponding activities held at the church are in accordance with the Church's beliefs and policies. These responsibilities do not include personal consulting or directing. The Coordinator will be happy to refer you to other sources for these services. The following are a few of the guidelines to be used by those seeking to hold a wedding at the church. Please contact the church office for the official wedding handbook. Members and non-members are allowed to have a wedding at Greater Fountain COGIC. Only Christian marriages will be performed. Both parties must be committed to Jesus Christ and the principles of a Christian marriage.

Calendar dates will be reserved on a first-come, first-served basis. Currently, applications are being accepted as much as 12 months in advance, or as little as two months; however, final confirmation cannot be given earlier than 6 months prior to the ceremony. Each application received will be marked with the date it was received to be fair to everyone wanting to schedule a wedding. A valid marriage license is required. The bride or groom must provide the Marriage License to the Church office at least 24 hours prior to the wedding. GFCOGIC does not provide childcare during weddings. Rice, confetti, or birdseed is not to be thrown on the church grounds. No alcoholic beverages may be served or consumed on church premises. No smoking is permitted on church premises. We ask that you please encourage your guests to respect the church facility. The "Policies and Procedures for the Use of Facilities and Properties of GFCOGIC must be adhered to.

Funerals

GFCOGIC is a loving family. When the death of an immediate family member occurs, please contact the Executive Office at once. Your prompt call will help to ensure that the church responds to assist you. In the event of the death of an immediate family member that is in town, the church's benevolence Ministry will send out flowers. In the event of the death of an immediate family member that is out-of-town, the benevolence Ministry may send a gift of love. If the death is of a GFCOGIC member, GFCOGIC may also provide a meal in the home or at the church after funeral services or both. We will need to know the approximate number of family members.

Hospitalization

If you are planning or find it necessary to enter the hospital, please let us know by calling the church office and the Hospital Ministry Coordinator. If you know of a member that entered the hospital unexpectedly, then please fill out a Brother's Keeper form in the church lobby. The Hospital ministry will forward his or her name and someone will attempt to minister to this person. Members of the church and ministers from which the sick member was involved are encouraged to send cards or visit.

Resignation

Ministerial staff and leaders are requested to give at least a 30-day notice of resignation. This will give us ample time to seek and train a replacement.

SUMMING IT UP

We all can be thankful for the Lord's work being done through GFCOGIC. Following these simple and brief guidelines will allow consistency and will make known the expectations of the Church congregation as a whole. These guidelines are not intended to be a rigid set of rules, but rather are intended to be the parameters within which there is maximum freedom to work as the Holy Spirit leads.

Of course, this handbook is not intended to be a complete or detailed statement of all our personal programs, policies, or procedures. There are many procedures, which will change during the evolution of the church as its mission grows and changes. Such changes may be implemented before they are communicated or changed in this handbook. The only authority to change this written handbook is the Church Administrator in conjunction with the Pastor or the Pastor himself.

GREATER FOUNTAIN CHURCH OF GOD IN CHRIST
POLICY HANDBOOK ACKNOWLEDGMENT

I have received a copy of the GFCOGIC Handbook, have read the terms, have had an opportunity to ask questions about its content and agree to be bound by the policies discussed in this Handbook, as well as the direction of the Pastor.

Leader Signature: _____

Date: _____

(Please detach this page from your handbook, sign and return it to the Executive Office. It will be placed in your component's file.)