Our Mission: To Demonstrate Christ's Love Through Worship, Service and Fellowship So That Sinners are Converted, Believers Spirit-filled, And All Grow In Christ-Likeness.

Church Board Policy & Procedures Manual

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1. Introduction

We appreciate your decision and commitment to participate in the governing process of our church. Our church teaches all of our new members who are received into our church, that we expect every member will: 1) always protect the unity of the church over their individual opinions (Ephesians 4:2), 2) participate by faithful attendance, using their gifts and talents to build up the church (Ephesians 4:16), and 3) contribute to the work of God's church through regular giving (1 Corinthians 16:2).

Because of past experiences in churches, we know that conflict usually arises around communication issues and disagreement about priorities. Paul warns the Corinthian church, “...I have no praise for you, for your meetings do more harm than good” (1 Corinthians 11:17). At South Nazarene, we are committed to following clearly established policy and procedures to protect our church so that every leadership decision we make achieves the biblical standard, “…it seemed good to the Holy Spirit and to us…” (Acts 15:28). We affirm as a governing body that the decision-making process we follow is just as important as the decision itself and is critical to the health, unity and vitality of our church.

This manual is intended to provide history, information and guidelines about our Church’s policy and procedures for ministry decision-making. The Church Board has the responsibility to continue modifying policy and procedures as the church moves forward, based on what our Lead Pastor, Staff and church governing leaders continue to learn as we love God, love others and serve everyone.

This Policy and Procedures Manual contains all of the standing, or on-going, policies adopted by the Church Board, the current governing leadership team of the church. The seven reasons for adopting this evolving manual include:

· Protecting the unity of the church through establishing wise, decision-making processes
· Clear, pro-active policy to guide the Lead Pastor and Church Staff
· Clarity and ease of reviewing current policy when considering pressing issues
· Capability of capturing and cataloguing current Church Board decisions that are long-term Policy and Procedure in nature
· Ability to quickly orient new Church Board members to current policy
· Efficiency of having ALL Policy and Procedures in one place
· Efficiency of having Policy and Procedures organized by category for ease of identification

This Policy Manual consists of the following categories--policy regarding:

1. Definition of Terms
2. Our Mission and Vision
3. Church Board Governance Process
4. Establishment and Revision of Policy & Procedures
5. Administrative & Church Operations Policies
6. Financial Policies
7. Pastoral & Support Staff
8. Appendices
9. Brief History of South Church of the Nazarene
## 2. Definition of Terms

<table>
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<tr>
<td>Church Health Assessment</td>
<td>A detailed analysis of the health of the local church using the Natural Church Development Church Health tool. Thirty people are chosen to fill out a survey and the results of the survey are computer scored and a numerical score is assigned to each of the eight characteristics. The eight areas scored include: Leadership, Ministry, Small Groups, Evangelism, Spirituality, Structures, Relationships and Worship.</td>
</tr>
<tr>
<td>Church Transition Team</td>
<td>A team of lay men and women from the local church who work with NCS church consultants to develop the transition plan which the church board will approve and which will guide the church’s preparation to receive a new pastor.</td>
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<tr>
<td>Life Group</td>
<td>A group of approximately 20 people who share an affinity for some Biblical interest or life experience and meet regularly to learn, share, serve, and fellowship.</td>
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<tr>
<td>Memorial Role</td>
<td>Established in 1919, is a way to honor deceased friends and loved ones. A certificate is issued in the name of the person memorialized and is often presented to a family member or displayed in the church. Churches or individuals may place as many names on the Memorial Roll as they desire, and those memorialized need not be members of the church.</td>
</tr>
<tr>
<td>Ministry Team Leader</td>
<td>The individual responsible to lead a ministry. This person may work singly or with others as a team.</td>
</tr>
<tr>
<td>Transitional Lead Pastor</td>
<td>The consultant who fulfills the role of senior pastor prior to the calling and arrival of a called pastor to lead the church.</td>
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<tr>
<td>Reserve Account</td>
<td>Monies set aside for unanticipated needs and initiatives the church board determines to be consistent with our long-range strategic plan.</td>
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<td>Sub-budget</td>
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3. **Our Mission and Vision**

3.1. **Our mission:**

To Demonstrate Christ's Love Through Worship, Service and Fellowship So That Sinners are Converted, Believers Spirit-filled, And All Grow In Christ-Likeness.

3.2. **Our vision:**

Serving Jesus through ministry to HIS children and families.

3.3. **Results we measure:**

The pursuit of our mission and vision will bring about measurable results in the following areas:

3.3.1. **Loving God**

- Members and attenders seeking to be and live filled, baptized (immersed) in the Holy Spirit
- New people becoming givers and ultimately tithers to God’s work through the church
- Church Health Survey scores increasing and demonstrating progress
- Strategic plans and objectives set by the Board being achieved

3.3.2. **Loving Others**

- New people attending worship and participating in Classes & Life Groups
- New Christians professing their faith through baptism

3.3.3. **Serving Everyone**

- New members being discipled and joining South Church of the Nazarene
- New leaders being raised up and developed to lead within the church
- People being placed in ministry positions, serving the Lord through South Nazarene.
- Strategic plans and objectives set by individual Ministry Teams being achieved
4. Church Board Governance Process

4.1. Nazarene Church Manual:
   Our Policy and Procedures Manual shall operate in harmony with the most recent copy of the Manual of the Church of the Nazarene, which is the adopted official constitution and bylaws of our church and our denominational family. The most up-to-date Manual can be viewed on-line at: http://www.nazarene.org/files/docs/Manual2009-2013.pdf

4.2. Church Transition Team:
   A Church Transition Team shall be established to help guide the church during transitions involving the Transitional Lead Pastor, within the context of policies that have been adopted by the Church Board. The Transitional Lead Pastor will have the freedom to nominate individuals to serve on this team, subject to Church Board approval. A majority of members of the Church Transition Team will be current Board members. The Transitional Lead Pastor will keep the Church Board informed of all decisions made and implemented by the Church Transition Team. This team shall be dissolved upon the calling and installation of a new Lead Pastor.

4.3. Elected Officials Nomination Process (Board, NYI, SS, Missions, District Assembly Delegates, etc.):
   Each year at the February regular meeting of the Church Board, the Lead Pastor will present to the Board for approval a nominating committee list. This list will consist of active church members not currently serving in an elected capacity.
   Following approval of the nominating committee, the Lead Pastor will convene a meeting or series of meetings to instruct the nominating committee on the eligibility requirements for each position, and develop a slate of candidates.
   The names of the nominating committee members will be published in the church bulletin for a minimum of two weeks prior to this meeting to allow individuals who are interested in consideration for a position to make their interest known.
   Nomination notices will be sent to each person nominated for a position. The notice will include a statement of qualifications and a request for each candidate to indicate their willingness to be considered. Church Board, NYI President, and NMI President nominees are expected to affirm their compliance and agreement with Expectations of A Church Board Member (Appendix 1) and complete and submit to the Lead Pastor a copy of the Board Nomination Agreement (Appendix 2).
   Copies of this agreement will be posted in a prominent location at least 2 weeks prior to the annual election along with a list including names and photographs of all candidates.

4.4. Church Board Purpose:
   The purpose of the Church Board is to ensure that South Church of the Nazarene:
   • achieves its mission through total dependence on God and wise, prudent decision-making
   • achieves its mission through sound, fiscal management and
   • avoids actions and situations that are unacceptable to the on-going health and growth of the church.

4.5. Church Board Focus:
   The Church Board will govern with an emphasis on the following:
   • outward vision rather than internal preoccupation,
   • strategic leadership more than administrative detail,
   • collective rather than individual decisions,
   • the future rather than the past or present,
   • pro-activity rather than reactivity, and
   • Church Board acceptance of responsibility for excellence of governance.
4.6. **Church Board Organization:**
   The Lead Pastor will annually seek permission from the congregation at the annual meeting to organize The Church Board into committees or “ministry teams” to carry out assigned responsibilities, as described in the Nazarene Manual, paragraph 113.11.

4.7. **Duties:**
   The duties of the Church Board shall be those outlined in the Manual of the Church of the Nazarene adopted by the most recent General Assembly.

4.8. **Church Board Strategic Plan:**
   The Church Board will work with the Lead Pastor to ensure the Lead Pastor updates annually a clear Strategic Plan including the year’s initiatives, goals and budget, including financial projections for Church Board approval. The plan shall be developed in consultation with the Church Staff, with input from the Church Board and Ministry Team Leaders. All church decisions throughout the year will fit into the vision cast by our Lead Pastor and the goals and strategic direction determined by our Church Board (with input from the Ministry Team Leaders) for the year.

4.9. **Church Board Membership:**
   The Church Board is composed of 12 directly elected members, the Sunday School Superintendent, the Nazarene Missions International President, and the Nazarene Youth International President.
   
   Each member of the Board will also be a member of one or more committees of the Board.

4.10. **Church Board Nominees:**
   All Church Board nominees must be a member of South Church of the Nazarene, profess Jesus Christ as Lord and Savior, profess the experience of entire sanctification, be supportive of our form of church governance and meet the requirements of church leadership. Their lives must bear public witness to the grace of God that calls us to a holy life.

4.11. **Rotation of Church Board Membership:**
   The South Nazarene Church Board is committed to a philosophy of rotating leadership. Beginning with the 2009 church election, no Board member will serve more than three consecutive terms but will rotate off for at least one year before again becoming eligible to serve.
   During the 2010 election cycle up to four (4) sitting board members with the longest current tenure on the board will be ineligible to serve and shall not be nominated if by that time they will have served for three (3) or more consecutive years. Their ineligibility will cease at the next election cycle. Subsequent election cycles will proceed in the same manner, such that over time no board member will serve more than three (3) consecutive years without taking at least a one (1) year hiatus.
   To maintain a degree of leadership continuity as we begin to implement a rotating service model, fewer than four (4) senior sitting board members may be prohibited from running during each of the first three (3) election cycles if: less tenured board members choose not to seek additional terms or, those subject to prohibition on running are serving in capacities which are deemed by a majority of the board to be critical to the transition process.
   This procedure applies only to individuals elected directly as church board members. It does not apply to the position of Nazarene Youth International (NYI) President, or Nazarene Missions International (NMI) President who serve on the Church Board as one dimension of their elected duties.

4.12. **Church Board Vacancy:**

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In the event of a vacancy occurring on the Board during the year, the Board may on its own initiative, seat the individual receiving the next highest votes to the last member elected during the previous annual election.

4.13. **Church Board Secretary & Treasurer:**

The Church Board shall elect annually from among its members, a Church Board secretary. A Church treasurer shall also be elected annually.

4.14. **Clarifying the Authority of Church Board Members:**

Only decisions of the Church Board acting as a body are binding on the Lead Pastor. Decisions, instructions or suggestions that individual Church Board members offer to him are **not** binding on the Lead Pastor.

4.15. **Church Board Integrity:**

With few exceptions, the Church Board promotes an open meetings policy. Members and friends of South Church may attend and observe board meetings. While the Church Board practices openness with church finances and openness concerning collective decision making, Executive sessions, or “closed” board meetings, may be occasionally called to address sensitive issues such as personnel or legal matters. Information from executive sessions must be maintained by each board member as confidential, and is **NOT** allowed to be discussed with those outside the board. This includes spouses of married board members. It is expected that all spouses fully understand this policy and are willing to not only abide by it, but protect board members as they uphold it.

4.16. **Board Meeting Attendance:**

Regular participation at board meetings is an important dimension of serving the church. It is expected that board members will place high priority on attendance and participation in board and committee proceedings through the church year.

Record of attendance at the meetings of the board shall be made available to the congregation at the end of the church year.

4.17. **Meetings:**

The board meets for its regular monthly meeting on the second Tuesday of each month or at such other times as the Board may decide. Special meetings may be called as needed by the District Superintendent, the Lead Pastor, or the Church Board Secretary upon direction from the District Superintendent or the Lead Pastor.

A simple majority of members of the Board shall constitute a quorum for the transaction of any business.

The business aspect of the Church Board meeting will include approval of the minutes of previous meetings, receipt of the finance report, regular reports of the Lead Pastor, and reports of standing and special committees.

All items to be considered in Church Board meetings come from the reports of committees. Any proposal except an emergency, emanating from a report will be referred to the proper committee(s) to be researched and presented for consideration at the soonest subsequent meeting.

Items referred to committee must be presented back to the board with recommendation to accept or reject. The vote of the committee membership shall be indicated on the report. A copy of the report shall be furnished to the secretary in either a digital or hardcopy format.

4.18. **Church Board Minutes:**

Church board minutes will be posted in a conspicuous location in the church building within 24 hours after board approval of those same minutes. Under normal circumstances this will be one month following the date of the meeting to which they pertain.

4.19. **Addressing the Church Board:**
Occasions may arise when members of the congregation wish to bring to the attention of the Church Board an issue of concern. Prior to arriving at this point members are encouraged to reach out to the Pastoral Staff or individual board members to resolve issues without further escalation. If not resolved at this level the Lead Pastor or board member may bring it to the attention of the board for resolution. If additional attention needs to be brought to the issue, congregational members may address the Church Board directly, and should contact the Lead Pastor to request an audience with the Church Board. The Lead Pastor will arrange for the member to meet with the Church Board at their next regularly scheduled meeting. The Board’s response will be provided subsequent to the meeting.

4.20. Conflict of Interest Issues:
There may be times in the process of Board decision-making, where a “conflict of interest” may arise. This may be due, but is not limited to the following: 1) a Board member working for a company the Board is considering hiring to perform work for the church, 2) a Board member is related to a staff member or church member the Board is discussing, etc. It is the responsibility of not only the individual Board member but the entire Board to protect individual Board members from any real or even “perceived” conflict of interest issues which may harm the church in any way.

4.21. Lead Pastor Scope of Activity:
The scope of leadership activity for the Lead Pastor is primarily established by the Annual Strategic Plan. The Lead Pastor shall not add or delete a major and approved initiative by the church without the approval of the Church Board but will keep the Board fully apprised of new ministry opportunities as they emerge which he feels should be embraced.

4.22. Quarterly Strategic Plan Updates:
The Lead Pastor shall provide brief reports at least quarterly to the Church Board on non-financial developments of importance, such as Strategic Plan progress, ministry initiatives, stewardship development progress, new leaders God is raising up, newly emerging ministry opportunities, etc.

4.23. Ministry Team Leadership:
It is the intent of the Church Board to empower our Ministry Team Leaders to provide “day-to-day leadership” of their individual Ministry Teams. As a result, the Board does not intend to be involved in Ministry Team decision making of a scheduling or operational nature. Ministry Team Leaders will govern their ministries under the guidance and coordination of the Lead Pastor.

4.24. Committees of the Board:
Committees shall meet frequently. It is desirable that they meet as close to monthly as possible prior to the monthly Church Board meeting. Each committee chairman will present a report in written form and provide it for the Church Board Secretary to be attached to the minutes.

Any committee may, on its own initiative present recommendations on any proposition within its area of responsibility after consulting with the Lead Pastor.
The Lead Pastor shall be an ex-officio member of each committee.
The lead pastor shall be advised of all committee meetings and the proposed agenda. If he/she is not present in the meeting, recommendations of the committee are to be presented to him/her at least 24 hour prior to the meeting of the full Church Board.
5. **Establishment and Revision of Policy & Procedures**

5.1. **Establishing Policy:**
All policies are reviewed and approved by action of the Church Board. The only exceptions are specific powers granted to the congregation in the *Church of the Nazarene Manual* to which the Church Board is subject. Changes to this Policy and Procedures Manual are possible at every Church Board meeting. Except for time-limited or procedural-only policies (approve minutes, elect officers, etc.), which are recorded in regular Church Board minutes, all new “standing policies” approved by the Church Board will be included in this Manual. Recommendations may come from the Lead Pastor, Church Staff, or individual Church Board members.

5.2. **Annual Church Policy Review:**
The Policy Committee, appointed by the Church Board, shall review all church policies annually. Recommendations for changes are normally made in March for action in April, so by May 31, the Policy and Procedures Manual is updated and ready for the new church fiscal year, which begins in June.

5.3. **Interpreting Policy (Specificity):**
Each policy will be drafted to fit within the most logical policy section that follows. Each set of policies is drafted from the “outside in,” meaning the broadest policy statement is made first, then the next broadest, etc. At this point in detailing each policy section, the intent of the Church Board is to say, “We want the appropriate church leaders to give reasonable interpretation to our policy.” Over time, the Church Board can clarify, reduce or add to the specificity of its policies.

5.4. **Maintenance of Policies:**
The Church Board Secretary will oversee the recording and publication of these standing policies. The Church Office will be responsible to maintain the policies on computer and provide updated copies to the Church Board when revisions occur.

5.5. **Policy Development and Maintenance Process Defined:**
Providing guidance for the Board in its ongoing governance of the church the drafting and maintenance of Church Board policies and procedures is an important undertaking. In accordance with the schedule outlined in 4.2 above, The Policy Committee will follow a three-step process. This process is intended to provide sufficient opportunity for deliberative input and reflection to avoid hasty reactive policy related actions. The process is summarized below.

5.5.1. **Discussion Phase**
The first stage of policy creation or modification is the “Discussion” phase. Recommendations for new or revised policy may come from multiple sources as is outlined in 4.1 Establishing Policy, above. Once the need for policy action is identified, the policy committee will meet to discuss the potential new or modified policy. The committee will determine at a minimum:
- If it fits in the category of Church Board policy, or more appropriately in office and administrative or another policy category.
- If appropriate for inclusion in Church Board policy, where within the manual it fits best.
- What existing policy(ies) might be affected by this policy or policy change.

5.5.2. **Drafting Phase**
Stage two is the “Drafting” phase. The committee will collaborate on the creation of language which it believes reflects the purpose of the policy or policy change. This language will be packaged with the “Discussion” phase notes and sent to board members a minimum of 14 days in advance of the April Church Board meeting.

5.5.3. **Review and Adoption Phase**
The “Review” phase is the final phase of policy and procedure development. This phase consists of presentation to the Church Board at the April meeting each of the changes and additions to policies and procedures to be considered for inclusion in the Church Board Policies and Procedures Manual. This presentation will constitute a motion of acceptance. If due to Board instruction modifications are required, changes will be made during session so that the new policy manual can be adopted by the close of the April meeting.
6. Church Administrative Policies

6.1. Administrative Policy Development:
The Lead Pastor is responsible to lead the day-to-day operations of the church. He will provide oversight of all Church Administrative & Operations Policies with the staff. The Lead Pastor will be accountable to maintain Church Administrative & Operations policies that are consistent with the Policy and Procedures Manual approved by the Church Board. The Church Administrative & Operations Policies also includes a file of Church Office Procedures that are maintained and updated annually by the Church Office Secretary. (Appendix 3)

6.2. Integrity of Church Information:
No membership information will be given out to any individual, group, or organization, except the Michigan District Church of the Nazarene Office and for use by the Church Board.

6.3. Business within the Church:
The church will not support any sponsored activity where any individual or secular business enterprise may receive financial benefit unless it helps achieve the annual goals and objectives agreed on by the Church Board.

6.4. Church Communion:
We practice open communion at South Church, on a regularly scheduled basis, no less than once each quarter.

We set no standard age at which children may participate in communion. The decision and instruction for communion is left to the parent’s judgment.

6.5. New Church Members:
All new church members are required to complete the Welcome Class and Church Membership Class prior to joining the church, even if they are transferring from another Nazarene congregation. Persons joining by profession of faith are also required to complete the Basic Discipleship Series, as defined by the Discipleship Team and approved by the Church Board.

All prospective members who have completed the classes indicated in the previous paragraph, who have been regular attenders at South Church for at least six months, and have indicated their willingness to sign the membership covenant, shall be eligible to join the church. Final approval will be the responsibility of the Discipleship Team. This action of the Church Board satisfies the requirement of paragraph 110.8 of the Nazarene Church Manual.

6.6. New Ministries Beginning:
All new ministries that begin are required to fill out and submit a New Ministry Planning Worksheet (Appendix 4) to the Church Ministerial Staff for approval. Required information are such things as: 1) target group, 2) purpose, 3) leadership and training required, 4) budget necessary, etc. An Action Plan Steps Form is required to let the Church Staff know the action steps that will be involved in launching the new ministry.

Ministerial staff shall report the establishment of new ministries to the Church Board. Church Board should periodically review the ministries in the church.

6.7. Leadership Recruitment Process:
A Leadership Recruitment Process (Appendix 5) will be followed by all Church Staff Members and Ministry Team Leaders when recruiting Ministry Leaders into ministry at South Nazarene. This policy is not required for persons accepting regular ministry positions, although the same principles apply.

6.8. Ministry Placement:
To Be Determined
6.9. Adults Working With Children & Youth:
The Children & Youth Ministries Team Leaders will be responsible to do a background check on all new workers. South Church of the Nazarene uses the Internet Criminal History Access Tool or ICHAT, which allows instantaneous access to the criminal history records of all individuals convicted of a crime in Michigan. Evidence of child abuse or sexual abuse convictions will eliminate an individual from serving in either children's or youth ministries. The results of these background checks will be maintained in the Church Office by the Office Secretary. All background checks will be re-certified every two (2) years.

Normal practice is to have two adults in a room whenever children are present. No person who has not been a member of the church for at least six months is allowed to be left alone at the church building with a child, or leave the church alone with a child, without specific written parental and/or guardian approval.

6.10. Safety & Emergency Planning Team (SEP):
The SEP Team shall have the responsibility to ensure that plans are in place and training has been provided to key personnel within the church to deal with safety and emergency issues which may arise. This will include planning for emergencies that may cause the church to be unable to function for more than a month. A safety and emergency “checklist” will be maintained and the SEP Team will be accountable to report the church’s “readiness” level annually to the Church Staff and Board.

6.11. Published Year-End Celebration Report:
An Annual Report of the state of the church will be published by the Church Office each year, after the church year has been completed. It will include reports from: The Lead Pastor, all Staff Pastors, Sunday School & Discipleship Ministries Director, NMI President, the NYI President, the Facility Team Leader, the proposed church budget presented by the Finance Chairman for the coming year, and the Church Treasurer.
7. **Financial Policies**

7.1. **Monthly Finance Report:**

   The Finance Team Chairman shall be responsible to provide monthly financial reports to the Church Board. These reports shall include sufficient data for the Church Board to stay abreast of short, medium and long term progress toward the church’s established financial goals. The Church Board practices an “open books” policy and also makes a printed, monthly finance report available to interested church members and attenders.

7.2. **Church Budget:**

   An annual church budget shall be prepared by the Finance Committee and submitted to the Church Board by April 30th for ratification by June 1st for the fiscal year beginning June 1st of each year.

7.3. **Call For Budgets:**

   Each year during the month of February Ministry Leaders will prepare and submit to the chair of the Finance Committee a detailed budget request for the coming church year. These budget requests will be considered during the development of the Finance Committee’s proposed budget.

7.4. **Global Vision Commitment:**

   We are a mission-minded congregation. We believe what Jesus said, “It is more blessed to give than to receive” (Acts 20:35) and therefore we commit to pay our global vision commitments as a priority, practicing the principle of tithing and giving God the first-fruits as a whole congregation (Proverbs 3:9-10, Malachi 3:10), as well as individuals.

7.5. **Faith Promise Funds:**

   The objective of our annual Faith Promise emphasis is threefold: 1) to build awareness in our people of our church’s commitment to become global Christians, (see 6.4), 2) to give our people the opportunity to participate in our mission to reach the world for Christ, and 3) to educate our people in all of the various ways we do this.

   If, in any particular year, Faith Promise monies are not sufficient to cover our mission responsibilities as adopted at the District Assembly allocation, we will take monies from our general fund.

   It will be the responsibility of the NMI Council [Missions Team] to oversee the raising of all Faith Promise monies. All distributions will be reported on the monthly church financial report.

   It shall be the responsibility of the NMI President [Missions Team Leader] to educate the congregation on how progress is being made in our Faith Promise giving throughout the year.

   It shall be the responsibility of the NMI Council to educate the congregation as to where Faith Promise monies go and all that our Faith Promise monies support.

7.6. **Receipt of Designated Funds:**

   Occasionally individuals will offer to gift the church funds for a project that has not been considered or approved (i.e. an organ fund or digital recording project) and if accepted may obligate the church to add sufficient funds for completion that may not be a priority. It will be the policy of this church to politely reject donations of this nature.

7.7. **Memorial Roll Policy:**

   The Memorial Roll plaque contains a list of persons who have died and have been memorialized by members and friends of South Church of the Nazarene. The required $50 will be authorized by the Church Board for church members. Other people who have died may be memorialized by individuals from within or outside the congregation by contacting the Lead Pastor who will
evaluate the request and upon approval collect the fee of $50.00 from the requester.

7.8. **Distinguished Service Award Policy:**

A Distinguished Service Award is the highest award that can be conferred on a member of South Church of the Nazarene. In giving a Distinguished Service Award, the church honors the deserving person, as well as helping care for our missionaries through Missionary Health Care. The cost is $100, which is an NMI budgeted item. This is an award reserved for recognizing servant leadership, faithful and outstanding service to the church acknowledging people who have faithfully served the church for many years. In most cases, the award will be given at a time when the person is completing a ministry, retiring, or moving away. Each year the NMI Council will seek nominations for the Distinguished Service Award and will make recommendations to the Church Board. A Distinguished Service Award being conferred requires the unanimous nomination of the Executive Committee of the NMI Council and confirmation by a majority vote of the Church Board.

7.9. **Senior Adult Care & Share Fund Management:**

The Senior Adult Care & Share Fund are monies that have been given for Senior citizens (age 65 and older) in the congregation who need financial assistance. These monies may be used to provide a one-time gift for members or persons who consider South Nazarene their church home. Gift amounts shall not exceed the balance of the Care and Share Fund at the time the church gives the gift. Gift amounts given require persons receiving assistance to follow the Care & Share Ministry Guidelines (Appendix 7). The Finance Team will encourage contributions to the Senior Adult Care & Share Fund and also keep the church aware of the balance of the Fund through the monthly Finance Report shared with the church.

The Lead Pastor will consult with the Finance Chairman for gifts made over $250.00 to $1,000.00. Gifts exceeding $1,000.00 will also require the approval of the Church Board.

7.10. **Regular Care & Share Fund Management:**

The Care and Share Fund are monies that have been given for persons who need financial assistance. These monies are used to provide a one-time gift for members or persons who consider South Nazarene their church home. In certain situations, a gift of money may also be made to individuals who are in need, who DO NOT consider South Nazarene their church home. Persons who are not regular attenders of Lansing South will be directed to Christian Services for review before we provide assistance. Gift amounts given require persons receiving assistance to follow the Care & Share Ministry Guidelines (Appendix 7). Gift amounts shall not exceed the balance of the Care and Share Fund at the time the church gives the gift. The Finance Team will encourage contributions to the Care and Share Fund and also keep the church aware of the balance of the Fund through the monthly Finance Report shared with the church.

7.11. **Prohibition on Establishing New Funds:**

Care & Share Funds are the financial mechanism of the church for compassionate ministry. Independent funds may not be established without recommendation of the Lead Pastor, and approval of the Church Board.

7.12. **Expenditure Boundaries:**

With respect to financial planning and budgeting, the Lead Pastor and Church Staff shall function within the budget established through the Strategic Planning process and the annual budget approved by the Church Board. The Church Board and all Ministry Team Leaders will do the same. If the Lead Pastor or any member of the Church Board feel a budget variance should be considered, they shall present the request to the Finance Team Chairman. The Finance Team Chairman will poll the Finance Team and if approved, will take the budget variance to the Board for approval. All budget variances require the approval of the Lead Pastor, the Finance
Team Chairman and the Church Board. Budget variances will not be cause for a restatement of the existing budget. Rather, they will be reflected as variances between budgeted amount and expenditure amount.

7.13. Spending Limits:
Any Ministry Team Leader or other persons authorized by the Finance Team to expend budgeted funds may do so, up to $500 dollars per single expenditure, however they shall not utilize multiple single expenditures to avoid the $500 limitation. All expenditures over $500, even though budgeted, must be communicated in advance with the Finance Team Chairman.

A list of ministries and ministry team leaders will be maintained by the church office and provided as needed to the Finance Team Chair.

The Finance Team Chairman and Lead Pastor, in collaboration, are permitted to authorize the expenditure of up to $500 for what they perceive is a legitimate church need of a non-budgeted item however, they shall not utilize multiple single expenditures to avoid the $500 limitation. Amounts in excess of $500 must be approved by the Church Board and come to the attention of the Church Board via recommendation of an appropriate committee. The consideration of such expenditure will follow normal procedures as is outlined in 4.17 Meetings.

7.14. Church Reserve Account & Financial Management:
As a Church Board, we are committed to live within our means. Church Reserve Account monies will be set aside and used only when it is determined by the Church Board the expenditure is necessary to assist the church in achieving our long-range strategic plan.

The Finance Team Chairman shall oversee the transfer of funds between the Church Reserve Account and church checking account, under the direction of the Finance Team.

Monies in the Church Reserve Account which came from the sale of church property are, by policy, NOT to be used to cover the costs of the on-going operations of the church.

7.15. Church Reserve Account Planning Procedure:
Prior to any monies being released from the Church Reserve Account, the following procedure will be followed:

A Ministry Action Plan will be created with clearly-defined, measurable objectives using the Ministry Action Plan and Worksheet (Appendix 12).

The Ministry Action Plan will include a time-line of planned events and activities which ensures the proposed action plan has a realistic basis for achievement.

The Ministry Action Plan will clearly explain how the project specifically assists in the growth and development of the church.

The Ministry Action Plan will include the personnel and Ministry Team who are taking full responsibility for the oversight and implementation of the plan.

The Ministry Action Plan will be reviewed with the Lead Pastor and Church Ministerial Staff.

The Plan must have the unanimous approval of the Lead Pastor and Church Ministerial Staff. Following plan completion and pastoral staff approval, a public presentation or solicitation of support for expenditure of funds from the Church Reserve Account is to be made.

The Action Plan must have the approval of the Church Board and Congregation.

7.16. Sales Tax Exemption:
All Ministry Team Leaders and other persons authorized to expend church funds are required to use the Sales Tax Exemption forms supplied by the Church Office.

7.17. Expense Reimbursement:
All check requests must be submitted to the Church Treasurer in writing, using the church Check Request and Reimbursement Form (Appendix 9). Reimbursement will be made within two
weeks. Individuals shall follow the reimbursement authorization procedures provided by the Finance Team.

7.18. **Church Credit Card:**

The church credit card may be used only by the Lead Pastor, Church Staff or other individuals that have authorization from the Finance Team. The credit limit on the church credit card will be $5,000.00.

7.19. **Commitments & Attitude toward Money:**

A copy of our Church Board Commitments and Attitude regarding the raising and expending of church funds is available on our church website, as well as available to everyone upon request (Appendix 10).

All fund-raising activities done by Ministry Teams, groups or individuals within the church shall have the prior approval of both the Lead Pastor and the Church Board.

7.20. **Money Counting Policy:**

The Finance Team shall be responsible to establish and oversee the activity of the Money Counting Teams. The Money Counting Team schedule will include at least two church members from non-related families to count the offerings received each Sunday. Church staff members are precluded from participating on a counting team.

Each counting team shall count all funds either at the close of the worship service and classes on the Sunday during which the funds were received or by 8:00 a.m. on the following Monday. All monies shall be accurately accounted for before any money leaves the church premises.

All amounts shall be recorded by individual giver and this information shall be entered into Church Windows in the Church Office and shall accurately include any designated accounts the giver wishes the funds to be used for. The Money Counting Team shall verify that amounts written by the giver on giving envelopes equals the amount of money inside the envelope. Where discrepancies exist, counters shall make the necessary corrections. The Money Counting Team shall label “loose” to record the total of all non-enveloped cash and coins. The total of all envelope and “loose” amounts shall equal the total deposit for the offerings received for the day.

The Church Financial Secretary shall be responsible for providing the Money Counting Team with the deposit book and bank bag. Counters shall fill out a deposit slip for the funds, showing the total.

All members of the Money Counting Team for the day will sign the log book.

After the Money Counting Team members have completed the deposit slip, they shall return a copy of the slip to the Church Financial Secretary. They shall also give him/her all the tithing envelopes used. The Church Financial Secretary shall use the deposit slip information to cross-check the tithing envelopes when doing his/her individual giving reports.

In the presence of the entire Money Counting Team members, the bank bag will be locked and one of the Money Counting Team members shall make the deposit ready to be picked up by the bank courier service on Monday for deposit in the church’s checking account.

The Church Financial Secretary shall provide the Church Office and the Finance Team Chairman with the deposit detail no later than one day following the day the offering was received. The report shall include totals for each of the designated accounts for which funds were received. The bank courier service will return the previous weeks deposit validation when picking up the current weeks deposit.

The Church Office shall notify the Church Financial Secretary and Church Treasurer of bank corrections to the deposit, if and when any occur.
7.21. Quarterly Giving Statements:
Quarterly giving statements will be sent out by the Church Office after the end of each quarter, within the first 15 days of the following month, i.e. April, July, Oct and January. Statements will be made available for pickup at the Welcome Center in the narthex on the morning and evening of the first or second Sunday following the end of each quarter. Statements not picked up will be mailed on the following Tuesday. The Church Board encourages members to pick up their statements as a means of helping to minimize postal costs.

7.22. Ministry Team Leaders Budgets:
The Church Board has empowered Ministry Team Leaders who have been given the authority to disburse church funds under the policies created by the Church Board. Ministry Team Leaders who the Church Board have determined need church funds will be given an annual budget to operate from...between June 1 – May 31 of each church year.

7.23. Disbursement and Reimbursement Procedures:
It is the responsibility of each Ministry Team Leader to oversee the expenditures of the funds within his/her budget. The Ministry Team Leaders will collect and submit all invoices to the Church Treasurer for payment. The Ministry Team Leaders will also submit on behalf of those working in their ministries any receipts and requests for reimbursement of authorized purchases made by ministry team members.

7.24. Receipt Requirements:
The following information should be on each receipt: Signature of the Ministry Team Leader on the Receipt, date received, form of payment (Cash or Charge), and the account number to code the disbursement so it corresponds to the church list of accounts. All Ministry Team Leaders should be fully versed in their particular, budgeted church account. Receipts should be submitted to the Church Treasurer in a timely manner to maintain good credibility with the vendors.

7.25. Non-Authorized Purchases:
Any purchase which is not within an authorized “sub-budget” created by a Ministry Team Leader must be approved by that Ministry Team Leader if payment is to be made. Any purchase made by an individual which is over the budget assigned to the Ministry Team Leader will not be paid by the Church Treasurer. Such purchases must have the approval of the either the entire Finance Team or the Church Board.

7.26. Bad Check Procedures:
When the church receives a gift in the form of a check, and the check is deposited but is returned to the Church Office because of insufficient funds, the following procedure shall be activated: The Church Office shall communicate the situation to the Church Financial Secretary. The Church Office shall return the check to the giver and enclose with it a kind, written explanation from the Financial Secretary. The Financial Secretary shall adjust the giver’s giving statement by deleting the amount of the bad check. The Financial Secretary shall also contact the Church Board Treasurer to inform the Treasurer how various income accounts are to be adjusted. The Financial Secretary shall keep the giver’s name confidential at all times.

7.27. Asset Protection:
The Facility Team Chairman who serves on the Church Board shall not allow the assets of the church to be unprotected, inadequately maintained, or unnecessarily risked. The insurance of the church shall be reviewed each year, to ensure that all new purchases of equipment, etc. are appropriately covered. A list of all church equipment, along with appropriate identification numbers, digital pictures and estimated value will be updated and maintained by the Facility Team annually.

7.28. Local Outreach/Evangelism Commitment:
We will intentionally budget money for outreach and evangelism every year. We have the goal
that this will be a percentage of our income. The percentage goal will be set by the Church Board. Included in this will be such things as advertising, children’s VBS outreach, web-site and other church activities designed to reach out to new people.

7.29. Perfect Attendance Camp Fees:

All children who have perfect Sunday School attendance during the month are given $10 a month for that month of attendance. If the student goes the entire school year (Sept – May) with perfect attendance, the church agrees to pay the entire amount of the student’s fee to attend Indian Lake Camp.

7.30. Olivet Nazarene University Scholarships:

It is the policy of Lansing South Church of the Nazarene to provide to each of our high school graduates who choose to attend Olivet Nazarene University with a scholarship of $250.00 per term to help defray the cost of their education. This scholarship shall continue on a per term basis for a maximum of 4 years contingent upon the student remaining in good standing with the University and a 2.5 cumulative grade point average.

7.31. Church Check Signature Authority:

The Church Treasurer, the Church Board Secretary and at least one other person will be authorized to sign church checks. The Finance Chairman, with a unanimous approval of the Finance Team and the Lead Pastor, and Church Board may authorize a change in signature authority.

7.32. Pastoral Staff Expense Reimbursement:

All Pastoral Staff requesting reimbursement of expenses will submit a Check Request and Reimbursement Form (Appendix #9) with receipts attached. The form will be reviewed and signed by the Lead Pastor prior to reimbursement. The Church Board Secretary will review and sign the Lead Pastor’s expense report prior to reimbursement.
8. Pastoral Staff and Support Staff

8.1. Staff Classifications:

The Church classifies employees as follows:

- **Lead Pastor**
- **Full-time Pastoral Staff**: Working a minimum of 40 hours a week in a pastoral assignment.
- **Part-time Pastoral Staff**: Working less than 40 hours a week in a pastoral assignment.
- **Full-time Support Staff**: Working a minimum of 40 hours a week in a support staff role.
- **Part-time Support Staff**: Working less than 40 hours a week in a support staff role.

8.2. Performance Reviews

**Lead Pastor - Mutual Accountability:**

The church is blessed when the pastor and board embrace mutual submission and accountability. The pastor, instead of having unquestioned authority, must accept accountability to the board, a group of people called by God to serve at the pastor’s side with counsel, prayer, and a joint commitment to lead the church into fruitful growth. Board members are not the pastor’s overseers or overlords. Board members are accountable to the pastor, called by God to provide leadership. Accordingly, a church board is called by God to first support and minister to the pastor and, secondly, serve as a sounding board and place of accountability, and always in that order. When both pastor and board members understand this wonderful blend of leadership roles and mutual accountability, when both humbly recognize that they have been brought together by God to serve, when both accept that they have been called to complement and not compete with each other, when both walk in harmony as brothers and sisters in the Lord, the church is blessed—and the Lord is glorified.

The pastor needs board members that flow in support of him in order to be most effective. Board members need spiritual headship and leadership. When pastor and board members are functioning in their roles it is like the pastor is singing the melody, and board members are singing the harmony, each needing the other to accomplish what could not be done independent of the other.

We are committed to harmony of leadership and in that spirit promote open, honest dialogue between the Lead Pastor and the Board on a very regular basis. We encourage setting aside time to pray for one another, honest, compassionate exploration of the results of our joint leadership, and dedicating ourselves to the improvement of life at South Church.

**Annual Staff Review:**

The Lead Pastor shall assume responsibility to conduct an Annual Performance Review of all staff members. This would include their leadership skills, performance, attitude and balance. The results of each review will be kept in the staff person’s file and will be available to the Church Board on request. In addition, the Lead Pastor will evaluate the Staff Member’s performance by reviewing their job description. An updated copy of each staff person’s job description will be kept in the individual’s employment file.

**New Staff Review:**

New staff members will receive a 6 month review conducted by the Lead Pastor for the purpose of evaluating the comfort level, the staff person’s understanding of position requirements, and the opportunity for earlier guidance & development.

8.3. Poor Performance:

Any staff performance review resulting in a Poor Performance evaluation will immediately start a 6 month PIP (performance improvement program) with a detailed explanation of
needed improvement, a plan for improving the skills/performance, and a 6 week review/evaluation of progress. At the end of the 6 month PIP, if the performance has improved to the Good Performance level the PIP is ended. If the performance has not improved to at least the Good Performance level, the Lead Pastor and Church Board will evaluate and take the next appropriate steps.

8.4. Hiring Policy:
We believe the church is first a place where people use the Gifts given of God to them as a means of expressing their love and devotion to Him through ministry. To the extent possible the church is a place of ministry more than a place of employment. Where the church deems it necessary to employ individuals to fulfill its mission, the Lead Pastor is the authorized agent to lead the hiring process. In this process he/she may utilize various methods for identifying candidates including but not limited to utilizing denominational resources, recruiting agencies, temporary agencies, church members and attenders.

When the Lead Pastor is considering potential new staff, he or she will take into account many factors beyond technical skills. Included in the considerations are spiritual walk, spiritual gifts, and personality traits.

All Pastoral Staff selections will be: 1) nominated by the Lead Pastor, 2) approved by the District Superintendent, 3) approved by the Church Board, and 4) renewed on an annual basis by the District Superintendent.

All prospective church employees will fill out an application for employment (Appendix 11). Those being nominated by the Lead Pastor will be reviewed by the Church Board prior to their approval. The staff will work for and report to the Lead Pastor, not the Church Board.

8.5. Treatment of Staff:
With respect to the treatment of paid and/or volunteer staff, the Lead Pastor may not allow any of the following conditions to occur:

- Operate without written personnel policies that clarify rules for Church Staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
- Discriminate against Staff members for expressing an ethical dissent.
- Prevent Staff from grieving to the Board when:
  - internal grievance procedures have been exhausted and the employee alleges the either:
    - Church Board policy has been violated to his or her detriment or
    - Church Board policy does not adequately protect his or her personal rights.

8.6. Personnel Salary Schedule:
The Lead Pastor shall establish the compensation of all paid persons serving on the Church Staff, based on salary ranges and inflation estimates set by the Church Board.

8.7. Spiritual Retreats:
All full-time members of the Pastoral Staff will be encouraged to take a one-day monthly spiritual retreat, for personal spiritual examination and spiritual growth. This is not seen as “time off,” as vacation, or as “paid leave.” Significant time spent in prayer and study of God’s Word is seen as a time of investment for the good of the congregation. The Lead Pastor shall supervise to ensure the spiritual retreats are appropriately taken.

8.8. Required Denominational Gatherings:
The expenses of the Lead Pastor and all Full-time Pastor Staff members to required conventions, assembly, pastor’s meetings, PALCON and WILCON, etc. will be paid by the church. This

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includes meals and lodging. Money will be set aside for the Lead Pastor to attend at least part of the General Assembly of the denomination if he so chooses. Time spent by the Pastoral Staff at any of these church or denominational gatherings will not be considered as vacation. These will be budgeted into the Church’s annual budget.

8.9. **Vacations / Holidays:**
Our church will observe the following 6 holidays for the Lead Pastor and Church Staff.
- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday occurs on a scheduled day off, a complimentary day may be taken before or after the occurring holiday or during the same week with notification to the Lead Pastor.

8.10. **Pastoral Study Leave:**
The Lead Pastor will be eligible for one week study leave per calendar year. Study leave will be for the sole purpose of study, prayer, and personal/professional enhancement. Study leave is non-cumulative.

8.11. **Leaves of Absence:**
Staff members who have completed at least one year of continuous service may submit a written request for a leave of absence, without pay, for any length of time up to a maximum of one month for one of the following reasons:
- Medical condition of an immediate family member
- Family emergency
- Jury Duty
- Military service
- Maternity (may request up to 8 weeks)

Staff members who have completed at least five years of continuous service may submit a written request for a personal growth leave of absence, without pay, for any length of time up to a maximum of one month for one of the following reasons:
- Work Related Study
- Spiritual Enrichment
- Personal Development

Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for leave of absence will be granted at the discretion of the Lead Pastor based on the facts and circumstances surrounding each individual request. All leaves of absence by Pastoral Staff must also be approved by the Church Board.

8.12. **Extensions:**
An extension to a leave of absence may be granted pending approval of the Lead Pastor and, in the case of Pastoral Staff, the Church Board. This extension request must be made in writing prior to the expiration date of the original leave.

8.13. **Immediate Family Death:**
Full-time Staff members are allowed up to five days of paid time off when they experience the death of a spouse or child. Full-time Staff members are also allowed up to three (3) days of paid time off due to the death of other immediate family members, i.e. father, mother, brother, sister
8.14. Pay Period:
Pay periods run for two (2) weeks. All payroll checks are direct deposit, unless other arrangements have been made. A pay schedule is available from the Church Treasurer. Staff are paid at the end of every two-week period.

8.15. Wage and Salary Reviews:
Staff members are generally reviewed annually for consideration of a salary increase. A wage or salary review does not imply an automatic increase, only that the staff member is eligible for consideration based on the annual budget as established by the Church Board. Wage increases or changes must be communicated to Church Treasurer in writing 2 weeks prior to the planned effective date.

8.16. Sick Days / Personal Days:
Paid leave will be granted for both Full-Time Support Staff and Full-Time Pastoral Staff members.

**Full-Time Support Staff:**
Days may be granted for illnesses of the employee, their immediate family or the immediate family of their spouse. Employees will be credited with six days of sick leave at the date of hire. After six months, sick leave will accumulate at the rate of one day per month up to 30 days total sick leave. **After 30 days the absence will be designated disability leave and will require a doctor’s authorization of ability to return to work.** At termination of employment, unused sick days will be surrendered. There will be no “cash out” for these days.

**Full-Time Pastoral Staff:**
Days may be granted to an employee for illnesses of the employee, their immediate family or the immediate family of their spouse. Days will be credited on an “as-needed” basis. In the event of disability, the Lead Pastor will take appropriate steps to have the Pastoral Staff person placed on disability and facilitate continuity of ministry. At termination of employment, there are no sick days to be surrendered and no “cash out” for sick time.

8.17. Wellness Days:
Employees who use four (4) or fewer sick days during a calendar year are entitled to four (4) wellness days during the following year. Wellness days must be used on a day-at-a-time basis, and not in conjunction with vacation days.

8.18. Vacations:
Vacations are scheduled by the employee submitting a Vacation / Time Off request to the Lead Pastor. When a Church Staff person is primarily responsible for an area of ministry that is involved in a trip, a tour, or a project of several days duration, no time off will be charged against his/her vacation days.

**Full-time Support Staff:**
Full-time Support Staff are allowed five (5) working days of paid vacation after one year of employment and ten (10) workings days of paid vacation after two years of full-time employment. After five (5) years of full-time employment, one additional paid vacation day will be allowed and an additional day will be added for each year of service until the Support Staff person has reached a total of fifteen (15) working days of paid vacation (or 3 weeks). Any time taken off in excess of vacation days allotted will be unpaid.

**Full-Time Pastoral Staff:**
Provision for Full-Time Pastoral Staff members will be based on their full-time service in the...
Church of the Nazarene as follows: 1-5 years of service, two weeks, including two Sundays; 6-14 years, three weeks, including three Sundays; 15-19 years of service, four weeks, including four Sundays; 20-24 years of service, five weeks including five Sundays; 25 years or more of service, six weeks including six Sundays.

8.19. **Tardiness and Absence:**

Staff members are expected to be prompt and dependable (e.g. - work schedule, meetings, deadlines, etc.). However, the church understands that because of illness or emergency, staff members may be unable to come to work.

A tardy or absence is considered “excused” only when the staff member calls ahead of time and the tardy or absence is for a compelling reason. The church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, or failing to call in will be considered “unexcused.” The church considers “unexcused” tardiness or absence to be a serious problem. Staff members who are tardy or absent excessively or show a consistent pattern of tardiness or absence, whether “excused” or “unexcused” will be subject to disciplinary action.

8.20. **Job Descriptions:**

Staff members are given a job description before they start to work. A job description summarizes the duties and responsibilities and gives important information about the position. Staff members should read and study the job description carefully and discuss it with the Lead Pastor if there are any questions. The Lead Pastor reserves the right to revise and update job descriptions from time to time, as he deems necessary and appropriate.

8.21. **Grievances:**

Church Staff may submit a grievance to the Lead Pastor and, if not resolved, to the Church Board Secretary for a final determination by the Church Board.

8.22. **Termination:**

The church recognizes that events may occur that require a staff member to terminate his/her employment or that require the church to terminate an employment relationship. There are two types of termination:

- **Voluntary Termination:**
  
  Voluntary termination is initiated by the Church Staff member. The church asks, as a courtesy, that all staff members give two (2) weeks notice (30 days for Pastoral Staff) prior to voluntary resignation. The resigning Church Staff member should submit a written notice of resignation to the Lead Pastor.

- **Involuntary Termination:**
  
  Involuntary termination is initiated by the church for reasons including violation of standards of conduct, unsatisfactory job performance, reduction in force, or any other separation initiated by the Lead Pastor and/or the Church Board.

8.23. **Final checks:**

A Church Staff member who voluntarily terminates will receive his/her final check on the regular scheduled pay day.

8.24. **Expectation of Compassion:**

All church employees can expect that the termination process of any employee will be handled with both grace and open, honest communication with the Lead Pastor. The Church Board and Lead Pastor will never allow a church employee to “be surprised” but will work to ensure that adequate “process” is followed in what are many times difficult communication situations. We expect all church employees to conduct themselves in any termination situation so that the ministry of God’s church is protected from harm.
8.25. Harassment or Discrimination:
The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy against harassment of any kind. If a staff member believes they are being harassed in any way, they should report it to the Lead Pastor and/or the Secretary of the Church Board immediately without fear of reprisal. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the incident occurred, will be investigated. Violation of this policy may result in disciplinary action or dismissal.

Sexual harassment defined:
Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” There are many types of behavior that constitute sexual harassment. The following does not serve as a complete list. It may involve language, suggestive comments, jokes, remarks that put down women or men as a group, unwanted deliberate touching, propositions to participate in sexual activities to improve working conditions, to obtain tenure or a promotion, or to secure a favorable recommendation, tampering with an individual’s work or publicly humiliating another when sexual overtures are refused.

Discrimination defined:
Discrimination is any act to treat a person unfairly or unequally according to sex, age, or race. The church is committed to providing a work environment free of discrimination. Thus, the church maintains a policy against discrimination. If any member believes they are being discriminated against in any way they should report it to the Lead Pastor immediately without fear of reprisal.

8.26. Staff Recognition:

Significant Personal Events:
All Full and Part-time Staff members will be recognized on both their birthdays and their wedding anniversaries with a financial token of appreciation from the Board. In addition, the Board will recognize and appreciate “five-year tenure milestones” of ministry, i.e. 5 year, 10 year, 15 year, 20 year, etc. The appreciation will be determined and planned by the Finance Team Chairman and presented by the Church Board Secretary in a public service.

Christmas Bonus:
The Church Board desires to show appreciation to the Church Staff at Christmas time. It shall be the policy that all full-time staff receive a bonus equivalent to one week of salary, and part-time staff receive $100.00. This policy will remain in effect so long as in the opinion of the Finance Team Chairman the church financial position is healthy.

Other Recognition:
Infrequently occasions may arise where special recognition of Church Staff is in order. Examples of such occasions could include a retirement or staff leaving to take another assignment. On such occasions, the type and amount of appreciation will be determined and planned by the Finance Team Chairman and presented by the Church Board Secretary in a public service.

Volunteer Recognition:
The Church Board encourages each Ministry Team Leader to incorporate frequent recognition of volunteers serving within their area of ministry. Gifts or other tangible form of recognition should be nominal. Expenses associated with volunteer recognition should be included as a element of the Ministry Team Leader’s annual budget request.

8.27. Health Insurance:
Due to rising costs and vast differences in family situations, the church does not provide a blanket health insurance policy which covers all church employees. When health insurance is needed, the church may choose to designate a portion of the employee’s compensation for health insurance purposes.
9. Appendices

Appendix 1 - Expectations of a Church Board Member
Appendix 2 - Board Nomination Agreement
Appendix 3 - Church Board Organizational Chart
Appendix 4 - New Ministry Planning Worksheet
Appendix 5 - Leadership Recruitment Process
Appendix 6 - Care & Share Ministry Guidelines
Appendix 7 - Our Commitment & Attitude toward Money
Appendix 8 - Ministry Action Plan and Worksheet
Appendix 9 - Check Request and Reimbursement Form
Appendix 10 - A Brief History of South Church of the Nazarene
Appendix #1

Expectations of a Church Board Member

The leadership qualifications established by the Apostle Paul are clear and applicable today. Where we read the word, "deacon," (or elder) we can substitute the modern term, "Church Board Member" as they refer to leaders in the church.

"Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus." 1Timothy 3:8-13

A commitment to seek “the anointing of unity” within the church. The “anointing of unity” is what Old Testament Israel experienced (Psalm 133:1-3), it is what Jesus twice prayed for within his church (John 17:21-23), it is what helped bring Pentecost to pass (Acts 2:1) and it was foundational to the spiritual life of the early church (Philippians 2:1-3). The transformation of people’s lives by Jesus is normal in this kind of church. Leaders, members, everyone within the church become so hungry for God’s anointing that all the distracting issues we carry, move to the sidelines. The church is then poised to experience “the anointing of unity” which leads to blessing beyond measure! With all the various issues the Church Board is required to address, it is the baptism, the “immersion” with the Holy Spirit and sensitivity to His work which gives Board members the capability of addressing difficult issues without hindering or grieving the Holy Spirit in the process. Our Board members are expected to pray for, regularly seek and contribute a spirit which leads the church toward “the anointing of unity.” “Above all else, guard your heart, for it is the wellspring of life” (Proverbs 4:23)

In your position of leadership on the Board, you are expected to be an example of a Christian and a leader to the remainder of the congregation. As such you should be:

Saved by grace, professing the experience of Entire Sanctification, and living under the direction of the Holy Spirit - The congregation assumes you are in this experience of grace and leadership demands that you are actively pursuing a relationship with God and submitting your life to the leading of the Holy Spirit.

Faithful to the principles and policy of the church - As a member of the church you have agreed to abide by the guide to Christian living as set forth for the Nazarene denomination, as well as our current Church Board Policies & Procedures. They form the collective conscience of the church and are founded on Biblical principles.

Faithful to practice storehouse tithing - "Storehouse tithing" means paying the tithe (10% of the increase) into the local church where you are a member. It is God's method for support of His work. In turn, God blesses and prospers the faithful giver. The Church Board is responsible for distribution of the tithe to meet the needs. Only those who are obedient in tithing are qualified to participate in the distribution of the tithe.

Faithful to church services - The spirit of God chooses to operate in and through people. To speak
intelligently at the Board Meeting, it will be necessary for you to know and feel the mood and spirit of the whole church. This can be grasped through faithful attendance at Sunday Worship Services, Sunday School or Small Groups, Special Events, etc.

**Faithful to all Church Board Meetings** - If you find that you cannot attend a Board Meeting please call and let the Lead Pastor know. Board meetings are held once per month and last about 2 hours.

**Involved in at least one other ministry** - Everyone who joins the church should be involved in ministry. Those on the Board serving as spiritual leaders should be actively involved in serving, teaching, or leading an area of ministry.

**A Church Person on a Team** - One of the most difficult problems is to relate the part to the whole and the whole to the part. While some are interested in only one particular phase of the church, Board Members must give attention to the whole. This calls for a heart and mind big enough to consider all aspects of the church. Here are some particular suggestions:

- **The ability to discuss** - you must not only attend, you must think, and speak, and share. Where discussion is needed and you have something to say - speak up. Then allow others the same privilege.
- **The ability to abide by a majority decision** - If you must always have your own way, it would be better to withdraw from the Board; sometimes your position is voted against. When the vote goes your way, great! When it doesn't go your way, great! Don't EVER leave the meeting saying that a certain motion passed but you did not favor it. Promote it with the same zeal and spirit as if you had voted for it.
- **The ability to maintain the integrity of the Board** - If you must discuss everything you hear, then you cannot make a good Board Member. As a leader in the church you will be asked many questions about the Board. You must have the integrity to stand up and say that while the Church Board practices openness with our church finances and openness in collective decisions that are made, you personally are NOT allowed to discuss confidential Board issues with those outside the Board. Executive sessions, or "closed" board meetings, may be occasionally called to address sensitive issues such as personnel or legal matters. Information from executive sessions must be maintained by each board member as confidential, and is NOT allowed to be discussed with those outside the board. This includes your spouse. It is important when you allow your name to appear on the ballot for the Board, that your spouse fully understand this policy and is willing to not only abide by it, but also protect you as you uphold it. When Church Board meetings are adjourned, the issues agreed on must be adjourned in your heart and mind also. If you cannot do this, please withdraw your name from Board consideration to protect the unity of the Church (Ephesians 4:2). The damage that can be done in this regard by an indiscreet Board member is sometimes irreparable and can damage the church for years to come.
- **If you are willing to serve on the Church Board Team** and are willing to abide by the Policies and Procedures of the Board, WELCOME. Thanks for your willingness in not only allowing your name for consideration, but also for your heart to serve God’s Church!
Appendix #2

Board Nomination Agreement

We ask that you pray for guidance over this nomination and if you are in full agreement with each of the terms on the previous pages and will be faithful in all areas, please sign below. Please return in the enclosed envelope by March 5 to complete your nomination. The annual church election and report is scheduled for a Sunday night service in April.

______YES, Please list me as a candidate
______NO, Please do not list me as a candidate (do not fill out contact information).

_____________________________   _______________________________
Name (print)       Signature

Contact Information

Address:___________________________________________________________________

Home Phone:_____________ Work Phone: :_____________ Cell Phone:______________
Email:___________________________________________________________________

Please answer the following biographical questions so that we may “introduce” you to the church on the voting ballot:

1. Occupation __________________________________________

2. Years at church _________________________________

3. Ministry involvement at church
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

4. Brief family description (parents, spouse, kids—as applicable)
__________________________________________________________________________________
__________________________________________________________________________________

5. Provide a brief statement of your qualifications to serve
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Appendix #3

Church Board Organizational Chart

EXAMPLE
Appendix #4

New Ministry Planning Worksheet
Ministry Placement Team
Please return to: southnaz@southnaz.org

One of the key roles of Church Leadership is to oversee and encourage the development of new ministries! The New Ministry Planning Worksheet is the way we do this. To help both yourself as a new ministry leader, as well as our church board and staff, take a moment and answer the questions / areas below:

1. Ministry Leader: ______________________  E-mail: __________________________
2. Home Phone: _________________________  Mobile: _______________________
3. Name of Ministry: ______________________
4. Ministry Target Group: ______________________________
5. The purpose of this ministry is:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

6. The success / results of this ministry will be measured by:
   a)_____________________________________________________________________
   b)_____________________________________________________________________
   c)_____________________________________________________________________
   d)_____________________________________________________________________
7. Briefly summarize your ministry development plan. Use the lower back page if needed:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

8. Date Ministry Projected To Begin: ________________________________
9. Date Ministry Projected To End: _________________________________
10. Leadership Requirements:
    a)How many people are necessary in order to effectively implement this ministry? _____
    b)What skills/abilities will be required of ministry team members?
       ______________________________________________________________________
       ______________________________________________________________________
       ______________________________________________________________________
    c)What training or orientation is required to equip members of your ministry team?
       ______________________________________________________________________
       ______________________________________________________________________
       ______________________________________________________________________
       ______________________________________________________________________
11. Facilities needed:
    a)How much space will be required in order to effectively implement this ministry?
b) Any special facilities or arrangements required? If so, what?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

12. Budget:
   a) What is the projected annual cost of the ministry? $____________
   b) What is the annual revenue from the ministry? $____________

13. Any other information concerning this ministry the church board and church staff need to know?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

14. Additional Comments:

_______________________________________________________________________________
_______________________________________________________________________________
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Appendix #5

Leadership Recruitment Process

Steps Description

1. Develop a ministry description for the position. This includes the following 6 bits of information:
   a) Ministry Description Number (we'll have a lot of them, so we number them!)
   b) Position name
   c) Ministry Team the position is located within
   d) Contact person the position reports to
   e) Contact person’s home and work phone numbers
   f) Responsibilities

2. Notify the Team Leader of your intention to recruit, if it is a position that reports to a particular Team Leader

3. Make an appointment to meet with the person face-to-face. No recruiting for long-term ministry leadership is done over the phone. (However, short-term ministry help or entry-level ministry recruitment may be done this way. Examples: nursery helpers, makes coffee on Sunday morning, etc.)

4. At the meeting with the person, do the following:
   a) Go over the ministry description with them.
   b) Explain how their ministry relates to the church’s vision, purpose and the rest of the church’s organizational structure.
   c) Answer any questions they may have.
   d) Ask them to pray for one week about taking this ministry role
   e) Set the time you talk to them about their answer (preferably in person) or the time you will call them by.
   f) Put that date on your calendar and don’t forget to follow-up!

5. Communicate with the Team Leader (who will be working with them) the person’s decision and ask them to make contact with them to welcome them onto the Ministry Team.

6. Add the person to our Ministry Placement List. Updating and maintaining an accurate Ministry Placement List is one of the most important and encouraging pieces of church information we have!

Recruiting Rule #1: Ask for someone's hand in “high level of commitment ministry” within the church only after you know you have his or her heart. If you ask for their hand before you have their heart, they will say no. If you have their heart, you will know it and great ministry will be the result!
Appendix #6

Care & Share Ministry Team Guideline
Bryan Osbo and Barb Bloomer, Co-Leaders

“If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him? Dear children, let us not love with words or tongue but with actions and in truth.” (1 John 3:17-18)

South Church of the Nazarene has a commitment to provide short-term, material support for members and regular attenders who face financial crises beyond their control. The focus of the Care & Share Ministry is to provide support our church members and regular attendees who have been attending South Church of the Nazarene for at least 3 Sundays per month for 3 months. We do that in the following ways, following the policy below:

1. Application Required: All Team members interviewing applicants of the Care & Share Ministry are required to fill out a Care & Share Ministry Application Form. Forms may be obtained from the Church Office or from __________, the Care & Share Ministry Team Leader.

2. Food Gift Cards: $50 Gift Card from __________ Grocery Store will be provided on a bi-monthly basis to an individual or 2 person family in need. A $100 Gift Card will be provided to a family of 3 or more people. This will be for a maximum of 3 months. Recipients will sign an agreement that they understand the gift card is a temporary measure. A new 3 month period may begin after a 6 (Six) month period has lapsed since the last gift card was issued. A hardship case may be presented to the Care & Share Ministry Team for a possible exception.

3. Food Bank Contact Requirements: Contact information regarding Greater Lansing Food Bank and Food Movers locations will be provided to each family receiving a South Church of the Nazarene Gift Card and recipients’ of the gift cards are expected to make contact with these Food Pantry Ministries, use them and communicate back to the Care & Share Ministry Team Leader.

- The Greater Lansing Food Bank  517-887-4357
- Food Movers  517-482-1270

4. Utilities Policy: Prior to committing South Church Care & Share funds to assist with utility bills, the Care & Share Ministry Team Leader will ask applicants to engage Christian Services to explore support options that para-church organization can offer. Failure of Christian Services resources to resolve the immediate need will enable our Care & Share Ministry to engage. Individuals seeking assistance must present a current valid “Shut Off” notice for their homes utilities to the Care & Share Ministry Team Leader, who will have authorization to ask the Church Treasurer to pay [on behalf of the member or current attendee] a check for a maximum of $250.00 to the utility(s). No Care & Share Fund checks will be made out directly to an individual.

5. Rent Assistance Policy: South Church of the Nazarene Church is currently not able to provide Rent Assistance at this time. In dire circumstances, a need may be presented to the Care & Share Ministry Team Leader, to be presented to the Care & Share Ministry Team for their consideration.
Appendix #7

Our Commitments & Attitude toward Money

We believe the way a local church handles its finances is a reflection of its integrity in every other area. We have, therefore, established clear guidelines for the way our church resources are raised and used. Here are some basic principles and 10 Commitments we as a Church Board have made in our ministry to the people who offer the Lord’s tithe and their offerings back to God through South Church of the Nazarene.

1. **The church belongs to God.** The ministry of South Church of the Nazarene belongs to God. It seems across the years the Lord has continued to sovereignly chose to place His hand of approval on His Church here. We know He gives and He sometimes takes away (Job 1:21). Until He closes the door on our work here, we will devote all of our energies to the local and world-wide mission He has given us.

2. **Local church a priority.** We believe God’s first priority in our giving is the local church. We teach that local churches should be planted and supported by Christians throughout the world. We believe the local church is God’s plan and vehicle for bringing salvation to every person on our planet.

3. **Every gift, sacrificially given.** We consider every contribution we receive from you as a gift from God, sent through loving people who have sacrificed to make the gift possible. We will never take our financial support for granted, nor ever cease to be deeply grateful for every dollar the Lord entrusts to us.

4. **Every gift, wisely managed.** As a Church Board, we commit to be the very best stewards we can be to wisely manage the dollars that are contributed by you for the work of Christ’s Church.

5. **Operating with open books.** We will be completely open about the finances of South Church of the Nazarene. We publish a report that declares all income and expenses of the church each year. In addition, a monthly report is produced by our Finance Team Leader, Mark Hulliberger and is made available to everyone for pick-up in the church foyer.

6. **A commitment to excellence, not extravagance.** Our obligation as a Church Board is to spend monies given sacrificially in a conservative and wise manner. Every dollar you give will be stretched as far as possible, keeping necessary overhead lean and efficient, while maintaining ministry excellence.

7. **Our attitude during lean times.** One of the ways we can discern the Lord’s will regarding the direction and focus of our work is through the support He sends (or doesn't send) from His people. Therefore, during lean times we will make our obligations known to you—but never manipulate you in seeking contributions. We will never resort to what we consider to be disrespectful methods of fund-raising and appeal, even when our needs as a church are serious.

8. **Using the money of vendors.** When we as a church make a purchase, we will pay the invoice within 30 days, if possible. We do not intend to use the money of our vendors.

9. **Mailing list privacy.** We will never sell or rent our contacts or mailing list to those wishing to use the names and addresses of our attenders, members or givers. We will always maintain the tightest security on the information you give us.

10. **Keeping our givers informed.** In maintaining our accountability to you, we are highly committed to regularly communicating with you and keeping you informed of the ministry progress of our church. We believe you can discern the will of God regarding your stewardship as long as we keep great lines of communication open with you.

As a Church Board, we pledge to live before you with integrity in all of our financial matters. Thank you for the trust you have placed in us.
Appendix #8

Ministry Action Plan
[for using Church Reserve Account monies]

S.M.A.R.T. & Good Goals
- Specific
- Measurable
- Action focused
- Realistic
- Time constrained

Ministry Action Plan Worksheet

We use the attached worksheet to show the relationship between specific tasks that our Ministry Leaders have decided to accomplish and the people who are involved. It’s particularly helpful in building the Ministry Action Plan, when...

1. A goal has been decided on
2. We want to clarify accountability.
3. We need deadlines.

Simple Steps To Follow:
The Ministry Action Plan Worksheet is our tool to use after the Ministry Leaders have set the specific goals they want to reach. The steps are these:

1. State the goal in writing.
2. Determine who is responsible for the achievement of the goal.
3. Answer the question: How will we reach this goal? (this will produce a series of steps.)
4. Clarify who is accountable for what.

When we do our planning around the table, make sure we involve our team in the planning process. We want the people who will participate and be responsible for implementing the plan in the room when we do any planning.

Benefits of Using the Ministry Action Plan Worksheet:
This worksheet is designed to answer the following key questions in the planning process.

1. Who are we? MISSION & VALUES
2. Where are we? NEEDS
3. Where does God want us to go? VISION & PRIORITIES
4. How are we going to get there? GOALS & PLANNING
5. When will it be done? SCHEDULING
6. Who is responsible for what? DELEGATING
7. How much will it cost? BUDGETING
8. Did we do it? EVALUATING

By using the worksheet, we put down in black and white who is accountable for which steps and by what date.
MINISTRY ACTION PLAN WORKSHEET
(the number in parenthesis refer to the strategic planning questions they help answer)

Goal: _________________________________ (#3)

Responsible Person: ____________________ (#6)

How will we reach this goal?

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### SOUTH CHURCH OF THE NAZARENE
### CHECK VOUCHER REQUEST

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**TOTAL**

Approved by ________________________________

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Comment [gvo4]: Updated form inserted 3-23-2011 cli
Appendix #10

Brief History of South Church of the Nazarene

South Church started as a Sunday School in 1931 under the direction of Rev. E.A. Bowser. The first services were held in the Ukrainian Hall on the corner of Mt. Hope Ave. and Sterling. The Church was organized in 1932. In 1934, property was purchased at 1033 Lenore Avenue. Services were held in the basement until the sanctuary was completed under the leadership of Rev. M.F. Early, in 1937.

With the increase of attendance, it became evident by 1958 that the Church would have to provide more space. Under the leadership of Reverend Carl Allen, our present building site was located, and when presented to the membership, the vote was unanimous that we purchase it. The house on this property was remodeled so that it could be used for a parsonage and the old parsonage at 605 W. Mt. Hope Ave. was sold.

August 5, 1962 was an important day. Approximately 125 people gathered at 401 W. Holmes Rd. for the Ground-Breaking Service. After a challenging message by Dr. Fred J. Hawk, our District Superintendent, the first shovel of dirt was turned by Mrs. Daisy Anderson, charter member, symbolizing, “Foundations of the Past.” Johnny Kring, son of Mr. & Mrs. Calvin Kring, turned the second shovel, symbolizing “Building for the Future.” Then followed the day when the actual work for the building got underway. It was September 21, 1962 that excavation work began, and the first footings were poured on October 4, 1962.

Following the move to this new location, the congregation continued to grow. Dr. Harold DeMott led the church as a new Sanctuary was added to the facility, opening in February 1991. This location at 401 W. Holmes Road has served two generations of members at South Church of the Nazarene. On October 16, 2003, the Church purchased 22 acres at the corner of Waverly Road and Holt Road, southwest of Lansing, with an eye to the future. As South Church of the Nazarene continues to embrace her future, she remains faithful to her calling to love God, love others and serve everyone in Jesus’ name.

Pastors

- Rev. E.A. Bowser 1931 - 1933
- Rev. M.F. Early 1933 - 1939
- Rev. Reginold Berry 1939 - 1941
- Rev. Paul Thomas 1941 - 1943
- Rev. Alvin D. Richards 1943 - 1945
- Rev. Arthur Smith 1945 - 1948
- Rev. Eugene Hadwin 1948 - 1950
- Rev. James Weeks 1950 - 1952
- Rev. Wendell Miller 1977 - 1978
- Dr. Harold DeMott 1983 – 2009
- Dr. Larry McKain 2009 –