

**DULUTH GOSPEL TABERNACLE
POLICIES AND PROCEDURES MANUAL**

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DULUTH GOSPEL TABERNACLE – POLICIES AND PROCEDURES MANUAL

PREAMBLE

In support of the Constitution and By-Laws of the Church, the Joint Board of Duluth Gospel Tabernacle has developed the following policy manual with the intent to assist in making decisions in a caring and consistent manner. The purpose of the manual is to help promote harmony within the Church and to minimize confusion. The Joint Board shall be responsible for oversight and enforcement of the manual, and an annual review shall be completed by the Joint Board. This will be accomplished by providing a copy of the manual to each member of the Board, and a bullet will be added to the agenda for the Joint Board meeting each March.

A. GENERAL CHURCH POLICIES

1.0 Building and Grounds

1.01 Access and Keys

- 1.01.1 Keys will be distributed by the office staff. Each individual receiving a key shall sign the “Key Holder Agreement Form”. See Addendum A.
- 1.01.2 A master list of key holders will be maintained in the office with name and key number for each person. Individuals with entry door keys shall be instructed in the proper lockup and security system procedures.
- 1.01.3 A list of individuals assigned entry door keys will be provided to the security firm contracted for this purpose.
- 1.01.4 Key reproduction and/or distribution must be done only under the authority of the Pastors, or Board Chairpersons.
- 1.01.5 A master copy of all keys must be kept in a locked cabinet for emergency or other authorized purposes.
- 1.01.6 Lost key(s) shall be reported to the office staff.
- 1.01.7 All keys must be returned to Duluth Gospel Tabernacle upon the completion of a ministry assignment.

A. GENERAL CHURCH POLICIES

1.0 Building and Grounds

1.02 Office Equipment and Supplies

- 1.02.1 All office equipment is intended for official church business only. The church staff is responsible for monitoring use and arranging for maintenance of the equipment. Church staff and volunteers are able to use office equipment and supplies as needed to conduct their official church functions. Individuals requiring assistance should contact the church staff for operating instructions regarding the use of each piece of equipment.
- 1.02.2 Personal use of church office equipment must be approved by church staff. However, due to confidentiality purposes, secretary and bookkeeper computers are restricted to usage by designated users only.
- 1.02.3 Church office supplies are for church business only.

A. GENERAL CHURCH POLICIES

1.0 Building and Grounds

1.03 Church Vehicle Usage

- 1.03.1 Church vehicles are to be used strictly for church-sponsored activities, functions, and business. Vehicles will not be allowed to be used for the personal convenience of church members or be rented to outside parties. Use of church vehicles shall be in compliance with policies of our insurance carrier and applicable state and federal laws.
- 1.03.2 Only licensed drivers authorized by the staff pastors shall be allowed to operate church vehicles.
- 1.03.3 Drivers will become familiar with the Vehicle Use Checklist (Addendum B), of which a copy will be maintained in each vehicle. Drivers will complete and submit to the church office a Vehicle Deficiency Report (Addendum C) as needed. The office staff will forward the Vehicle Deficiency Report to the appropriate Trustee for follow-up.
- 1.03.4 The designated Trustee shall ensure that the Vehicle Use Checklist is completed at least semi-annually for each vehicle.
- 1.03.5 Van drivers will be familiar with current child safety seat laws/guidelines.
- 1.03.6 Passenger vans will be limited to 12 occupants.
- 1.03.7 Drivers are prohibited from operating church vehicles more than 10 hours in a 24 hour period.
- 1.03.8 In case of an accident, a Vehicle Accident Checklist (Addendum D) shall be completed
- 1.03.9 The designated trustee(s) will ensure that the vehicles are properly maintained.

A. GENERAL CHURCH POLICIES

1.0 Building and Grounds

1.04 Evacuation Procedures

- 1.04.1 Evacuation instructions are posted near the door of each room. Staff and ministry leaders will be familiar with evacuation instructions.
- 1.04.2 A practice evacuation drill will be conducted at least once per year.

A. GENERAL CHURCH POLICIES

1.0 Building and Grounds

1.05 Kitchen Use General Policies

- 1.05.1 Duluth Gospel Tabernacle kitchen facilities are available to the community for a Christian witness. Any approval for use will be granted with the understanding that those using our facility will conduct their activity under the expected norms of conduct prescribed by our church by-laws and its adherence to biblical standards. DGT specifically bans alcohol and social dancing on the premises and bans smoking within all buildings. Duluth Gospel Tabernacle reserves the right to refuse any application for use of the church facilities. Applicants agree to hold Duluth Gospel Tabernacle harmless as a result of any refusal of an application.
- 1.05.2 Use of the church kitchen and Fellowship Hall must be scheduled through the church office by completing the DGT Kitchen/Fellowship Hall Use Application Form (Addendum E). Dates for events will be entered on the DGT calendar only after the signed form is approved by the church office. Forms are available through the church office.
- 1.05.3 Any group representative who signs the DGT Kitchen Use /Fellowship Hall Application is responsible for the conduct of their attendees. By signing the DGT Kitchen/Fellowship Hall Use Application, the group representative agrees to hold harmless and indemnify DGT with respect to any claim or loss. Users assume full responsibility for any damage to the facilities and equipment used.
- 1.05.4 Youth and children on church property in connection with a scheduled event must be supervised by adults.
- 1.05.5 All users are expected to leave the facilities in the same or better condition in which they were found. All equipment, tables, chairs, etc. are to be back in their original locations before leaving the facility. Duluth Gospel Tabernacle reserves the right to charge any fees associated with clean-up, if necessary.
- 1.05.6 Kitchen equipment and furnishings may not be removed from the premises without prior approval from the church office. Requests for equipment or furniture use must be submitted on the General Equipment/Furniture Use Application Form (Addendum F).
- 1.05.7 All users of the kitchen/Fellowship Hall for non-DGT related events must provide their own food, beverages, and disposable products unless specific agreements are otherwise made.
- 1.05.8 Use of a caterer will be indicated on the application.
- 1.05.9 In accordance with American Disability Act requirements, all animals, including service animals, are prohibited from entering the kitchen and food preparation areas.

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- 1.05.10 To reduce the risk of cross-contamination and illness, clean and sanitize work surfaces before use. Sanitizing solution is available in cabinet above the sink. Mix according to directions on product container. Using a fresh dish towel and the sanitizing solution, wipe down countertops and work surfaces before and after each use. Do this every time a different food item is handled.
- 1.05.11 Food is to be prepared and handled in accordance with current food safety regulations as posted in the DGT kitchen. Disposable gloves are available for food handling.
- 1.05.12 Used dishware should be returned to the appropriate area of the kitchen for cleaning. Dishware is to be washed using the three sink sanitation system. All appliances and workstations must be cleaned and wiped using a sanitizing solution.
- 1.05.13 Label and date all food items before placing them in the refrigerator.

A. GENERAL CHURCH POLICIES

1.0 Building and Grounds

1.06 Building and Equipment Usage Policies

- 1.06.1 Duluth Gospel Tabernacle building facilities and equipment are available to the community for a Christian witness. Any approval for use will be granted with the understanding that those using our facility will conduct their activity under the expected norms of conduct prescribed by our church by-laws and its adherence to biblical standards. DGT specifically bans alcohol and social dancing on the premises and bans smoking within all buildings. Duluth Gospel Tabernacle reserves the right to refuse any application for use of the church facilities. Applicants agree to hold Duluth Gospel Tabernacle harmless as a result of any refusal of an application.
- 1.06.2 Tables and chairs will be available for off-site use during DGT-sponsored events only. Complete and submit General Equipment/Furniture Use Application Form Addendum F to church office for approval.
- 1.06.3 Sound and music equipment will be available for off-site use during DGT-sponsored events only. Complete and submit General Equipment/Furniture Use Application Form Addendum F to church office for approval.
- 1.06.4 Use of the church sanctuary, nursery, library, and classrooms must be scheduled through the church office by completing the DGT Building and Equipment Use Application Form (Addendum G). The applicant will identify any sound or musical equipment that will be utilized so that the appropriate church party can be notified by office staff. Dates for events will be entered on the DGT calendar only after the signed form is approved by the church office. Forms are available through the church office.
- 1.06.5 Any group representative who signs the DGT Building and Equipment Use Application Form is responsible for the conduct of their attendees. By signing the DGT Building and Equipment Use Application Form, the group representative agrees to hold harmless and indemnify DGT with respect to any claim or loss. Users assume full responsibility for any damage to the facilities and equipment used.
- 1.06.6 Youth and children on church property in connection with a scheduled event must be supervised by adults.
- 1.06.7 All users are expected to leave the facilities in the same or better condition in which they were found. All equipment, tables, chairs, etc. are to be back in their original locations before leaving the facility. Duluth Gospel Tabernacle reserves the right to charge any fees associated with clean-up, if necessary.
- 1.06.8 Use of church educational materials will be allowed with permission from the church office and will be required to be signed out using the Educational Material Sign Out

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Form (Addendum H). Materials must be returned in a timely manner and in good condition.

A. GENERAL CHURCH POLICIES

1.0 Building and Grounds

1.07 Wedding Policy

- 1.07.1 Duluth Gospel Tabernacle is committed to guiding each bride and groom to a life-long commitment between a man and a woman before God. Each couple will receive a Wedding Guideline Packet (Addendum I) from the DGT Wedding Coordinator.
- 1.07.2 The Wedding Coordinator will oversee submission of appropriate fees and Building Use Request Forms (Addendum E and G).
- 1.07.3 The Pastoral staff will be allowed to negotiate rental fees for Sanctuary and Fellowship Hall on a case-by-case basis.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.01 Emergency Abuse Reporting Policy

2.01.1 The Pastoral staff or ministry leader will call the police department and file an abuse report in the following:

1. An individual requests immediate protection,
2. An individual requests that the police be contacted,
3. An individual expresses an overwhelming fear or anxiety about returning home with the person who brought him or her (may be in conjunction with other evidence of abuse),
4. An individual exhibits physical signs of life-threatening abuse.

In the event that a member of the Pastoral staff cannot be reached before the individual leaves with the police, they will be contacted as soon as possible.

2.01.2 If an abuse report is filed with a government agency, every effort will be made to remain in contact with the family to provide follow-up support and assistance in any way possible.

2.01.3 Every effort will be made to train ministry leaders on the detection of suspected abuse and the implementation of this policy. Training will include providing a copy of this policy.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.02 Suspected Abuse Reporting Policy

- 2.02.1 The purpose of this policy is to set guidelines for identifying and reporting any suspicion of abuse of a person who is involved in an activity sponsored by the Duluth Gospel Tabernacle.
- 2.02.2 All volunteers, paid leaders, teachers and childcare workers of the Duluth Gospel Tabernacle are mandated reporters and will immediately report to the Pastoral staff suspicion of abuse of which they have knowledge or observe within the scope of their duties. Possible indicators of abuse may include:
1. Has an unexplained injury-a patch of hair missing, a burn, a limp or bruises,
 2. Has an inordinate number of "explained" injuries, such as bruises on his or her arms and legs over a period of time,
 3. Drawings in conjunction with verbal testimony,
 4. Prayer requests or written allusion,
 5. Verbal testimony,
 6. Exhibits an injury that is not adequately explained,
 7. Complains about beatings,
 8. Complains about others "doing things to me when others are not at home",
 9. Is dirty and smells or has bad teeth, hair falling out or lice,
 10. Is inadequately dressed for inclement weather,
 11. Wears long-sleeved tops during the summer to cover bruises on the arms.
- 2.02.3 The Pastoral staff will immediately, in conjunction with the initial reporter, gather the information and complete the Duluth Gospel Tabernacle's Suspicion of Abuse Form (see Addendum J) on all reports of suspected abuse that they receive.
- A determination must be made at this point as to whether an abuse report (Addendum J) must be filed with the proper authorities.
- 2.02.4 Every effort will be made to train ministry leaders on the detection of suspected abuse and the implementation of this policy. Training will include providing a copy of this policy.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.03 Nursery Policy

- 2.03.1 A nursery manual will exist and will be kept current by the Children's Pastor.
- 2.03.2 The Nursery will be kept locked at all times and will be used as a nursery only.
- 2.03.3 Procedures for child security on checking in and out will be described in the manual.
- 2.03.4 Guidelines for proper cleaning and maintenance of items found in the Nursery will be discussed in the manual.
- 2.03.5 Authorized paid nursery workers and scheduled helpers are the only individuals allowed in the Nursery when open.
- 2.03.6 Age limit for children will be 0 – 24 months, with sensitivity given for special needs children.
- 2.03.7 The Nursery Coordinator will be a paid position that is hired by the Pastoral staff and reports to the Children's Pastor.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.04 Children's Ministry Policy

- 2.04.1 A Children's Ministry Manual will exist and will be kept current by the Children's Pastor.
- 2.04.2 Procedures for child security on checking in and out will be described in the manual.
- 2.04.3 Age limits for children in Children's Ministry are two years old through sixth grade, with sensitivity given for special needs children.
- 2.04.4 Procedures for all off-site events will be described in the manual.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.05 Youth Ministry Policy

- 2.05.1 A Youth Ministry Manual will exist and will be kept current by the Youth Pastor.
- 2.05.2 The manual will include guidelines for how media and social media are presented, promoted, or used in the context of Youth Ministry.
- 2.05.3 Age limits for youth in Youth Ministry are post 6th grade through the summer of high school graduation.
- 2.05.4 Procedures for all off-site events will be described in the manual.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.06 Incident and Accident Reporting Policy

2.06.1 The purpose of this policy is to set guidelines for identifying and reporting incidents or accidents that occur during an activity sponsored by the Duluth Gospel Tabernacle.

2.06.2 Each individual Ministry Manual shall address the Incident and Accident Reporting Policy, and reference the Incident and Accident Reporting Form (Addendum K).

2.06.3 Reporting forms (Addendum K) will be available in the Church office.

2.06.4 Reporting forms (Addendum K) shall be completed as soon as practically possible following an incident or accident. Forms shall be submitted to the Church office following completion.

2.06.5 Completed forms will be reviewed by the Pastoral staff. After review, forms will be kept on file in the Church office.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.07 Offerings Policy

- 2.07.1 Per the By-Laws of the Duluth Gospel Tabernacle, the Trustees are responsible for the receiving and dispersing of all funds at DGT. The Finance Chair will oversee and enforce the Offerings policy.
- 2.07.2 All ushers must be members or regular attendees of Duluth Gospel Tabernacle.
- 2.07.3 The head usher will be responsible for recruiting ushers to develop a list of available individuals, and will maintain a schedule for the usher team. The schedule shall designate a counting team. The counting team will be on a rotation so that different counters are present each week.
- 2.07.4 The counting team shall consist of no less than two individuals, but preferably three. Counting team members shall not be members of church staff and shall not be immediate family members.
- 2.07.5 The tally sheet (Addendum L) shall be completed correctly. Each member of the counting team shall sign the tally sheet.
- 2.07.6 A calculator tape shall be printed that totals up all checks, and then generates a grand total to include checks and cash.
- 2.07.7 Upon completion of counting and totaling the offering, the counting team shall place offering, tally sheet, and calculator tape in a bank bag provided and place in safe. Safe shall be locked and counting room locked upon exit.
- 2.07.8 It is paramount that details of individual offering be kept confidential by the counting team.
- 2.07.9 In addition, the ushers will be responsible for taking attendance in each service and placing the count in the bank bag.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.08 Benevolence Funds

- 2.08.1 The Benevolence Fund of DGT will be intended to do good for others. This fund will be made available for disbursement by the pastoral staff to meet an immediate short term/one time need. It is intended for individuals who are experiencing unexpected financial burden.
- 2.08.2 Under the direction of the Senior Pastor, the pastoral staff may approve disbursement of benevolence funds up to \$250, without prior notification to the Trustee Board. However, the approval shall be communicated to the Trustees at a later date. Requests for amounts between \$250 and \$500 would require approval from the Trustee Chair or Finance Committee Chair. Requests over \$500 would require approval from the Trustee Board.
- 2.08.3 Funds designated for benevolence shall be tracked appropriately and maintained strictly for benevolent needs.
- 2.08.4 Individuals requesting funds shall complete the DGT Assistance Form (Addendum M) prior to receiving funds. Forms will be reviewed monthly by the treasurer or Finance Chairperson. These forms shall be kept confidential.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.09 Guest Ministry

- 2.09.1 Guest Ministry shall be defined as outside ministers or ministry groups that have been invited by DGT leadership to minister specifically to the DGT congregation.
- 2.09.2 Guest Ministry shall be approved and scheduled with the Senior Pastor and/or the Elder Board.
- 2.09.3 Any expenses associated with the Guest Ministry shall be presented and approved by the Trustee Board prior to the visit. The expenses associated with the event may be above and beyond any honorarium presented.
- 2.09.4 For all special services scheduled, a designated leader will be appointed and will be responsible for coordinating sound, projectors, ushers, and lock-up.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.10 Funeral Policy

- 2.10.1 Funerals are a crucial part of a Christian ministry and will be conducted at the discretion of the Pastoral Staff, with the support of the Elder Board.
- 2.10.2 Video and picture presentations should be limited to material that would be appropriate for a worship service. Presentations should be provided to the sound coordinator with adequate time to work into the funeral service.
- 2.10.3 Family members should schedule a meeting with the Pastoral Staff to coordinate the schedule of the service.
- 2.10.4 Below is a list of individuals who would be available for service during a funeral and suggested fees:
- Sound Coordinator - \$50
 - Pianist - \$60
 - Administration Fee - \$100
- 2.10.5 Memorials for DGT will be accepted for ministries that are currently supported and approved by the Joint Board. All other memorials should be sent directly to the designee.
- 2.10.6 A meal for regular attendees of DGT and their immediate family will be provided by the Joy Fellowship Board, upon request, at no cost to the family. Meals for non-members shall be provided by the family.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.11 Water Baptism

- 2.11.1 Water baptism is a symbolic step Jesus commanded of new believers. At DGT, baptism is reserved for older children and adults because it always follows a conscious decision to accept Christ's offer of salvation.
- 2.11.2 We baptize believers by immersing them in water. This process does not save a person, but serves as a public testimony signifying the death of the individual's sinful past and their new birth in Christ. It's an important step in the life of any believer, confirming the changing power of Jesus Christ and a new identity in Him.
- 2.11.3 Duluth Gospel Tabernacle follows the historic Christian practice of baptizing "in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19). This wording reflects the triune God's total commitment to the believer. The Father's love sent the Son to the cross. The Father and the Son sent the Spirit upon the church (Matthew 3:11; John 15:26).
- 2.11.4 "Believer" water baptism is a requirement to be a member of DGT.
- 2.11.5 Various opportunities throughout the year are provided for individuals to be water baptized.

A. GENERAL CHURCH POLICIES

2.0 Ministry

2.12 Communion

- 2.12.1 Communion is observed regularly in our church normally on the second Sunday of the month. In addition, we share communion together on special services; such as our Good Friday Service. All who have a personal relationship with Jesus Christ and are “believers” are welcome and encouraged to participate.
- 2.12.2 Also, known as “The Lord's Supper”, it consists of the elements --bread (or crackers) and the fruit of the vine (grape juice) – and is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4), a memorial of his suffering and death (1 Corinthians 11:26), and a prophecy of His second coming (1 Corinthians 11:26). It is enjoined on all believers "till He come!".
- 2.12.3 This solemn commemoration reflects on the loving sacrifice of Jesus, remembering his suffering, His death, and His glorious resurrection. Communion serves as a worshipful reminder of the great price Jesus paid for our salvation and encourages deeper devotion to Christ.
- 2.12.4 Duluth Gospel Tabernacle tends to take a sober attitude while serving Communion, providing opportunity for members to consider the quality of their lives and make things right with God and with others. (1 Cor. 11:29)

A. GENERAL CHURCH POLICIES

3.0 Finances

3.01 Financial Reporting

- 3.01.1 To help insure accuracy and integrity required by the By-Laws of Duluth Gospel Tabernacle, the financial records will be periodically reviewed and certified by a CPA.
- 3.01.2 Monthly financial reports will be made available and reviewed at the Trustee and Joint Board meetings. A financial report will be provided to the Congregation at the annual cooperate meeting of the church.
- 3.01.3 Financial reports will be made available to members of the Congregation at any reasonable time, upon request.

A. GENERAL CHURCH POLICIES

3.0 Finances

3.02 Financial Practices

- 3.02.1 Approval limits have been established by the Trustee Board and shall be abided by. Recurring expenses are exceptions and the bookkeeper has been granted approval to pay. Other invoices above \$250 shall be approved prior to payment being submitted, signified with 2 signatures from Trustee members or the treasurer.
- 3.02.2 Unless otherwise prearranged due to absence, deposits will be made within 7 days of collection. Authorized depositors will consist of the bookkeeper, treasurer, and Finance Committee Chairperson.
- 3.02.3 Receipts, credit card statement and check register shall be reviewed monthly by the Finance Chair and/or the Treasurer.
- 3.02.4 Every attempt will be made to schedule second offerings with the intent to limit second offerings to 1 per month. A list of possible second offerings include:
- Staff and Missions Christmas
 - Teen Challenge
 - VBS
 - Gideons
 - Encounter
 - Visiting Missionaries
 - Action Corp
 - DGT Adult Mission
 - Camp Scholarships
 - Up to 4 will be designated for Elder Board discretion
- 3.02.5 Per IRS guidelines, all funds received by Duluth Gospel Tabernacle, either designated or otherwise, shall fall under the authority of the Trustees and/or Joint Board to be distributed as appropriate for the purpose of furthering the mission of DGT. Funds that are received above and beyond a particular target may be reallocated by Trustee or Joint Board approval.
- 3.02.6 DGT Petty Cash account will not exceed \$50 at any given time. Receipts or explanations shall be placed with petty cash until the fund is replenished to \$50. At this time, all receipts will be recorded under the proper accounting category.

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- 3.02.7 Credit cards and vendor cards shall be issued only based upon Trustee approval for the individual. All receipts as record of purchase shall be supplied to the bookkeeper in a timely manner. No loaning out of credit cards will be allowed, and the cards are designated for the sole use of the approved individual. All purchases will be for church purposes only and shall not be used for any personal purchases.
- 3.02.8 All fundraising events associated with the name, property, or membership of DGT, shall be approved by the Joint Board prior to any funds being collected. In the event that any funds are collected prior to approval, the funds shall be returned to the contributor. Each fundraiser shall appoint a designated leader who will be required to submit a financial report within 90 days of completion to the Joint Board.
- 3.02.9 DGT will continue the past practice of awarding scholarships, up to \$500, to current church members and their immediate family who are pursuing a full-time ministry education from an accredited institution. These scholarships will be awarded to individuals who are entering their junior or senior year, based on the approval of the Joint Board.
- 3.02.10 Other scholarships relating to church camps and field trips shall be awarded by the Pastoral staff, based on need and available funds.

A. GENERAL CHURCH POLICIES

4.0 Personnel

4.01 Personnel Policy

4.01.1 Hiring

- Pastors – a search committee will be established consisting of 2 Elders (including Elder Chair), 2 Trustees (including Trustee Chair), and up to 6 congregational members at-large representing a diverse cross section of the membership. This committee will be responsible for the collection of resumes and conducting of interviews. Once a consensus is reached on a candidate, this individual will be recommended to the Joint Board for presentation to the congregation.
- Support Staff – the Senior Pastor will be able to choose his support staff, as granted by the By-Laws of DGT Article 2 Section 3 Paragraph 2, to be presented to the Joint Board for approval. These positions are to include the secretary, bookkeeper, and custodial staff.
- Job descriptions for all positions can be found in Addendum P.

4.01.2 Staffing Structure

- Pastoral staff may consist of Senior Pastor, Associate/Assistant Pastor, Children's Pastor/Director, and Youth Pastor/Director.
- Support staff may consist of Secretary, Bookkeeper, and Custodial staff.
- Other paid positions may include nursery coordinator, sound technician, and others that are approved by the Joint Board.
- Employees requested to work 32+ hours/week will be considered full-time employees.

4.01.3 Performance Reviews

- Annual performance review for the Senior Pastor shall be completed by the Elder Chairperson and the Trustee Chairperson.
- All other performance reviews for staff personnel shall be completed by the Senior Pastor, Elder Chair, and Trustee Chair.
- Initial reviews will be completed after the first 6 months of employment and annually thereafter.

4.01.4 Exit Interviews

- When an individual will be ending their employment with DGT, an exit interview will be completed. The interview will be conducted by a representative from each of the Pastoral Staff, the Trustee Board, and the Elder Board.
- During the interview, any and all church property will be collected, such as keys, credit cards, electronic equipment etc.
- An effort will be made to establish or confirm the reason for employee departure.

A. GENERAL CHURCH POLICIES

4.0 Personnel

4.02 Benefits and Discipline Policy

4.02.1 Holidays and Holiday Pay

- The list of 6 observed holidays will include New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day.
- Salaried Staff – Salaried employees shall receive the above listed holidays off with pay. However, salaried employees that are required to work on a holiday will receive one comp day in exchange.
- Hourly employees shall receive pay for the above listed holidays if the holiday falls on a normally scheduled day of work. Rate of pay shall be based on the daily average of hours worked for the prior 3 months.

4.02.2 Vacation

- Vacation for full-time employees (>32 hours per week) will be awarded at the minimum rate of 2 weeks per year for the first year. An additional day of vacation will be added for each year of service up to 5 weeks of vacation.
- Each individual will be required to schedule vacation time with the Senior Pastor, entered on the DGT electronic calendar, and tracked by the bookkeeper.
- Vacation days will not be carried over from year to year and must be used by December 31st.

4.02.3 Paid Leave

- Full time employees will accumulate paid days off for verified sickness or family emergencies at an annual rate of 1 day / month. The employee will be allowed to carry over up to 10 days per year for a maximum of 22 days paid.

4.02.4 Insurance and Retirement Benefits

- Full-time employees will have the option of having pre-tax deductions made on the employee's behalf to be contributed to a qualifying insurance or retirement program. This would include dental, health, or vision insurance.
- The employee will be required to provide the DGT office with documentation to substantiate the deduction(s).

4.02.5 Jury Duty

- Employees required to serve jury duty shall receive their normal pay for any days missed. Pay received from jury duty will not be deducted from an employee's pay.

4.02.6 Discipline

- Possible forms of discipline for church staff may include verbal warnings, written warnings, suspension (with or without pay) and termination of employment.
- Discipline of employees will be initiated and enforced by the party(s) listed on an employee's job description (Addendum P).
- Discipline of pastoral staff will be addressed by the Elders. Termination of a pastoral member will be accomplished through a special congregational meeting called by the Elders, as described in the By-Laws of DGT.
- Support staff are hired as at-will positions.

A. GENERAL CHURCH POLICIES

4.0 Personnel

4.03 Pastoral Sabbatical Leave Policy

- 4.03.1 The purpose of a sabbatical leave for Pastoral Staff is to provide a time for spiritual renewal, personal growth, and intentional rest. This should be an extended period of time away from ministry responsibilities
- 4.03.2 Full-time Pastoral Staff who have served at least 6 consecutive years at DGT are eligible as follows:
- Senior Pastor: 2 weeks per year since last sabbatical (ex. 6 years = 12 weeks)
 - All other Pastors: 1.5 weeks per year since last sabbatical
 - Sabbatical leaves may be granted to Pastors sometime during the 7th – 10th year of service.
- 4.03.3 Upon approval of the Joint Board, the sabbatical leave may be taken in conjunction with vacation.
- 4.03.4 Sabbatical leaves will normally be granted with the full salary and benefits the pastor is receiving at the time of the sabbatical leave. If a pastor's job title changes during the six years preceding the sabbatical, a fair determination of salary and benefits will be made by the Joint Board.
- 4.03.5 DGT does not commit to underwrite the costs sabbatical leave beyond normal salary and benefits. A request to underwrite any additional costs may be considered at the time of application. Formal application must be made to and be approved by the Joint Board. The application should normally be submitted one (1) year in advance
- 4.03.6 Arrangements for worship, interim ministries, and church administration will be completed before the pastor leaves. After the sabbatical, the pastor will give a written or oral report of the sabbatical experience to the Joint Board.

4.03.7 The Joint Board reserves the right to not grant a sabbatical leave if it is not merited, if leave would not demonstrably enhance the pastor's and church's ministry, if economics forbids it, or if there is not a reasonable expectation that the pastor will continue in DGT ministry for at least two (2) years after the sabbatical leave. No more than one pastor shall be on sabbatical leave at the same time. Normally, only one pastor shall be granted sabbatical leave in any one (1) calendar year.

4.03.8 Any exceptions to the above policy must be approved by the Elder Board.

Key Holder Agreement Form

I, _____, would like to request an entry door key for Duluth Gospel Tabernacle. I acknowledge that:

- I am familiar with and agree to the Access and Keys Policy as approved by the DGT Joint Board.
- I have reviewed and understand the operation of the security system.
- I agree to return any and all keys to Duluth Gospel Tabernacle if so requested.

Applicant Signature

Approval Signature/Date

Key Number

Vehicle Use Checklist

Vehicle (make/model/year): _____ Odometer: _____ Date: _____

Check any item that needs attention and included the details under “Comments”. Do not operate vehicle until major defects have been corrected.

Start the engine and test the following:

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Comments: _____

Vehicle Condition

- **Acceptable:** Vehicle is an acceptable condition for operation
- **Requires Attention:** Vehicle can be driven, but needs mechanical repairs and inspection in next 30 days
- **Requires Immediate Attention:** Vehicle should not be operated until it has been repaired by a mechanic

 Inspector's Signature

Vehicle Deficiency Report

Vehicle: _____

Date: _____

Description of Problem/Deficiency: _____

Driver Signature

Please return to church office upon completion.

Vehicle Accident Checklist

When an Accident Happens:

- Stop immediately and turn off your ignition. Don't obstruct traffic. Ask a responsible person to warn oncoming traffic.
- Don't move your vehicle until instructed to do so by police,
- Stay calm, don't argue, don't admit fault, and don't accuse anyone of fault.
- Obtain first aid if needed and ask someone to call police.
- Record the make, model, and license plate number of all vehicles. Ask for the driver's license numbers of those involved.
- Secure the names and addresses of all parties, as well as any witnesses and/or injured parties.
- Make a diagram of the accident showing the position of the two vehicles during and after the crash.
- At the accident site, don't make any settlement offers or volunteer to pay damages.
- Make sure the attending office files a police report.
- Report the accident to your insurance agent/company and church as soon as possible.
- File a financial responsibility report with the state or local police if required by law.

Accident Scene Diagram

Driver's Name: _____

Church/Ministry Name: _____

Church Number: 218-722-1928

Policy Number: _____

Record of Events:

Date/Time of Accident: _____

Road conditions: _____

Weather conditions: _____

Accident location: _____

Other driver's name and phone number: _____

Other party's vehicle description/driver license number, and insurance company: _____

Were there any passengers in your vehicle? _____

Other vehicle? Names, ages, injuries: _____

Did EMT respond? Injuries treated: _____

Did the police respond? If so, officer's name and badge number: _____

Was a police report made? If so, report number: _____

Damage to vehicles: _____

Comments made by other driver: _____

Agent's Name: _____

Agent's Number: _____

DGT Kitchen/Fellowship Hall Use Application

Date of Application

Name of Applicant

Address

Daytime Phone Number

Evening Phone Number

Description of Event

Requested Date and Time of Event

Rooms Requested

Approximate Number of People Attending

Decorating Date _____ Time _____
(Decorating time may be subject to change in case of a funeral.)

Clean-up Date _____ Time _____

Will a caterer be used? _____ Name of Caterer _____ Phone _____

If application is accepted, applicant agrees to comply with the attached policies and procedures.

Signature of Applicant

FOR DGT OFFICE USE ONLY

Event entered on Calendar: _____
Initials

Applicant notified: _____
Initials

DGT General Equipment/Furniture Use Application

Date of Application

Name of Applicant

Address

Daytime Phone Number

Evening Phone Number

Description of Equipment/Furniture Requested

Requested Date and Time of Pick Up

Return Date

If application is accepted, applicant agrees to comply with the attached policies and procedures.

Signature of Applicant

Office Approval: _____
Initials

FOR DGT OFFICE USE ONLY

Applicant notified: _____
Initials

DGT Educational Materials Sign Out Form

Name

Address

Daytime Phone Number

Evening Phone Number

Description of Material: _____

Date of Sign Out: _____

Expected Return Date: _____

Signature

FOR DGT OFFICE USE ONLY

Office Approval: _____

Initials

Returned: _____

Initials

Date: _____

Duluth Gospel Tabernacle Wedding Guidelines

Dear Engaged Couple:

We at Duluth Gospel Tabernacle are enthusiastic about marriage and are committed to it. A man and a woman committing themselves to each other for the remainder of their lives is a very important decision and one that is not to be entered lightly. With that in mind, we've laid down some guidelines in which our church can help make the transition into married life a more joyful experience.

We will only conduct a wedding between a man and a woman (Romans 1) and only after they have gone through premarital counseling, which can be with one of our Pastors or one that is more convenient to where they may be living.

The Bible is the best source for understanding God's intentions for your marriage. We can see some of God's basic principles for marriage by looking at the following passages:

Marriage is God's idea. Genesis 2:18-24

Commitment is essential to a successful marriage. Genesis 24:58-60

Romance is important. Song of Songs 4:9-10

Marriage holds times of great joy. Jeremiah 33:10-11

Marriage creates the best environment for raising children. Malachi 2:14-15

Unfaithfulness breaks the bond of trust, the foundation of all relationships. Matthew 5:32

Marriage is permanent. Matthew 19:6

Ideally, only death should dissolve marriage. Romans 7:2-3

Marriage is based on the principled practice of love, not feelings. Ephesians 5:21-33

Marriage is a living symbol of Christ and the church. Ephesians 5:23, 32

Marriage is good and honorable. Hebrews 13:4

As you look through this packet of Wedding Guidelines, you may have some questions. Please do not hesitate to call and talk to one of us.

Sincerely,

The Pastoral Staff and Elder Board

IMPORTANT WEDDING DATES AND TIMES

One of the Pastors must be contacted and the appropriate deposit/forms submitted (explained on the following pages) before your date can be confirmed on the church calendar

Name:(Bride) _____

(Groom) _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Decorating Date: _____ Time: _____

Wedding Coordinator: Kathy Eider Phone: 628-2882

Pastors: Rev. Rolf Fure Phone: 722-1928
Rev. Hollis Graves 722-1928
Pastor Rebecca Haapanen 722-1928

Custodian: Lisa Sorensen Phone: 722-1928
Jason Fure 722-1928

Lighting/Sound Operator: Jeremy Palmi 715-520-2622

Pianists: Nancy Tollefson Phone: 525-5074
Nancy Larson 729-5338

Video Production: Ryan Underwood Phone: 343-7179

Fees and Responsibilities

Below is a list of individuals you will be required to utilize with your wedding and the appropriate fees. These fees can be paid to Duluth Gospel Tabernacle or to each individual directly.

Wedding Coordinator (\$100 for ceremony/\$100 for reception):

Set up two times to meet with bride and/or designate:

- Review logistics of building
- Review “No Alcohol Policy” on Church property
- Assist with completing appropriate Building Use Request Forms (Addendum E and G).
- Review wedding ceremony

Rehearsal:

- open and close the church
- facilitate rehearsal if requested
- instruct ushers/candle lighters on procedures

Wedding:

- open church for dressing and pictures
- help with last minute details
- facilitate ceremony
- stay for clean-up - be sure everything is in order for Sunday services

Reception:

- help with details - such as where to get tables
- guide activities by informing what is available and what is not
- stay for clean-up - be sure everything is in order for Sunday School classes
- check to be sure the custodian will lock up

Lighting/Sound Operator (\$100):

- set up lights/microphones as requested
- run sound, tape/s, CD/s as needed
- rehearse with musicians as needed with tape/CD
- correct lights and sound if needed
- come early to rehearse with soloist if needed
- prelude and/or postlude if requested
- make audio tape of ceremony
- be sure all equipment is put away and sound turned off
- set up sound equipment for Sunday services

Custodian (\$75 for wedding/\$75 for reception):

Clean-up of Sanctuary after wedding:

- vacuum
- clean bathrooms
- check nursery

Clean up kitchen and Fellowship Hall after reception:

- vacuum
- oversee set up of chairs and tables for Sunday School classes
- take out garbage
- mop kitchen floor
- clean bathrooms and replenish supplies

DULUTH GOSPEL TABERNACLE – POLICIES AND PROCEDURES MANUAL

Sanctuary Rental:

Free to members and immediate family of member
\$300 to non-members

Fellowship Hall/Kitchen Rental:

Free to members and immediate family of member
\$200 to non-members

A \$100 deposit, if applicable, is required when reserving your wedding date.

All remaining Sanctuary and/or Fellowship Hall/Kitchen fees should be submitted to the church office a minimum of one week prior to the wedding.

Below is a list of individuals that would be available to assist you with your wedding and the appropriate fees. Again, these fees can be paid to Duluth Gospel Tabernacle or to each individual directly.

Pastor (\$150):

- Four to six counseling sessions
- Plans wedding ceremony with couple
- Wedding rehearsal
- Wedding ceremony

Pianist (\$60):

- Assist with choosing appropriate music if requested
- Attend Rehearsal
- Assist with prelude and/or postlude

WEDDING REHEARSAL

Please contact all those involved in your wedding ceremony and encourage them to attend the rehearsal. It is very important for them all to be there!

** Contact these people with the date and time of your rehearsal:

Pastor
Any musicians/singers
Bridal Party
Parents
Flower girl/ring bearer and parents
Ushers
Lighting/Sound Operator
Scripture Readers

**You must meet with our wedding coordinator twice before the rehearsal.

**Please use the main east entrance doors only for your rehearsal.

**Designated rooms are available for the bride and her attendants to change for your wedding. If you choose to do this, please leave the room clean after the wedding.

PLEASE remove any and all clothes, boxes, and hangers after the wedding. IT IS VERY IMPORTANT THAT NO PLASTIC BAGS, PINS and/or NEEDLES are left anywhere!!! (Children are an important part of our church and we are concerned for their safety!)

** The men will usually use the Library on the 1st floor of the educational wing. **AGAIN, PLEASE BE SURE ALL DANGEROUS ITEMS ARE REMOVED AND THE ROOM IS BACK IN GOOD ORDER BEFORE YOU LEAVE.**

WEDDING PROGRAMS

If you choose to have a wedding program, they may be purchased at many office supply companies. The DGT office does not provide printing services for wedding programs.

Please be sure to show your wedding program to the pastor(s) officiating at your wedding before it is sent to the printer.

WEDDING CEREMONY

The Church has a limited list of items that may be available for use during your ceremony. Please discuss these items with the Wedding Coordinator.

** We ask that you use non-wax candles for front candelabras - wax burns too fast and drips onto carpet. These can be rented.

** Lighting/Sound System - The person in charge of sound control and lighting should be contacted at least one month in advance. You may go over lighting with the operator to achieve the effect you want. We have many options from which to choose.

** If you wish to have a video recording of the ceremony, you will need to acquire the equipment and the manpower to do so.

SUSPICION OF ABUSE REPORT FORM

Duluth Gospel Tabernacle

Date: _____

Time: _____

Report Completed By: _____

Affected Individual: _____

Address: _____

Phone number: _____

Location of Incident: _____

Nature of suspected abuse (please be as specific as possible): _____

How information became known to reporting party: _____

Guardian/Parent who brought child (If applicable): _____

Other unusual behaviors: _____

Other history of abuse: _____

Pastor to whom report was made: _____

Were government agencies contacted? _____

INCIDENT AND ACCIDENT REPORTING FORM

Duluth Gospel Tabernacle

Date: _____ Time: _____ Location: _____

Individual's Name: _____ Reported by: _____

Incident /Accident: _____

Action Taken: _____

Completed by (signature): _____

Individual's Signature: _____

(Parent/Guardian for individuals under 18 yrs. Old):

Office Use Only

Corrective Action Needed: _____

Corrective Action Complete (signature): _____

OFFERING DETAIL

Date: _____

Sun. AM 1		Sun. School	
Sun. AM 2		Wednesday	
Sun. PM 1		Other	
Sun. PM 2			

Qty. Amount

Ones			
Fives			
Tens			
Twenties			
Fifties			
Hundreds			
Currency			
Coin			
Checks (Include tape)			
Total Offering			

Allocation:

Home Missions			
Foreign Missions			
Land			
Building			
Needs Assistance			
Other			

Offering counted by: (Must be 3 persons)

List any checks **over \$250.00** on reverse side; giving *Name, Date, Check No., and Amount.*

**Duluth Gospel Tabernacle
Assistance Form**

1. Name: _____ Date: _____

2. Children (names & ages)

3. Address:

City/State/Zip: _____

4. Where were you last employed? _____

5. Home Church _____

6. Aid Requested (please check one)

Meal _____ Gas _____ Lodging _____
Groceries _____ Travel Expenses _____ other _____

7. Have other churches, agencies, individuals, or family been contacted for assistance? (if yes, please explain) _____

8. How can all information given be verified? _____

I have given accurate information about my situation and request for assistance.

Applicant's signature date

I have verified the above information.

Signature (staff or board member) date

For office use only

- What aid was given or what referral was made? _____

- Future follow-up needed? _____

Fundraiser Financial Report

Duluth Gospel Tabernacle

Date: _____

Fundraiser Leader: _____

Event Name and Description: _____

Total of all funds collected: _____

Total of all expenses: _____

List and amount of expenses over \$250: _____

Total submitted to bookkeeper for deposit: _____

Office Use Only

Date Presented to Office: _____

Date Presented to Joint Board: _____

Duluth Gospel Tabernacle

Rev. Rolf Fure

Senior Pastor

Memorial Service Planning Guide

Welcome/Prayer: _____

Scripture Reading: _____

Song (Congregation singing, solo or CD): _____

Biography (This can be read by Pastor or a family member): _____

Sharing by family and friends (This can be either pre-planned or totally just open mic. I would recommend some to be pre-planned. If family member would like to write something out, Pastor or someone else can read it): _____

Song (Congregation singing, solo or CD): _____

Message: _____

Song (Congregation singing, solo or CD): _____

The Lord's Prayer: _____

Benediction: _____

Committal Service? (This can be done during the service or after at the graveside and if we go to the graveside, the choice is to do it right after the service or after the lunch.)

If visitation is prior to the service, does the family want to be pulled out 10 minutes prior to service beginning to use restroom, get water, meet with funeral director and Pastor, and to walk in together?

Yes No

Job Description

Senior Pastor

The primary function of the Senior Pastor is to provide vision for DGT as well as perform normal and common ministerial duties.

Qualifications:

- Born again Christian who feels a call by God into ministry
- Love for families and individuals of all ages
- Strong organizational and leadership skills
- Ability to build and lead volunteer teams
- Ability to commit to a level of confidentiality for sensitive situations
- Serve as a mandatory reporter for cases involving individuals of all ages
- Minimum 4-year degree and/or equivalent ministry experience preferred

General Pastoral Responsibilities:

Preaching - the Senior Pastor will have the primary responsibility for bible-based preaching at DGT and will also arrange the preaching schedule with other appropriate individuals.

Prayer – Through personal participation, regular bible reading, daily prayer, and regular communication, the Senior Pastor will develop and maintain the prayer life and ministry of the congregation.

Worship – Work with the Associate Pastor and/or worship leaders in planning and leading the worship services.

Pastoral Care – Coordinate and participate in visitation of shut-ins (including providing communion if they desire), hospital patients, regular attendees with “known” needs, and regular attendees without “known” needs.

Oversight – Oversee the ministries of the church and act as a catalyst for lay involvement.

Administration - Meet with the Elder Board, Trustee Board, various committees, and staff on a regular basis; choose, oversee and provide direction to support staff, as well as help facilitate the flow of and coordination of activities both inside and outside the church. Senior Pastor shall serve as senior elder by virtue of his/her office.

Discipling - Help individuals in their spiritual growth and development of ministry gifts.

Counseling - Coordinate and provide spiritual guidance including pre-marital, marital, and personal counseling.

Conduct funerals and weddings –

DULUTH GOSPEL TABERNACLE – POLICIES AND PROCEDURES MANUAL

FCA involvement – Attend fellowship meetings and participate in other Fellowship functions.

Occasionally preach at fellowship churches at their request.

SHLBC involvement – Ensure active involvement with Sand Hill Lake Bible Camp including attending board meetings when possible.

Networking – Look for and take advantage of networking opportunities related to the FCA, as well as churches in our community and city.

Professional Development – Participate in activities which enhance personal and professional development when feasible and affordable.

Relationships: The Senior Pastor is primarily responsible to the Elder Board.

Compensation: Salary Package will be presented by the Trustee Board on an annual basis.

Vote of Confidence: The Senior Pastor shall be subject to a periodic vote of confidence as described in Article 2 Section 2 of the DGT By-Laws.

Job Description

Associate Pastor

The primary function of the Associate Pastor, in conjunction with the Senior Pastor, is to provide vision for DGT as well as perform normal and common ministerial duties.

Qualifications:

- Born again Christian who feels a call by God into ministry
- Love for families and individuals of all ages
- Strong organizational and leadership skills
- Ability to build and lead volunteer teams
- Ability to commit to a level of confidentiality for sensitive situations
- Serve as a mandatory reporter for cases involving individuals of all ages

General Pastoral Responsibilities:

Preaching - the Associate Pastor will have periodic responsibility for bible-based preaching at DGT and will also arrange the preaching schedule with other appropriate individuals.

Prayer – Through personal participation, regular bible reading, daily prayer, and regular communication, the Associate Pastor assist in developing and maintaining the prayer life and ministry of the congregation.

Worship – Work with the Senior Pastor and/or worship leaders in planning and leading the worship services, as needed.

Pastoral Care – Participate in visitation of shut-ins (including providing communion if they desire), hospital patients, regular attendees with “known” needs, and regular attendees without “known” needs.

Oversight – Coordinate adult education ministry of the church and act as a catalyst for lay involvement.

Administration - Meet with the Elder Board, Trustee Board, various committees, and staff on a regular basis; as well as help facilitate the flow of and coordination of activities both inside and outside the church; assist in business activities of the church under the direction of the Trustees.

Discipling - Help individuals in their spiritual growth and development of ministry gifts.

Counseling - Coordinate and provide spiritual guidance including pre-marital, marital, and personal counseling.

Conduct funerals and weddings –

DULUTH GOSPEL TABERNACLE – POLICIES AND PROCEDURES MANUAL

FCA involvement – Attend fellowship meetings and participate in other Fellowship functions.

Occasionally preach at fellowship churches at their request.

SHLBC involvement – Coordinate with Senior Pastor to help ensure active involvement with Sand Hill Lake Bible Camp including attending board meetings when possible.

Networking – Look for and take advantage of networking opportunities related to the FCA, as well as churches in our community and city.

Professional Development – Participate in activities which enhance personal and professional development when feasible and affordable.

Relationships: The Associate Pastor is primarily responsible to the Elder Board and the Senior Pastor. In addition, the Associate Pastor will assist the Joint Board with research and tasks requested by the Elder or Trustee Boards.

Compensation: Salary Package will be reviewed and presented by the Trustee Board on an annual basis.

Job Description

Children's Pastor

The primary function of the Children's Pastor, in conjunction with the Senior Pastor, is to provide vision and leadership for the Children's Ministry at DGT.

Qualifications:

- Born again Christian who feels a call by God into ministry
- Love for children and families
- Strong organizational and leadership skills
- Ability to build and lead volunteer teams
- Ability to commit to a level of confidentiality for sensitive situations
- Serve as a mandatory reporter for cases involving individuals of all ages

General Pastoral Responsibilities:

Preaching - the Children's Pastor will have periodic responsibility for bible-based preaching at DGT and will also arrange the preaching schedule with other appropriate individuals.

Prayer – Through personal participation, regular bible reading, daily prayer, and regular communication, the Associate Pastor assist in developing and maintaining the prayer life and ministry of the congregation.

Oversight – oversee all programming and ministry for children ages birth – 6th grade, including Sunday mornings, Wednesday nights, summer programming, VBS, special events, etc... Choose and prepare curriculum for each program and each age level.

Leadership – create environments, activities and programming for each children's age group that will facilitate learning and encourage spiritual growth. Recruit, train, schedule and lead teams of volunteers.

Discipling – provide care for children and families with the church including hospital visits and follow-up. Maintain a strategy for reaching and assimilating new children and families.

Networking – Look for and take advantage of networking opportunities related to the FCA, as well as churches in our community and city.

Professional Development – Participate in activities which enhance personal and professional development when feasible and affordable.

FCA involvement – Attend fellowship meetings and participate in other Fellowship functions. Occasionally preach at fellowship churches at their request.

SHLBC involvement – Coordinate with Senior Pastor to help ensure active involvement with Sand Hill Lake Bible Camp including attending board meetings when possible.

Relationships: The Children's Pastor is primarily responsible to the Elder Board and the Senior Pastor.

Compensation: Salary Package will be reviewed and presented by the Trustee Board on an annual basis.

Job Description

Youth Pastor

The primary function of the Youth Pastor, in conjunction with the Senior Pastor, is to provide vision, leadership and direction for the Youth Group of DGT. This will mainly happen through planning, motivation, and follow-through.

Qualifications:

- Born again Christian who feels a call by God into ministry
- Love for youth and their families
- Strong organizational and leadership skills
- Ability to build and lead volunteer teams
- Ability to commit to a level of confidentiality for sensitive situations
- Serve as a mandatory reporter for cases involving individuals of all ages

General Pastoral Responsibilities:

Preaching - The Youth Pastor will have periodic responsibility for bible-based preaching at DGT and will also arrange the preaching schedule with other appropriate individuals.

Prayer – Through personal participation, regular bible reading, daily prayer, and regular communication, the Youth Pastor will assist in developing and maintaining the prayer life and ministry of the congregation (as well as the youth) as it relates to youth ministry and outreach.

Equipping – Through teaching, preaching, and discipling, train and equip Momentum leaders as well as maintain a program of mentoring relationships with the youth group.

Administration – Develop structures and programs that facilitate youth ministry and coordinate those with other ministries in the congregation. Work with the Senior Pastor and Momentum leaders to provide oversight, motivation and follow-through for all youth ministry functions in the church. Assure that planning and follow-through happens for missions opportunities both local and abroad.

Assimilation – Build relational bridges to new attenders within the youth group and follow-up on those whose attendance patterns have changed noticeably. Coordinate discipleship or mentoring relationships for new or immature believers.

Networking – Look for and take advantage of networking opportunities related to the FCA, as well as churches in our community and city.

Professional Development – Participate in activities which enhance personal and professional development when feasible and affordable.

DULUTH GOSPEL TABERNACLE – POLICIES AND PROCEDURES MANUAL

FCA involvement – Attend fellowship meetings and participate in other Fellowship functions. Occasionally preach at fellowship churches at their request.

SHLBC involvement – Coordinate with Senior Pastor to help ensure active involvement with Sand Hill Lake Bible Camp including attending board meetings when possible.

Relationships: The Youth Pastor is primarily responsible to the Elder Board and the Senior Pastor.

Compensation: Salary Package will be reviewed and presented by the Trustee Board on an annual basis.

Job Description

Church Secretary

The primary functions of the Church Secretary are to facilitate the flow of information in and through the church, and to coordinate the various activities and tasks of the church.

Qualifications:

- Born again Christian who feels a call by God into ministry
- Strong organizational skills
- Ability to commit to a level of confidentiality for sensitive situations

General Secretary Responsibilities:

Secretarial work – Work with others on document preparation, receptionist, etc.

Filing – Utilize the computer to maintain updated lists of all necessary records, correspondence, and other pertinent information and maintain files of the same (including membership records, attendance and visitor records, birthday and anniversary lists, update directory, service schedules, welcome letters, pastoral correspondence, missionary correspondence). Maintain password protected electronic copies of employment records on the server and secretary's hard drive. Hard copies of employment records will be maintained under the locked control of the secretary.

Internal Communication – Oversee the production of the Sunday bulletin, compiling information, typing and duplicating, also preparing inserts as necessary. Oversee various bulletin boards of the church, making sure material is current and updated with background changes periodically.

External Communication – Coordinate posters for church functions, Christian radio stations, and occasional newspaper advertising.

Miscellaneous – Answer phones, distribute mail, facilitate prayer chain requests, and send weekly bulletins to shut-ins.

Scheduling – Maintain electronic calendar, notify custodian of special functions involving setting up and taking down.

Purchasing - Order office supplies, Christian Education materials, bulletins, postage, flowers, copier and printer supplies, etc. Help facilitate the maintenance of church equipment, such as instruments, computers, copier and sound equipment.

Relationships: The Church Secretary is primarily responsible to the Senior Pastor.

Compensation: Salary Package will be reviewed and presented by the Trustee Board on an annual basis.

Job Description

Bookkeeper

The primary function of the Bookkeeper is to conduct the financial responsibilities of the church while maintaining accurate records of all transactions.

Qualifications:

- A saving faith in Jesus Christ and a desire to grow spiritually.
- Ability to commit to a level of confidentiality for sensitive situations.
- Ability to commit to a level of confidentiality of individuals' financial records.
- Proficiency in computer programs including Word, Excel and Quickbooks
- Attention to detail
- Willingness to learn new programs and/or systems
- A commitment to good interpersonal relationships and teamwork
- A willingness to help in projects others are working on
- Dependability
- Other duties and training as recommended or assigned by the Joint Board

General Bookkeeper Responsibilities:

- Verify ushers' tally of offerings, timely deposit of all financial giving, numerous weekly trips to bank
- Track individual financial giving/ track designated giving
- Payment of financial obligations – bills, foreign/home missionaries, bank transfers, monthly payments to Pastors, monthly Sambou deposits and EOY reports, filing for all items
- Preparing and mailing of EOY 1099s, EOY Contribution reports
- Payment of payroll and keeping track of taxes bi-weekly, quarterly, and EOY reports
- Responsible for the password protected storage of electronic financial records on the server and bookkeeper hard drive.
- Reconcile all banking accounts on a monthly basis
- Preparation of monthly financial reports, email to finance committee
- Assist with reports for Annual Meeting
- Miscellaneous Fort Victory reports
- Tracking of fundraisers and funds for Mission Trips, Action Corps, etc.

Relationships: The Bookkeeper is primarily responsible to the Trustee Board and the Senior Pastor.

Compensation: Salary Package will be reviewed and presented by the Trustee Board on an annual basis.

Job Description

Custodian

The primary responsibility of the Custodian is to ensure the proper appearance, maintenance, and security of the building and grounds, as well as the overall cleanliness of DGT.

Qualifications:

- A saving faith in Jesus Christ and a desire to grow spiritually.
- Ability to commit to a level of confidentiality for sensitive situations.
- Ability to lift heavy objects.
- Ability to work on ladders.
- Has a familiarity with cleaning equipment and supplies.
- Knowledge of proper sanitation standards.
- Other duties and training as recommended or assigned by the Joint Board

General Custodial Responsibilities:

- Track and maintain inventory of custodial and kitchen supplies.
- Maintain and organize supply rooms.
- Assist with set up and tear down for regular and special events.
- Clean and maintain the interior and exterior of DGT property.

Relationships: The Custodian is primarily responsible to the Trustee Board and the Senior Pastor.

Compensation: Salary Package will be reviewed and presented by the Trustee Board on an annual basis.

Job Description

Sound Technician

The primary responsibility of the Sound Technician is to operate and maintain the sound system equipment of DGT.

Qualifications:

- A saving faith in Jesus Christ and a desire to grow spiritually.
- Proficiency in computer program.
- Understanding of sound board and projection equipment

General Sound Tech Responsibilities:

- Maintain and troubleshoot sound system equipment.
- Order supplies and equipment as needed.
- Set up and tear down for events.
- Operate sound board properly.
- Must be available for practices and rehearsals.
- Coordinate with slide computer technician.

Relationships: The Sound Technician is primarily responsible to the Trustee Board and the Senior Pastor.

Compensation: Salary Package will be reviewed and presented by the Trustee Board on an annual basis.

Job Description

Nursery Coordinator

The primary responsibility of the Nursery Coordinator is to provide a safe, caring and nurturing environment for the children of church members and visitors of DGT.

Qualifications:

- A saving faith in Jesus Christ and a desire to grow spiritually.
- Must be a member of, or affiliated with DGT for at least 6 months prior to volunteer service.
- Must have a successful background check completed.
- Must physically be able to: stand, walk, sit; use hands to handle and feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk and hear; lift and/or move up to 30 pounds.

General Nursery Coordinator Responsibilities:

- Check church calendar for events and prepare monthly nursery schedules.
- Train and supervise adult, youth, and volunteers.
- Be in place 30 minutes before the start of each service or activity.
- Must follow nursery guidelines and procedures and help volunteers to follow these guidelines and procedures.

Relationships: The Nursery Coordinator is primarily responsible to the Children's Pastor and the Senior Pastor.

Compensation: Salary Package will be reviewed and presented by the Trustee Board on an annual basis.