

FIRSTCHURCH, INC.

POLICIES AND PROCEDURES

Section I.

LEADERSHIP AND MANAGEMENT

<u>SUB SECTION</u>	<u>SUBJECT MATTER</u>	<u>PAGE</u>
A.	FirstChurch Code of Ethics: 1. Personal Integrity 2. Professional Excellence 3. Accountability 4. Special Responsibilities of Ministers 5. Responsibilities to Volunteers 6. Responsibilities of Volunteers 7. Vendor Relations..... 8. Equal Opportunity..... 9. Conflict-of-Interest..... 10. Personal Gain 11. Travel, Entertainment, and Related Expenses 12. Favoritism 13. Other Employee Workplace Guidelines 14. Maintaining Federal Income Tax Exemption 15. Disclosure.....	1 2 3 3 9 9 10 10 11 11 12 12 12 12 13
B.	Federal Income Tax Exemption: 1. Advantages of Tax Exemption..... 2. Prohibited Activities 3. Tax Exemption Group Ruling..... 4. Filing Requirements for Obtaining Tax-Exempt Status	15 16 20 20
C.	Organizational Charts: 1. Primary Ministries..... 2. Integrated Auxiliary Ministries	23 24
D.	Volunteer Oversight: 1. Organizational Structure 2. Ministry Descriptions..... 3. Leadership Position Descriptions..... 4. Identifying Volunteers 5. Recruitment..... 6. Screening Procedures	26 27 27 28 29 29
	7. Orientation Session	30

8.	Support and Continued Training.....	31
9.	Evaluation Process	32
E.	Prevention of Children and Youth Abuse:	
1.	Guiding Principles.....	33
2.	Prohibited Behavior	34
3.	Worker Enlistment and Screening	35
4.	Guidelines for Volunteers in Children's Programs	36
5.	Guidelines for Volunteers in Youth Programs.....	41
6.	Guidelines Regarding Church Facilities	44
7.	Guidelines Regarding Church Website.....	45
8.	Reporting and Investigations	45
9.	Crisis Response Plan.....	50
F.	Sexual Misconduct of Ministers:	
1.	Defining Sexual Misconduct.....	52
2.	Guidelines on Sexual Misconduct	54
3.	Availability of Policy and Procedures	55
4.	Management of Allegations	55
5.	Pre-Employment Screening	55
6.	Education.....	56
7.	Response to Allegations.....	56
G.	Orientation of New Elders, Members of the Ministries Oversight Team, Stewardship Oversight Committee and Standing Committees:	
1.	Orientation Meetings.....	58
2.	Church Facility Tours	59
3.	Orientation Manual	60
4.	Standards of Conduct.....	61
5.	Annual Commitment Letter	61
6.	First Year Assessment.....	62
H.	Continuing Education Training and Resources:	
1.	Church Sponsored Training	63
2.	Other Professional Training Opportunities	64
3.	Educational Resources	65
I.	Church Meetings and Record Keeping:	
1.	Meetings	67
2.	Attendance Records	72
3.	Filing of Meeting Minutes and Other Documents	72
J.	Oversight Responsibilities of Council of Elders:	
1.	Senior Minister's Annual Performance Evaluation.....	74
2.	Evaluation of Other Staff Members	76

3.	Forming Council Advisory Committees	77
4.	Forming Executive Committee	82
5.	Council of Elder's Service Assessment.....	83
6.	Distribution of Church Manuals and Handbooks	87
7.	Compensation of Lay Member Serving on the Council	88
8.	Director's and Officer's Liability Insurance	89
9.	Key Man Life Insurance	89
10.	Confidentiality.....	90
11.	Limitations on Ministry Services	90
12.	Other Specific Responsibilities and Duties.....	91
K.	General Guidelines for Committees:	
1.	General Comments.....	92
2.	Types of Committees	93
3.	Committee Size	94
4.	Committee Election.....	94
5.	Committee Composition	95
6.	Committee Relationships	95
7.	Committee Organization	96
8.	Quorum	97
9.	Training	97
10.	Attendance and Participation	98
11.	Taking of Committee Minutes	98
12.	Responsibilities Common to All Committees.....	98
L.	Conflict-of-Interest:	
1.	Examples of Possible Conflicts.....	101
2.	Awareness of Policy.....	101
3.	Disclosure Statements	102
4.	Duty to Disclose and Abstain From Transaction.....	102
5.	Examination Procedures	103
6.	Records of Proceedings.....	104
7.	Informing Church Insider of Actions Taken.....	104
8.	Periodic Reviews.....	105
9.	Use of Outside Experts	105
M.	Conflict Resolution:	
1.	Complaint Submittal	106
2.	Church Discipline - Matthew 18 Principle	107
3.	Arbitration through Christian Conciliation	112
N.	Legal Services of General Counsel:	
1.	General Overview	114
2.	Incorporation and Bylaws	115
3.	Contracts and Agreements	115
4.	Incoming Subpoenas and Other Legal Papers	116

5.	Governmental Investigations	116
6.	Defense and Indemnification of Employees	116
7.	Outside Counsel	116
8.	Confidentiality and Privilege	117
9.	Review of Release Forms	117
O.	Fraud Prevention:	
1.	Actions Constituting Fraud	118
2.	Preventive Measures	119
3.	Investigative Responsibilities	120
4.	Confidentiality.....	121
5.	Authorization for Investigating Suspected Fraud	121
6.	Reporting Procedures.....	121
7.	Termination of Employment or Church Discipline	122
P.	Disaster Management and Recovery:	
1.	Authority and Coverages	123
2.	Initial Assessment	124
3.	Mitigation	125
4.	Preparedness.....	126
5.	Response	131
6.	Recovery	141
7.	Debriefing	143
Q.	Infectious Disease and AIDS:	
1.	AIDS Education	146
2.	Confidentiality.....	146
3.	Ministry to Children with HIV/AIDS	147
4.	Universal Precautions	147
5.	Preschool/Nursery	149
6.	Parental Responsibilities	149
7.	Grade School Children.....	150
8.	Kitchen and Food Preparation	150
9.	Premarriage Testing	151
10.	Baptistry	151
11.	Toilet Facilities.....	151
12.	Injury Where Blood is Involved	151
13.	Church Employees	151
14.	Staff/Lay Leader Continuing Education	152
15.	Conclusions	152
16.	What Does God's Word Say About AIDS?	152
R.	Privacy of Information:	
1.	Collection of Information.....	154
2.	Disclosure of Information	155
3.	Confidentiality and Security	155