

Friedens UCC Bylaws

Table of Contents

SECTION 1.0: MISSION, VISION, AND VALUES	2
SECTION 2.0: EXECUTIVE COMMITTEE	2
SECTION 3.0: OFFICER AND COUNCIL NOMINATION AND ELECTION PROCEDURES	3
SECTION 4.0: ROLES OF OFFICERS AND COUNCIL MEMBERS	4
SECTION 5.0: CODE OF CONDUCT AND REMOVAL OF OFFICERS AND COUNCIL MEMBERS	22
SECTION 6.0: CHURCH COUNCIL MEETINGS	22
SECTION 7.0: EMPLOYMENT POLICIES & GUIDELINES	23
SECTION 8.0: MEMBERSHIP	26
SECTION 9.0: FINANCIAL CONTROLS	28
SECTION 10: LIABILITY MITIGATION (Background Check Policy, Guidelines and Procedures)	34
SECTION 11.0: PRIVACY POLICY (Audio, Video and Website activity)	38
SECTION 12.0: EMERGENCY PROTOCOLS	39
SECTION 13.0: INSURANCE POLICIES (Liability, Property, and Officer and Office Manager Liability)	39
SECTION 14.0: GOVERNANCE	39
SECTION 15.0: CONDUCT OF CONGREGATIONAL MEETINGS	41
SECTION 16.0: DESIGNATED FUND	42
APPENDIX A: APPLICATION FOR EMPLOYMENT AND VOLUNTEER BACKGROUND CHECK RELEASE FORM	44
APPENDIX B: MINISTRY APPLICATION AND RELEASE FORM FOR WORKING WITH MINORS	48
APPENDIX C: GUIDELINES TO HELP US CREATE A SAFE AND WORKING ENVIRONMENT	52

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SECTION 1.0: MISSION, VISION, AND VALUES

§1.1 Mission – The mission of Friedens Church is to share the love of God in Jesus Christ with all people through worship, mission, fellowship and spiritual growth (Matthew 22:36-40)

§1.2 Vision – We are called to be a church of the Great Commission of Jesus Christ (Matthew 28: 16-20), sharing the gospel with all people, helping them understand it, live it, and tell it. Every member and friend of Friedens is blessed and equipped with spiritual gifts from God, and encouraged to use them in a related ministry (Ephesians 4:11-12). We are striving to be a more compassionate community of faith, welcoming all who wish to join us on the journey (Galatians 3:28).

§1.3 Values – Friedens builds its community around the values of Jesus (Matthew 5:1-12). We value:

§1.3a Loving God with all that we are.

§1.3b Embracing God's guiding spirit.

§1.3c The love of God, self and neighbor.

§1.3d Each person's God-given gift for ministry.

§1.3e Respect for self and others

§1.3f A cooperative and neighborly spirit.

§1.3g Commitment and generosity.

§1.3h Humility in serving.

§1.3i A permission-giving and innovative atmosphere for ministry development.

SECTION 2.0: EXECUTIVE COMMITTEE

§2.1 Appointment: The Church Council shall, by Resolution, appoint the officers of the Council and Pastors as an Executive Committee on the first scheduled meeting of the new church year.

§2.2 Members: Members of the Executive Committee shall include the President, Vice President, Secretary, Finance Ministry Chairperson, and the Pastors.

§2.3 Function: The Executive Committee shall manage the business of the Church during the interim between meetings of the Church Council. It may also meet

to move a discussion forward so that a recommendation can be made to the full council at the next scheduled meeting. Subject to law and to the resolution of the Church Council, the Executive Committee shall have and may exercise all of the powers of the Church Council in the business affairs of the Church.

§2.4 Calling of Meeting; Notice Required: A meeting of the Executive Committee may be called by either the President, Vice-President or the Senior Pastor by giving notice to all members of the Executive Committee appropriate to the circumstances requiring such meeting.

§2.5 Quorum: A majority of the Executive Committee, duly noticed, shall constitute a quorum for the transaction of business. Despite achieving a majority of members, there can be no quorum unless the Senior Pastor, Vice-President or the President is present at the meeting.

§2.6 Reporting: The Executive Committee shall report any action taken by said committee at the next scheduled meeting of the Church Council.

SECTION 3.0: OFFICER AND COUNCIL NOMINATION AND ELECTION PROCEDURES

§3.1 Nomination:

§3.1.1 Process and Timing:

January 1st – August 31st: The current Council President and Senior Pastor will meet as needed to determine the upcoming vacancies for officers. They may also consider potential candidates for vacant Council positions. During this time, ministry team members will consider at their own respective team meetings names of candidates for the ministry's Council Member for the next year.

September 1st to October 15th: Vacancies will be announced to the congregation, allowing and encouraging those who wish to serve to contact the Nominations Vice Chairperson or other suitable Council Member or Pastor to submit a written statement explaining their interest in and qualifications for serving. Any interested members submitting a written statement of interest must be forwarded to the Executive Committee, in the case of Officer candidates, and to the respective ministry team, in the case of non-officer Council Member candidates, for consideration before the respective Executive Committee and ministry teams decide on official nominations. The President and Pastor shall submit names of Officer candidates to the full Executive Committee for approval. A simple majority vote shall be required to approve an officer candidate for nomination to the Governing Body. Each ministry team shall approve a nominee as the ministry's Council Member. A simple majority vote shall be required to approve a council member candidate for nomination to the Governing Body. These votes may be conducted via email if convenient. Nominees may provide biographical and other

pertinent information to the Nominations Vice Chairperson for dissemination to the congregation. The Council reserves the right to revise or edit all candidate information for brevity and for alignment with the values of the church.

October 15th to 31st: The slate of nominees shall be finalized and publicly announced in a selected weekend's services by the current Council President or other officer of the Council. The slate of nominees and their biographical information will be made available to the congregation at all services that weekend.

November: Approval by vote of the congregation for officer and Council positions will occur at a congregational meeting in November.

§3.2 Election:

§ 3.2.1 Competitive Election -- If the slate of nominees includes more than one member for any position, a secret ballot will be taken at the November congregational meeting. Paper ballots will be distributed by the ushers including only the contested Council positions requiring a majority vote. If the vote is a tie or no majority is achieved, the balloting will continue until a majority is achieved.

§ 3.2.2 Non-competitive election – If there are no contested Council seats, a secret ballot, or a voice vote at the discretion of the President or other officer presiding over the meeting, to vote 'yes' or 'no' to elect the slate of nominees will be conducted at the November congregational meeting. If the yes/no vote is a tie or no majority is achieved, the balloting will continue until a majority is achieved.

§ 3.2.3 Write-In Votes – The President, or other officer presiding over the meeting, must allow write-in candidates who are members to be submitted to the Governing Body, in any election of Officers or Council Members.

SECTION 4.0: ROLES OF OFFICERS AND COUNCIL MEMBERS

(Officers include: President, Vice President, Secretary & Treasurer)

§4.1 President: Overall responsibility for leading church operations. Specifically provides direct servant leadership for, roughly, half of the ministries represented by the council.

§4.2 Vice President: Secondary responsibility for leading church operations. Will take on the duties of the President when that officer is absent or unavailable. Specifically provides direct servant leadership for, roughly, half of the ministries represented by the council.

§4.3 Secretary: Responsible for the administrative functioning of the Council and for ensuring that all minutes of congregational and council meetings are accurately noted and published.

§4.3.1 Director of Record Management – Responsible for the overall retention and storage management of the church’s records in accordance with the Record Retention policy. This includes the establishment and periodic review of an adequate Record Retention policy, assessing the storage needs, establishing a central repository and filing system, ensuring the proper level of security is maintained, overall organization of the files, and the proper disposal of any documents that have reached the end of their required retention period.

§4.3.2 Assistant Secretary for Meeting Management – Responsible for scheduling and calling all meetings of the Council and the congregation, makes sure proper notice for congregational meetings is given, reviews the information to be provided, helps create the presentation materials, and ensures that a quorum is present, etc.

§4.4 Financial Ministry Chairperson and Treasurer: Responsible to ensure proper financial management of Friedens UCC, and to inform and advise the congregation, the Council, and officers of the church in all financial matters.

§4.4a Will coordinate and lead a team of financial ministry team members.

§4.4b Reviews monthly checkbook reconciliation.

§4.4c Presents the annual budget to the Financial Trustees for discussion. A group consensus should be achieved.

§4.4d Identifies options for the deposit and/or investment of church funds in coordination with the **Financial Trustees**. When investing, a “prudent person approach” should be adopted.

§4.4.1 Financial Management Vice Chairperson – Responsible for managing the church expenses.

§4.4.1a Pays invoices that have been approved by the appropriate committee heads in a timely manner.

§4.4.1b Reconciles monthly checkbook.

§4.4.1c Oversight and reimbursement of petty cash (if any).

§4.4.1d Annually files the church’s 501(C)3 status with the State.

§4.4.1.1 Director of Financial Information Entry (outgoing) –
Responsible for the following:

§4.4.1.1a Gathering the unpaid invoices and obtaining the approval for payment by the appropriate committee heads. These payment approvals should be given in a timely manner to the Financial Management Vice Chairperson for payment.

§4.4.1.1b Inputting the monthly withdrawals and payments into the church's accounting software system so that the Director of Financial Reporting (outgoing) can prepare the appropriate reports for the presentation at the next Church Council meeting.

§4.4.1.1c Ensure special pass through withdrawals/payments are appropriately accounted for.

§4.4.2 Budgeting and Reporting Vice Chairperson (outgoing) –

Responsible for leadership in the timely and accurate development of key financial information and for the development and tracking of the annual church budget. Provides support for two directors and advises the Chairperson of the Financial Ministry regarding interpretation of financial reports and church budgetary needs.

§4.4.2.1 Director of Financial Reporting (outgoing)— Responsible for ensuring the consolidation of expense data and creation of monthly, quarterly and annual reports for use by the Finance Ministry Chairperson, other church officers and/or in support of congregational meetings.

§4.4.2.1a Pulls all reports together in ways that convey the essence of key financial management information, is easy to understand and is actionable

§4.4.2.1b Prepares Treasurer's Report for presentation to the Council (Treasurer's report, full chart of accounts report)

§4.4.2.1c Prepares formal reports of financial results in support of Congregational meetings

§4.4.2.1d Provides financial data to FriedensUCC.org at least quarterly for review by the congregation as desired

§4.4.2.2 Director of Budgeting (outgoing) – Responsible (in partnership with the Stewardship Ministry Director of Budgeting) for development and documentation of the annual budget.

§4.4.2.2a Works annually with the Stewardship Ministry Director of Budgeting to document and consolidate the new budget line item recommendations for

review with the Stewardship and Financial Ministry Chairpersons

§4.4.2.2b Works closely with all ministries of the church through Council committee chairpersons to review current budget / expense data, identify new ministry needs, and document recommended budget changes for the upcoming year

§4.4.2.2c Works to ensure maximum flexibility in budgeting while maintaining appropriate financial controls.

§4.4.3 Financial Trustees -- This group shall primarily consist of former Financial Ministry Chairpersons (Financial Secretaries, Treasurers, etc.) as well as subject matter professionals that will be responsible, when called upon by the current President/Vice President, for, but not limited to, the following:

§4.4.3a Select an audit team to define the audit program and to audit the church's finances on a periodic basis and/or provide a final audit of any special project

§4.4.3b Review, analyze, and identify/recommend any funding/sourcing options for any special projects

§4.4.3c Provide annual budget review and guidance to the church council and members

§4.5 Environmental Ministry Chairperson: Responsible for Friedens overall environmental initiative. Ensure that Friedens activities are environmentally sensitive and act as a liaison to community organizations working to enhance the environment of our communities/world.

§4.5.1 Recycling Vice Chairperson – Focus on recycling of all waste products generated by the church and to identify ways Friedens can act as a catalyst for community recycling.

§4.5.2 Facility Impact Vice Chairperson (dual role with BERT) – Develop and maintain a program to eliminate or mitigate the environmental impact of Friedens' facilities. Engage in planning for any change in facility size and scope to ensure development is done in an environmentally responsible manner.

§4.5.3 Environmental Awareness Vice Chairperson – Responsible for maintaining currency in environmental issues, reporting the activities of the Environmental Ministry and keeping Friedens web site and other community relationship materials current. Act as primary contact to the community through blogs, Twitter and Facebook interactions.

§4.6 Stewardship Ministry Chairperson: It is the responsibility of the Stewardship Ministry Chairperson (SMC) to ensure that all incoming funds are properly accounted for and entered into the church's financial data system, to coordinate with the Financial Ministry, the Council and the Congregation in all matters pertaining to income of the church and to regularly nurture the congregation in the intentional culture of stewardship. The SMC will coordinate budget activities with the Financial Ministries Chairperson and present the annual budget to the Church Council. Provides guidance and support for other church ministries seeking funding for unbudgeted opportunities.

§4.6.1 Giving Ministry Vice Chairperson (Finance) Responsible for ensuring adequate controls are in place for all deposits and the overall accounting of incoming funds.

§4.6.1.1 Counting Directors (Four) – Each of the four Counting Directors is responsible for establishing and overseeing a counting committee to count all incoming funds on every fourth Sunday, recording the funds on appropriate worksheets for later entry by the Director of Financial Information Entry (incoming), and depositing the funds in the bank. A minimum of two people must be present when depositing the funds at the bank.

§4.6.1.2 Director of Financial Information Entry (incoming) – Responsible for the data entry of all incoming deposits into the accounting system, the generation and distribution of donor statements, the establishment of any new accounts (such as special pass-through giving), and informing the Director of Financial Entry (Outgoing) of these new accounts.

§4.6.2 Ministry Funding Vice Chairperson – Serve as a funding specialist to support ministries throughout the church in the most efficacious funding for ministry opportunities. Funding sources may include budgeted funds, fundraising events, special offerings, grants, etc.

§4.6.2.1 Director of Grants – The Director of Grants will seek out funding opportunities from various sources to include, but not limited to, the United Church of Christ, ecumenical foundations, corporate foundations and non-profit funding organizations. The Director of Grants, with input from the Ministry Funding Vice Chair and the Community Relationship Ministry, will write grant/funding requests for internal and external ministry support.

§4.6.3 Stewardship Awareness Vice Chairperson (Marketing) – Responsible for developing and maintaining stewardship awareness within the Stewardship committee and the Friedens congregation.

§4.6.3a Maintains currency in stewardship concepts and ideas

- §4.6.3b Communicates the activities of the Stewardship committee to the congregation
- §4.6.3c Keeps stewardship information on the Friedens website current.
- §4.6.3d Maintains Stewardship awareness by sharing information with the congregation reminding each of us of how richly we are blessed
- §4.6.3e Challenges / encourages the congregation on how we utilize our gifts.

§4.6.4 Budgeting and Reporting Vice Chairperson (incoming) –

Responsible for financial awareness, budgeting, and financial reporting on all matters related to church income.

- §4.6.4a Constantly ensures financial awareness within the Stewardship committee
- §4.6.4b Works with Stewardship Ministry Directors to identify and design reports to clearly communicate relevant information and satisfy needs.
- §4.6.4c Works with Stewardship Ministry Directors to help develop, justify, support, and present the annual budget to Church Council

§4.6.4.1 Director of Financial Reporting (incoming) – Responsible for creating and maintaining reports addressing church income

- §4.6.4.1a Working in conjunction with the Giving Ministry and the Financial Ministry creates and maintains aggregated / consolidated reports including trending and various analyses where appropriate.
- §4.6.4.1b Tracks and analyzes the progress of fund raising activities.
- §4.6.4.1c Tracks income and expenses versus budget to ensure timely, accurate financial reporting to the Stewardship and Financial Ministry Chairpersons

§4.6.4.2 Director of Budgeting (incoming) – Responsible (in partnership with the Financial Ministry Director of Budgeting) for development and documentation of the annual budget.

- §4.6.4.2a Works annually with the Financial Ministry Director of Budgeting to document and consolidate the new budget line item recommendations for review with the Stewardship and Financial Ministry Chairpersons.

§4.6.4.2b Identifies sources of geographic socio-economic data and other available religious institution trend data to benchmark income and giving trends

§4.6.4.2c Tracks and analyzes trend data and communicates findings to the Stewardship committee.

§4.6.4.2d Uses data to predict the ability of the congregation to financially support the proposed annual budget

§4.7 Worship & Arts Ministry Chairperson: Responsible for enhancing the exceptional nature and outreach of Friedens Music, Literature, Drama and Arts programs. Special emphasis should be placed on activities that not only raise the spiritual worship of Friedens members but also draws the community into our facilities and programs.

§4.7.1 Facility Enhancement Vice Chairperson – Responsible for maximizing the visual impact of Friedens’ facilities appropriate to the season. Responsible for leading efforts to decorate the sanctuary and CLWC for Advent/Christmas and Easter as well as implementing special flower and palm orders for Palm Sunday, Easter, and Christmas. This includes responsibility for season specific altar enhancements. Responsible for working with Building & Grounds ministry on longer term projects for internal and external beautification.

§4.7.2 Music Ministry Vice Chairperson – Responsible for providing support to paid music staff, for supporting growth in Friedens music programs including adult, youth, children’s choirs, bell choirs, praise band, solos, and small groups, both vocal and instrumental and for drawing the community into the church with music programming. Responsible for managing the church/community music education and training program. Responsible for scheduling cantors. Responsible for scheduling concerts.

§4.7.3 Altar Guild Vice Chairperson – Responsible for recruiting and supporting directors who then recruit teams for the following: Communion Preparation, Altar Preparation with paraments appropriate to the liturgical season, and Candles.

§4.7.4 Worship Support Vice Chairperson – Responsible for recruiting, training, and supporting directors who then recruit teams for the following: Ushers, Acolytes, Adult and Youth Readers, Worship Leaders, Greeters, Funeral hosts and ushers, Wedding Assistant to the Pastors.

§4.7.5 Worship and Community Arts Vice Chairperson – Responsible for enhancing the use of art, literature, drama, and dance in order to connect members and the community and to enhance the spiritual life and worship of the church. Also responsible for managing the

church/community arts education and training programs. Responsible for recruiting and supporting directors for: Art, Literature, Drama, Dance.

§4.7.6 Worship Audio /Visual /Lighting Vice Chairperson – Responsible for supporting our pastors and worship leaders in the areas of audio/visual/lighting needs for worship in cooperation with the technology team.

§4.8 Membership Ministry Chairperson: Responsible for managing the church membership rolls, leading the church's response to member needs and developing and executing strategies for increasing Friedens membership.

§4.8.1 Membership Tracking Vice Chairperson – Maintain the rolls of Friedens UCC in a timely and accurate manner. Ensure new members are added and those who have become ineligible for membership are removed from the rolls. Keep an accurate and up-to-date listing of member contact information.

§4.8.2 New Member Vice Chairperson – Responsible for supporting visitors who have declared the desire to become members. Support includes scheduling new members for new member class, acting as their liaison to all church services and support until they have completed new member training, formally joined the church and entered into the equipping program.

§4.8.3 Member Care Vice Chairperson – Responsible for managing programs that promote the health, welfare and support of members during challenging times in their lives.

§4.8.3.1 Parish Care/Visitation Director – Responsible for managing a proactive program of visiting those members incapable of attending services at Friedens, supporting their spiritual and physical needs and informing church leadership of their health and welfare.

§4.8.3.2 Director of Parish Nursing – Responsible for monitoring the health of members, acting as a source for current information on health issues, delivering appropriate health related services and advising the congregation and the community on health related matters.

§4.8.3.3 Meal Preparation Director – Responsible for maintaining a network of members who are willing to provide meals to members and community acquaintances who are experiencing a crisis in their lives. Also supports meals for funerals and other special occasions for members and their family.

§4.8.3.4 Prayer Chain Director – Responsible for maintaining the vital prayer life of the church including maintenance of a member/community prayer chain, education on the centrality of prayer in life and regular communication of prayer concerns and answered prayer to members.

§4.8.4 Guest Assistance & Support Vice Chairperson -- Responsible for managing the critical process of identifying, welcoming and making guests comfortable in our fellowship. Also manages a visitor follow-up program that leads to new member training and mentoring.

§4.9 Building & Grounds Ministry Chairperson: Responsible for the maintenance and expansion of Friedens' physical presence in an exceptional manner.

§4.9.1 Mechanical Systems Vice Chairperson – Responsible for mechanical systems maintenance, operation and cost-effectiveness. Also supports trade mechanical guilds within the membership/community through education, training and mentoring of members/others with the desire to achieve professional status.

§ 4.9.1.1 HVAC Director – Responsible for HVAC systems operation and maintenance as well as support of the HVAC Guild.

§ 4.9.1.2 Plumbing Director -- Responsible for Plumbing systems operation and maintenance as well as support of the Plumbing Guild.

§4.9.1.3 Electrical Systems Director -- Responsible for Electrical systems operation and maintenance as well as support of the Electrical Guild.

§ 4.9.2 Building Maintenance Vice Chairperson – Responsible for the internal, non mechanical operation and maintenance of the facility as well as support of the Carpentry Guild.

§4.9.3 Safety & Security Vice Chairperson – Responsible for the creation and maintenance of a Safety & Security Plan. Maintain personal and building security in a way that keeps members/others safe but does not limit fellowship. Inform the membership/community of threat levels and personal/corporate safety and security matters. Support the Security Systems Guild.

§ 4.9.3.1 Personal Safety & Security Director – Responsible for the physical security of Pastors, Staff, Church Officers, Council Members and the general membership. Advise the membership/community of the potential for physical threats and safety awareness.

§4.9.3.2 Building Safety & Security Director (dual role with BERT) –

Responsible for Facility Safety & Security including regular safety/security assessments, management of access to the facility and support to BERT regarding the safety and security implications of renovations and expansions.

§4.9.4 Grounds Maintenance Vice Chairperson – Responsible for the maintenance of Friedens external presence in an exceptional manner. Develop a seasonal beautification and maintenance plan and manage volunteer support. Support the Landscape Specialist Guild.

§4.9.5 BERT Vice Chairperson – Building Expansion & Renovation Team leadership. Continually plan new projects that enhance the appearance and usefulness of the physical property of Friedens UCC.

§4.10 Member Equipping Ministry Chairperson: Responsible for developing and maintaining a program of lifelong spiritual learning with emphasis on helping members and others learn to love and serve as Christ

§4.10.1 Leadership Development Vice Chairperson: Responsible for the leadership development of key roles within the congregation, including, but not limited to: Servant Leadership education, organization and communication development, future talent/ “bench strength development”; works closely with the Spiritual Gifts Vice Chairperson to identify, recruit, and develop future congregation leaders; ensures development and training programs align with loving and serving as Christ

§4.10.2 Spiritual Gifts Vice Chairperson: Responsible for working with congregation administration and Membership Ministry to maintain an accurate database for Spiritual Gifts Inventory Assessment completed by those who consider Friedens their church home; responsible for completing a semi-annual report of potential congregation leaders and presenting this report to the Equipping Ministry Chairperson; works closely with the Leadership Development Vice Chairperson to identify future congregation leaders; ensures the Spiritual Gifts Inventory assesses many diverse ways in which people can love and serve as Christ

§4.11 Outreach Ministries Chairperson: Responsible for identifying, developing and maintaining vital relationships within the church and in our community/world through servant leadership of a dynamic, engaged ministry team. Responsible for allocating and planning for best use of funds for

outreach ministries and for receiving and responding to requests for Friedens to participate in local, national and international outreach opportunities.

§4.11.1 Local/Community Outreach Ministries Vice Chairperson- Identify, connect with and develop strong relationships with local community organizations whose activities are consistent with the Mission, Vision, and Values of Friedens. In partnership with the pastoral staff, develop vision and goals for Friedens local outreach ministries.

§4.11.1a Regularly interact with the local organizations with whom we partner (examples: Agape Banquet, Concord Center, Craine House, Exodus Refugee and Immigration, Greenwood Salvation Army, Hunger, Inc., Midwest Food Bank, Tutoring Ministries, Wheeler Mission, YMCA) to better understand their needs and work with them to determine how we might be able to share our gifts of time, talents, and/or treasures to work together.

§4.11.1b Maintain list/database/reports about needs of local partners and our interactions/responses.

§4.11.1c Communicate needs and opportunities of local organizations to the congregation.

§4.11.1d Document participation with local organizations for the purpose of learning and gaining understanding for future planning, and to help the congregation better understand how we are in partnership with the local community.

§4.11.2 National/International Outreach Ministries Vice Chairperson - Identify, connect with and develop strong relationships with national and international organizations whose activities are consistent with the Mission, Vision, and Values of Friedens. In partnership with the pastoral staff, develop vision and goals for Friedens national and international outreach ministries.

§4.11.2a Regularly interact with the national and international organizations with whom we partner (examples: Global Ministries, Bread for the World, Underground Church Network/U-ACT, Church World Service, Emmaus Homes, Brooklawn, Crossroads, Higher Education Ministry) to better understand their needs and

work with them to determine how we might be able to share our gifts of time, talents, and/or treasures to work together.

§4.11.2b Maintain list/database/reports about needs of national and international partners and our interactions/responses.

§4.11.2c Communicate needs and opportunities of national and international organizations to the congregation.

§4.11.2d Document participation with national and international organizations for the purpose of learning and gaining understanding for future planning, and to help the congregation better understand how we are in partnership with the national and international community.

§4.11.3 Member Connection & Support Vice Chairperson (dual role with Member Equipping Ministry) – Responsible for working with the Outreach Ministries Vice Chairpersons to maintain a current listing of volunteer resources needed and to connect members with the organizations which best fit their interests, gifts, experiences, and availability.

§4.11.3a Monitor members' engagement with these ministries in concert with the other directors to ensure a quality mutually beneficial relationship is developed and maintained.

§4.11.3b Identify individual support needs of the members engaged and connect them with the resources, training and/or guidance they need to succeed.

§4.11.4 Outreach Experiences Vice Chairperson – Collaborate with other Outreach Ministries Vice Chairpersons and pastoral staff to develop local, national, and international outreach experiences and communicate to the congregation possibilities for direct involvement through volunteer service or other forms of support and encouragement.

§4.11.4a Determine location of outreach experience, and apply to sponsoring organization.

§4.11.4b Schedule and lead regular planning meetings. Help participants to prepare for differences in culture and language of host country.

§4.11.4c Manage finances, including fundraising, determination of trip costs, collection and documentation of payments, and disposition of any excess funds.

§4.11.4d Manage travel logistics, such as an itinerary, travel roster, air and ground transportation, food and lodging. Communicate to participants requirements to enter and exit host country.

§4.11.4e Establish and maintain regular communication with host, to establish host needs and plan activities to meet those needs. Visit host facility if possible.

§4.11.4f Plan post-trip presentation to congregation.

§4.12 Personnel Ministry Chairperson: Responsible for identifying and maintaining optimum pay and benefits packages for paid staff including Pastors. Responsible for encouraging and supporting staff development. Maintain currency regarding competitive pay levels and benefits available. Annually prepare report for the Council with recommendations on pay/benefits optimization in conjunction with the budget preparation process.

§4.12.1 Nominations Vice Chairperson – Responsible for providing nominees for vacancies in the ministry teams of the congregation. Nominee recommendations will be offered in accordance with spiritual gifts appropriate to the ministry.

§4.12.2 Pastoral Care Vice Chairperson – Responsible for focusing on the needs of Pastors and their families. Makes recommendations to optimize their quality of life. Delivers needed services to Pastors and their families and identifies opportunities to recognize their service to our fellowship. Chairs Pastoral Relations Committee.

§4.12.3 Staff Development Vice Chairperson – Responsible for tracking current staff development levels, making recommendations for growth and delivering services in support of continuous personal and professional development.

§4.12.4 Health & Safety Vice Chairperson – Responsible for creating, implementing, and maintaining the health and safety procedures of the church.

§4.12.5 Vice Chairperson of Staff Payroll – Responsible for managing hourly workers, gathering hours worked, creating reports, submitting information to payroll service and Treasurer, handling regulatory and tax issues

§4.13 Technology Ministry Chairperson: Responsible for optimizing technology infrastructure, operations, and connectivity of Friedens UCC. Works with team members to best match each member's interests and abilities to team roles and functions.

§4.13.1 Technology Infrastructure Vice Chairperson – Develops and maintains infrastructure systems. These systems include network components, network servers, and user work stations and peripherals. Work with technology users to help them optimize their effective use of technology in support of operations and outreach ministries. Advise church leadership regarding technology related issues and recommend regular enhancements to maintain system currency. Persons in this role will cross-train with the telephony systems role.

§4.13.2 Audio Systems Vice Chairperson – Responsible for developing and maintaining optimum audio technology infrastructure systems. These systems include audio systems in the sanctuary, CLWC, and other areas as needs change. Work with audio technology users to help them optimize their effective use of audio technology in support of operations and outreach ministries. Advise church leadership regarding audio technology related issues and recommend regular enhancements to maintain system currency. Persons in this role will cross-train with the video systems role.

§4.13.3 Video Technology Vice Chairperson – Responsible for developing and maintaining optimum video technology infrastructure systems. Work with video technology users to help them optimize their effective use of video technology in support of operations and outreach ministries. Advise church leadership regarding video technology related issues and recommend regular enhancements to maintain system currency. Persons in this role will cross-train with the audio systems role.

§4.13.4 Telephony Systems Vice Chairperson – Responsible for maximizing the speed, agility, and quality with which Friedens connects with each other and with our community/world. Responsible for developing and maintaining optimum telephony systems. Work with phone system users to help them optimize their effective use telephony technology in support of operations and outreach ministries. Recommend system enhancements to leadership that maintain system currency and are cost-effective. Persons in this role will cross-train with the infrastructure role.

§4.13.5 Internet Presence Vice Chairperson – Responsible for collaborating with and overseeing the Web Site Design and Maintenance Director and the Online Community Director.

§4.13.5.1 Web Site Design/Maintenance Director– Responsible for Web site structural design and maintenance. Regularly review

web site performance and responsiveness with internal and external users. Work with other ministries to support their use of the web site as a means to connect and maintain relationships with members and with our community/world.

§4.13.5.2 Online Community Director: Texting; Twitter; Facebook; Blogging– Responsible for maintaining currency in the technological operation and capacities of these online communities as well as others that emerges. Work with other ministries to support their use of these communities as a means to connect and maintain relationships with members and with our community/world. Cross training for this role will be internal to the role.

§4.14 Fellowship & Events Ministry Chairperson: Responsible for effectively bringing people together for fun, food, fellowship and fundraising. Supports virtually every other church ministry with expertise and capacity to deliver appropriate amounts and quality of food for the function specified. Also maintains and shares expertise in event planning and execution as well as the use of recreation for physical health and the building of relationships.

§4.14.1 Food Fellowship Vice Chairperson – Responsible for the operation and maintenance of the kitchen. Provides guidance to other groups for kitchen use including advising on food purchasing.

§4.14.1.1 Events Vice Director – Responsible for identifying the event needs of ministry personnel, planning the event and supporting execution. These events could utilize Friedens facilities or facilities external to the church.

§4.14.1.2 Membership Events Director – Responsible for identifying the event needs of personnel ministering to members, planning the event and supporting execution. These events could utilize Friedens facilities or facilities external to the church.

§4.14.1.3 Community Events Director – Responsible for identifying the event needs of personnel ministering to non-members, planning the event and supporting execution. These events could utilize Friedens facilities or facilities external to the church.

§4.14.2 Recreation Fellowship Vice Chairperson – Responsible for the use of recreation to support the physical health and the building of relationships of and for members and others in our community/world.

§4.15 Communications Ministry Chairperson – Responsible for using all available communications media to nurture relationship development throughout our membership and with our community/world.

§4.15.1 Print Media Vice Chairperson – Maximize the use of print media to connect individuals and groups to activities that nurture relationship development including:

§4.15.1a Working with church office staff to create monthly (or periodical) newsletter

§4.15.1b Overseeing layout and design of the church newsletter

§4.15.1c Overseeing layout and design of church bulletin

§4.15.1d Creating/designing fliers, handouts, inserts, etc. as needed

§4.15.2 Web Site Information Vice Chairperson -- Maximize the use of Friedensucc.org to connect individuals and groups to information and activities that nurture relationship development including:

§4.15.2a Working with church office staff and the Membership Ministry to maintain a secure listing of contact information to enable friends and members of Friedens to connect with each other.

§4.15.2b Coordinating with all ministries to maintain web pages that tell the story of their activities and engagement within our membership and throughout our community/world.

§4.15.2c Working with the Pastoral staff and Council leadership to maintain a current view of Friedens as a whole in such a way that the fellowship becomes alive to web site visitors and draws them to engage with us to change our world.

§4.15.3 Audio/Video Media Vice Chairperson -- Maximize the use of audio/video media to connect individuals and groups to information, activities and each other such that relationship development is nurtured including:

§4.15.3a Making videos of major church activities available on line

§4.15.3b Creating training videos to support Friedens Equipping Ministry

§4.15.3c Developing videos in support of all ministry activities, as needed

§4.15.3d Creating the capacity to support multiple remote church services where live audio/video feeds of the Sermon and other worship service activities are available

§4.15.4 Graphic Design Support Vice Chairperson -- Maximize the use of graphic design talent in support of Pastors, church leadership, ministry leaders, members and community organizations to enable

the communication of complex ideas and to create memorable depictions of activities/opportunities for engagement including:

§4.15.4a Encapsulating ideas into compelling graphic depictions

§4.15.4b Utilizing graphic design to communicate complex spiritual concepts in a memorable way

§4.15.4c Supporting communications, marketing, web site design, Christian Education, Equipping ministries, etc with their graphic design needs

§4.15.5 Marketing Vice Chairperson – Provide media expertise and creative guidance while leading a robust marketing initiative in support of Pastors, church leadership, ministry leaders, members and community organizations to drive awareness of church/community activities and opportunities for engagement including:

§4.15.5a Developing relationships with local print media outlets to support an active public information program

§4.15.5b Coordinating with all ministries to help them connect with our membership and community to encourage involvement in ministry activities

§4.15.6 Virtual Communities Vice Chairperson -- Maximize the use of virtual tools/systems to connect individuals and groups to information, activities and each other such that relationship development is nurtured including:

§4.15.6a Supporting members and friends who cannot meet with the fellowship by providing access to computers and training them in how to utilize this tool to connect with the virtual community.

§4.15.6b Developing and maintaining a robust engagement with virtual communities utilizing the tools available. This would include recruiting and training members to effectively utilize the tools to develop strong, vibrant relationships with those who want to become involved with our fellowship but cannot or prefer not to be physically present.

§4.16 Christian Education Ministry Chairperson: Responsible for coordination of Christian Education Ministries, including, but not limited to: Church camp, VBS, and Christian Education Opportunities for all ages; assists in partnership with Pastoral support and families in marking significant life cycle events (birth of babies, giving of Bibles to fourth graders, confirmation, graduation); collaborates with equipping ministry chairperson and Pastoral support to develop curriculum plans for spiritual development.

- §4.16.1 Treasure Seeker Leader:** Supports the Treasure Seekers Ministry (leaders, helpers, children, and families) for the lifelong spiritual learning of three-year-olds to fifth graders; assists in providing experiences in loving and serving as Christ appropriate to children's age and capacity
- §4.16.2 Creative Spirit Leader:** Supports the Creative Spirit Ministry (leaders, helpers, children, and families) for the lifelong spiritual learning of three-year-olds to fifth graders. Assists in providing experiences in loving and serving as Christ appropriate to their age and capacity
- §4.16.3 Middle School Leader:** Leads the middle school ministry through direct involvement with middle school aged youth; develops a network of leaders who are engaged with the middle school aged youth; assists in providing experiences for middle school aged youth to love and serve as Christ
- §4.16.4 High School Leader:** Serves as the link between the Equipping Ministry and the team of high school youth ministry leaders who work with high school aged young adults to support them in their spiritual journey; assists in providing experiences for high school aged young adults to love and serve as Christ
- §4.16.5 College & Career Group Leader:** Serves as the link between the Equipping Ministry and the College and Career Group; works to develop and maintain connections with young adults as they emerge into future stages of adulthood, including: college enrollment, career building, and young family development; acts as role model to love and serve as Christ
- §4.16.6 Adult Spiritual Development Leader:** Responsible for creating an environment of ongoing spiritual development for adults with an emphasis on identifying, developing, and utilizing spiritual gifts in the congregation, community, and world; maintains a working relationship with Leadership Development Vice Chairperson and Spiritual Gifts Vice Chairperson to develop future education leaders; acts as role model to love and serve as Christ
- §4.16.7 Technology Liaison:** Serves as the connection between the Equipping Ministry and Technology and Communications Ministries to ensure the relevant, timely, and engaging delivery and marketing of Equipping Ministry opportunities for all ages; communicates in a welcoming manner that role models the invitational love and service of Christ

§4.16.8 Family Ministry Leader: Creates opportunities for families to grow in spiritual development together and reinforces key principles of loving and serving as Christ are established in the home and reinforced in a faith-based community

§4.16.9 Small Group Ministry Leader: *This position may be developed in the future, so there is a clear way to communicate all existing and developing small groups to newcomers*

SECTION 5.0: CODE OF CONDUCT AND REMOVAL OF OFFICERS AND COUNCIL MEMBERS

§5.1 Code of Conduct: Council members should always love and serve as Jesus Christ with dedication, humility, and high integrity. Generally, members must operate in accordance with the Mission, Vision, and Values of Friedens UCC as described in the bylaws.

§5.2 Attendance: It is critical as a leader of Friedens to attend as many of the Council meetings and congregational meetings as possible. The definition of “regularly attend” as described in the constitution means that at least 75% of Council meetings are attended annually as well as virtually all Congregational meetings. Council members are also encouraged to regularly attend a weekly worship service in furtherance of their responsibilities on the Council.

§5.3 Removal: A council member who does not meet the definition of “regularly attend” as described in “B” above, or otherwise fails to behave in accordance with this Code of Conduct, shall be counseled by the Senior Pastor and/or the President of the Council. If attendance or behavior does not improve, the President will ask the Council to declare the position “vacant” and will seek a Council vote to remove the member. At that time the Senior Pastor and/or the Council President will bring a replacement to the Council to complete the term of the Council member removed. A majority vote of the Council shall be required to remove and replace a Council member.

SECTION 6.0: CHURCH COUNCIL AND MINISTRY TEAM MEETINGS

§6.1 Scheduling: Council meetings shall be held on the second Tuesday of every other month starting at 8:00PM unless sufficient members have a conflict that would prevent the Council from achieving a quorum. The meetings will be

scheduled by the Secretary or the President. Regardless of schedules and conflicts, the Council must meet at least six (6) times per calendar year.

§6.2 Quorum: A simple majority of appointed Council members will constitute a quorum. However, notwithstanding a majority of present, the President, Vice-President or Senior Pastor must be present to constitute a quorum. The lack of a quorum shall not prevent the holding of a meeting but business requiring a vote of the Council cannot be completed.

§6.3 Conduct of the Meeting: Council meetings will be conducted in accordance with Roberts Rules of Order and within the guidance of the Values of Friedens UCC. In addition, the meeting will begin with a prayer and/or spiritual exercise to bring Council members in tune with whom they are truly serving. The minutes from the previous meeting will be read and approved, business of the church will be conducted, information will be shared and the meeting will be closed with a prayer.

§6.4 Duties & Responsibilities: In addition to the duties commensurate with the ministry chaired, the Council member must represent the Spirit of God, the needs of the Congregation and Friedens Church before personal agenda or gain. Council members should also act as a voice for general member concerns and ideas and should regularly interact with the congregation to identify these. The Council members must also conduct themselves within the guidance of the Mission, Vision, and Values of Friedens UCC.

§6.5 Ministry Team Meetings: Ministry teams shall meet on the same day as regular Council meetings starting at 7:00PM. Ministry teams shall conduct their meetings with decorum and within the guidance of the Values of Friedens UCC.

SECTION 7.0: EMPLOYMENT POLICIES & GUIDELINES

§7.1: Senior Pastor

§7.11 Duties & Responsibilities:

§ 7.11.1 The Pastor shall preach the Word, administer the Sacraments, conduct the rites of the church, ensure that the sick are visited, counsel with those needing comfort and guidance, exercise spiritual and administrative oversight, plan

and guide the church to grow and fulfill its purpose, and generally direct the life of the church.

§ 7.11.2 The Pastor should ensure that a complete record of significant events involving membership is maintained.

§7.11.3 The Pastor shall be a voting member of the Council and an ex-officio non-voting member of all committees of the church.

§7.11.4 The Pastor is a member of the church and is entitled to the rights as such.

§7.11.5 The Pastor's duties will be clearly defined in 'The Terms of Call' document (described below) created and signed upon accepting the call to Friedens UCC.

§7.12 Selection, Installation, & Term of Service:

§7.12.1 As soon as a Senior pastoral vacancy occurs, it shall be reported to the UCC Conference Executive. The Church Council shall appoint a Pastoral Search Committee chaired by the Personnel Committee Chair and consisting of at least four (4) active church members, including the Council President. It shall be the responsibility of the Pastoral Search Committee to seek a candidate for vacancy in the office of Senior Pastor. The Pastoral Search Committee may consult the UCC Conference Placement Committee regarding the need for interim pastors.

§ 7.12.2 In filling a vacancy and drafting 'The Terms of the Call' offer, the Pastoral Search Committee shall seek the counsel of the UCC Conference Placement Committee who shall recommend appropriate candidates. The terms of employment will be aligned with recommendations made by the Indiana-Kentucky Conference of the UCC.

§7.12.3 The Pastoral Search Committee may require the presentation of a sermon by the candidate or may add other processes (interviews, reference checking, etc.) to the selection process to fit the circumstance.

§7.12.4 The Pastoral Search Committee may request the UCC Conference Placement Committee to secure relevant information about any minister whom it wishes to consider for the vacancy. The Pastoral Search Committee shall present to the Council for approval the name(s) of the recommended candidate(s) to fill the vacancy. A favorable two thirds vote of the congregation meeting in quorum shall constitute a call.

§7.12.5 'The Terms of the Call' document shall state all terms of the relationship and shall include the terms for salary and benefits as agreed upon between the candidate and the Pastoral Search Committee. The minister, the Council President, and the UCC Conference Executive shall sign and receive a copy of 'The Terms of the Call' document.

§7.12.6 When a candidate accepts a call to this church, the church and Pastor shall join in requesting the UCC Association to arrange for a Service of Installation of Recognition. A report of this service shall be signed by the proper officer of the UCC Association and by the UCC Conference Executive, and copies shall be sent to the Secretary of the United Church of Christ and to the Council for Church and Ministry.

§7.12.7 The Pastor shall be elected for an indefinite period of service.

§7.13 Compensation & Benefits:

§7.13.1 The Pastor's salary, as agreed upon in 'The Terms of the Call' and signed by the parties described above, shall be paid promptly in regular installments and shall be sufficient to relieve the Pastor of temporal cares as far as possible and to preserve the dignity of the calling.

§7.13.2 Benefits shall be provided to the Pastor as described in 'The Terms of the Call' document.

§7.13.3 The Pastor's salary shall be reviewed annually by the Personnel Committee which will make a recommendation to the Council and approved by the congregation in the annual budget. The Personnel Committee, Council and/or the congregation may also provide other rewards (monetary and non-monetary) for special services provided by the Pastor throughout his/her term.

§7.13.4 The Pastor's performance shall also be reviewed annually by the Pastoral Relations Committee.

§7.14 Termination/Replacement:

§7.14.1 In order to terminate this relationship, three (3) months written notice shall be given by either party. Upon the church's notice of termination, the Council shall determine whether the Pastor shall serve out the three remaining months, or if the termination shall be immediate. The payment of severance shall be

decided by the Council in accordance with applicable law, these Bylaws and/or 'The Terms of Call' document.

§7.14.2 If the church decides to terminate the relationship, the termination shall be by action of the Church Council, as expressed by a two-thirds majority vote, excepting the vote of all pastors. Notice of such termination shall be sent by the President of the Church Council to the UCC Conference Executive and to the UCC Association for appropriate action.

§7.14.3 Discipline of the Pastor shall be in conformity with the Constitution and Bylaws of the United Church of Christ. If serious issues or divisive conflicts arise between the members of the congregation and its ministerial leadership, the Church Council will seek the assistance of the UCC Association Committee on Ministry. Should the UCC Association have reason to question the fitness for ministry of any of the leaders of Friedens United Church of Christ, every effort will be made to cooperate fully in the investigation, to remain in covenant with all parties, and to provide appropriate leadership and nurture for the congregation during and after the fitness review.

§7.2 Other Pastoral Staff

§7.2.1 The Church Council may, at its discretion, choose an Associate and/or Assistant Pastor(s) following the same Selection procedure described above and requiring a favorable vote of the Council and congregation.

§7.2.2 Duties, compensation, and benefits for other pastoral staff shall be determined jointly by the Pastor, Personnel Committee, and Church Council.

§7.3 Administrative / Operational Staff

§7.3.1 This church shall employ full-time or part-time staff, as it shall need. Administrative/operational staff and other compensated members (*i.e.* Music Director and/or others who serve in demanding, time intensive roles for the church) shall be recommended for employment by the Personnel Committee and require approval first by the Church Council, followed by the approval of the congregation. A written job description and mutual contract/agreement will be prepared by the Personnel Committee when the need for church staff is determined.

SECTION 8.0: MEMBERSHIP

§8.1 Definition of Member in Good Standing:

§8.1.1 A member shall be considered to be in good standing when they faithfully and consistently work, pray, and contribute in support of the Constitutional Purpose of Friedens United Church of Christ. It is expected that Members attend church services regularly; however, appropriate exceptions will be made for those unable to attend services or contribute to the church's work for a determined period of time.

§8.1.2 Shut ins, students and/or members who have moved within two years may remain in good standing by pledging to devote time to pray for the church and/or continuing to contribute to the work of the church.

§8.1.3 All Church Council officers must be members of the church in good standing.

§8.2 Member Duties & Responsibilities:

§8.2.1 Members shall pledge themselves to attend the regular worship of the church and the celebration of the Lord's Supper, to live in accordance with the Mission, Vision, and Values of Friedens United Church of Christ, to contribute to its support and benevolences, to support our Church Constitution, and to seek diligently the spiritual welfare of the membership and the community.

§8.2.2 Because our Church and our ministries depend upon the tithes and offerings of our members, we assert our conviction that proportionate giving is a distinct and positive principle in the Scriptures and pledge ourselves to a systematic contribution for the support of the church of such a portion of our income as we believe God requires of us.

§8.2.3 Every member in good standing shall have the right to vote with the congregation in the following matters: the annual budget of the Church, the disposition of all or substantially all of the assets of the church, the merger or dissolution of the Church, the acquisition of property, and any amendments to the Constitution of the Church.

§8.3 Management of Membership Rolls – Counting & Transferring:

§8.3.1 The Membership Committee shall have responsibility and authority for maintaining all records of membership for the Church.

§8.3.2 A Member whose address has long been unknown or who, for a period of one year has not attended the church's worship or contributed to its support, may, by recommendation of the Membership Committee be placed on a conditional membership list. If, after the expiration of a year, the relationship remains unchanged, the name may be dropped from the church membership roll by a vote of the Council. Persons on

the conditional list may be restored to full membership standing by action of the pastoral staff and Council when renewal of interest and/or attendance justify such action. The restoration will be upon the request of the individual.

- §8.3.3** Any member may submit written request and receive a letter of transfer to another church.
- §8.3.4** If a member requests to be released from his membership obligations, an appropriate letter of release shall be issued.
- §8.3.5** Members who have permanently changed their residences to inconvenient locations shall be encouraged by the Membership Committee to obtain letters of transfer and unite with another congregation.
- §8.3.6** Members shall be removed from the church's active roll after two years with no contact or contribution. Members who are known to be deceased shall be removed from membership roll by action of Membership Committee. All records shall be archived for future reference.
- §8.3.7** Expulsion for unchristian-like conduct shall be recommended by the Membership Committee and decided by a majority vote of the Council. The Pastor will counsel the member for restoration prior to action of dismissal or a request of the member to be dismissed from the church membership.

SECTION 9.0: FINANCIAL CONTROLS

§9.1 Stewardship Financial Controls: It is the responsibility of the Stewardship Ministry to insure that all incoming funds are properly accounted for and entered into the church's financial data system. The Giving Ministry Vice Chairperson is charged with ensuring that adequate controls are in place for all deposits, overall accounting for incoming funds and the oversight of Counting Committees.

§9.1.1 Counting Committee Financial Controls

§9.1.1.1 There shall be four Counting Directors that are appointed by the Giving Ministry Vice Chairperson.

§9.1.1.2 The Giving Ministry Vice Chairperson is responsible for training the Counting Directors to ensure consistency amongst the groups.

- §9.1.1.3** Each Counting Director is responsible for cross training other members of their Counting Team as necessary.
- §9.1.1.4** Each Counting Director is responsible for appointing a minimum of four individuals, not to exceed more than six, to serve on their “team” and ensuring all financial controls are adequately performed and proper segregation of duties exist.
- §9.1.1.5** Each Counting Team will rotate every fourth Sunday and will be responsible for counting all incoming funds for the given week.
- §9.1.1.6** Each Counting Team is required to complete a minimum of the following forms on their respective Sunday:
- §9.1.1.6a Counting Committee Worksheet** – This is the main sheet for recording all incoming funds, including Basket Cash, Basket Checks, Sunday Schools, envelope batch totals, and various other ad hoc gifts. This must be completed by some other than the individual that is completing the Balance Sheet (described below). This worksheet must tie to the total on the Balance Sheet and the Deposit slip.
- §9.1.1.6b Balance Sheet** – This is the main sheet used to record the total cash, coins and checks received. This must be completed by some other than the individual that is completing the Counting Committee Worksheet. This worksheet must tie to the total on the Counting Committee Worksheet and the Deposit slip.
- §9.1.1.6c Deposit slip**
- §9.1.1.6d Batch Reconciliation Forms** – One form must be completed for each batch (e.g. envelope range, etc) counted. This form records the total checks, bills, coins and grand total separately for each batch and must tie to the envelope sum total. Once reconciled, the batch reconciliation form, associated cash, checks, envelopes and calculator tape totals are to be provided to the individual completing the Counting Committee Worksheet for independent verification and recording onto the Counting Committee Worksheet. Once cross-

checked, the associated cash is provided to the individual completing the Balance Sheet for inclusion into their process.

§9.1.1.6e For pre-batched items (i.e. Coffee donations, flowers, Sunday School, etc), a batch reconciliation form is not required. It is acceptable that the total is verified and written on the envelope and/or supporting documentation. However, the above process must still be followed.

§9.1.1.6f Memorial & David Fund Worksheet – This form is used to record all memorials given to the church, including donor address information and totaled. The total of this form is also to be recorded on the Counting Committee Worksheet.

§9.1.1.7 Distribution of the mandatory sheets is as follows:

§9.1.1.7a Counting Committee Worksheet, Balance Sheet, Batch Reconciliation Forms and/or other and all supporting documentation, Memorial Fund Worksheet and copy of deposit slip – Provide to the Director of Financial Information Entry (incoming) for data entry into the Church's accounting system.

§9.1.1.7b A copy of the deposit slip or the “deposit slip” as recorded on top of the bank bag – Provide to Financial Management Vice Chairperson

§9.1.1.7c Memorial & David Fund Worksheet – Provide a copy to the Stewardship Ministry Chairperson for writing acknowledgements/thank you notes to the donors.

§9.1.1.8 The Counting Director is responsible for ensuring the Counting Committee Worksheet and the Balance Sheet agree in total. Any variances must be reconciled prior to depositing funds in the bank.

§9.1.1.9 The Counting Teams are responsible for depositing the offering into the night depository at the authorized bank. It is the policy of the church that the deposit will be taken to the bank by two people to protect individuals from any

accusations of impropriety and for the physical safety of the individuals.

§9.1.2 Bank accounts can only be opened if both the Church President and the Financial Ministry Chairperson and Treasurer are present at the bank and authorize the new account. No one else is authorized to open bank accounts on the church's behalf.

§9.1.3 The Director of Financial Information Entry (incoming) Responsibilities:

§9.1.3a Timely recording all incoming monies in the appropriate fund as specified by the donor, as well as the generation and distribution of donor statements. If no designation is provided, the General Fund will be the default account.

§9.1.3b Verifying that the totals of the Counting Committee Worksheet, Balance Sheet, and deposit slip agree and ties to the total amount entered into the system.

§9.1.4 Donor statements shall be distributed quarterly and include an itemized listing of all receipts by date and by fund. Access to donor giving shall be restricted and held in confidentiality.

§9.1.5 Reporting: The Budgeting and Reporting Vice Chairman (Incoming), along with the Director of Financial Reporting, is responsible for creating and maintaining reports that pertain to church income. Working in conjunction with the Giving Ministry and the Financial Ministry, the Director of Financial Reporting (Incoming) generates consolidated reports to include, but not limited to, actual versus budget comparisons, trending and analyses for review by various ministries and the Church Council.

§9.2 Financial Ministry Financial Controls: It is the responsibility of the Financial Ministry to ensure that all outgoing funds are properly accounted for, entered into the church's financial data system and disbursed in a timely fashion.

§9.2.1 Financial Management Vice Chairperson (FMVC) Financial Controls

§9.2.1.1 Appointment: Upon the completion of a background check, the Financial Management Vice Chairperson shall be approved by the Financial Trustees and appointed by the Financial Ministry Chairperson & Treasurer. Financial Trustees may consider the use of a criminal background check and review of qualifications.

§9.2.1.2 Responsibilities: This individual is charged with ensuring that adequate controls are in place for all outgoing funds, the timely disbursement of outgoing funds, overall accounting for outgoing funds and the oversight of the Director of Financial Information Entry (outgoing).

§9.2.1.3 Controls:

§9.2.1.3a The FMVC is empowered to sign checks singly once the proper supporting documentation (i.e. Pre-authorization / Reimbursement form, invoices/receipts, etc) for the expenses have been obtained and authorized by the Budget Holder (Officer and/or Ministry Chairperson) and the Director of Financial Information Entry (outgoing).

§9.2.1.3b A Pre-authorization /Reimbursement form must be completed for non-traditional (i.e. one-time) purchases prior to the purchase by the Budget Holder. A pre-authorization needs to include the authorization date, budget line code, nature of the expense, approved vendor, the maximum dollar amount approved by the Budget Holder, authorized purchaser, an indication as to whether the invoice will be billed to the Church or paid at time of purchase, and signed off by the Budget Holder prior to the purchase.

§9.2.1.3c After purchase, the Budget Holder must approve the invoice and verify that the goods/services were actually purchased as agreed prior to payment and log the following information on the Pre-authorization / Reimbursement form: amount of reimbursement requested and to whom the reimbursement should be paid to, date reimbursement or payment is requested and payee

§9.2.1.3d The FMVC must log the check number issued and date of payment on the Reimbursement form once payment has been made.

§9.2.1.3e The **Director of Financial Information Entry (outgoing)** enters the transaction into the church's accounting system and denotes the date of data entry onto the Reimbursement form.

§9.2.1.3f In the instance in which the Budget Holder and purchaser is the same individual, either the President or the Director of Financial Information Entry (outgoing) must approve the payment for the purchase.

§9.2.1.3g In the case of traditional expenses (e.g. church's mortgage payments, utilities, payroll, etc), it is acceptable for the Director of Financial Information Entry (outgoing) to approve payment directly and hand-off to the Financial Management Vice Chairperson for payment. For these expenses, it is acceptable to include the budget line code, check number issued, date of payment, and date of data entry into the Church's accounting system one the invoice. A Pre-authorization / Reimbursement form is not required for these expenses.

§9.2.1.3h The Director of Financial Information Entry (outgoing) shall receive all invoices sent via mail.

§9.2.1.3i Budget holders are responsible for approving expenses and reviewing the expenditure reports for reasonableness. Budget Holders have the right to re-allocate funds within their budget. However, the Council shall reserve the right to reallocate budgets across the various ministries and/or put on a "spending freeze" based upon how income and expenses are coming in.

§9.2.1.3j The Director of Financial Information Entry (outgoing) is responsible for timely (within the last day of the month it was paid) and accurately recording all outgoing monies in the appropriate budget line code as specified by the requestor and/or the Financial Management Vice Chairperson. The system's expense batch totals must tie to the control total of the total disbursements of the calendar month as provided by the Financial Management Vice Chairperson.

§9.2.1.3k Director of Financial Reporting (outgoing) shall review the expenditure data input for reasonableness and trends while preparing the

appropriate expenditure reports for the presentation to the Church Council.

§9.2.1.3l The Financial Management Vice Chairperson is responsible for reconciling the bank statement within two weeks of receipt and submitting the reconciliation to the Financial Ministry Chairperson & Treasurer for review.

§9.2.1.3m Once the reconciliations have been approved, a copy of the Savings account, CDs and Brokerage statements shall be provided to the Director of Financial Information Entry (incoming). It is the responsibility of the Director of Financial Information Entry (incoming) to timely record all interest related items within the Church's accounting system.

§9.2.1.3n The Financial Management Vice Chairperson is responsible for following up and resolving any outstanding items that are greater than 60 days old.

§9.2.1.3o A copy of all bank statement reconciliations and supporting documentation (including electronic images of cancelled checks) shall be retained as specified in the Record Retention policy.

§9.2.1.4 Reporting:

§9.2.1.4a The Budgeting and Reporting Vice Chairman (outgoing), along with the Director of Financial Reporting, is responsible for creating and maintaining reports that pertain to church expenses.

§9.2.1.4b Working in conjunction with the Stewardship Ministry, the Director of Financial Reporting (outgoing) generates consolidated reports to include, but not limited to, actual versus budget, year-over-year comparisons, trending and analyses for review by various ministries and the church Council.

§9.3 Financial System Access Controls: The Technology Ministry Chairperson is responsible for overall system maintenance and ensuring an adequate level of access security. This includes but is not limited to:

§9.3a Assigning and deactivating user accounts

- §9.3b Maintaining adequate security levels within the system
- §9.3c Performing periodic user access reviews
- §9.3d Performing periodic back-ups of the accounting system
- §9.3e Locking prior periods and opening the new accounting period
- §9.3f Maintaining system edit checks for data entry, etc.

SECTION 10: LIABILITY MITIGATION

§10.1 Policy on Background Check Policy and Confidentiality of Information:

§10.1.1 Criminal Background Checks: It is the intention of Friedens to conduct background checks on certain persons in order to promote the safety of members, youth and children, and to protect against fraud and other financial crimes. To further this policy, the following persons shall fill out the appropriate application and sign an authorization permitting Friedens access to criminal background and other information:

§10.1.1a Any person, including child care workers, working with a youth/child under the age of eighteen (18), including those that use the church to provide musical, art, or other lessons or services to children whether or not they are members of the church. The church reserves the right to make exceptions to this policy on a case by case basis when necessary. For example, a person who is requested at the last moment to drive a youth group to an event does not have to first obtain a criminal background check. However, the church reserves the right to request that person to submit to a background check after the event at the church's discretion.

§10.1.1b All paid employees of the church.

§10.1.1c All volunteers/members handling the offerings presented in worship, all Council Members, and others regularly handling the bank deposits, finances, or authorization of expenditures of Friedens.

§10.1.1d Other persons as necessary as determined by the Executive Committee, or by the full Council.

§10.1.2 The authorizations shall be signed and criminal background checks performed every three years.

§10.1.3 Access to this information shall be restricted so that initially only the Personnel Ministry Chair, the appropriate designates of the Personnel Ministry Chair, those persons helping administer the background check policy, the UCC Indiana/Kentucky Conference

Minister if appropriate, and the Pastors shall have access to the applications and results of any background checks.

§10.1.4 If there is a problem, dispute, or other issue regarding the employment of a person, or of the acceptance of a volunteer, the Pastors, Personnel Ministry Chair, and if appropriate the UCC Indiana/Kentucky Conference Minister shall attempt to resolve the issue. If the issue cannot be resolved by the persons named above, or if the issue is of a nature that needs an officer of Friedens to be involved (or it is advisable to the persons stated above to have an officer involved), then the issue shall be submitted to the Executive Committee. If the issue is still not resolved, or if the issue is of a nature that is of major significance to the whole congregation, then the issue shall be brought before the full Council. Other persons that have skills, experiences, or authority that could help resolve issues related to employees and volunteers may be utilized and given access to confidential information by the Personnel Ministry Chair, Pastors, UCC Indiana/Kentucky Conference Minister, Executive Committee, or Council as those persons/representative bodies deem appropriate to the circumstances involved.

§10.1.5 All Pastors and Council Members understand and agree that when officially installed as a Pastor, or when officially voted into office as a Council Member, said Pastors and Council Members agree to keep personal information related to employees, volunteers, and background checks confidential, unless otherwise ordered by a Court of Law. No other document or policy above and beyond this Bylaw shall be required to bind the Pastors and Council Members to keep said information confidential.

§10.2 Guidelines for Determining Disqualification

§10.2.1 The church will reserve the right to disqualify any individual from service based upon a prior history of or conviction of criminal conduct involving moral turpitude. Being that the following offenses are considered to be more severe in nature, any previous conviction of any of these crimes would be grounds for disqualification from service:

§10.2.1.1 Crimes against the family, sex related offenses, child related offenses, murder, felony theft/robbery/burglary offenses, arson, and fraud related offenses.

§10.2.1.2 A felony or misdemeanor classified as an offense against public order or indecency.

§10.2.1.3 A felony violation of any law intended to control the

possession or distribution of any substances included as a controlled substance by laws governing the State of Indiana.

§10.2.1.4 In the event that the Criminal Background Check turns up a record of criminal conduct on the part of an individual, or criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, or criminal charges resulted in a non-conviction, the individual and his/her record of criminal conduct will be reviewed by the Pastoral Staff and the Church Officers to determine whether or not the individual can serve in whatever capacity he or she has applied for. Together, the Pastoral Staff and the Church Officers will discuss each individual situation and make the determination as to whether or not the conduct or the offense jeopardizes the safety and best interests of the church membership, and if so, justifies disqualification.

§10.2.2 All other offenses or acts of criminal conduct, not otherwise described above, will be reviewed on an individual basis by the Pastoral Staff and the Church Officers as to whether or not the offense justifies disqualification.

§10.3 Procedures

§10.3.1 In order to screen prospective employees and volunteers, Friedens United Church of Christ adopts the following procedure:

§10.3.1.1 Application: Each employee or volunteer is required to fill out an application and provide written consent for a criminal background check.

§10.3.1.2 References: On the application, each employee or volunteer is required to provide three references, two of whom are not members of the Church.

§10.3.1.3 Personal Interview: Each prospective volunteer or employee will undergo a brief interview with either an appropriate member of the Pastoral Staff or one of the Church Officers.

§10.3.1.4 Confidentiality: Any and all such information from the criminal background checks will be treated as confidential information and will be delivered only to the Chairperson of the Personnel Ministry for initial review. However, this information will be shared with the church's Pastors and Officers as need to fulfill the requirements of this Section.

§10.3.1.5 Grievance Process: If a person is disqualified from employment or from serving as a volunteer with Friedens United Church of Christ based upon information received, and, if upon reviewing that information the person feels that the information is wrong or it is not his or her record, the person may request a fingerprint check from DPS as a method of positive identification unless the person can prove by other means that he or she is not the person indicated on the criminal record. An individual may view the disputed criminal history transcript, but may not have a copy of it.

§10.3.1.6 Record Keeping: The Chairperson of the Personnel Ministry is directed to keep and maintain all records dealing with criminal background checks in a secure and confidential manner. All persons with access are directed to maintain the confidentiality of said records.

SECTION 11.0: PRIVACY POLICY (Audio, Video and Website activity)

§11.1 Friedens UCC privacy policy is meant to cover all aspects of our ministry including any audio and video production as well as the use of our website at www.friedensucc.org .

§11.2 Friedens UCC Privacy Policy:

Members and visitors of Friedens United Church of Christ are advised that this church creates both audio and video productions of various events including all worship services and congregational meetings. In choosing to participate in any of these events or worship services, members and those visiting Friedens United Church of Christ should understand that their voices and their personal identity in picture form may be captured and appear as part of these productions, and may be broadcasted or posted on the church's website.

§11.3 Friedens will post a Privacy Policy statement at the main entrance of the church, at the visitors' desk in the Narthex, at the entrance to the Community Life and Worship Center, and on the church's website.

§11.4 In reference to our church website (www.friedensucc.org), Friedens United Church of Christ will not disseminate any personal information obtained through the website for non-church purposes.

§11.5 Users may correct any information they had previously submitted to Friedens United Church of Christ by simply contacting the church by telephone, USPS mailing address or E-mail address provided on the church's website home page.

SECTION 12.0: EMERGENCY PROTOCOLS

§12.1 Friedens United Church of Christ, through the Health & Safety Vice Chairperson and other officers, will create emergency protocols for the use of members and visitors to the church campus. Included in the emergency protocols will be included a safety card placed in each classroom by a telephone. Training shall be implemented to make members aware of the church's emergency procedures.

SECTION 13.0: INSURANCE POLICIES (Liability, Property, and Officer and Office Manager Liability)

§13.1 It will be the responsibility of the Council President and the Financial Ministry Chairperson to maintain adequate Property and Liability insurance to keep the church's buildings and contents insured against fire and other customary hazards. They will, with Council approval, take out public liability insurance on the church's premises and on its motor vehicles, if any, and shall secure and maintain such other kinds of insurance, including officer liability insurance and other insurance as from time to time may be reasonably required, all pursuant to the direction of, and in amounts fixed by the Church Council. It is recommended that a competitive bid process be utilized.

SECTION 14.0: GOVERNANCE

§14.1 GUIDELINES FOR CREATING NEW MINISTRIES:

§14.1.1 Friedens United Church of Christ allows for and encourages any individual member in good standing to create and form new ministries

that could help to further our church's mission of *Sharing the Love of Christ*.

§14.1.2 New ministries can be formed by any individual member in good standing. To form such a ministry, the member must provide an outline which includes: (a) the new ministry's name, (b) the new ministry's purpose, (c) specific activities that the ministry will support and/or be involved in, and (d) the funding requirements. This outline will be presented for review to the Pastoral Staff of the church. The member wishing to create the new ministry must be willing to serve as the chairperson/leader for the new ministry for a period of two years. After an initial meeting with the Pastoral Staff to discuss the need and purpose for this ministry, the Senior Pastor will then bring the outline for the new ministry to the Council for review, discussion and formal approval. If approved, the new ministry will be formed and announced to the members of the congregation

§14.1.3 After the new ministry has been in existence for one year, the Church Council will review the activities of the new ministry over the past year and determine whether or not it should have formal representation on the Council. If the Council decides that it should have formal representation on the Council, the original chairperson/leader will serve on the council for one year (the second year the ministry is in service).

§14.2 Policy Governing Association with Other Organizations

§14.2.1 Any member of the church in good standing can approach either our Pastoral Staff or the Community Relations Ministry with the suggestion of creating an association or partnership with any "third party" organization not directly affiliated with the church. In evaluating any such organization for a potential association/partnership with Friedens United Church of Christ, certain guidelines must be maintained.

§14.2.1.1 The organization must be a not-for-profit or charity-based organization,

§14.2.1.2 The organization cannot be affiliated with any political party nor can it be an extension of any individual running for public office.

§14.2.1.3 The organization's mission/purpose and activities must be supportive of or aligned with the Mission of Friedens United Church of Christ, *Sharing the Love of Christ*.

§14.2.2 If the organization meets the criteria listed above, it must then provide information to the church about its mission, purpose and specific activities. This information will first be reviewed by the Community Relations Ministry and then, brought before the Pastoral Staff and Council for review, discussion, and formal approval.

§14.3 Guidelines for Use of Property by Outside Organizations and Members

§14.3.1 Friedens United Church of Christ requires that certain guidelines must be met by groups and organizations outside of our church that may be given permission to use our facilities. The following guidelines will be adhered to:

§14.3.1.1 Any outside organization which wishes to use any of our church facilities must be approved through policy §14.2 and in keeping with the Facilities Use Guidelines.

§14.3.1.2 Before any use of our facilities by an outside organization can take place, an officer of the organization must sign a standard agreement provided to the organization by Friedens United Church of Christ that clearly states the limitation of liability on the part of the church in any way, shape or form, so that the financial interests of the church are protected and not put in jeopardy.

§14.3.1.3 Whenever any outside organization is using any of the facilities at Friedens United Church of Christ, it is preferred that at least one member in good standing from the church will be present while the organization uses our facilities. In addition, this person must be familiar with the emergency protocols of the church.

SECTION 15.0: CONDUCT OF CONGREGATIONAL MEETINGS

§15.1 Scheduling: General and special congregational meetings shall be held in accordance with the Constitution of Friedens United Church of Christ.

§15.2 Quorum: A quorum shall consist of ten percent (10%) of the members in good standing. The use of written and signed proxies to establish quorum is authorized. The lack of a quorum shall not prevent the holding of a meeting but business requiring a vote of the Governing Body cannot be completed.

§15.3 Conduct of the Meeting: All congregational meetings will be conducted in accordance with Roberts Rules of Order and within the guidance of the Values of Friedens UCC. All potentially contentious votes of the congregation shall be conducted by secret ballot at the discretion of the Council President. In addition, the meeting will begin with a prayer. The minutes from the previous meeting will be read and approved, business of the church will be conducted, information will be shared, and the meeting will be closed with a prayer.

SECTION 16.0: DESIGNATED FUND

§16.1 The David Fund –

§16.1.1 This fund is designed to combine the Endowment Fund and the Memorial Fund into a single donor-specified fund. This fund will consist of one-time donations and special donations that are over and above regular offerings and not specified to be applied to any budgeted items. This fund will be maintained in a liquid account so that an authorized trustee can withdraw from this fund at any point a designated need has been approved.

§16.1.2 Funds will be designated for specific, unbudgeted uses outside of building and general fund purposes. Examples may include but are not limited to:

16.1.2a Music Programs

16.1.2b Scholarships

16.1.2c Children's Ministries

16.1.2d "Margin of Excellence" investments

§16.1.3 Biblical Background: About one thousand years before the time of Jesus, King David ruled the ancient land of Israel. David wasn't perfect but he did have an abiding trust in God, allowing him to defeat Goliath when he was just a boy, write hymns and psalms praising God, establish Jerusalem as the capital city, expand the borders of Israel, and bring prosperity to the Israelites. David loved the Lord and wanted to build a Temple in Jerusalem. However, because he had been a warrior God would not allow David to build the Temple. This was a mission left to David's son, Solomon. David accepted this

restriction and in his final years focused his attention on providing the financial resources and building materials that Solomon would need to build God's House.

Like David we too trust God and love the Lord. Like David we are grateful for all that God has done for us. Like David we want to do everything we can to provide for God's House called Friedens Church and to insure the vitality of the church's ministry into future generations. **The David Fund** has been established to fulfill this purpose. Like David we will joyfully and generously give to this fund, remembering the words the ancient king wrote:

The Lord is my Shepherd, I have everything I need...surely goodness and mercy shall follow me all the days of my life and I shall dwell in the house of the Lord forever.

(Psalm 23: 1 & 6)

§16.1.4 Purpose: The David Fund will enable friends, families, and members of Friedens Church to make donations to the church knowing that their gift will be used for everlasting, enduring, and perpetual purposes as deemed appropriate by Friedens United Church of Christ. The ultimate usage of these funds is to aid the church in the spreading of the Gospel of Jesus Christ in ways such as but not limited to the following examples: (1) church development through special programs, projects, or purchases for approved church ministries, (2) capital improvements, and (3) scholarships and/or grants to members of Friedens Church preparing for Ordination in the United Church of Christ at an approved Seminary.

§16.1.5 Governance Guidelines:

§16.1.5a Up to 25% of the fund not to exceed \$25,000.00 can be approved with a two-third majority vote of the Church Council.

§16.1.5b Funds beyond the threshold in §16.1.5a can be approved by a majority vote of the Congregation and Quorum at a Congregational Meeting after first being approved by a two-third majority vote of the Church Council. The Congregation should be given two weeks notice of the Congregational Meeting unless an emergency meeting needs to be called.

§16.1.5c No more than 50% of the funds can be used in any given year unless approved by a majority vote of the Congregation

and Quorum after first being approved by a two-third majority vote of the Church Council.

§16.1.5d If any amount is borrowed from this fund after being approved by a majority vote of the Congregation and Quorum, the amount must be paid back within twelve months.

**APPENDIX A: APPLICATION FOR EMPLOYMENT AND VOLUNTEER
BACKGROUND CHECK RELEASE FORM**

FRIEDENS UNITED CHURCH OF CHRIST

**APPLICATION FOR EMPLOYMENT OR TO VOLUNTEER AND AUTHORIZATION AND
RELEASE FOR BACKGROUND CHECK**

Date: _____/_____/_____

Note: This form is to be completed by all paid employees, and also any volunteers handling the offerings or finances of Friedens United Church of Christ. The information provided will be kept confidential and used only by authorized personnel.

Please answer each question.

Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons. Circle **Y** for yes or **N** for no. You may use the back of the paper for explanations or you may attach extra pages.

Applicant Identification

Name _____
Last First Middle

Y N Have you used any other names? If yes, please list complete name and dates of use on the reverse side of this application.

Present Address _____
Street City State Zip

Home Phone (____) _____

Work Phone (____) _____

On what date would you be available? _____

Disciplinary and Legal Background

Y N As a church employee, or volunteer handling offerings or finances, do you agree to observe all guidelines, bylaws, and policies of Friedens?

Y N Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer “yes” if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, and any other relevant information.

Y N Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other organization? If so, please describe the circumstances and provide the name and address of the church, denomination, or religious organization involved.

Y N Have you ever been disciplined or dismissed from employment or a volunteer position by any employer, including charitable and religious organizations? If so, please describe the circumstances and the name and address of the employer, or charitable/religious organization.

Y N Have you ever been the subject (Defendant) of a civil lawsuit involving fraud, perjury, conversion, or intentional injury to a person or property? If so, please describe the circumstances and provide the county, state and cause number where the litigation occurred.

Y N Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you?

Y N Do you have any investigation, review or disciplinary action pending by an employer, organization in which you volunteered, licensing authority, or professional association?

Church Activity

List other churches you have attended over the past five years.

<i>Church Name</i>	<i>Telephone</i>	<i>Contact</i>	<i>Years Attended</i>
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Name of church of which you are (check one): _____

a member currently most recently
 I have never been a member of a church before.

If a member of Friedens United Church of Christ, how long have you been attending? _____

List gifts, callings, training, education, or other factors that may have prepared you for work with children and youth. Use a separate sheet of paper if needed.

Employment History

Identify all employers for whom you have worked in the last ten (10) years. Include part-time and temporary employers. Start with your most recent employer. Attach an additional sheet if necessary.

<i>Employer Name & Supervisor's Name</i>	<i>Area Code & Phone Number</i>	<i>Title & Duties</i>	<i>Dates Employed</i>	<i>Reason for Leaving</i>
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Please describe your activities during any gaps in employment in excess of three months. Do not include leave or time off due to illness or medical treatment.

References

<i>Name</i>	<i>Address & Telephone</i>	<i>Years Known/Relationship</i>
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Applicant’s Statement

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me. I SPECIFICALLY AUTHORIZE THE RELEASE OF CRIMINAL RECORDS FROM THE INDIANA STATE POLICE AND OTHER LAW ENFORCEMENT AGENCIES.

In consideration of the receipt and evaluation of this application by Friedens United Church of Christ, I hereby release Friedens United Church of Christ and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to the mission and ministry of Friedens United Church of Christ that all employees and volunteers conform to the highest standards of safety and protection, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Friedens United Church of Christ ministry policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all in the discretion of the church.

My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, Friedens United Church of Christ may determine that I am no longer qualified to be associated with its programs as a church worker, employee, or volunteer in any capacity.

Applicant’s Signature _____ Date _____

Print Name _____

Witness _____ Date _____

To be witnessed by a church staff member

APPENDIX B: MINISTRY APPLICATION AND RELEASE FORM FOR WORKING WITH MINORS

FRIEDENS UNITED CHURCH OF CHRIST

Ministry Application for Working with Minors

Date: _____/_____/_____

Note: This form is to be completed by all applicants (volunteer and employee) for any position involving supervision or custody of minors. This application is used by Friedens United Church of Christ to help promote a safe environment for the children and youth who participate in our programs or use our facilities. The information provided will be kept confidential and used only by authorized personnel.

Any applicant who has ever been convicted of child sexual abuse, physical abuse, or domestic violence should not volunteer service in any church-sponsored activity or program for children or youth. Applicants with criminal records of other types will be evaluated at the discretion of church leaders.

Any applicant who is a survivor of childhood sexual or physical abuse needs the love and acceptance of the Friedens United Church of Christ family. Applicants who have such a history should meet with a Pastor to discuss their desire to work with youth.

Please answer each question.

Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons. Circle **Y** for yes or **N** for no. You may use the back of the paper for explanations or you may attach extra pages.

Applicant Identification

Name _____
Last First Middle

Y N Have you used any other names? If yes, please list complete name and dates of use on the reverse side of this application.

Present Address _____
Street City State Zip

Home Phone (____) _____ Work Phone (____) _____

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

On what date would you be available? _____

Disciplinary and Legal Background

Y N As a church youth worker, do you agree to observe all guidelines and policies regarding working with youth or children?

Y N Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer “yes” if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, and any other relevant information.

Y N Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? If you have been charged with such an offense, please attach a statement of explanation, including nature of offense charged, date, law enforcement agency making the charge, and any other relevant information.

Y N Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, provide a description of the circumstances and name and address of the entity receiving the report.

Y N Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other organization? If so, please describe the circumstances and provide the name and address of the church, denomination, or religious organization involved.

Y N Have you ever been disciplined or dismissed from employment or a volunteer position by any employer, including charitable and religious organizations, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or

conduct? If so, please describe the circumstances and the name and address of the employer, or charitable/religious organization.

- Y N** Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institutions, church or other organization where the lawsuit, investigation, or allegation arose or occurred.
- Y N** Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar services?

Y N Have you have been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children? If so, please describe the circumstances and provide the name and address of the employer, church, or organization with which you and/or the children were associated at the time of the incident.

Y N Do you have any investigation, review or disciplinary action pending by an employer, organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence, or misconduct involving children?

Y N Were you abused as a child? *Answering yes will not automatically disqualify an applicant for children or youth work.*

References Please give one reference involving a past or present employer, a past church you have attended, and one personal reference. If you do not have a reference for a particular category, then you may give another reference of a different kind so long as there are three references.

<i>Name</i>	<i>Address & Telephone</i>	<i>Years Known/Relationship</i>
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Applicant's Statement

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me. I SPECIFICALLY AUTHORIZE THE RELEASE OF CRIMINAL RECORDS FROM THE INDIANA STATE POLICE AND OTHER LAW ENFORCEMENT AGENCIES.

In consideration of the receipt and evaluation of this application by Friedens United Church of Christ, I hereby release Friedens United Church of Christ and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to the mission and ministry of Friedens United Church of Christ that all employees and volunteers conform to the highest standards of safety and protection, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Friedens United Church of Christ ministry policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal

relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all in the discretion of the church.

My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, Friedens United Church of Christ may determine that I am no longer qualified to be associated with its programs as a church worker, employee, or volunteer in any capacity.

Applicant's Signature _____ Date _____

Print Name _____

Witness _____ Date _____

To be witnessed by a church staff member

APPENDIX C: GUIDELINES TO HELP US CREATE A SAFE AND WELCOMING ENVIRONMENT

Guidelines to Help us Create a Safe and Welcoming Environment – May 2011

In order to volunteer* with Friedens children's ministries or youth ministries, an individual shall:

1. Be committed to Friedens' mission, vision, and values.
2. Meet with one of the pastors and/or a member of the Christian Education Ministry Team before volunteering.
3. Complete a free background check through the church.
4. Participate in group trainings when possible.
5. Talk to children with positive, encouraging, uplifting words and tone of voice.
6. Ask questions and get help before a situation escalates. We all need help. We work better as a team than alone.
7. If an unusual or difficult incident occurs, please notify one of the pastors and/or a member of the Christian Education Ministry Team.
8. Follow the standards below-
 - a) Individual adult mentors should be the same gender as the child or youth being mentored.
 - b) When youth and adults are meeting one to one, parental permission must be given beforehand. The youth and adult should meet in a public place.
 - c) When groups of children or youth are gathered for church activities, they should be supervised.
 - d) Physical contact such as hugs should be initiated by the child or youth. Adults are responsible for responding appropriately (i.e. side hugs, limiting touch to high fives or a pat on the back or shoulder).
 - e) When a child needs assistance with bathrooming, keep doors ajar and stand in the hallway when possible.

*Volunteering includes driving to events, hosting events, and serving as a helper or leader of youth ministry programs or individual activities. No background check is required for people to attend all-church events led by the children's ministry or the youth ministry if the attendees are not serving in a leadership role (examples: coming to watch the talent, coming to the Christmas Eve Worship Service, coming to hear the confirmation presentations or mission trip presentations).