

Frenchport Church Policy Manual

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1. Leadership Expectations

Leadership positions are defined but not limited to the following;

- a. Senior Pastor
- b. Associate Pastor
- c. Worship Pastor
- d. Children's Pastor
- e. Youth Pastor
- f. College/20's Pastor
- g. Prayer & Intercessory Pastor
- h. Sunday School Superintendent
- i. Sunday School Teachers
- j. Ushers & Greeters
- k. Elders
- l. Deacons
- m. Board of Directors
- n. Secretary
- o. Head Nursery Worker
- p. Media Director
- q. Women's Ministry Director
- r. Men's Ministry Director
- s. Building Committee
- t. Bus Ministry Director
- u. Mission's Director
- v. Single's Ministry Director
- w. Youth Staff
- x. Children's Church Workers
- y. Altar Workers
- z. Praise & Worship Team

Qualifications for Leadership:

(NAME OF APPLICANT please print)

1. Must be a born-again Christian that professes Jesus Christ as Lord and Savior and maintain a personal relationship with Him.
2. Be an active member of Frenchport Church in good standing.
3. Be faithful and consistent in tithing and attendance.
4. Pass a background check*.
5. Be loyal to the authority that you serve alongside and to Frenchport Church, the pastor and leadership by refraining from all forms of gossip or slander
6. Have a servant's heart and be willing to help with a good attitude wherever you are needed.
7. Be willing to attend leadership training.
8. Be a person of integrity and holiness by avoiding the appearance of evil.
9. Must not bring division or teach a form of truth that varies from the doctrine of the church or the teachings of the pastor.
10. Maintain a teachable spirit and be willing to receive correction.
11. Maintain open communication with your leaders and those in authority over you to continue in a spirit of unity.
12. Must be faithful to the position you are called to unless released or by your own resignation of position.
13. Must be interviewed by the leader or pastor that is over the position you are applying for.

*Background checks will be performed on anyone working with minors and may be performed on any individual applying for leadership for any given reason.

This document is a general overview of the qualifications for leadership positions. Individual job descriptions and other responsibilities may vary according to those in leadership that set and enforce policy for the particular area of ministry that you are interested in. By your signature on this document, you are acknowledging that you understand the above stated and are qualified to serve at Frenchport Church. The ultimate decision for you to be placed in leadership of any form will be made by the head of the department you are applying for or the senior pastor.

Thank you for your interest in serving at Frenchport Church, where we are “Impacting every generation for a lifetime!”

I understand and agree to the above stated

Print Name: _____

Signature: _____

Date: _____

Pastor/Leaders Signature: _____

2. Use of Church Facilities or Equipment

1. Weddings
 - a. The church facilities are available to members and attendees of Frenchport Church for weddings and receptions.
 - b. If someone who does not attend Frenchport Church, or is not a member, wants to rent the facilities, they may rent the facilities for a day use fee of \$500. Someone from the church will be present to instruct the party on what is and what is not available for their use. The party renting the facilities will be held liable for any damages or thefts to the church property.

2. Funerals
 - a. The church facilities are available for funeral services. If the funeral is for someone outside of Frenchport Church, someone from the church will be available at the church to instruct those in charge of the service.
 - b. If a sound technician is needed, one will be provided. We do not allow anyone to operate audio or video that is not approved by Frenchport Church.

3. Special Events
 - a. Special events are subject to approval by the pastor. The facilities are available to the membership and attendees of Frenchport Church with certain limitations. We will not host the following type of events:
 1. Events in which offensive or suggestive secular media will be viewed, played or vocalized.
 2. Events in which cause or promote violence or bodily harm.
 3. Events in which would be sexual in nature, including events that promote sensual dancing or touching.
 4. Events in which would cause damage to any facility.

4. Storage
 - a. Frenchport Church does not allow facilities to be used for personal storage unless items being stored are used by the church.

Other Facility Policy:

1. Alcohol, tobacco and drugs are prohibited from use or distributing at any event held at our facilities. (e.g. cigars, beer, etc...)
2. Any damage caused to facilities or property is the responsibility of leasing party.
3. For non-members or non-attendees, a deposit of \$200 for cleaning the facilities must be paid in advance and will be returned upon inspection of the facilities used after your event.
4. Members and attendees are expected to clean the facilities after use or pay a \$100 fee to have the church cleaned.

5. Equipment Use
 - a. Use of any and all church equipment must be approved by the department leader of the ministry you are requesting equipment from. If the department does not have a leader, you must request it from the pastor.
 - b. Equipment use is only permitted to Frenchport Church members and attendees.

6. Audio & Video Equipment
 - a. Instruments that are the property of Frenchport Church may only be used for ministry purposes in and outside of Frenchport Church.
 - b. Speakers, sound boards amplifiers and any other audio equipment may not be moved from the location it is in without the approval of the Worship Pastor or the Senior Pastor.
 - c. If for any reason audio or video equipment is borrowed, it must be inspected by the department leader before and after its use. If any damages have been done, the borrowing party will be financially responsible for all damages. Cost of repair or replacement will be assessed by the Worship Pastor or Senior Pastor along with approval from the Board of Directors.
 - d. Anything borrowed must be reinstalled correctly in the same place it was before with a test to ensure it is in working order before the next church service.

7. Tables & Chairs
 - a. The white tables and chairs are not available for use other than approved church functions.
 - b. Personal use of chairs and tables must be approved by the Secretary or Senior Pastor before they may be borrowed.
 - c. For yard sales or other outside use, please use the older tables and not the newer, brown, wooden tables.
 - d. Duration of use must be approved by secretary or Senior Pastor before taken from the church. Materials must be returned upon agreed date.

3. Benevolence

1. Church Members

- a. Members & attendees of Frenchport Church may be eligible for financial assistance during times of crisis.
- b. The situation must be evaluated by the Senior Pastor and in some cases, the Board of Directors before funds will be approved and dispersed.
- c. Persons requesting funds must understand that to request financial aid from the church that they will be required to be faithful in tithes and offerings. If they have been unable to tithe or uneducated on tithes, one exception will be made to give financial assistance if the situation qualifies. Any sequential request(s) will not have this exception.
- d. Depending on the nature of the situation, the person requesting financial aid may be required by the Senior Pastor to submit to certain prerequisites such as but not limited to; working at the church or for someone in the church, financial counseling, background checks, police department checks or anything else the Senior Pastor or Board of Directors deems necessary before financial assistance will be given. All requests are subject to the Senior Pastor's approval and discretion.
- e. Approved financial requests will be dispersed by the church secretary. If it is a bill that must be paid, persons making the requests must bring the bill to the church and meet all prerequisites before funds will be given. Funds will not change hands to an individual; the bill will be paid by the secretary directly to the person or company that the bill is due.

2. Non-Church Members

- a. Frenchport Church will offer help to people outside of the church as they are able.
- b. Frenchport does not give money to those outside of the church but may offer opportunities to earn money or assist them in finding employment.
- c. Frenchport Church will give to those in need by meeting physical needs such as food, clothing, vouchers, and in certain occasions, shelter.
- d. Frenchport Church does not give cash or pay for hotel rooms.
- e. Persons requesting aid from the church may also be required to go through financial counseling or work before help is given.

3. Distribution of Funds

- a. Frenchport Church does not loan money to any individual whether in or out of the church for any reason.
- b. Frenchport Church will assist those in need of a loan to connect with financial institutions that may be able to help them in getting the money they need.
- c. Frenchport Church does not give out cash to any individual whether in or out of the church for any reason.
- d. Frenchport Church will assist in providing or finding additional work for those in need of financial assistance.

4. Disaster/Restoration

- a. Frenchport Church will make exceptions to financial assistance to church members and attendees in the case of disaster, (e.g. Tornado, flood, fire, theft, loss of main financial provider, etc.) to assist the victim in regaining stability. Assistance is subject to approval by the Senior Pastor and Board of Directors.

4. Church Property Theft/Damages

1. Purposeful theft, vandalism or damage to any of Frenchport Church's property will not be tolerated. Disciplinary or possible legal action may be taken given the severity of the crime.
2. Accidental damages to the church's property will be handled individually, as each instance is different.

5. Personal Property Theft/Damages

1. Some thefts and damages may be covered under the church's insurance policy but Frenchport Church does not offer a guarantee for return or restoration of property and protection of such should be viewed as each individual's responsibility.
2. Frenchport Church is not liable for personal injury caused by other individuals.
3. Each case will be treated individually as to the circumstances surrounding the event.

6. Special Requests

1. Weddings
 - a. If a clergy member of Frenchport Church is requested to perform a wedding, the couple will be required to go through a minimum of 3 counseling sessions before the wedding.
 - b. If the couple has been living together out of wedlock prior to being married, the pastor will not perform the ceremony until the couple has repented and recognized their sin and gets a marriage license from the county or ceases to live together after repentance until marriage.
 - c. If the couple is a member or attendee of Frenchport Church, the pastor will not charge the couple any fee for marriage but will accept an offering from the party if they choose to do so.
 - d. If the couple is not a member or attendee of Frenchport Church, the pastor will charge a fee of \$200 to perform the ceremony and be present for the rehearsal.
 - e. The pastor will wear a suit of his choosing that will best coordinate with the wedding party unless the wedding party chooses to have him outfitted with a suit or tuxedo of their choice in which the cost will be the responsibility of the wedding party.

2. Funerals

- a. Clergy members of Frenchport Church will be available to perform funeral ceremonies for the attendees and members of Frenchport Church or those related to those in the church that may be without a pastor.
- b. No fees will be received for funeral ceremonies unless the bereaved choose to give the pastor an offering.

3. Speaking Engagements

- a. The clergy of Frenchport Church will be available for speaking at other venues both religious and non-religious.
- b. Acceptance of speaking engagements will be the decision of the pastor be requested and will not conflict with their regular responsibilities to the church.

7. Counseling

1. Pastors and approved counselors of Frenchport Church will be available to the attendees and members of Frenchport Church in times of need and crisis.
2. If those requesting counsel are single or by themselves during counsel, only those of the same sex will be counseled unless the counselors spouse can be present. No one of the opposite sex will be counseled alone. No exceptions.
3. All counseling is confidential unless abuse or legal issues are shared. Frenchport Church is legally obligated to report sexual abuse or illegal activities to the proper authorities.

8. Financial

1. Those members of Frenchport Church which are found faithful in attendance and tithes and offerings may request a copy of the financial status of the church from the secretary. Giving and attendance records may be checked before this information is released.
2. Payroll information will be shown as a lump sum to the church and not itemized as to not cause division. The privacy of the salary of individual employees of Frenchport Church is protected and can be shared only at the discretion of each individual employee.
3. Those requesting re-imbursement checks must use a "Check Request Form" and attach all receipts before payment will be given.
4. Those using a church credit card must use a "Credit Card Explanation Form" and attach all receipts.

9. Donations

1. When donating an item, sum of money for a project or sum of money for an item, the individual releases ownership of the money or item to Frenchport Church. The item or funds become the property of Frenchport Church and may not be taken from the church for any reason without the approval of the Senior Pastor.

10. Minors

1. Background checks will be performed on anyone working with minors.
2. When escorting a minor to the restroom, the adult must inform another adult that they are escorting the minor to the restroom.
3. Adults are not allowed to go into the restroom with a child. If a child needs assistance in pulling pants up or down, cleaning up after using the restroom or anything of the like, the door must remain open to the restroom and another adult needs to be notified that assistance was needed by the child.
4. When possible, a female is preferred to escort the children that need assistance to the restroom.
5. If a minor tells an adult of abuse, neglect or anything that pertains to the safety and well being of the child, we are responsible to report it to the proper authorities or parents. Adults are not allowed to keep secrets between them and the minor.
6. Minors are not allowed to be alone with an adult of the opposite sex for any reason with the exception of escorting those 12 and under to the restroom.

11. Van Policy

1. Use of the van must be recorded on the "Van Use Sign Up Sheet".
2. A request to use the van must be approved by the Senior Pastor.
3. When van is returned from use, it must be cleaned by the last person or ministry that used it.
4. Secular music is not allowed to be played in the van.
5. Seat belts must be worn by the driver and front passenger.
6. Drivers of the van must be at least 21 years of age and have a valid driver's license.
7. Drinks without a reseal-able lid are not allowed on the van.
8. Drivers are to obey all posted laws including speed. If a driver receives a ticket while driving the church van, they may be suspended from van use until the Senior Pastor releases them from suspension.
9. Minor or major accidents or damage to the van needs to be reported as soon as possible.

12. General Overview

1. Tobacco, alcohol and drug use is prohibited on the church property.
2. Abusive language will not be tolerated.
3. Please attend all church services and events dressed respectfully. Clothing with suggestive or offensive themes will not be allowed. We ask that all women dress in a manner as to not cause their brothers in Christ to look upon them with lust or be a distraction.
4. If you are a regular attendee, please allow spaces closer to the front door for our guests to park and leave handicapped spaces available for those that need them.
5. Please silence cell phones during church services and classes.
6. Keys to the church or any of the church facilities or equipment are only to be assigned by the Secretary with the approval of the Senior Pastor
7. Church office hours are Monday-Thursday from 8:00 A.M. - 12:00 P.M.

Senior Pastor's
Signature _____
Date _____

Board Member
Signature _____
Date _____

Board Member
Signature _____
Date _____

Board Member
Signature _____
Date _____

Board Member
Signature _____
Date _____

Secretary Signature _____
Date _____

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