

OPERATIONS MANUAL for DISTRICT AFFILIATED CHURCHES

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OPERATIONS MANUAL
FOR
DISTRICT AFFILIATED CHURCHES

The “District Affiliated Church Operation Manual” is created to assist the Arizona District Churches in their day to day operations. This manual may be added to from time to time as circumstances arise.

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SPECIAL INSTRUCTIONS

For quick reference by the pastor, the checklist is provided for the listing of the reporting responsibilities of the pastor to the presbyter.

Agenda and Minutes Formats:

The pastor should prepare and reproduce for each Advisory Council member a written agenda, which follows the format of the Sample Agenda appended to this document. The secretary shall prepare and reproduce for each Advisory Council member a written set of minutes.

Items for Advisory Council Consideration throughout the Year:

Items that should be covered by the Advisory Council annually are outlined in this section. The mandatory items for annual review are listed below, although each Advisory Council member is free to vary the month. It is vital that the secretary include in the minutes the action on all the items considered at the Advisory Council meeting.

Offering and Attendance Report:

Complete this record for each service and give to the pastor or treasurer. These will be used to compile the monthly report to the Advisory Council and the district secretary-treasurer and sectional presbyter.

Annual Church Ministries Report:

Each year the General Council will send to the church the Annual Church Ministries Report (ACMR). It is mandatory for District Affiliated Churches to complete this form and forward it to both the General Council and the District Council by January 31. Also, an additional copy should be made and forwarded to the sectional presbyter.

Annual Pastoral Reappointment Questionnaire: This form will come from the Arizona District office.

The pastor must compile the information necessary in preparation for the yearly Presbyter's Interview.

This tool may be used throughout the year as a self-study tool. A copy of this tool should be forwarded to each member of the church Advisory Council.

PASTOR'S CHECKLIST

1. MINUTES OF ADVISORY COUNCIL MEETINGS. Have the meeting minutes prepared immediately after the meeting. Send a copy to the sectional presbyter within one week after an Advisory Council meeting.
2. FINANCIAL REPORTS. The district secretary-treasurer and sectional presbyter receives the Monthly Report, Balance Sheet, and Profit and Loss Statement.
3. ANNUAL CHURCH MINISTRIES REPORT (ACMR). Complete the ACMR at year's-end, and return it to addresses indicated. Forward an additional copy to your presbyter.
4. ANNUAL REAPPOINTMENT QUESTIONNAIRE. Complete and submit to your presbyter prior to the time of the Annual Ministry Review.
5. INSURANCE COVERAGE. All current requirements for insurance coverage of District Affiliated Churches are found in the appendices. Coverage must include general liability, worker's compensation, vehicle coverage and also youth/children's activities.
6. CHURCH-OWNED VEHICLE INFORMATION. Please detail information pertinent to each vehicle owned by the church.
7. RISK MANAGEMENT. Our district and insurance requires that each church implement the risk management program, the provisions of which are set forth herein.
8. ADVISORY COUNCIL MEMBERS. Proposed additions or deletions to the Advisory Council are to be made on the appropriate forms in this Policy Manual.
9. DISTRICT SUPPORT. Monthly, the treasurer of the church is to send to the Arizona District Council funds in the amount of three percent (3%) of the general fund income. {Two percent (2%) of this amount will be used for district support and one percent (1%) to support the camp.} (Separate checks need to be made out to Arizona District Council and Granite Hills Retreat and Conference Center respectively.)
10. CHURCH PLANTING. This church is encouraged to give to World and U.S. Missions, including Strategy 2000 Church Plant for planting and strengthening other Assemblies of God churches within the district.
11. RECORDS. This church shall cause a copy of its important corporate records to be kept on file at the Arizona District Council office. Such records shall include, but not be limited to, the current:
 - a. Articles of Incorporation
 - b. Annual Financial Report
 - c. Copies of property deeds with Arizona District name on deeds
 - d. Copies of all property tax bills
 - e. Completed Annual Church Ministries Report (ACMR) required by General Council
 - f. Copies of Insurance Coverage
12. ACCOUNTABILITY. The pastor is responsible to know and implement all current Arizona mandated requirements for District Affiliated Churches, including the most current Arizona District Bylaws.

ITEMS FOR ADVISORY COUNCIL

THINGS TO CONSIDER THROUGHOUT THE YEAR

Items that should be covered by the Advisory Council annually are outlined in this section.

- Goals and Vision/Planning
- Review of prior year's goals and accomplishments
- Annual Church Ministries Report (ACMR)
- Review of membership roster (see bylaws)
- Adoption of goals for the next year (November)

Budgeting NOTE: *Budgets are always "as funds available," with no single budget line item to be considered as permission to spend unless funds are on hand.*

- Prior year's Annual Financial Statement.
- Review of Departmental Ministries.
- Authorization for expenses of pastor and spouse, and lay delegate to District Council (if not in yearly budget).
- (Odd years) Authorization of expenses for pastor and spouse to attend General Council (if not in yearly budget).
- Presentation of preliminary budget for next year (September or October). Annual review of pastoral and ministerial compensation (salary, retirement, benefits, vacation, auto).
- Adopt pastoral and ministerial staff housing allowance for next year.
- Adopt annual budget for next year; Include in report to district secretary-treasurer, and presbyter (by November 30th).
- Facilities and Ministries.
- Advisory Council walk-through of church buildings and grounds.
- Review of Missions pledges, budget and convention twice each year.
- Review of all church publications and advertising.
- Review of all outreach ministries.
- Adoption of calendar for the next year.
- Set date and time for annual church business meeting.
- Annual review of pastor(s) or staff's health coverage.
- Annual review of all insurance coverage including general liability, worker's compensation, vehicle coverage and also youth/children's activities.

CONFLICT OF INTEREST POLICY STATEMENT

All Trustees, officers, agents, and employees of the Arizona District Council of the Assemblies of God organization shall disclose all real or apparent conflict of interest that they discover or that have been brought to their attention in connection with this organization's activities.

A "conflict of interest" occurs where a person is responsible for promoting the interest of the ministry at the same time he or she is involved in a competing personal interest (financial, business or personal). "Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement shall be circulated to trustees, officers, board members, and certain identified agents and employees to assist them in considering such disclosures, but disclosure is appropriate and required whenever conflicts of interest may occur. The written notices of disclosures shall be filed with the Secretary/Treasurer's office or such other person designated by the Superintendent to receive such notification. At the meeting of the Board of Directors, all disclosures of real or apparent conflict of interest shall be noted for the record in the minutes.

An individual trustee, board member, advisory council member, officer, pastor, agent, or employee who believes that he or she or an immediate member of his or her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

1. participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
2. Using his or her personal influence to affect deliberations,
3. Making motions,
4. Voting,
5. Executing agreements, or
6. Taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the Board of Directors or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the Board of Directors or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

The Secretary/Treasurer shall ensure that all trustees, officers, agents, employees, and independent contractors of the organization are made aware of the organization's policy with respect to conflicts of interest.

BENEFITS OF AFFILIATION (District and General Councils):

COOPERATION

This church may receive the following benefits resulting from its status as a Member Church of the Arizona District Council and as a District Council Affiliated Church.

1. Purpose. This church is entitled to participate in the reason-for-being of the Assemblies of God as declared in the Constitutional Declaration of the General Council Constitution.
2. Doctrine. This church is undergirded by sound Biblical doctrine.
3. Pastors and Staff Ministers. Every affiliated church may be assured that those serving the church in a ministerial capacity shall be credentialed by and accountable to the Arizona District Council and/or the General Council of the Assemblies of God, or have the express written approval of the Executive Presbytery of the Arizona District Council.
4. Itinerant Ministers. This church is entitled, through its pastor, to the strengthening ministry of evangelists, teachers, and various types of itinerant ministers credentialed with the General and/or District Council.
5. Listing. This church is entitled to be listed in the current annual District and General Council Yearbooks. Such listing qualifies the church to receipt donations given it and accords the church the benefit of being under the umbrella of the Assemblies of God qualification as a non-profit corporation bearing Internal Revenue 501(c)(3) status.
6. Oversight and Accountability. This church is entitled to receive counsel and direction from those whose election and qualification have set them aside as overseers in God's work. Such counsel and direction may come from the presbyter or elected district officials.
7. U.S. and World Missions. This church is entitled to participate in the vibrant U.S. and World missionary work of the Assemblies of God through giving its people and financial resources for the spread of the Gospel under a program with strict doctrinal and financial accountability.
8. Departments. This church is entitled to utilize the services of General Council and District Council departments for the strengthening of its local ministry.
 - a. District Council Ministries – Ministries available to the local church through the Arizona District Council include Men's Ministries Department, Department of Women, Youth Department, Children's Ministry Department, Royal Rangers, and Girls Ministries.
 - b. General Council – The congregation shall be entitled to avail itself of all the avenues of cooperative effort provided through the Fellowship, such as General Council and district council meetings, conferences literature, media resources, curriculum, periodicals, and training events.
9. Education. Western Bible College, Arizona School of Ministry, American Indian College (AIC), and Chi Alpha. This church is entitled to utilize these resources for its college students to be nurtured in the faith within a Christian or secular college context.

10. Granite Hills Retreat and Conference Center. Subject to availability and expense, this church is entitled to the use of this excellent resource for Christian conferences in an idyllic mountain setting. Whether through use of Granite Hills for the church itself, or through the church's participation in district-wide conferences and camps, Granite Hills may be utilized for the evangelization and edification of all ministered to by this church.
11. Teen Challenge. This church may avail itself of the resources of Teen Challenge in seeking to minister to those within our church and community who are dependent upon chemicals or alcohol.
12. Official Representation. This church, by action of its Advisory Council, may appoint one of its members to serve as a lay representative at District Council and Sectional Council business meetings.

FULLY ACCOUNTABLE REIMBURSEMENT POLICY

Whereas, income tax regulations 1.162-17 and 1.274-5T(f) provide that employees need not report on their tax return expenses paid or incurred by them solely for the benefit of their employer for which they are required to account and do account to their employer and which are charged directly or indirectly to the employer; and

Whereas, income tax regulation 1.274-5T(f) further provides that an adequate accounting means the submission to the employer of an account book, diary, statement of expense, or similar record maintained by the employee in which the information as to each element of expenditure (amount, date and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner which conforms to all the “adequate records requirements” set forth in the regulation; and

Whereas, the church desires to establish a reimbursement policy pursuant to the regulations mentioned above; be it therefore

Resolved, that the church hereby adopts an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f) upon the following terms and conditions:

1. Approval. In addition to meeting the requirements set forth below, any expense in excess of \$1,000 *must be approved in advance by the pastor’s Presbyter*.
2. Adequate accounting for reimbursed expenses. Any “employee” (see item 9) employed by the church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the church, if the following conditions are satisfied: (1) the expenses are reasonable in amount; (2) the employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee’s federal tax return; and (3) the employee substantiates such expenses by providing the church treasurer with an accounting of such expenses no less frequently than monthly. (In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee.) Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. Under no circumstances will the church reimburse an employee for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this policy. Church and staff understand that this requirement is necessary to prevent the church’s reimbursement plan from being classified as a non-accountable plan.
3. Excess reimbursements. Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to the church within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
4. Reimbursements not funded out of salary reductions. Reimbursements shall be paid out of church funds and not by reducing pay checks by the amount of business expense reimbursements.

5. Cellular phones and personal computers. The church will not reimburse cellular phone or personal computer expenses of an employee who is treated as an employee for federal income tax reporting purposes unless the employee's use of a cellular phone or personal computer (each referred to below as "equipment") meets the following two tests:
 - a. Convenience of the employer. Use of the equipment must be "for the convenience of the employer." This means that the employee cannot perform his or her job without the equipment.
 - b. The fact that the equipment enables an employee to perform his or her work more easily and efficiently is not enough. Further, it must be demonstrated that computers and telephones available at the church are insufficient to enable the employee to properly perform his or her job.
6. Condition of employment. Use of the equipment must be required as a "condition of employment." It is not necessary that the church specifically requires use of the equipment. On the other hand, it is not enough that the church merely states that use of the equipment is a condition of employment.
7. Tax reporting. The church will not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.
8. Retention of records. All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy will be retained by the church.
9. Employees. For purposes of this policy, the term "employee" shall include the following persons:
Any full-time or part-time paid staff of the church. Also included are unpaid volunteer staffs.

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RISK MANAGEMENT / CREATING A SAFE HAVEN

Reports of sexual molestation of children and youth are on the rise, and news of lawsuits stemming from these reports is broadcast by the media continually. While this Risk Management Policy is of general nature, specific and special emphasis is given to the protection of our children.

The church, once considered a safe haven for children and youth, is increasingly in the middle of these lawsuits. Many insurance companies are refusing to cover claims of sexual misconduct or molestation by church employees or volunteers due to the ever-increasing costs of litigation and the considerable losses experienced in these lawsuits. According to Richard R. Hammar, legal counsel for the General Council of the Assemblies of God, "Most of the lawsuits filed against churches for acts of child molestation have alleged that the church was legally accountable either on the basis of negligent hiring or negligent supervision ... (Churches) are not absolutely liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from their negligence."

All District Affiliated Churches shall have a liability insurance policy, which will cover the church in the event of such a lawsuit. A risk management policy should be set in place and adhered to by the church leadership. However, a proactive risk management policy should be our first priority for protecting our children and youth.

Risk management involves two areas – **prevention** (risk reduction) and **response**. These will be covered separately in this manual.

Refusal to develop and adhere to a risk management program may result in non-coverage of liability should such a suit be brought against the church, child or youth workers, or church Advisory Council. It is imperative that such a program be put in place.

District Officials will assist you as much as possible in development, but the implementation is up to you.

On the pages following will be suggested policy, sample forms and instructions for use. You may photocopy forms from the publication for use in your church, or you may modify forms to suit your situation; however, if you modify the forms, they will need to be reviewed either by the District's attorney, officials, and/or insurance agent depending on applicability.

There is a website now available – reducingtherisk.com – that contains the most up to date materials, per Richard Hammar, General Council legal counsel.

PREVENTION OF RISK / LIABILITY

As you no doubt are aware, prevention is the best medicine. Many things, which were once taken for granted, now must be carefully planned to avoid an incidence of abuse, sexual molestation or like conduct in the church. The entire church, staff and Advisory Council must back the program in order for it to work effectively. Education, therefore, is the key to prevention.

Each church should set a basic policy with regard to children and youth workers (compensated and non-compensated) prior to allowing them access to their children or youth. For churches which already have children and youth workers in place, the education and screening which will form your basic policy must be completed, on a modified basis, for them as well.

The basic prevention policy should include the elements listed below:

GENERAL PREVENTION POLICY

All workers must be screened prior to their working in any children's or youth program. These reviews MUST be kept in absolute confidence. (Under Arizona law, we are obligated to this and should not release them without a court order or the written consent of the applicant.) A Children/Youth Ministry Review Advisory Council shall be formed to interview each potential worker/volunteer. Members of the Review Advisory Council must be trained to screen workers. Training tools can be obtained from the Secretary-Treasurer's Office.

Prior to screening by the Review Advisory Council, all candidates for children/youth worker positions should be informed that they will be screened by a Review Advisory Council. A written policy statement regarding risk management and the purpose for screening should be given to the candidate along with their application. The candidate should know in advance that his/her references will be checked, that he/she will need to answer some personal questions, and that all information will be used to identify his/her suitability for a position as a youth or children's worker but will otherwise remain confidential. Any applicant who has been convicted of charges involving molestation, misconduct, abuse or endangerment of a minor shall not be involved with ministry to children or youth.

Purpose of the Review Advisory Council

The purpose of the Review Advisory Council is to meet and interview all potential children and youth ministry team members in order to establish a foundation of relationship and accountability and screen and redirect candidates not meeting the basic eligibility criteria for children/youth ministry team members.

Ministry Team Member

A ministry team member is any adult or minor who is helping during a church-sponsored class or activity – whose involvement would exceed the terms of a “parent/relative worker” role.

Parent/Relative Worker

A family member who assists the ministry team in his/her own child's class/program must still complete the application and screening process.

BASIC ELIGIBILITY CRITERIA FOR CHILDREN/YOUTH MINISTRY TEAM

Team Member Requirements:

(Please see pages and forms following in this manual for the requirements for following up contacts to be made and the recording of information gained from these contacts.)

Team member requirements include the following:

- A professing Christian.
- An attendee of this church for the past six months. Exceptions must be cleared through the pastor.
- Involved in an ongoing personal, spiritual growth program, i.e., daily devotional Bible reading, prayer and fellowship with other Christians.

Screening Procedure

Candidate reads and signs an Adult/Minor Worker Policy, reviews the Tenets of Faith, and completes an application for Children's/Youth Ministry worker.

All employees working with children and youth are required to have a criminal background check. It is mandatory that all volunteers working with children or youth also undergo criminal background checks.

Advisory Council chairperson or pastor reviews the application and schedules an interview – Minimum 15 minutes in length.

Interview questions are asked by Advisory Council members. All applicants are asked the same questions, and each Advisory Council member should note responses on the form provided. These forms become part of the applicant's file.

References are checked either by personal interview or phone conversation. In the event of prior criminal convictions regarding a minor, Department of Justice records will be checked for details of the case.

Advisory Council evaluates together after completing "notes" form. (All paperwork becomes part of permanent Children/Youth Ministry worker's file.)

Recommendations: (Options)

The three options flowing from the evaluation are as follows:

- Pass – Approved, ready for placement.
- Hold – Do not place yet, but given time could be a positive addition to a team. (An individual who is put on "hold" can be reconsidered in a designated time, i.e., 3, 6, or 12 months). Attention will be given to the focused concern of the previous "hold" recommendation.
- Do Not Pass – indicators* lead the Advisory Council to deny this individual's involvement with the children in a Ministry Team capacity.

The Review Advisory Council is a recommending agent which functions within these stated policies. It provides input for, but not an inflexible mandate to the director of children's/youth ministries, who is vested with the responsibility for and authority to exercise final decisions regarding children/youth

ministries personnel.

Review Advisory Council Membership: Ideally, this Advisory Council should include a member of the pastoral staff, one or more members of the church Advisory Council and the director of children or youth ministries for the church or other lay leader. Also, the Advisory Council should include members of both genders and members who are not related to each other.

** “Indicators” must be concrete and demonstrable. They may not be a “discerned concern,” but something which could be proven factually.*

BASIC CHILDREN'S MINISTRY BEHAVIOR BOUNDARIES

The Primary Goal of Children's Ministries is to provide an environment within which the children feel safe and loved and are exposed to the truths about God's love for them as individuals both through the lessons and through our lives.

Boundary setting and options is the domain of the teachers. (Discipline is the parent's domain).

Boundaries

We give NO THREATS.

- We do NOT withhold snacks for behavior control.
- It is OK for a child to choose not to participate.
- It is NOT OK for a child to choose to disrupt the entire class or to hurt or endanger another child. Do NOT leave the child alone outside the classroom, or in another room.
- Do not leave the child with just one adult. Follow the two adults rule.

Basic Options

There are two basic options to be given to a child who is overtly disrupting the ongoing flow of the class. Please tell the child:

- You can choose to participate or not participate (time-out), but you need to choose to be nice and help the class; or
- You can choose to have me call your parent so that your parent can come and help you.

Regarding Toys from Home and Items for Sharing: A child's personal possessions are a "piece of home." These items are often touchstones of security. It is okay to bring items from home. If they become disruptive or in danger of being broken, tell the child you are putting it up on the shelf to keep it safe until it is time to go home.

Guidelines for Sharing with Parents

Smile! Be gentle and kind – Our foremost goal is to bless them.

Say, "May I share something with you about _____ (*child's name*)?" Be discreet. Take the parent aside. Confidentiality and privacy are important to everyone.

Be specific regarding the incidents of concern.

ADDITIONAL PROCEDURES & CAUTIONS

THESE RULES ARE GUIDELINES FOR MOST CHURCH SITUATIONS

Two-Adult Rule: In no event should a single child be left with a single adult unsupervised or in a vehicle without a second adult present.

Six Month Rule: Ideally, all workers will have attended the church for at least six months prior to becoming youth/children worker. If this is not possible (i.e., you are a new church plant or do not have workers to choose from), then all of the other recommendations must be followed, including contact with all references.

Adult Family Members as Team Teachers: Many churches are employing the “team teacher” approach to satisfy the two-adult rule. However, spouses are forbidden from being on the same teaching team as this arrangement increases the risk of sexual molestation/abuse since the spouse will be less likely to report an incident in classes or activities involving minors. Therefore, it is mandatory that the ministry team be composed of members of different families.

Using Minors as Junior Teachers or Helpers: Care should be taken when using minors as children’s workers. It is mandatory to always have an adult work in conjunction with the minor worker. The minor must not be accountable to a family member while serving as a children’s worker.

Criminal Records Check and Fingerprinting: Executive Order 2011-07 authorized the Arizona Department of Public Safety to provide Arizona criminal history record information to non-profit organizations that interact with children or vulnerable adults for the lawful purpose of evaluating the fitness of all current and prospective employees. In a case in which you cannot confirm references, or where there is a charge pending, trial, or a conviction, you may obtain a criminal record check and fingerprinting. Contact the Arizona Department of Public Safety for more information.

Background Check Releases: We require background checks be made on volunteers working with children. This requirement in and of itself serves as a deterrent to potential perpetrators.

IF the church decides to use a consumer reporting agency to prepare a consumer report on an applicant or employee, the church must follow the requirements of the Fair Credit Reporting Act and the guidelines of the Equal Employment Opportunity Commission.

POLICY FOR REGISTERED SEX OFFENDERS ATTENDING CHURCH

Purpose: The church accepts as central to its mission the establishment and maintenance of a caring environment for every child of God, not least our own children and a place of grace for all sinners, including those whose crimes are public. Knowing that children are at risk, not yet having the ability to protect themselves, we determine to provide protection for them by carefully monitoring any known registered sex offender participating in the life of this congregation.

Knowing that God's grace has been extended to all, that grace invites repentance and that repentance requires acknowledgement of sin, sorrow for sin and a turning away from sin, all with the support and prayers of God's people, we determine to provide means wherein a registered sex offender can live in that grace in the life of this congregation. Toward this end, we establish the following policy with regard to the presence of registered sex offenders in the life of the congregation.

Policy:

1. Obtain release from offender and contact probation officer for specific information about the offense.
2. *"Participant"* must sign an agreement to adhere to the following requirements for participation in church life:
 - *"Participant"* must be physically accompanied *at all times* by an agreed upon, trustworthy person, of the same gender. Compliance will be at any and all events or activities while on church campus or attending church activities off campus where children may be present. The church will assign or approved the agreed upon person.
 - *"Participant"* is not permitted to be involved in any children's or youth ministries.
 - *"Participant"* is not permitted to be in the education wing, youth lounge, or other areas where children's and youth activities usually take place.
 - *"Participant"* must be actively involved in a treatment program with qualified professional until such time that the psychiatrist/psychologist is willing to write a letter to the church stating that the individual no longer benefits from treatment.
 - *"Participant Non-compliance"*: Failure to comply with the participation requirements will result in complete prohibition from all church property and events. The offender will not be allowed to continue participation in any and all church life on the church campus or church sponsored events.
3. Ongoing and full disclosure to staff of *"Participant,"* until such time as is no longer deemed necessary by Arizona District Council of the Assemblies of God or church officials.
4. Contact insurance carrier to provide appropriate information for policy coverage.
5. Reviews of compliance may be conducted periodically at the request of the *"Participant."*

HARASSMENT POLICY

The Arizona District seeks to promote a productive work environment in which all employees reach their full spiritual and professional potential in ministry service. The Arizona District strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of race, religion, color, sex, national origin, citizenship status, uniform service member status, pregnancy, age, genetic disposition, protected medical condition, disability or any other category protected by applicable state or federal law. Harassing conduct can take many forms and includes, without limitation, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's age, ancestry, color, marital status, medical condition, mental disability, physical disability, national origin, race, religion or sex.

No form of harassment will be tolerated. The Arizona District does not tolerate harassment of personnel by co-workers, ministry leaders, or non-employees in the workplace for any reason. The Arizona District is committed to preventing, investigating, and when appropriate, taking disciplinary and other action in response to incidents of harassment. This policy against harassment applies to all employees and extends to all District Affiliated Churches. Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

Definition of Sexual Harassment

Sexual harassment is unwelcome verbal, visual, or physical conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with any individual's work performance or creating an intimidating, hostile, or offensive working environment.

This includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. The following is a partial list of types of sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters)
- Making or using derogatory comments, epithets, slurs, or jokes
- Sexual comments, including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations)
- Physical touching or assault, as well as impeding or blocking movements

Reporting – Investigation and Discipline

Any employee who experiences or becomes aware of harassment of any form in the workplace is required and must report immediately to his/her ministry leader. If the ministry leader is the alleged

harassing party, an employee may report the harassment to the pastor, presbyter or superintendent. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. Any ministry leadership level employee who witnesses harassment or learns of an allegation of harassment and does not report it is subject to disciplinary action, up to and including termination of service.

All allegations of harassment will be promptly investigated in as impartial and confidential a manner as possible. The Arizona District cannot ignore a complaint, and cannot honor a request that nothing be done about a complaint. The investigation will include obtaining information from whomever the employee believes has been harassing him/her and anyone who may have been a witness to or may have knowledge regarding the alleged harassment. Upon completion of the investigation, the Arizona District will take any appropriate disciplinary action as is necessary, will communicate the resolution of the matter to the parties involved, and will take any further steps as may be necessary to prevent further harassment. If the harassing conduct is the act of a non-employee, the Arizona District will undertake whatever action may be feasible to ensure such conduct is not repeated.

The Arizona District will permit no employment-based retaliation against anyone who brings a bona fide complaint of harassment or who provides true information as a witness in the investigation of a complaint of harassment. Any employee found to have violated this policy is subject to disciplinary action, up to and including termination.

DISHONESTY, FRAUD, AND WHISTLE-BLOWER PROTECTION

IF YOU SUSPECT MISCONDUCT:

If any person knows of or has a suspicion about misconduct, dishonesty or fraud, the Superintendent or Secretary/Treasurer should be contacted. If the alleged wrongdoing concerns either the Superintendent or Secretary/Treasurer, then another officer or director of the organization should be notified instead.

If the Superintendent or Secretary/Treasurer or other officer of the organization receives information about misconduct, dishonest or fraud, they shall inform the Presbytery Board (or, alternately, the Executive Committee, if such a Committee exists), which shall determine the procedure for investigating all credible allegations.

At all times, the privacy and reputation of individuals involved will be respected. There will be no punishment or other retaliation for the reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

INCIDENT RESPONSE

No prevention policy will be totally effective; however, when a prevention policy is in place and is being adhered to, the church can respond to allegations of sexual misconduct or molestation with a proactive, confident stance. Bear in mind the following:

Whenever there is an allegation of sexual misconduct, abuse, or neglect, the allegation must be taken seriously. Any report mandated by Arizona Criminal Code, Chapter 14 of Title 13, 13-3620, must be made. {Noting Reporting Exception: 13-3620(B)}

Each situation must be handled straightforwardly and with respect for privacy and confidentiality.

IMMEDIATELY contact the District Office, and the insurance carrier for District Affiliated Churches. Follow the advice given by your insurance carrier.

Pastors ARE Mandatory Reporters in the State of Arizona.

Give total cooperation to civil authorities under guidance of your attorney (or the District Office's attorney).

Be sure to direct care and loving concern toward the victim and his/her family. **Do not make any statements** which would indicate that you hold the victim responsible in any way.

PLAN YOUR RESPONSE IN ADVANCE. Don't be caught by Surprise.

If you have been adhering to your prevention policy, you should have adequate records, applications, references and screening forms. These should be up-to-date and within easy reach.

Begin by having a reporting procedure in place for all of the children's and youth programs. A standard form should be used, and each worker/leader should clearly know to whom they should report.

Then select a spokesperson for your church. The spokesperson should be the only one from the church to speak to the media and should be the one who reports information to the congregation tactfully and diplomatically. This person should not express bias toward either the alleged victim or the accused. All requests for information should be directed to the spokesman. The rationale for this is that an unprepared pastor, staff member or Advisory Council member may inadvertently give out conflicting or contradictory statements which may do more damage than good.

Have a working knowledge of the state and county requirements for reporting. The local Department of Youth and Family Services, district attorney's office, or local law enforcement agencies will be a good resource for you.

Prepare a written position statement of your church regarding sexual misconduct/abuse with minors (see the sample in this manual). This statement should be available at all times and in the event of allegations, should be released to the public, only after consultation with and approval from the District Office. According to Richard Hammar, releasing a position statement is "far superior to making no comment. This is your opportunity to influence public opinion positively by emphasizing your awareness of the problem of child abuse, your concern for victims, and the extensive steps your church has taken to reduce the risk and provide a safe environment for children. Describe all the precautions you have taken and the policies you have implemented. This is not the time for silence or 'no comment.' "

DO NOT respond to allegations by denying that the incident occurred (that is a court decision); minimizing the incident (every incident of sexual misconduct or abuse is serious and should be acknowledged as such); nor place any blame on the victim or the victim's family.

Responses like these are inappropriate, unhelpful and to be avoided.

Use an Attorney. If your church does not have an attorney, contact your district office or insurance carrier for appropriate referrals. Always have your attorney present when being questioned by law enforcement or social services agencies.

Accuse neither the alleged victim, his/her family. Also do not make any accusations in any public interview. The church must respond with love and concern.

Until the investigation is complete, charges made and a conviction or acquittal delivered, both the alleged victim and the accused deserve and should receive the prayers and concern of the body of believers.

Always work closely with the District Office and your insurance carrier.

Now that you have everything in place and know how to respond, follow these guidelines in case an actual incident occurs. Follow these instructions in the order given so that you have the benefit of the District Office's support and your attorney's advice prior to responding publicly. Consider an allegation and your responses to be an emergency – the longer you wait to respond correctly, the more likely the damage to your church. **UNDER NO CIRCUMSTANCES SHOULD YOU CONFRONT THE ACCUSED UNTIL YOU HAVE COMPLETED STEPS 1-4.**

STEP 1: Document everything from the moment you are informed of a report of sexual molestation or misconduct. Keep record of all phone calls. If at all possible, record who you spoke with, when you spoke to them, and what they said. Keep all copies of correspondence regarding the report together with all other documents.

STEP 2: Contact the District Office immediately. If the report is on a weekend, contact a district official, your presbyter or executive presbyter at home. Contact your insurance carrier. Contact your attorney. Do not proceed without outside professional assistance from your attorney, the district office or your insurance carrier. Do not try to handle it as an internal problem, or as a spiritual problem.

STEP 3: Contact the proper civil authorities following the guidance of your insurance company and attorney. Once your "reporting form" is complete, do not conduct an in-depth investigation. This should be left to law enforcement, your attorney and insurance company.

STEP 4: Notify the parents. Be careful to follow your attorney's or insurance company's advice at this time.

Do not confront the accused until you know that the child or youth member is safe and in a secure environment.

The care and safety of the alleged victim is priority. Extend whatever pastoral resources are needed. Be supportive of the alleged victim's family, and let them know that you care. Do not make a judgment on the situation as to anyone's guilt or innocence. Leave that to the legal authorities. By remaining

caring and concerned, you generate good will. Lack of support and/or a negative reaction can increase the alleged victim's anger and hurt, and make reconciliation more difficult and litigation more likely.

The accused should be treated with love, care and dignity. If the accused is a pastoral staff member or church employee, he/she should be temporarily relieved of his/her duties until the investigation has been completed. If the accused holds a compensated position, arrangements should be made to maintain his/her income if possible until allegations are cleared. If this is not possible, arrangements should be made to suspend the accused's income, with restoration of the income when allegations are cleared.

Use the pre-written text of your church's position on sexual misconduct and abuse to answer the press and convey information to the congregation. This should be done by the designated spokesperson. Do not engage in speculation, bias, or accusation. Confidentiality and privacy of all involved should be safeguarded at all times.

PUBLIC POLICY STATEMENT

This is a SAMPLE Policy Statement which has been drafted for use by District Affiliated Churches. This Policy Statement should be released to the public in the event of allegations of sexual misconduct or abuse of a minor by any church employee or volunteer. No other information should be released to the media or congregation without the advice of your attorney and/or insurance carrier.

We believe that our children are a precious resource which must be safeguarded. We seek to give our children every opportunity to reach their full potential. Physical and sexual abuse jeopardizes that potential and steals away the innocence of childhood.

Our church takes very seriously the safety and protection of all children and adults who participate in our church programs and activities. To minimize the risk to children and youth of sexual misconduct or abuse during church-sponsored activities, we have set in place the following policies and procedures:

- We screen all paid employees, including clergy, and all volunteer workers who work with youth or children. No adult who has been previously convicted of child molestation or abuse is allowed to work with your children.
- We check references on all paid employees and all volunteers working with youth or children.
- We train all of our staff who work with children or youth, both paid and volunteer to understand the nature of child sexual abuse.
- We train all of our staff who work with children or youth, both paid and volunteer to carry out our policies to prevent sexual abuse.
- We take seriously our policies to prevent sexual abuse and see that they are enforced. We recognize that child physical and sexual abuses are criminal actions which we do not tolerate.
- We train our staff to understand state law concerning child abuse reporting obligations. We have a clearly defined reporting procedure for a suspected incident of abuse. We offer pastoral counsel to victims of sexual abuse or misconduct and their family members.

INTERNAL CONTROLS

Internal Controls are the processes and procedures put in place to manage finances and property. They will help to ensure the church is conducting business in an efficient and effective manner and bring consistency and structure to the financial process.

Strong internal controls will help:

- Safeguard church resources.
- Identify and reduce errors.
- Discourage and/or identify fraud and theft.
- Provide accurate financial information.
- Ensure that church resources are used as they were intended.
- Ensure that the church and church staff maintain high integrity and remain above reproach.
- Protect the pastor and employees.

Why are Internal Controls needed?

God desires attention to the financial arena as evidenced by the hundreds of Scriptures relating to the good stewardship of money and finances. This is why your church needs to be proactive in managing the resources God has entrusted to it. The best way to achieve this is to understand and implement effective internal controls.

Non-existent or poor internal controls is damaging to the church in many ways. The reality is that many churches suffer from some, if not all, of these situations:

- Financial decisions made based on weak and inaccurate information.
- Churches unexpectedly are unable to pay their bills.
- Errors being made that go undiscovered and uncorrected.
- Churches are vulnerable to fraud and theft.
- Churches losing their tax-exempt status.

An important factor in being able to make the right decisions is the presence of accurate and reliable financial information. Even the most detailed person can make errors. Strong and adequate internal controls will reduce errors and produce accurate and reliable information.

What roles are necessary?

The key to maintaining an effective internal control process is the creation of a system of checks and balances. Different people within your church should perform each of the positions listed below. This separation of duties will maintain the integrity of the system.

Treasurer (appointed as set forth above): Responsible for managing the entire financial process and insisting that all procedures are being consistently followed.

Business Manager: Responsible for paying authorized bills and keeping the accounting records up to date; reports directly to the treasurer.

Bookkeeper: Responsible for preparing the bank deposit, agreeing the *Offering, Attendance, and Fund*

Report Reports to the bank deposit, updating the donor contribution records and reporting the deposit totals to the treasurer and business manager. This role cannot be combined with the business manager.

Ushers: Responsible for collecting and counting contributions. They submit their *Offering, Attendance, and Fund Report* directly to the bookkeeper. The treasurer, bookkeeper, or business manager cannot perform the position of usher. If the local church does not have enough ushers to serve as counters, contributions must be kept in a secure lock-box or safe until at least 2 approved counters are present.

Group/Ministry Leaders: Responsible for collecting and counting contributions within their ministry. They submit the *Offering, Attendance, and Fund Report* directly to the bookkeeper.

INCOMING FUNDS

Ushers

There must be more than one usher during the collection and recording process to ensure all donations arrive securely and are accurately counted. Multiple family members cannot be in the same usher rotation, and the members of the usher teams should be rotated regularly. *Ushers cannot honor any requests to make change or cash checks.* Once the contributions are collected, the ushers take them to a secure room for counting. Each usher separately counts the contributions. The usher team completes an *Offering, Attendance, and Fund Report*, and each usher signs or initials the report. It accounts for the total amount of incoming donations, broken down between cash and checks. This report is a permanent document and must be completed in ink. The head usher then places the contributions and contribution envelopes into the church safe or lockbox.

Groups and Ministries

The fundraising/contributions collected are the responsibility of the individual(s) leading the small group or ministry. The contributions are to be kept in a secure location until the function has ended. The leader then counts the contributions and completes the *Offering, Attendance, and Fund Report*, in ink. It is preferable (although it might not be possible) to have two people involved in the counting and report preparation. The contributions and report are to be given to the bookkeeper immediately following the function.

Bookkeeper

The bookkeeper gets the *Offering, Attendance, and Fund Report* (See Appendices), the contributions and the contribution envelopes from the secure location. The money is counted and verified to the total of each *Offering, Attendance, and Fund Report*. Any discrepancies must be immediately investigated with the signers of the report. Once verified, the bookkeeper initials the report. The donor information from the contribution envelopes is entered into the church's contribution tracking program. The bookkeeper completes the *Offering, Attendance, and Fund Report*, which reports the detail of the funds comprising the total deposit. For example, if the total deposit consists of \$200, (\$150 of tithes, \$25 for missions and \$25 for children's ministry), these details are reported on the *Offering, Attendance, and Fund Report*. Two copies of the spreadsheet are made; one is attached to the *Offering, Attendance, and Fund Report*, one is given to the Treasurer, one to the pastor, and the original is kept in a chronological file. At a minimum, this process should be performed weekly.

The bookkeeper completes the deposit slip and deposits the funds into the bank. The deposit receipt is attached to the *Offering, Attendance, and Fund Report*. The completed deposit package contains: The *Offering, Attendance, and Fund Report*, and the deposit receipt. The completed deposit package is submitted to the business manager.

Business Manager

The business manager verifies the deposit receipt to the *Offering, Attendance, and Fund Report* and the *Offering, Attendance, and Fund Report* and enters the deposit into the church's accounting records. During the bank reconciliation process, the business manager will verify that the bank properly recorded the deposit.

OUTGOING FUNDS

General Expenses

The Advisory Council of the church must approve **all** expenses **before** they are incurred. As an alternative to having the Advisory Council approve every expense, the Advisory Council drafts and approves a budget. The Advisory Council must approve any expenses that exceed budgeted amounts or preset individual dollar limitations. ***We cannot stress enough the importance of an accurate and detailed annual budget.***

Recurring Bills

In order to avoid the repetitive approval of ongoing bills such as utilities or mortgage payments, the Advisory Council creates and adopts an annual budget. The business manager places them on an 'Approved Monthly Bill' report and reviews the charges monthly to make sure they are reasonable and consistent. The treasurer should also periodically review the bills.

Purchases Made by Charge or Church Account

A *Purchase Requisition* must be submitted to the treasurer for approval. Permission for purchases can only be granted by the treasurer (as evidenced by initials or signature on the *Purchase Requisition*). If the request is not in conformity with the annual budget, the request must be adopted by the Advisory Council and reflected in the minutes of the Advisory Council meeting.

Upon receipt of the order (or purchase), the purchaser verifies the quantity and items ordered have been received by initialing the packing slip or sales receipt. The packing slip is attached to the *Purchase Requisition* and is presented to the treasurer. The treasurer verifies all documents have been properly approved. If this was a "charge" order, the treasurer matches the *Purchase Requisition* to the invoice. The invoice is now ready to be paid and is submitted to the business manager.

Reimbursements for Purchases Made With Cash

In addition to the above procedures, the person requesting reimbursement must complete a *Reimbursement Request*, provide the original receipt, and submit it to the treasurer for approval. No reimbursement will be approved without the original receipt. The completed *Reimbursement Request* is given to the business manager for payment.

Other Bills

Upon receipt of invoices that do not fall into the categories referred to above, the business manager will forward the original to the treasurer for approval and retain a copy in a file waiting for approval. This file should be reviewed periodically to make sure no invoices go delinquent. When the approved invoice is received, the copy can be destroyed and the invoice paid.

Credit Card Transactions

Credit cards should always be kept in a secure location. Refer to the instructions above under “Purchases Made by Charge or Church Account” for any and all purchases made by credit card. The business manager will reconcile all credit card receipts to the credit card statement, report any discrepancies to the treasurer and provide the statement with all of the receipts attached to the treasurer for approval.

Only purchases authorized for church use can be made with church credit cards. Individuals may not use the cards to purchase personal items even if their intent is to reimburse the church. Individual purchases must be made with personal funds. Due to the ease at which abusive use of credit cards can occur, it is recommended that the church limit access to any use of the cards.

Issuing Checks without an Invoice

Circumstances may arise where a check needs to be issued without an associated invoice, for example, benevolence, missionaries and honorariums. A *Check Request* must be completed and submitted to the treasurer with proper approval.

Drafting Checks

The business manager drafts the checks for all approved expenditures. The check, along with the approved paperwork, is provided to two authorized signers who take the time to verify all paperwork has been properly authorized **before** initialing the invoice and signing the check. The paperwork is returned to the business manager where it is marked ‘PAID’ and filed. The check is delivered to its intended recipient. The business manager should not handle the checks once both signatures are obtained.

The Internal Revenue Service has specific filing requirements regarding payments made to individuals by the church. It is the treasurer’s responsibility to make sure the church is in compliance.

Authorized Check Signers

Authorized signers must be the treasurer plus those approved by the Advisory Council. Every check signer must be satisfied that the entire approval process has been followed prior to signing the check. All checks require two signatures. One signatory must be outside the authorization and approval process. The business manager CANNOT be a signatory.

Petty Cash

A designated amount of money is kept in a locked box for ‘emergency’ type expenditures. Receipts need to be placed in the lock box when petty cash is spent. If no receipt is given, a *Petty Cash Receipt* must be completed. In order to replenish Petty Cash, the business manager completes the *Petty Cash Reconciliation*. The form is provided to the treasurer for approval. A check is made payable to Petty Cash, and the bookkeeper or the business manager cashes the check and replenishes the Petty Cash

Fund.

Items Donated for Giving Credit

If a person does not wish to be reimbursed, a *Donated Items* form must be completed. The *Donated Items* form with the **original** receipt attached is submitted to the treasurer for approval. The approved form is sent to the bookkeeper to be input into the contribution tracking program. A copy of the form is sent to the business manager to be input into the accounting program.

If the individual is donating property that does not have a receipt (for example a used table, lawn mower, etc.), the church will issue a standard *Item Donation Letter*. The letter is to be approved and signed by the treasurer. In order to be compliant with Internal Revenue Service regulations, the letter must state that no goods or services were exchanged for this donation. The church **will not** estimate the value of the donated property. It is the responsibility of the donor for the estimation of the fair market value for tax purposes.

Any gift that is estimated to be above \$5,000 in value falls under very specific Internal Revenue Service rules. It is imperative that the church gives account for these donations after consultation with recognized experts in this field.

GENERAL FINANCIAL CONTROLS

Bank Statements

Bank statements are delivered UNOPENED to the treasurer for review. The treasurer will review all cancelled checks or notations to verify the signatures or amounts are authentic and the payees familiar. The statements should be reviewed for unusual items, debits or charges. The treasurer initials the statements and delivers them to the business manager for reconciliation.

Control Oversight

Independent oversight provides the church with assurance that the internal controls are being followed, are adequate, and are achieving the desired results. Periodically the entire financial package is to be reviewed by an independent finance or audit committee made up of people not associated with the day-to-day financial activities of the church. The review would consist of examining selected documents and verifying procedural steps.

ELECTRONIC TRANSFERS / EXPENDITURES

Electronic Payments. Electronic payments can pose a weakness in internal controls. However, they are effective in the payment of recurring bills so vital payments such as payroll and utilities are not missed or late. With proper approval, the electronic payment of regular, recurring bills would not compromise internal controls.

Electronic transfers are acceptable provided they follow the same procedures for approval for other cash disbursements as follows:

All electronic transfers / expenditures are subject church cash flow availability.

1. The Church shall have an approved annual budget. The annual budget must be approved by

the advisory council and the church's official board (district officials). Expenses within the guidelines of the approved budget do not need further approval.

2. All general accounting/normal church operational expenses (i.e. mortgage, utilities, water, etc.) only need pastoral approval. It is assumed they fall within the approved annual budget. These expenses can be set up on automatic payment.
3. Any church expenses that are outside of the approved budget must be approved by both the pastor and the Advisory Council. These expenses must follow these guidelines:
 - a. Pastor may initiate spending up to \$1,000 per month in unapproved funds.
 - b. Pastor and presbyter may initiate spending up to \$2,500 per month in unapproved funds.
 - c. All expenditures over \$2,500 must have the approval of the church's official board (district officials).

ATM Cards:

THE CHURCH SHOULD NEVER HAVE ATM OR CHECK CARDS.

New Bank Accounts and/or Credit Accounts

Bank accounts are to be opened only with the approval of the Advisory Council. Credit accounts and long-term debts are only to be opened upon approval the Advisory Council and a majority of the members of the church as approved by the Arizona District. *The Arizona District must approve all debt in excess of \$1,000.* All church accounts are to be opened only under the official corporate name and ownership of the church. **UNDER NO CIRCUMSTANCES SHOULD CHURCH BANK OR CHARGE ACCOUNTS TO BE CO-OWNED BY OR CONNECTED TO AN INDIVIDUAL IN ANY WAY.**

PAYROLL

The process of internal controls regarding payroll has not been addressed in this manual. However, the pastor of this church must ensure compliance with state and federal income tax reporting for all employees.

If your church has questions regarding payroll, please contact the Arizona District Council.

Section 1 – Vacation:

The pastor of this church and all full-time employees are eligible for paid vacation time off. Vacation time is encouraged and is considered needed for ministers, staff, and family. Time-off is an important time to refresh and connect with faith and family.

Qualifications:

1. The employee must be considered full-time (40 hours per week) in order to be eligible for vacation time or be legally classified as an exempt employee.
2. January 1st of each calendar year each full-time pastor / employee will be given their full allotted vacation time to be used by December 31st of that year. If vacation time is not used by December 31st, the employee will lose all remaining time. Vacation time will not carry over into the next year.
3. Any employee hired after the first of the calendar year, will have their vacation time prorated according to a 52 week calendar year.
4. Earned vacation days will be determined based on the schedule provided; unless prior arrangements have been made with Arizona District Council leadership:
 - i. 0-5 years of employment: (3 weeks)
 - ii. 6+ years of employment: (4 weeks)
5. If employment ceases either voluntarily or by termination, vacation payout will be on an accrued (prorated) basis from January 1st of the current year until the date of the last day of employment.

Section 2 – Sabbatical Policy:

Sabbatical Consideration for Pastors and District Leaders:

Policy Statement

The General Council Executive Presbytery recommends this sabbatical development model for local churches and district offices. The length of a sabbatical is to be based on the tenure of the minister, the minister's credibility, the felt needs of the minister and church or district, the financial situation of the church or district, and the availability of other leaders to fill the minister's role during the minister's absence.

Biblical Principle

Scripture shows that God created people with a need for balance and structure. It is important that ministers maintain spiritual, physical, social, and mental health. "Jesus grew in wisdom and stature, and in favor with God and men" (Luke 2:52). According to Jesus, "the Sabbath was made for man" (Mark 2:27). Six days of work and one day of worship and rest per week is God's formula for people to practice (Exodus 35:2). Every seventh year was to be a year of rest for the land. In addition, the Year of Jubilee was to be practiced in Israel every 50 years to give the land opportunity to rest. While the land was given these times of rest, it is clearly implied that workers would not be doing their customary work during those times (Leviticus 25:1-12). In

a high-stress and pressure-filled culture, times of spiritual, physical, mental, and emotional rejuvenation are essential. While there is no one-size-fits-all approach for sabbaticals, the principle is that ministers need time to be refreshed and renewed.

Purpose

Sabbaticals provide an extended period of spiritual rest, study, and renewal for ministers who give so much of themselves week in and week out, year after year. A sabbatical is an extended time away from the normal routine of ministry and daily life. A sabbatical is a separate time away from the minister's ministry assignment and not considered as the minister's vacation time. A sabbatical should be viewed as a time of healing, restoration, and renewal in body, mind, spirit, and vision.

Church Board or Presbytery Responsibility

- Review the sabbatical timetable and usage plan as submitted by the minister.
- Mediate any concerns of the church, district, or minister regarding the sabbatical.
- Determine who will moderate, lead, and minister in church or district functions in the minister's absence.
- Determine, in consultation with the minister, the length of the sabbatical based on the tenure of the minister.
- Consideration may be given to adopting a graduated financial support structure for sabbaticals (example: \$X00 per year times the number of years of tenure with a maximum of \$X,000).

Minister Responsibility

- Present a sabbatical plan to the church board for approval and input.
- Provide a contact source if needed.
- Provide a written plan for caring for the needs of the church during the sabbatical.
- Share highlights of the sabbatical with the church on completion.

District Responsibility

- Receive for approval the minister's proposal for a sabbatical, preferably six months in advance.
- Communicate to the congregation the importance and value of a sabbatical to the minister and church.
- Request a written overview of the sabbatical from the minister when he returns.

Typical Sabbatical Projects

- Continuing education at an accredited institution.
- Travel to other churches to receive fresh ideas and vision.
- A prayer/planned reading retreat.
- Attendance at various short-term seminars in areas of interest.
- A trip to a spiritual renewal center.
- Mini-sabbaticals or getaways at a district conference center or college dorm when space is available.
- NOTE: The length of a sabbatical can vary.

Section 3 – Retirement:

It is recommended that the pastors retirement should be supported as the church is able through the minister benefit association (MBA) in the amount of 3% contributed monthly.

Section 4 – Ministers blessings / Spouse and Children:

Many families share the ministerial responsibility and duty with their spouse who is the senior/lead pastor. Often great effort is expended for the local church and to advance the cause of Christ. In an effort to recognize the very important role of minister's spouse and children the following is recommended as church funding is available:

1. Each year this church should contribute a cash gift to the children of the senior/lead pastor on their birthday.
2. The pastor's spouse should receive a cash gift on their birthday. In addition, a cash gift should be supplied to the senior/lead pastor and spouse on their wedding anniversary as a source of encouragement and understanding of the many hours often done behind the scenes in support of the local church and its families.
3. Pastor Appreciation month: The Advisory Council should take a special love offering to support the senior/lead pastor
4. At Christmas: The senior/lead pastor should receive a gift of one-week's salary.

EXPENSES

All expenditures are subject to church cash flow availability.

1. The Church shall have an approved annual budget. The annual budget must be approved by the advisory council and the church's official board (district officials). Expenses within the guidelines of the approved budget do not need further approval.
2. All general accounting/normal church operational expenses (i.e. mortgage, utilities, water, etc.) only need pastoral approval. It is assumed they fall within the approved annual budget.
3. Any church expenses that are outside of the approved budget must be approved by both the pastor and the Advisory Council. These expenses must follow these guidelines:
 - a. Pastor may initiate spending up to \$1,000 per month in unapproved funds.
 - b. Pastor and presbyter may initiate spending up to \$2,500 per month in unapproved funds.
 - c. All expenditures over \$2,500 must have the approval of the church's official board (district officials).

RECORD RETENTION AND DESTRUCTION POLICY

This policy represents Arizona District Council of the Assemblies of God's (AZDC) policy regarding the retention and disposal of records and the retention and disposal of electronic documents. This policy is the guideline for all AZDC affiliated churches.

The Secretary/Treasurer (or district church "Administrator". The Administrator is the lead pastor or someone under the lead pastor's supervision) is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that a Record Retention Schedule is followed.

The Administrator should ensure that it is in compliance with local, state and federal laws and includes the appropriate document and records categories for (AZAG); monitor local, state, and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

In the event AZDC (or affiliated church) is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning AZDC (or affiliated church) or the commencement of any litigation against or concerning AZDC (or affiliated church), such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

This Policy applies to all physical records generated in the course of AZDC (or affiliated church) operations, including both original documents and reproductions. It also applies to the electronic documents described above.

APPENDICES

In the pages to follow are forms to be copied for the use of the District Affiliated Church Leadership Team.

APPENDIX A: Application - Children/Youth Work

Application for Working with Children/Youth

CONFIDENTIAL

Full Name _____ Date _____

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. This information is confidential, is to be used only by authorized staff, and is to be kept in a locked file.

PERSONAL:

Present address: _____

Phone Home (_____) _____ Work (_____) _____

EMPLOYEE ONLY: Are you over the age 18? ___ Yes ___ No

VOLUNTEER ONLY: *(Applicants for a compensated position should not answer this question.)*

Age _____ Marital status: ___ Married ___ Single ___ Separated ___ Divorced
___ Widowed ___ Engaged

What type of children/youth work do you prefer? _____

What date would you be available to begin? _____

Minimum length of commitment? _____

Are you willing to commit to orientation, training and supervision? ___ Yes ___ No

Do you have a driver's license? ___ Yes ___ No If yes, please list your driver's license number and the state which issued it: _____

Are you applying to drive a church vehicle? ___ Yes ___ No *If yes, you must be interviewed and trained by a church staff member and provide a DMV report prior to operating a vehicle.*

Do you have any special license or endorsement? (Class B, C, etc.) _____

Have you ever been convicted of a traffic offense? ___ Yes ___ No If yes, please describe all convictions for the past five (5) years:

Do you use tobacco? ___Yes ___No Drink alcoholic beverages? ___Yes ___No

Use non-prescription drugs? ___Yes ___No

Have you any physical disabilities or conditions preventing you from performing certain types of activities relating to youth or children's work? ___Yes ___No

If yes, please explain:

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? ___Yes ___No If yes, please explain: _____

Are you currently released on bail or on your own recognizance pending trial for any such offense? ___Yes ___No If yes, please explain: _____

Have you read the adult/minor worker policy for our church and our Tenets of Faith? ___Yes ___No
Are you in agreement with this policy? ___Yes ___No

If no, why?

Are you in agreement with our Tenets of Faith? ___Yes ___No If no, why? _____

CHURCH ACTIVITY

Are you a Christian? ___Yes ___No When saved? _____
Baptized in the Holy Spirit? (Acts 2:4) _____ Name

of church you attend _____ How long have you attended this church? _____ Are you a voting member of the above church? ____ Yes ____ No List other churches you have attended regularly during the past five years (name and address or phone number):

Person to contact at former church:

List all previous involvement with church youth groups, children's programs, or other youth organizations. Identify church/organization, and type of work: _____

List any gifts, callings, training, education, or other factors that have prepared you for children/youth work:

PERSONAL CHURCH ATTENDANCE PATTERN

(Circle one in each category, or n/a if not applicable):

Sunday A.M. Worship	–	25%	25-50%	50-75%	75%+	N/A
Midweek Bible Study or activity	–	25%	25-50%	50-75%	75%+	N/A
Cell groups (Fellowship/prayer)	–	25%	25-50%	50-75%	75%+	N/A

PERSONAL REFERENCES

(Not former employers or relatives)

Name _____

Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Staff or elders of the church who know you:
Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

APPLICANT'S STATEMENT

I certify that the information contained in this application is correct to the best of my knowledge.

I authorize _____ (Pastor, Church, Review Board) to investigate any matters contained in this application. I hereby authorize any reference or church listed in this application to release any information (including opinions) that they may have regarding my character and fitness for children/youth work, and release all such references from liability for any damage that may result from furnishing such evaluations to you. I waive any right that I may have to inspect references provided on my behalf.

I, _____, hereby authorize this church to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that this church will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Applicant's Signature _____ Date _____

Witness _____ Date _____

Should my application be accepted, I agree to be bound by Arizona District Bylaws and the policies of this church, and refrain from unscriptural conduct in the performance of my services on behalf of this church.

Applicant's Signature _____ Date _____

APPENDIX B: Adult/Minor Worker Policy Acknowledgement

Adult/Minor Worker Policy

Requirements:

Each person working in any child/youth program or activity must have a completed application for children/youth work on file with the ministerial staff, and must have completed the interview process with the review Advisory Council.

Each leader/worker must be familiar with our adult/minor policy.

I. General Policy Involving Church Adult/Minor Child

Each adult/minor involvement must include at minimum three persons: two adults/one minor. When using two adults, they will be from different families.

Use a “buddy system” for children at all times. Pair up children at the beginning of each program or activity for trips to the restroom, etc.

Teach minor child to notify adult leader as to whereabouts if separated from group/class. Child must acknowledge his return to same adult.

Adult/child involvement. There should be no spanking, swatting, hitting, or any physical contact with private parts of any child or adult. Discipline MUST follow the disciplinary guidelines set forth in this policy.

Parents should be notified as soon as possible of any accident, illness, physical distress or emotional trauma of their minor child.

Any reported parental complaints about suspected or alleged mistreatment/abuse of their child should be reported to the pastoral staff and review Advisory Council. Use the reporting mechanism set forth in the policy.

There should be no administration of any medication or remedies without current (within three months) written parental authorization on file.

There should be no photography or audio taping of any minor without pastoral authorization.

II. On Premises Policy

Child is to use restroom in immediate area of class/group.

Use “buddy system” for restroom needs.

Do not set a child outside room by himself for disciplinary action, or otherwise leave a child alone and without supervision.

III. Off Premises Activities/Vehicles

All activities must be approved by the pastoral staff.

All District Prevention policies shall govern all activities, including transportation.

Parent permission slips for each individual activity must be signed for each participant and kept with the leader.

Transportation other than with church vehicles requires written permission of the parent and evidence of appropriate insurance on the vehicle. The driver must be over the age of 25 years.

Each vehicle must contain at least three persons (two-adult rule).

IV. Child Abuse Policy

It is our intent to follow state regulations in the reporting of child abuse. If you suspect that a child is being physically abused, sexually abused, or harmfully neglected, please report your concern to the pastoral staff. Pastoral staff will be responsible for complying with the state regulations. In addition, if our state requires volunteers or employees to report incidents personally, we will assist you in contacting the appropriate agency.

In cases where reporting is necessary, pastoral staff will work closely with the family and any of the agencies involved. Our desire is to provide protection for the children, and support for the family.

Any suspected or alleged child abuse (physical, sexual, or neglect) by staff or volunteers can result in temporary removal from work/ministry pending the outcome of an investigation.

V. Discipline

We believe that our staff and volunteers must “train up a child in the way he should go” with love and caring concern. It is not our position to mete out punishment. Discipline is the parents domain. Our domain is to set boundaries and offer options by training, teaching and demonstrating acceptable behavior.

We never use corporal punishment (i.e. spanking, slapping, etc.), and we never discipline by humiliation (placing the child before the class as a “dunce” or other public reference to his/her misbehavior).

All children shall be disciplined in the same manner.

Incidents requiring discipline shall be responded to by offering the child a second chance.

If the child continues to disrupt the class, respond by giving the child a “time-out” away from the activity in progress. Please note, however, that the child should never be placed in a room alone, or with only one other adult. If there are not two adults available to oversee the time-out in another area, the child should remain in the classroom.

If it is not feasible to have the child in time-out (i.e. additional adults not available, child is too disruptive, etc.) the child’s parents should be contacted and asked to come and get their child.

Additional guidelines may be found in the Basic Behavior Boundaries for Children and for Youth.

VI. Accountability of Worker for Work Activity with Children/Youth

Worker must have prior approval from the pastoral staff and Review Advisory Council.

Worker must register each time they are involved in a classroom or outgoing activity.

Preschool Department: Staff worker must adhere to policy of parent/guardians leaving minors under church responsibility. A sign-in sheet is required. No child may be picked up without parent/guardian signature. This pertains to activities on or off premises.

I have read each provision stated in the Adult/Minor Worker Policy concerning adult/child involvement, and I understand and agree with each provision:

Signature_____ Date_____

One copy to be signed and returned; the other kept for your information.

APPENDIX C: Review Advisory Council Questions

CONFIDENTIAL

Each applicant must be asked the same questions (even if you think you know the answer) so that the review is as objective as possible. Please realize that this is for the protection of both the applicant and members of the Review Advisory Council. Each member of the review Advisory Council will make notes on the Review Advisory Council Response form. These forms will become part of the applicant's file.

Name of Interviewer (please print) _____

Interview was conducted on (date) _____ by phone _____ or in person _____

Subject of Interview:

Describe briefly how you came to give your life to Jesus. Who do you say Jesus is? Who is Jesus to you?

Have you received the baptism into the Holy Spirit and have spoken in tongues as an evidence of that baptism? _____

Could you share with us why you want to work with and minister to our children/youth?

What are your strong points, gifts, and/or what do you love to do? What do you have to offer our children/youth?

What is your spiritual "growing edge?" What is God teaching you right now in your life? How do you feel about your prayer life, Bible reading, church attendance and using your gifts?

What would you desire the children to glean from you?

Describe any fears or concerns you have about teaching children or youth.

James 3:1 says, "Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly." We would be interested in knowing how you feel about having an accountability that is as high as that of pastor.

As you know, each classroom is monitored by Ministry Team personnel. How would you feel about having someone drop in to the classroom without warning? How would you feel about the classroom being monitored by video camera?

What else would you like us to know about you?

How do you feel about this interview process?

Signed (*interviewer*) _____ Date _____

APPENDIX D: Reference Record Instructions

CONFIDENTIAL

This is a record of contact made with a reference, church or organization identified by an applicant for youth or children's/youth work. All information is to be kept confidential and is to be used for determination of suitability for children's/youth work only. It is extremely important that the date, time and person spoken to be noted. Also, the person taking the reference should be clearly indicated.

Name of applicant _____

Reference or church contacted _____

(If a church or youth organization, identify both the organization and minister/staff person contacted)

Date _____ Time _____

Method of contact (e.g. telephone, letter, personal conversation): _____

Summary of conversation (Summarize the reference's or minister's remarks concerning the applicant's fitness and suitability for youth or children's work.) _____

Do you consider him/her to be a Christian believer? How do you know? _____

Does he/she verbalize and demonstrate in life a commitment to the Lord? ____ Yes ____ No. How do you know? Examples? _____

What strength have you observed in this person that would cause you to believe that he/she would be an effective minister to children? _____

Have you observed any weaknesses which would indicate that this person would be unsuitable as a minister to children?

Is there any reason why you wouldn't have him/her as a volunteer in ministry or a staff position in your organization? ____ Yes ____ No If no, why?

Have you ever known him/her to work or have ministry with children? ____ Yes ____ No In what capacity? For how long? How did he/she perform? _____

Does he/she respond to training? ____ Yes ____ No ____ Not Sure

What areas of training would you recommend for him/her? _____

Are you aware of any conduct on the part of the applicant that would indicate that the applicant would be unsuitable for ministry to children? ____ Yes ____ No

Explain: _____

Have you ever reported this person for child abuse or sexual misconduct with a minor? ____ Yes
____ No Please explain. _____ Were
there any witnesses?

What was the outcome?

Have you any knowledge he/she has been reported for child abuse or sexual misconduct with a minor?
____ Yes ____ No

Summary of other comments:

Name of Review Board Member making reference contact: _____

Signature _____ Date _____

APPENDIX E: Adult Participation Release

INDIVIDUAL PARTICIPATION RELEASE

I, _____, in consideration of participation in the activities and programs at _____ CHURCH, hereby waive, release and forever discharge _____ CHURCH, their officers, agents, employees, independent contractors, and all representatives from all rights, demands, claims, causes of action, damages, or inquiries which I may have at any time or arising out of my condition to engage in the programs at _____ CHURCH.

I have full knowledge of all risks and agree to assume the risk involved in the programs and that I am physically fit and sufficiently able to participate. I have been completely and thoroughly informed that attending _____ CHURCH programs, I will participate in certain activities, which carry with them a degree of risk and danger.

Examples of risky and dangerous activities include, but are not limited to:

1. Physical activities, both indoors and outdoors
2. Travel by automobile
3. Sports, both informal and organized
4. Activities around water, including swimming/boating
5. Use of recreational equipment
6. Hiking, camping
7. Field trips, both on and off campus
8. Construction and maintenance projects

I acknowledge and understand that _____ CHURCH may offer other activities not listed above that present similar risks or dangers to me.

I consent to my participation in these activities. I acknowledge and understand that this **PARTICIPATION RELEASE** has the same force and effect regardless of whether the activities engaged in are free or if a fee is charged.

Further, I personally assume all risk in connection with the activities for any harm, injury or damages that may result from my participation in the activities, whether foreseen or unforeseen, and I still wish to proceed with the activities.

I acknowledge and agree that _____ CHURCH shall not be liable for an occurrence resulting directly or indirectly from these activities that results in injury, death, or any other damages to me, or my family, heirs, or assigns. In consideration for being allowed to participate in these activities, I hereby personally assume all risk in connection with the activities, for any harm, injury or damage that may befall me, my family, heirs, or assigns while engaged in such activities.

I also understand that my signature on this **PARTICIPATION RELEASE** shall constitute a bar to any recovery by me, my family, heirs, or assigns in all suits and actions that may be instituted against _____ CHURCH, its agents, servants or employees for injuries or death whether or not same resulted from the negligence of _____ CHURCH, its agents, servants, or

employees, or due to my negligence, or due the risks ordinarily incident to my participation in these activities, or due to contributory negligence on my part.

It is my obligation to inform the management of _____CHURCH of any and all health considerations or medical conditions that would restrict my participation in any and all activities involving _____CHURCH or their programs.

I carefully read this PARTICIPATION RELEASE. I understand its contents and voluntarily signed this release as my own free act. This is a legal document, and I had the opportunity to consult with an attorney before signing it.

Date

Signature

Printed Name

EMERGENCY CONTACT NAME EMERGENCY PHONE NUMBER

RELATIONSHIP TO YOU

APPENDIX F: Minor (Under 18 years) Participation Release

Parental Certification Consent and Release

I, _____ am the parent or legal guardian of (print minor's name) _____ who was born on _____.

I possess all the rights, power and privileges of a parent or legal guardian necessary to execute this legal instrument with binding legal effect.

As a parent or legal guardian of (print minor's name) _____, I certify and affirm that I have been completely and thoroughly informed that as a youth attending _____ CHURCH, my child will participate in certain activities which carry with them a degree of risk and danger.

Examples of risky and dangerous activities include, but are not limited to:

1. Physical activities, both indoors and outdoors
2. Travel by automobile
3. Sports, both informal and organized
4. Activities around water
5. Use of recreational equipment
6. Hiking, camping
7. Field trips, both on and off campus
8. Construction and maintenance projects

I acknowledge and understand that _____ CHURCH may offer other activities not listed above that present similar risks or dangers to my child.

I consent to my child's participation in these activities. I acknowledge and understand that this **PARENTAL CERTIFICATION, CONSENT AND RELEASE** has the same force and effect regardless of whether the activities engaged in are free or if a fee is charged.

Further, I personally assume, on my child's behalf, all risk in connection with said activities for any harm, injury or damages that may befall my child as a result of my child's participation in the activities, whether foreseen or unforeseen, and I still wish to allow my child to proceed with the activities.

I acknowledge and agree that _____ CHURCH shall not be held liable in any way for any occurrence resulting directly or indirectly from these activities that results in injury, death, or any other damages to my child, me, or my family, heirs, or assigns. In consideration of my child being allowed to participate in these activities, on behalf of my child, I hereby personally assume all risk in connection with said activities, for any harm, injury, or damage that may befall my child, me, or my family, heirs, or assigns while engaged in such activities.

I also understand that my signature on this **PARENTAL CERTIFICATION, CONSENT AND RELEASE** shall constitute a bar to any recovery by my child, me, or my family, heirs, or assigns in all suits and actions that may be instituted against _____ CHURCH, its agents, servants or employees for injuries or death to my child, whether or not same resulted from the negligence of _____ CHURCH, its agents, servants, or employees, or due to the negligence of my

child, or due the risks ordinarily incident to my child's participation in these activities, or due to the contributory negligence of my child.

I understand that it is my obligation to inform the management of _____ CHURCH of any and all health considerations or medical conditions that would restrict my child's participation in any and all activities involving _____ CHURCH or its programs.

I carefully read this PARENTAL CERTIFICATION, CONSENT AND RELEASE. I understand its contents and voluntarily signed this release as my own free act. This is a legal document, and I had the opportunity to consult with an attorney before signing it.

Dated: ____ / ____ / ____

Signature of Parent or guardian

Print or type name

APPENDIX G: Volunteer Agreement

VOLUNTEER ASSUMPTION OF RISK, WAIVER AND RELEASE AGREEMENT

I, _____ (name of volunteer), in consideration of my acceptance as a Volunteer of _____ CHURCH to serve within the church or in any of their extended events and outreaches represent and agree that:

1. I am a Volunteer and not an employee of _____ CHURCH. The word Volunteer as used in this document may be defined as a missionary, intern, artist, performer or other such position for which there is no substantial financial benefit given to the individual named above from _____ CHURCH. As such, I acknowledge that I will receive no substantial financial benefit from my service to _____ CHURCH.
2. I understand that my volunteer activities may be recorded, videotaped, photographed, filmed, or otherwise documented in an audio/visual or written manner, and I consent to this recording.
3. I consent to and authorize the use of any videotape, photograph, record, film, and/or writing of my sound, quote and/or likeness for charitable, commercial, advertising purposes, and programs or distribution of every nature and kind.
4. I agree that _____ CHURCH shall have full and sole ownership of all rights in my sound, quote and/or likeness as well as any completed audio/visual or written project including the original and all derivative forms. _____ CHURCH shall have the right to do all of the following with respect to the finished project and my work and participation in that project: (a) distribute, show, and adapt it or any portion of it for any medium in the United States and/or foreign countries; (b) cut, edit, add to, subtract from, arrange, rearrange, and revise any or all of it; and (c) promote it in any manner, for the purpose of advertising, promoting, selling, and otherwise merchandising the project in which my quote and/or likeness appears.
5. I am aware of the hazards and risk to my person and property associated with serving as a Volunteer for the _____ CHURCH. Such hazards and risk include, but are not limited to, death or injury by accident, disease, war, terrorist acts, weather conditions, inadequate medical services and supplies, criminal activity, and random acts of violence and loss of or damage to personal property. I recognize that such risk has always been associated with serving in this capacity. Any assignment that I accept as a Volunteer will be with full awareness of these risks, and I voluntarily assume all risks of death, injury, and illness associated with such risks, and any damage or loss to my personal property.
6. I hereby release and hold harmless _____ CHURCH and their agents, officers, directors, employees, affiliates, successors and assigns, from any liability whatsoever arising as a result of death, injury, or illness that I may suffer as a result of participation in any project or assignment. I further indemnify, defend, protect and hold _____ CHURCH and its respective agents, officers, directors, employees, affiliates, successors and assigns, harmless for, from and against any and all claims, demands, liabilities, cause of action, and damages that might be asserted by any person whatsoever arising out of or related to my service as a Volunteer. I am aware of the hazards and risks to my person associated with participation in _____ CHURCH as a Volunteer, as described above. I

further understand that _____ CHURCH may not have any insurance coverage that would apply in the event of my death, injury, or loss or damage to my property that may occur during my participation as a Volunteer, and if I desire insurance coverage, I am responsible for obtaining such personal insurance.

7. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and resolve disputes with each other in private or within the Christian church (Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding.
 - a. I expressly agree that this Agreement is intended to be as broad and inclusive as permitted by law.
 - b. If efforts to mediate the dispute fail, both parties agree to submit themselves to the laws of the State of Arizona legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.
 - c. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.
 - d. Each party shall bear their own costs, including attorney's fees, related to any mediation or legal proceeding.
 - e. The arbitrator(s) shall not have the power to award punitive or consequential damages.
8. I expressly waive any defense to the enforcement of any provision of this Agreement arising from a claim of lack of consideration and warrant that this Agreement is a legal, valid and binding obligation upon me enforceable against me, and my heirs.
9. I further represent that I am eighteen years old or older, that I am of sound mind, and have no medical conditions preventing me from performing my duties as a Volunteer.

I carefully read this ASSUMPTION OF RISK, WAIVER AND RELEASE AGREEMENT. I understand its contents and voluntarily signed this release as my own free act. This is a legal document, and I had the opportunity to consult with an attorney before signing.

Name (Printed): _____

Date of Birth: ____/____/____

Signature: _____

Date Signed: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

APPENDIX I: Incident Report

REPORT OF INCIDENTS OR CONCERNS

This report must be given to the pastor in charge of the activity during which the incident allegedly took place or was first mentioned. If this pastor is not available, or is the one in question, the report should be given to a member of the Youth and Children Worker's Review or Advisory Council. All incidents of suspicious behavior are to be taken seriously and reported.

Name of person reporting: _____

Position: _____

Date of report: _____ Date and Time of Incident: _____

Church Activity (Sunday School, Church Picnic, etc.): _____

Injured party's name: _____

Description of incident, comment or observation of concern: _____

Were there other adult witnesses? Yes No If yes, please list their names: _____

Any additional concerns or previously reported incident relative to this person: _____

If a minor, were parents/ guardians notified? Yes No

_____ (date) _____ (time)

Is this an incident that requires mandatory reporting to authorities? ___ Yes ___ No

Were authorities notified ___ Yes ___ No

Detail who did the notification, to whom and when: _____

Was medical attention given? ___ Yes ___ No. If so, by whom

Was the insurance company notified ___ Yes ___ No

Detail who did the notification, to whom and when: _____

Signature: _____ Date: _____

APPENDIX J: Early Childhood Check-in Sheet

EARLY CHILDHOOD CHECK-IN SHEET

All preschool and nursery students must be signed in and out of the classroom by a parent/guardian. Under no circumstances is a child to be released to someone other than the parent/guardian.

Date: _____ Time: _____ Total Children: _____ Total Workers: _____

Child's Name (Please Print): _____

Adult Classroom/Worship: _____

Parent/Guardian Name (First & Last): _____

Parent/Guardian in Service/Other – Initial Out Name: _____

Ministry Team for the hour:

APPENDIX K: Activity Registration Form

CLASSROOM/ACTIVITY REGISTRATION FORM

Each activity or class for children or youth must have a completed registration form. These forms are to be completed at the beginning of any activity, any additional comments added at the end, and must be turned into the pastor or staff member in charge of the children/youth program.

Activity or Class:

Regular Teacher/ Director: _____

Date: _____ Time: _____ am/pm Location: _____

List of all Adult workers (Staff and Volunteers):

Name

List of all adult guests (including parents of child):

Position _____

Children or youth who stay longer than to drop off or pick up

List of child/youth participants (or attach a roll sheet):

Report any incidents which may be of concern:

Signed: _____ Date: _____

APPENDIX L: Advisory Council Nominee Application

ADVISORY COUNCIL NOMINEE APPLICATION

Date: _____ Name: Mr. Ms. Rev. (*circle one*) _____
Address: _____ City/Zip _____ Home
phone _____ Cell _____ Email _____

Official Member of (Church Name): _____

1. Will you permit your name to be submitted to the district superintendent as a nominee for the position of Advisory Council member at _____ church? ____ Yes ____ No

2. Do you feel you meet the qualifications for an Advisory Council member as stated in the church bylaws? ____ Yes ____ No

3. Do you affirm the TENETS OF FAITH as given in the church bylaws? ____ Yes ____ No

- a. The Scriptures Inspired
- b. One True God
- c. The Deity of the Lord Jesus Christ
- d. The Fall of Man
- e. The Salvation of Man
- f. The Ordinances of the Church
 - 1. Baptism in Water
 - 2. Holy Communion
- g. The Baptism in the Holy Spirit
- h. The Initial Physical Evidence of the Baptism in the Holy Spirit i.
- Sanctification
- j. The Church and its Mission
- k. The Ministry l.
- Divine Healing
- m. The Blessed Hope n. The
- Millennial Reign of Christ
- o. The Final Judgment
- p. The New Heavens and the New Earth

4. Do you believe in and faithfully practice tithing? ____ Yes ____ No

5. If appointed as an Advisory Council member, will you pledge to work harmoniously with the pastor and other members, and will you agree to function in your office with wholehearted submission to the church bylaws? ____ Yes ____ No

6. If appointed, I will continue to regard this as an Assemblies of God church, with all the opportunities,

relationships and responsibilities that implies. ____ Yes ____ No

BIOGRAPHICAL INFORMATION – FAMILY HISTORY

Spouse's Name: _____

Name(s) and age(s) of any children living at home: _____

CHRISTIAN BACKGROUND

Date saved: _____ Date Baptized in Water: _____

Baptized in the Holy Spirit? Yes ____ Date: _____ Still seeking ____

CHURCH SERVICE

Ministries: _____

Church Offices Held:

Length of membership at current church: _____

WORK EXPERIENCE

APPENDIX M: Background Authorization Form

AUTHORIZATION FOR BACKGROUND CHECK

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, _____, hereby authorize this church to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that this church may utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature of Nominee _____ Date _____

Signature of Witness _____ Date _____

APPENDIX N: Advisory Council Replacement Request

**ADVISORY COUNCIL MEMBER REPLACEMENT REQUEST
(TO BE COMPLETED BY PASTOR)**

Name and address of member leaving the Advisory Council: _____

Reason for leaving: _____ Resigned _____ Death _____ Relocation _____ Other (please explain on reverse)

Name and address of member leaving the Advisory Council: _____

Reason for leaving: _____ Resigned _____ Death _____ Relocation _____ Other (please explain on reverse side)

CONTINUING ADVISORY COUNCIL MEMBERS

Secretary _____
Address: _____
City: _____ Zip _____
Phone: (_____) _____ Email _____

Treasurer _____
Address: _____
City: _____ Zip _____
Phone: (_____) _____ Email _____

Advisory Council Member _____ Address: _____
City: _____ Zip _____
Phone: (_____) _____ Email _____

Advisory Council Member _____ Address: _____
City: _____ Zip _____
Phone: (_____) _____ Email _____

Advisory Council Member _____ Address: _____
City: _____ Zip _____
Phone: (_____) _____ Email _____

Thank you. Pastor, please mail this completed form to the Arizona District Secretary-Treasurer and a copy to your sectional presbyter.

APPENDIX O: Sample Meeting Agenda

ADVISORY COUNCIL MEETING AGENDA

Name of Church _____ Name of City _____

Contact Information _____

Date: _____ Time: _____

REQUIRED AGENDA ITEMS AT EACH MEETING

- I. Scripture and Prayer
- II. Minutes of prior Advisory Council meeting (*sent to each Advisory Council member and sectional presbyter prior to the meeting.*)
- III. Pastor's Report (*submitted in writing to presbyter*) Spiritual Life of the Church Update progress report on fulfilling goals agreed on in last meeting.
- IV. Secretary's Report (*cite attendances as applicable*) Main service(s) attendance____ Children's ministry attendance____ Youth____ Men____ Women____ Alternate services____
- V. Financial Report (*sent to each Advisory Council member and presbyter prior to the meeting*):
Review of Profit and Loss reports, Review of Balance Sheet, Review of Special Funds and balances, Review of all other accounts (*e.g. Building, Church Departments, Benevolence, etc.*)
- VI. Unfinished Business
 - A. _____
 - B. _____
- VII. New Business
 - A. _____
 - B. _____

Date for next Advisory Council meeting: _____
- VIII. Assignments and projects between now and next Advisory Council meeting.
- IX. Adjournment

APPENDIX P: Sample Council Meeting Minutes

ADVISORY COUNCIL MEETING MINUTES

Name of Church _____ **Name of City** _____

Contact Information _____

I. Meeting called to order: Date: _____ Time: _____

II. Minutes of prior Advisory Council meeting presented and approved (or amended)

III. Pastor's Report accepted as presented

IV. Secretary's Report accepted as presented (or amended)

V. Financial Report accepted as presented (or amended)

VI. Unfinished Business

A. (*Example*) Budget for next year presented for review. It was moved and seconded that the budget be adopted as presented. Motion Carried.

B. (*Example*) The attached list of 12 names was presented for acceptance as new members of the church. After reviewing each name, it was moved and seconded that the entire list be accepted. Motion Carried.

VII. New Business

A. (*Example*) The facilities sub-committee presented the results of their annual facilities review. It was noted that the roof is in disrepair and that the heating-ventilation/air conditioning systems on the roof need replacing. The Advisory Council asked the sub-committee to solicit at least three bids for each item to be presented at the next regular Advisory Council meeting.

B. (*Example*) The Youth Ministries director requested a one-time gift from the General Fund for the purpose of giving scholarships to needy students so that they might go to Youth Convention. Motion was made, seconded and, after little discussion, carried.

VIII. (*Example*) Before next meeting, the treasurer will see that the youth director has the funds necessary for Convention and the Facilities sub-committee will receive bids for roofing and HVAC.

IX. Next Advisory Council is _____. X Adjournment: _____.

An original "hard copy" of these minutes signed in ink by the secretary shall be kept in perpetuity at the church office. Each year's copies shall be bound to prevent tampering.

APPENDIX Q: Ministry Description: Business Manager

As business manager, you have many important roles and hold a vital position in our church. You will be responsible for verifying the accuracy of the reports received from the bookkeeper, ushers, and Group Ministry leaders, paying authorized bills and keeping the accounting records up to date. You will report to and work directly with the treasurer. Your adherence to the internal controls is a large factor in the success of our church's internal control system as a whole and thus calls for strong character and integrity.

Responsibilities:

You must be familiar with all of the procedures outlined in the Internal Control Manual.

You must be familiar with the accounting procedures and programs used by the church.

Your signature or initials on any document indicates you reviewed and approved it.

INCOMING FUNDS

- Verify the deposit receipt to the *Usher/Counter Offering Report* and the *Cash Receipts Spreadsheet*. Follow up on any discrepancies with the originator of the report.
- Using the *Cash Receipts Spreadsheet*, enter the deposit into the church's accounting records. As part of the bank reconciliation process, verify that the deposits on our accounting records are properly recorded on the bank statement.

OUTGOING FUNDS

No checks are to be issued until the documents have proper approval. (*Refer to the manual for specifics*).

OTHER ISSUES

- 1) **Bank Statements.** Bank statements are delivered UNOPENED to the treasurer for review. When returned to you, perform the bank reconciliation. Notify the treasurer of any unusual or large discrepancies.
- 2) **Petty Cash.** You are responsible for maintaining the integrity of petty cash. You must be sure to obtain receipts for all petty cash expenditures. The receipts are to be kept in the petty cash box until you reconcile and replenish petty cash. Whenever petty cash is given out and no receipt is available, complete a *Petty Cash Receipt*. In order to replenish petty cash, complete the *Petty Cash Reconciliation*. Present the completed form to the treasurer for approval.

Your signature below indicates you have read and understand the requirements of the position and agree to faithfully execute the requirements to the best of your ability.)

Signed: _____ Date: _____

APPENDIX R: Ministry Description: Bookkeeper

You play a vital role in safeguarding the assets of your church. You are responsible for verifying the contributions, depositing them into the bank and updating the donors' contributions record. You have a responsibility for maintaining accurate records as well as the safekeeping of contributions to the church. Your role is very important to our church and calls for strong character and integrity.

Your signature or initials on any document indicates you have reviewed it and approve of it. You must be familiar with all of the procedures outlined in the Internal Controls Manual.

Weekly Job Functions:

- Obtain the *Usher/Counter Offering Reports*, the contributions and the contribution envelopes. Count the money and verify the total agrees with the total on the *Usher/Counter Offering Reports*.
- ***Immediately investigate any discrepancies with the person who signed the report.***
- Enter the donor information from the contribution envelopes into your church's contribution-tracking program.
- Complete the *Cash Receipts Spreadsheet*. Make two copies of the spreadsheet. Attach one to the *Usher/Counter Offering Reports*, provide one to the treasurer and keep the original in a chronological file.
- Complete the deposit slip. Attach a copy to the *Usher/Counter Offering Reports*.
- Deposit the funds into the bank.
- Attach the deposit receipt to the *Usher/Counter Offering Reports*. You now have a completed deposit package.
- The completed deposit package contains:
 - *The Usher/Counter Offering Reports*
 - *The Cash Receipts Spreadsheet*
 - *A copy of the deposit slip*
- The original deposit receipt
- Submit the completed deposit package to the business manager.
- For all completed *Donated Items* forms received, enter the donation information into the church contribution-tracking program

Your signature below indicates you have read and understand the requirements of the position and agree to faithfully execute the requirements to the best of your ability.

Signed: _____ Date: _____

APPENDIX S: Ministry Description: Usher

Your role as an usher is very important to our church and calls for strong character and integrity. Although your responsibilities range from greeting guests, seating attendees and collecting contributions, this job description will focus only on your role in the collection and counting of contributions. You play a vital role in the collection and safeguarding of church donations.

YOUR SIGNATURE OR INITIALS ON ANY DOCUMENT INDICATES YOU HAVE REVIEWED IT AND APPROVE OF IT.

Weekly Job Functions:

- There must always be more than one usher present during the collection and counting process.
- The contributions must be taken to a secure room for counting.
- Each usher must separately count the contributions.
- Complete the *Usher/Counter Offering Report* **in ink**.

Each usher must sign or initial the *Usher/Counter Offering Report*. The head usher places the *Usher/Counter Offering Report*, along with the contributions and contribution envelopes, into the church safe or lockbox.

Your signature below indicates you have read and understand the requirements of the position and agree to faithfully execute the requirements to the best of your ability.

Signature: _____ Date: _____

APPENDIX T: Ministry Description: Group/Ministry Leaders

Although as a group and/or ministry leader you have many important roles pertaining to the leadership and execution of your ministry, the job description below will focus only on your role in the collection and handling of donations and contributions. Our goal is to maintain a uniform collection and recording process for the safekeeping and accuracy of all donor contributions. Your role as a group or ministry leader is vital to our church and requires strong character and integrity.

YOUR SIGNATURE OR INITIALS ON ANY DOCUMENT INDICATES YOU HAVE REVIEWED IT AND APPROVE OF IT.

Essential Job Functions:

Keep the contributions in a secure location until the function has ended. Examples of contributions you may receive are:

- 1) Voluntary donations
- 2) Fundraising income
- 3) Sales of food or drinks, etc.

Immediately after the function has ended, count the contributions and complete the *Usher/Counter Offering Report*, in ink. It is preferable (although it might not be possible) to have two people involved in the counting and *Usher/Counter Offering Report* preparation. Give the contributions and the *Usher/Counter Offering Report* to the bookkeeper.)

Your signature below indicates you have read and understand the requirements of the position and agree to faithfully execute the requirements to the best of your ability.)

Signature: _____ Date: _____



Offering and Attendance Report

USHER/COUNTER OFFERING & ATTENDANCE REPORT FUND ALLOCATION REPORT

FOR _____
(The Gate Church)

Date: _____

Service Attendance Record:
 _____ Main Worship Service
 _____ Children's Ministries
 _____ Other Department-List

1. Please verify cash/check dollar amount in envelopes.
2. Always have two people count the offering and sign this form.
3. When removing cash or checks from an envelope, please annotate the cash amount or the check number on the envelope.
4. If any mistakes are corrected on this form, both counters must initial.

OFFERING COUNT

1s _____
 5s _____
 10s _____
 20s _____
 50s _____
 100s _____
 Coins _____
 _____ TOTAL CASH
 _____ TOTAL CHECKS
 # OF CKS _____
 _____ GRAND TOTAL *

FUND ALLOCATION

General Fund _____
 Missions _____
 Building Fund _____
 Youth _____
 Children _____
 Other Dept. (list) _____

 **GRAND TOTAL _____

****GRAND TOTALS MUST MATCH****

Please attach all offering envelopes

Please attach bank deposit slip

Usher /Counter Signature

Bookkeeper Signature

APPENDIX V: Church Check Request

CHURCH CHECK REQUEST

COMPLETE ADDRESS MUST BE GIVEN (PLEASE PRINT)

AMOUNT: _____

DATE: _____

TO: _____

ID: _____

FOR: _____

- ADMINISTRATIVE
- WORLD MISSIONS
- AZ MISSIONS
- STRATEGY 2000
- DESIGNATED ACCT'S

- CHI ALPHA
- DEAF MINISTRIES
- CE
- YOUTH
- WOMEN'S MINISTRIES

- MISSIONETTES
- MENS MINISTRIES
- ROYAL RANGERS
- STEWARDSHIP
- CAMP

GL ACCOUNT # _____

- MAIL
- RETURN TO PERSON REQUESTING
- OTHER _____

REQUESTED BY: _____

APPROVED BY: _____

DEPARTMENT HEAD MUST SIGN REQUEST

REVISED 4/4/06

APPENDIX W: Pastor's Monthly Report
 For DISTRICT AFFILIATED CHURCHES

MONTH _____

CHURCH NAME _____

ADDRESS _____ CITY _____

PASTOR _____

FINANCIAL REPORT

_____ Balance Brought Forward \$ _____
 (Date) (Amount)

Receipts:

Tithe & Offerings	_____	
Missions	_____	
Building	_____	
Other	_____	
_____	_____	
_____	_____	
_____	_____	
	Total Receipts	\$ _____
	Total	\$ _____

Disbursements:

Pastor's Salary	_____	
Pastor's Housing	_____	
Pastor's Insurance	_____	
Supplies	_____	
Utilities	_____	
Rent/Mortgage/Loan Payment	_____	
AZ District 2% Fund	_____	
Camp Fund 1%	_____	
World Missions	_____	
US/AZ Missions	_____	
_____	_____	
_____	_____	
	Total Disbursements	\$ _____
	Balance on Hand	\$ _____

Designated Fund Balances:

Building	_____
Missions	_____
Other	_____
Savings Account	_____

