



Policies & Procedures

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Preamble

This Policy Book is to provide the church with guidelines for effective operation. All previous policies are here by null and void. Policies can be amended or removed by a simple vote of the Ministry Board. All Church bylaws or provisions in the constitution have precedent over any policy contained here in.

Kenmore Alliance Church MISSION STATEMENT

We as a church, as families and as individuals need to be prayerful dependent, biblically focused and holistic in our worship, So we can reach the lost, build the believer, and train the worker, all in an atmosphere of love.

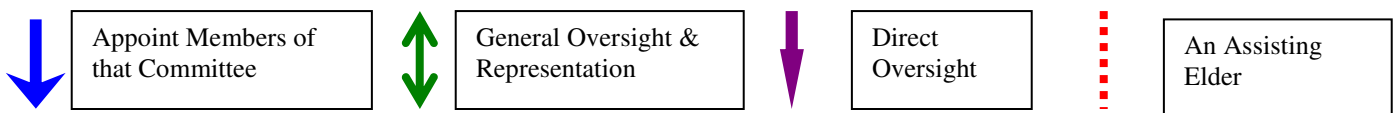
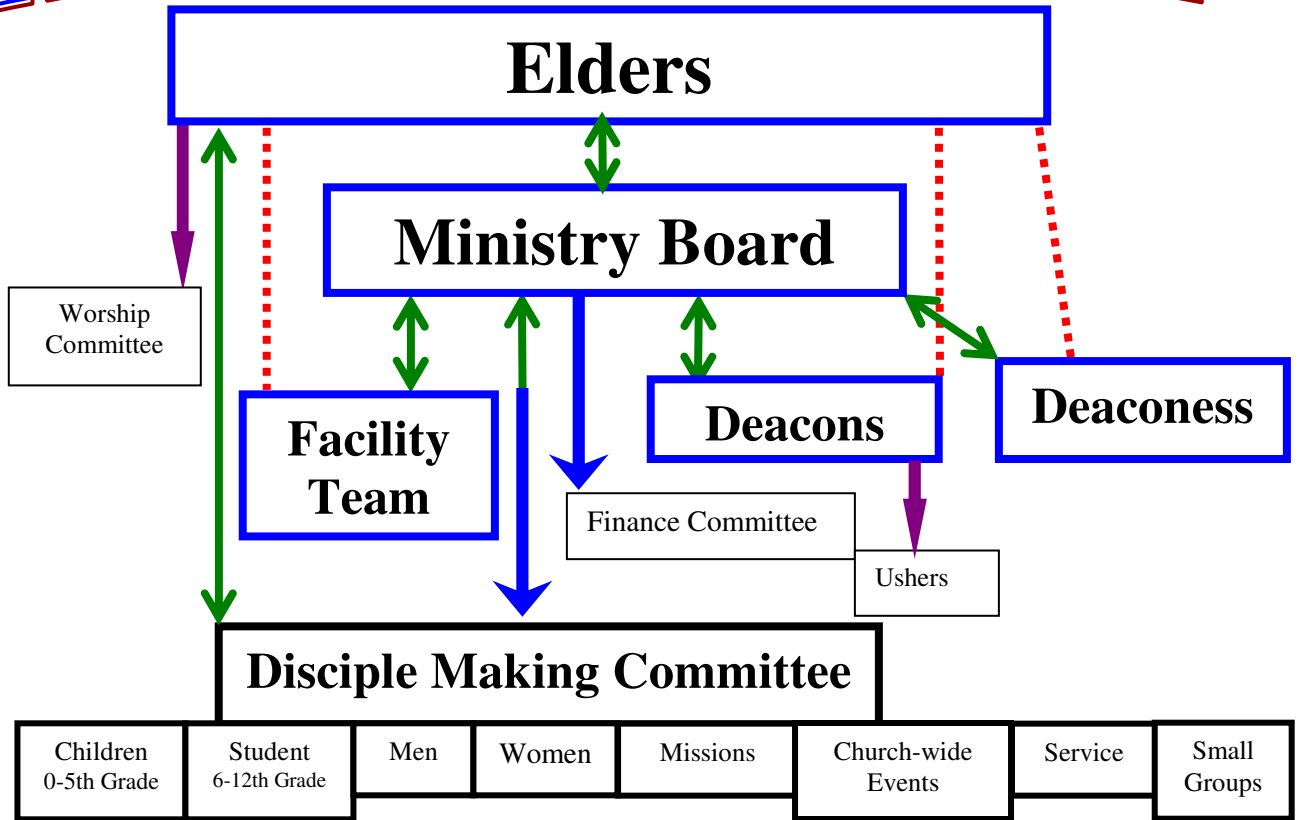
The Christian and Missionary Alliance MISSION STATEMENT

Our mission is to know Jesus Christ; exalt Him as Savior, Sanctifier, Healer, and Coming King; and complete His great Commission:

- ◆ Evangelizing and discipling persons throughout the United States, and
- ◆ Incorporating them into Christ-centered, community-focused congregations,
- ◆ Mobilizing them for active involvement in a missionary effort designed to plant Great Commission churches among both unreached and responsive peoples worldwide.

Christian Missionary Alliance

KAC MEMBERSHIP



The assisting elder is not necessarily a member of that board/committee. The chief role of the assisting elder is to communicate concerns or issues from that board/committee back to the larger elder board; help them implement the vision/goals of the church and to help in any spiritual matters that may arise.

Blue outline box means the congregation at the annual meeting elects them

Senior Pastor

The following are the areas of accountability for the Senior Pastor.

- Is accountable to the Lord through the leadership of the church.
- Is accountable to the membership to maintain a life in accordance with the scriptural standard of Elder. The Senior Pastor's name will appear on the annual ballot with other Elders to have this affirmed by the membership. If he receives less than two thirds affirmative vote, the Elder board and Ministry Board may call the District Superintendent to help sort out the underling issues.
- Answers to the Ministry Board in Business and Church government issues, and answers to the Elders in the spiritual, ministry and people concerns of the church. The Senior Pastor Job performance will be annually reviewed by the Elder Board.
- Answers to District and Denominational leadership in matters of Licensure, Doctrine, denominational objectives and personal integrity.

As KAC's Preacher

- ➔ Preaches 3 times a month
- ➔ Takes responsibility for the pulpit along with the Elders.
- ➔ Officiates at most of the weddings, funerals that take place and also administers most baptisms as well as the dedication of children

As KAC's CEO

- ➔ As Chairman, prepares agendas and leads the monthly Elder meetings/weekly prayer time
- ➔ Attends all Ministry Board meetings and can be the chairman if elected.
- ➔ Discerning and setting the direction for the overall ministry of KAC.
- ➔ Takes primary responsibility in areas where problems, issues, conflicts cannot be resolved at lower levels.
- ➔ Represents the church in matters of business and community.
- ➔ Maintenance of the church membership roster, also responsible for education of those interested in church membership.

Staff Management

- ➔ Sees that paid staff stays on task and accountable
- ➔ Oversees the staffs work schedules, goal-setting and personal development
- ➔ Hiring and firing of staff in partnership with Elders/Ministry Board

Disciple Making

- ➔ Leads small group(s) for purpose of discipleship.
- ➔ Involvement in one on one discipleship.
- ➔ Involved in discipleship as it takes place in pre-marriage/marriage counseling sessions
- ➔ Available to regular church attendees for initial spiritual counsel. More in-depth counseling can be provided if determined appropriate.

District & Denomination

- ➔ Represents KAC at National Council and District Conference
- ➔ Serves the Northeastern District as requested and available
- ➔ Availability to participate in projects locally and overseas
- ➔ Active Member of the Larger Church of Western New York

Associate Pastor of Disciple-making

I. Adult Ministries

- Available to assist Senior Pastor in running of church, and to the congregation in lieu of Senior Pastor as needed.
- **Foundations Classes** Schedule and serve as a curriculum advisor for all Adult studies that meet at KAC. Regularly teach classes as well as oversight.
- **In Home Small Groups** Serve as an encourager for all Small Group leaders and co-leaders. Help them in recruiting new members, choosing curriculum, the challenge of multiplication and any other issues.
- **Special Courses**/seminars offered.
- Oversee **Men's Ministries**
- **Preaches regularly**

II. Outreach

Oversight and Leadership of various small and medium groups designated to meet people at a point of need.

III. Disciple-Making Committee Responsibilities

- **Disciple-Making Committee Chairperson**
 - Recruit and encourage.
 - Lead Disciple-Making Meetings
 - Liaison between the Elder's and the Discipleship Making Ministries.
 - Keep the KAC Family informed on Disciple Making issues.
 - Write the Annual Disciple-Making Report

IV. Missions Responsibilities

- **Missions Committee Chairperson**
 - Recruit new people to the missions committee.
 - Lead all Missions Committee meetings
 - Responsible to delegate and follow-up with all Missions Weekend tasks.
 - Inform KAC Family on Missions

V. Personal Disciple-Making

- Attend a minimum of two prayer meetings weekly.
- Meet with Men for Prayer, Bible Study and Accountability.

VI. Administrative

- Serve on the Elder's Board
- Attend Annual District Conference as a KAC representative
- Attend Council as a KAC representative
- Serve the District in various capacities.
- Accountable to the Lord through the Senior Pastor and leadership of KAC.
- Answers to District and Denomination leaders in matters of Licensure, Doctrine, Denominational objectives and personal integrity.

Assistant Pastor of Worship

The following are his primary duties within the leadership circle of the church. They are listed in order of their importance. This will be accomplished within a 45-50 hour work week.

- Organize and oversee all Sunday service elements except the sermon. Including the worship teams, the ushers, the technology, sound equipment, and the décor of the worship center.
- Participate in the training and developing of worship team members and sound techs. This will include care for their spiritual life as well as their ministry.
- To help KAC people find ministries that fit their gifting, skills, and passions. To assist ministry heads in recruiting capable workers to fill worker needs.
- Manage, update and develop all the physical and technological aspects of the Worship Center of Kenmore Alliance Church (i.e. microphones, monitors, computers, projectors, lighting.)
- Organize services for holidays and be available to assist in special events.
- Become fully licensed and ordained in the Christian and Missionary Alliance.
- Assist in forming the vision and policy of the church, and report monthly to the Ministry Board.

The following are the areas of accountability for the Assistant Pastor.

- Is accountable to the Lord through the Senior Pastor and the leadership of the church.
- Answers to the Senior Pastor in day-to-day operations and in any interpretation of church leadership's policies. Answers to the Ministry Board in business and church government issues, and answers to the Elders in spiritual, ministry and people concerns of the church.
- Answers to the district and denominational leadership in matters of licensure, doctrine, denominational objectives and personal integrity.

He also is responsible to do the following.

- Be available to people at the church and in their homes for counsel and guidance in the Christian life.
- Accept general ministry assignments when these do not adversely effect his primary assignments.
- Attend church activities and any assigned committee sessions with sufficient frequency to contribute to those ministries.
- Represent the church by being visible in the district, and community events.

Assistant Pastor of Youth

The following are his primary duties within the leadership circle of the church. They are listed in order of their importance.

- Discerns God's vision for the youth ministry of the church in cooperation with Elders. He verifies and coordinates it within the church's mission before it is presented to the young people or the church or is implemented in any program.
- Teaches the youth of the church in a manner that conveys God's vision for the youth group and the church as a whole.
- Nurtures and supervises those who nurture young people in the Christian life.
- Provides activities, social events, camps, retreats and missions trips for the purpose of equipping young people to know and enter the life to which the Lord has called them.
- Oversees all ministries of Jr. High and Sr. High ages and serves as that age-level's coordinator on the Disciple Making Ministries Committee.
- May participate in Elder and Ministry Board decisions thereby assisting in forming the vision and policy of the church.
- Nurtures parents of young people in consultation with other pastoral staff so that they grow in their parenting skills.

The following are the areas of accountability for the Youth Pastor.

- Answers to the Senior Pastor in day-to-day operations and in any interpretation of Church Leadership's policies. Answers to the Ministry Board in Business and Church government issues, and answers to the Elders in Spiritual, Ministry and People concerns of the church.
- Answers to District and Denominational leadership in matters of Licensure, Doctrine, Denominational objectives and personal integrity.

He also is responsible to do the following.

- Be available to people (especially young people) at the church and in their homes for counsel and guidance in the Christian Life.
- Preaches on occasion under the oversight of the Senior Pastor.
- Accepts general ministry assignments when these do not adversely effect his primary assignments.
- Attends church activities and assigned committee sessions with sufficient frequency to contribute to those ministries and to insure that the youth ministry is blended into a holistic church program.
- Represents the church by being visible in the district, community and at youth oriented events.

Director of Children Ministries

Primary Directives:

Lead Shepherd for all of Children's Ministry
Develop Children's Ministry staff
Direction of Children's Programs

Key Functions:

-Lead Shepherd for all of Children's Ministry

- o Discerns God's vision for the children's ministry of the church in cooperation with Elders. Verifies and coordinates it with the church's mission.
- o Ensures the children of the church are taught in a manner that conveys God's vision for the children's ministry and the church as a whole.
- o Nurtures and supervises those who nurture children in the Christian life.
- o May participate in various church board decisions thereby assisting in forming the vision and policy of the church.
- o Actively partner with and equip parents in the discipleship of children
- o Nurtures parents of children in consultation with other pastoral staff so that they grow in their faith

- Develop Children's Ministry staff

- o Implement recruitment strategies and recruit volunteer staff
- o Equip and encourage volunteer staff
- o Establish and maintain schedule for volunteer staff
- o Communicate regularly to volunteer staff
- o Keep current on various areas of research related to ministry/children/families/teaching/learning/leadership and communicate effectively to volunteer staff as needed.

-Direction of Children's Programs

- o Ensure compliance with Safe Place procedures
- o Determine scope and sequence to for all ages Birth-5th.
- o Regularly evaluate curriculum and adjust when needed
- o Divide classes and resources according to needs
- o Review all curriculum material to verify correct doctrine, age appropriateness, and consistency
- o Maintain safe and effective physical environments for children and staff
- o Regularly evaluate current programs for effectiveness, alignment to vision, and make appropriate changes as necessary

Accountability:

- o Is accountable to the Lord through the Senior Pastor and the leadership of the church
- o Answers to the Senior Pastor in the day-to-day operations and in any interpretation of the Church Leadership's policies. Answers to the Ministry Board in Business and Church government issues, and answers to the Elders in Spiritual, Ministry and People concerns of the church
- o Answers to the District and Denominational leadership in matters of Licensure, Doctrine, Denominational objectives and personal integrity.

Additional Responsibilities:

- o Be available to people (especially children and parents) at the church and in their homes for counsel and guidance in the Christian life.
- o Accepts general ministry assignments from the Senior Pastor when these benefit the church generally and when these do not adversely effect the primary assignment
- o Attends church activities and assigned committee sessions with sufficient frequency to contribute to those ministries and to insure that the children's ministry is blended into a holistic church program
- o Represents the church by being visible in the district, community and at family/children oriented events.

WOMEN'S MINISTRIES DIRECTOR/BOOKKEEPER

Women's Ministries Director: *Coordinates winning, building and equipping of women.*

- Oversees programs designed specifically for women, such as but not limited to: Bible studies, prayer groups, retreats, training opportunities and outreach events.
 - Provides pastoral care to women through knowledge and application of Scripture, and understanding of people, and the ability through the power of the Holy Spirit, to unite the two.
 - Stewards the Women's Ministries budget.
 - Answers to the Senior Pastor in day-to-day operations and in any interpretation of Church Leadership's policies. Answers to the Ministry Board in Business and Church government issues, and answers to the Elders in Spiritual, Ministry and People concerns of the church.
 - Accepts general ministry assignments from the Senior Pastor when these benefit the church.
 - Attends church activities and assigned committee meetings with sufficient frequency to contribute to those ministries and to insure that the Women's Ministry is blended into a holistic church program.
 - Serves as a member of the Disciple Making Committee; reporting on Women's Ministries.
 - Researches and participates in cooperative efforts with other Women's Ministries in the region.
-

Bookkeeper: *In support of the Church Treasurer, facilitates day-to-day financial operations.*

- Writes checks
 - Semi monthly payroll processing
 - Logs financial receipts from the counters' sheet to the checking account register
 - Runs financial reports for treasurer and ministry leaders
-

Pastoral Assistant: *Provides support unique to the needs of the Sr. Pastor.*

- Sets up appointments/maintains calendar
- Preliminary assessment of people needs, especially for women
- Consultation & Research

Office Administrator/Senior Pastor Assistant

Includes, but is not limited to the following:

- Answer phones, route calls and requests.
- Read and respond to any emails to the church office.
- Prepare the Sunday bulletin, including inserts.

Church Calendar

- Oversee the scheduling of events, rooms and resources.

Church Directory

- Update church directory and distribution list as needed in Microsoft Outlook.
- Print updated directory as needed.

In-touch Cards

- Receive In-touch cards.
- Send visitor letter(s).
- Update church directory using In-touch card information.
- Advise treasurer of request for offering envelopes.
- Log In-touch cards indicating request made, by whom, and who it was routed to for follow-up. Route to correct staff member.

Welcome Center & Church Bulletin Board

- Keep up-to-date KAC forms, notices and ministry brochures.
- Communicate information to and from Welcome Center.
- Update the bulletin board.

Projects

- Work on promotion of KAC ministries, events, projects; etc. as requested.
- Visitation: Help with tracking and coordination of visitation to shut-ins and congregational care (possibly through deacons, deaconesses, Stephen ministry).
- Assimilation: Help with assimilation of people into areas of fellowship and service.

Mail

- Review and route mail daily.
- Ensure that postage is available for out-going mail.

Missions Wall

- Keep up-to-date newsletters posted.

Miscellaneous

- Credit Card Receipts: get all receipts needed from staff and prepare summary for bookkeeper.
- Update weekly schedule (as needed) for Welcome Center.
- Check the sanctuary monthly (or as needed) to ensure that In-touch cards, pens, and blank envelopes are in the chairs.

Pastoral Assistant: *Provides support unique to the needs of the Sr. Pastor.*

- Sets up appointments/maintains calendar
- Preliminary assessment of people needs, especially for women
- Consultation & Research

CUSTODIAN RESPONSIBILITIES

Includes, but is not limited to the following duties:

The usual church week will call for the following schedule of tasks:

Monday, Wednesday & Saturday

- Clean windows in front door
- Vacuum foyer and halls if needed
- Spot-clean bathrooms (empty trash, sanitary receptacles, wipe chrome)
- Walk the building and check for:
- Security – windows and doors closed and intact
- Obvious clutter – food spills, ants, etc.
- Vacuum nurseries and empty wastebaskets and diaper pails

Monday

- Garbage out at south end by Monday evening and retrieve receptacles on Tuesday

Saturday

- Dust mop the gym floor
- Wet mop entrance floors
- Vacuum auditorium and platform
- Check windows at rear of sanctuary and wash periodically
- Scour stains to drinking fountain
- Wash classroom blackboards as needed
- Vacuum classrooms and offices
- Wet mop floors in public bathrooms (including nursery)
- Clean toilet bowls, urinals, sinks and counters (including nursery)

Monthly

- Dust baseboards, window ledges, etc.
- Walk building and check for cobwebs
- Clean finger print smudges from outer doors and stall doors of bathrooms
- Review supplies and report shortages to church secretary

Occasional (or as needed)

- Wet mop gym floor
- Clean and fill baptismal tank
- Polish pulpit, communion table and altar railings

KENMORE ALLIANCE CHURCH
Staff Paid Time Off

Work Week:

The Church staff will keep regular hours that will be set by the Senior Pastor. A minimum work week is forty (40) hours [five (5), eight (8) hour days plus whatever else is needed to fulfill ministry responsibilities with oversight from the Senior Pastor.

Vacation:

Full time staff is eligible for paid vacation. The Senior Pastor is accountable to the Ministry Board for his vacation time; all other staff is accountable to the Senior Pastor. Normally a person must wait six (6) months to be eligible for vacation, although the Ministry Board may approve exceptions. On January 1st any unused vacation days, up to seven (7) days, may be carried into the next year.

The schedule of paid vacation shall be based on the following years of service:

1 – 2 years of service: <u>10 Days</u>	3 – 5 years of service: <u>15 Days</u>
6 – 15 years of service: <u>20 Days</u>	16 – 25+ years of service <u>25 Days</u>

Holidays:

Eight (8) paid holidays will be granted each year. Listed below are the holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Day, and the day after Christmas.

When it is necessary to work on one of these holidays, or they fall on a staff's normal day off, an alternate day will be given.

Sick Leave:

Five (5) sick days (non-accumulative from year to year) will be granted. Sick days are to be used for illness, time off to visit a doctor or dentist or if you need to care for a sick family member.

Personal Days:

Six (6) personal days are available for handling personal business or other special needs. This time must be approved at the discretion of the senior pastor. If the senior pastor needs time off he will get approval from the Vice Chairman of the elder board.

Payment for such absences should not be considered a right nor should such absences be considered additional paid vacation.

Bereavement:

When a death occurs in a staff member's immediate family they may take up to three (3) days off with pay to attend the funeral or make funeral arrangements.

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Staff may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off must be approved by the senior pastor and will be considered on a case-by-case basis.

The church understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted.

Licensed Staff Time Away for Ministry/Training:

CM&A obligations such as Council, District Prayer Conference, Pastor's Retreat, camp and committee work will not be considered personal or vacation time. In addition approved seminars and training will also not be considered personal or vacation time. Request for special ministries outside the church must be submitted to the Ministry Board for approval.

STAFF SALARY REVIEW PROCEDURE

Kenmore Alliance Church

Senior Pastor

1. The Finance Committee can meet with the Elders and Church Ministry Board, for the purpose of determining the salary structure of the Senior Pastor. The factors to be considered are:
 - a. The cost of living and the needs of the Pastor's Family.
 - b. The financial condition of the church.
 - c. The evaluations and recommendations of the Elders and the Ministry Board.
2. On the basis of the above factors, the Finance Committee shall determine the remuneration proposal that is to be presented to the Church Ministry Board for its consideration.
3. The remuneration proposal will be presented to the Senior Pastor by the Finance Committee, prior to its being presented to the Church Ministry Board. This should be done at least one week before it is presented to the Church Ministry Board. The purpose of this is to inform the Senior Pastor and give him opportunity to ask clarifying questions.
4. The remuneration proposal should then be presented to the Church Ministry Board for its consideration before being presented to the congregation in the budget.

OTHER MINISTERIAL STAFF

1. In the case of Associate Pastor, Assistant Pastor, Youth Pastor, etc., the Finance Committee can meet with the Church Ministry Board, Elders, and Senior Pastor to determine the salary structure of the other staff members. The factors to be considered are:
 - a. The cost of living and the needs of the Pastor's Family.
 - b. The financial condition of the church.
 - c. The evaluations and recommendations of the Elders and the Ministry Board.
 - d. The input of the Senior Pastor.
2. On the basis of the above factors, the Finance Committee shall determine for each ministerial staff member the remuneration proposal that is to be presented to the Church Ministry Board for its consideration.
3. The remuneration proposal will be presented to the respective ministerial staff member by the Finance Committee prior to its being presented to the Church Ministry Board. This should be done at least one week before it is presented to the Church Ministry Board. The purpose of this is to inform the ministerial staff member and give him opportunity to ask clarifying questions.
4. The remuneration proposal(s) should then be presented to the Church Ministry Board for its consideration.

SECRETARIAL, OFFICE AND CUSTODIAL STAFF

The same procedure as outlined for either Ministerial Staff shall be followed for this category.

FREQUENCY OF THIS PROCEDURE

This evaluation and procedure should be at least once per year.

REGULATIONS FOR EMPLOYMENT AND TERMINATION

OF A MEMBER OF THE PASTORAL STAFF

There are specific bylaws of Kenmore Alliance Church and the Uniform Constitution for Churches, which govern these actions relating to pastor's call and termination. These documents govern the church in preference to any church policies, and should be consulted. These policies are designed to give guidance where the bylaws and church constitution are not specific.

Calling of a Senior Pastor

When Kenmore Alliance Church is without a Senior Pastor the Elders will direct the ministry affairs of the church. The Ministry Board will continue to manage the business affairs of the church in close consultation with the Elder Board. For the purpose of calling a Senior Pastor, the Elder Board shall be considered to be part of the Ministry Board.

Before any candidates are considered the combined boards shall determine the percentage of vote, necessary to call the pastor. Other pastoral staff may have input but are excluded from all votes. Every candidate for Senior Pastor must first be approved by the District Superintendent. This approval is required before any candidate is considered by church leadership.

A pastoral search committee may be appointed. If appointed its powers shall be limited to receiving a list of approved candidates from the District Superintendent and to exploring the background of each thereby providing as much information as possible to the combined Elder and Ministry Board. It may recommend to those boards a list of the candidates in order of its preference.

News of every decision about a prospective candidate should proceed through the District Superintendent to the candidate. News of progress in finding a candidate shall be given to the congregation through the Elder Board.

Calling of a Member of the Pastoral Staff

In general the procedures listed for calling a Senior Pastor will also apply to the calling of a Pastoral Staff Member, with the following exceptions.

In seeking a member of the Pastoral Staff, the Senior Pastor may, if he chooses, serve as a search committee. He shall present the chosen person to the combined Elder and Ministry Boards for approval. The Senior Pastor may, with the District Superintendent's approval communicate directly with the candidate in conveying the decisions of the church leadership.

Employment of Office Staff

All non-pastoral employees in the church office shall be interviewed and appointed by the Senior Pastor after consultation with the Elder Board and the Ministry Board. When there is no senior pastor the Ministry Board shall fulfill this responsibility.

Termination of a Ministerial Staff Member

All questions about the moral and spiritual suitability of a pastor (pastoral staff member) shall be referred to the District Superintendent. Any and all concerns in these areas must be reported immediately to him, since such matters fall entirely within his responsibilities. He has power to temporarily remove a pastor pending an investigation and if necessary a disciplinary hearing according to the Uniform Regulations on Discipline, Restoration and Appeal, found in Manual of the Christian and Missionary Alliance.

Questions of a pastor's compatibility with the congregation and his diligence in serving the church shall be referred to the Elder Board. In handling such matters the Elders shall inform the District Superintendent of the nature of the issue and shall keep him informed of progress toward resolution.

If the issue cannot be resolved and is so deep that it affects the ability of the pastor (pastoral staff member) and the church leadership to work together, the Elders and Ministry Board combined may by a two-thirds vote request the Superintendent's involvement and formal consideration of the removal of the pastor. The Superintendent has a procedure that is prescribed by the denomination, which must be followed before any action of this sort to remove a pastor may be carried out. Where there is division within the church leadership about such issues and a decision cannot be made, the District Executive Committee has power to make a decision about the pastor's continued service.

RESPONSIBILITIES OF MEMBERSHIP

To become a member of Kenmore Alliance Church one must willingly place themselves under the spiritual authority of the eldership of Kenmore Alliance Church, and allow their life and conduct as a believer to be accountable to this local body of Christ. A person's relationship with GOD is very personal and yet there is a crucial corporate element. This list is neither exhaustive nor a legalistic code for holiness. It is merely a guide that we voluntarily agree to work within so that we are unified as a local body of Christ.

Members agree:

1. To attempt, by life and word, to be a light to a lost world.
2. To be personally praying and studying the Word of GOD.
3. To serve the LORD in at least one ministry of Kenmore Alliance Church.
4. To be part of at least one smaller Kenmore Alliance Church gathering for spiritual nurture and growth. (i.e. Home Bible Study, Sunday School, Wednesday Prayer Meeting or another regular intimate meeting of church folks for mutual edification and growth.)
5. To regularly attend a corporate worship service of Kenmore Alliance Church.
6. To contribute to the financial support of the Kenmore Alliance Church and its ministries as the LORD provides.
7. To make every effort to attend the one scheduled congregational meeting per year as well as any emergency meetings that may be called.

Elder Job Description

Eldership is a high honor and a demanding calling. Elders are the overseers for the spiritual well-being of the church. The spiritual life and direction of the congregation has a lot to do with the character of the men who lead it.

An Elder must:

1. Be committed to God. That means he must have a personal relationship with Jesus Christ, which is expressed by regular Bible study, devote worship, eager fellowship, a willing witness and an active prayer life. An elder must pursue holiness in his daily life. He must be concerned about living a life of obedience to God and without reproach.

2. Be committed to Kenmore Alliance Church. Unless hindered by other ministries, travel or sickness, an elder must attend the public services with a heart to minister to people. All special and governmental meetings must be a priority to him.

3. Be committed to his fellow elders. Being an elder he must commit to regular attendance at weekly prayer meetings and one Elder Board meeting a month. At meetings he is expected to speak openly about God's desires for the church, even though his views may differ from others. These opinions may be voiced in the meetings, but it is required that elders hold in confidence all sensitive matters that are discussed.

4. Be committed to servant hood. Elders are servant leaders and must therefore be willing to serve the church family. His responsibility is to minister to his peers by public and private prayer, by an exemplary life-style and by personal ministry to the people of Kenmore Alliance Church. As an elder he is to participate in the discipline of the wayward people, in anointing of the sick and in counseling the troubled. Each elder is expected to fulfill an area of responsibility assigned to him. (i.e. Chairman of Elders, Adult CE Coordinator, Benevolence, Communion Coordinator and Ministry Board representative, etc.)

5. Be committed to discipleship. An elder must work with small groups of believers in a way that facilitates their spiritual growth. This includes praying with them and for them, helping them to understand and apply the Word. In short, he is to join in pastoring people.

6. Be committed to evangelism. He must strive in life and in word to win the lost. He must make the most of the opportunities God gives to share the gospel.

7. Be committed to the spiritual well-being of the pastor. An elder is to pray for, encourage and exhort the pastors of the church. With the entire board he is to hold pastors accountable for their spiritual journey and ministries within the church. Elders perform a yearly evaluation of the pastors and regularly keep them informed of any issues which may impact their effectiveness.

SPECIAL PROVISION Due to fact that our pastors may be elected and serve on the Elder Board; any Elder who is not a pastor can call a meeting of the Elders without any or all the pastors present. If the senior pastor is requested not to be at the meeting then the vice chairman will chair the meeting. The District Superintendent should be notified of any serious pastoral staff problems. The Senior Pastor may also call a meeting and ask all or any of the staff elders not to attend.

The following Scripture portions apply to elder ministry.

Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap. — 1 Timothy 3:1-7

An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. — Titus 1:6-9

To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed: Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away. — 1 Peter 5:1-4

Deacon Job Description

A deacon is a high calling from the Lord. He holds a biblical office in the church whose chief responsibility is to take care of the church family's needs. The congregation shall elect a committee of deacons to oversee benevolent needs, Sunday worship service environment and large church needs. For the fulfillment of this work they may recruit men of the church to work with them. They shall assist the elders in benevolent work of the church. One member of this Deacon Board shall also serve on the Ministry Board. This committee shall choose its chairperson from among its members.

A deacon must:

1. Be committed to God. That means he must have a personal relationship with Jesus Christ, expressed by regular Bible study, worship, fellowship, witness and an active prayer life. A deacon must pursue holiness in his daily life. He must be concerned about living a life of obedience to God and be without reproach.

2. Be committed to Kenmore Alliance Church. Unless hindered by other ministries, travel or sickness a deacon must attend the public services with a heart to minister. All special meetings and governmental meetings must be a priority to him. A deacon is responsible to discern the needs within the church family, and work to meet those needs while maintaining an accountable relationship to the Elder Board and a cooperative relationship with the Deaconess Board. A deacon is expected to report any spiritual concerns to an elder and work with him to resolve them.

3. Be committed to his fellow Deacons. Being a deacon, he must commit, whenever possible, to regular attendance at deacon's meetings. He is required to keep all sensitive matters strictly confidential.

4. Be committed to servant hood. A deacon is a servant leader and therefore must be willing to serve the church family. His responsibility is to minister to his peers by public and private prayer, by an exemplary life and by personal ministry to the people of Kenmore Alliance Church. As a deacon he is to be available to counsel the troubled, visit the needy and communicate any needs to the larger church. Each deacon will be assigned a special area of responsibility through the year. (i.e. Chairman of the Deacons, Benevolence, Ministry Board representative, etc.) With the Deacon Board he will aid the elders in the observance of the Lord's Supper. Other responsibilities include care of the church family while it is assembled, setting up facilities for various meetings, and to minister to the physical and spiritual needs of the larger body of the church.

5. Be committed to discipleship. A deacon must work in small groups of believers in a way that facilitates their spiritual growth. This includes praying with them and for them, helping them to understand and apply the Word.

6. Be committed to evangelism. He must strive in life and in word to win the lost. He must make the most of the opportunities God gives to share the gospel.

Here are Scripture having to do with Deacon ministry.

In those days when the number of disciples was increasing, the Grecian Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word." This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit; also Philip, Procorus, Nicanor, Timon, Parmenas, and Nicolas from Antioch, a convert to Judaism. They presented these men to the apostles, who prayed and laid their hands on them. — Acts 6:1-6

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. — 1 Timothy 3:8-13

Paul and Timothy, servants of Christ Jesus, To all the saints in Christ Jesus at Philippi, together with the overseers and deacons: — Philippians 1:1

Deaconess Job Description

A deaconess is a high calling from the Lord. She holds a biblical office in the church. The congregation shall elect a committee of deaconesses to oversee benevolent and fellowship ministries of the church. For the fulfillment of this work they may recruit women of the church to work with them. They shall assist the elders in benevolent work of the church. One member of this Deaconess Board shall also serve on the Ministry Board. This committee shall choose its chairperson from among its members.

Each area has certain responsibilities yet all deaconess must:

1. Be committed to God. That means she must have a personal relationship with Jesus Christ, expressed by regular Bible study, worship, fellowship, witness and an active prayer life. A deaconess must pursue holiness in her daily life. She must be concerned about living a life of obedience to God and be without reproach.

2. Be committed to Kenmore Alliance Church. Unless hindered by other ministries, travel or sickness a deaconess must attend the public services with a heart to minister. All special meetings and governmental meetings must be a priority to her. A deaconess is responsible to discern the needs within the church family, and work to meet those needs while maintaining an accountable relationship to the Elder Board and a cooperative relationship with the Deacon Board. A deaconess is expected to report any spiritual concerns to an elder and work with him to resolve them.

3. Be committed to her fellow Deaconesses. Being a deaconess, she must commit, whenever possible, to regular attendance at deaconess' meetings. She is required to keep all sensitive matters strictly confidential.

4. Be committed to servanthood. A deaconess is a servant leader and therefore must be willing to serve the church family. Her responsibility is to minister to her peers by public and private prayer, by an exemplary life and by personal ministry to the people of Kenmore Alliance Church. As a deaconess she is to be available to counsel the troubled, visit the needy and communicate any needs to the larger church. Each deaconess will be assigned a special area of responsibility through the year.

5. Be committed to discipleship. A deaconess must work in small groups of believers in a way that facilitates their spiritual growth. This includes praying with them and for them, helping them to understand and apply the Word. Deaconess may be called upon to pray with women at the conclusion of public services.

6. Be committed to evangelism. She must strive in life and in word to win the lost. She must make the most of the opportunities God gives to share the gospel.

Here are Scripture having to do with Deaconess ministry.

After this, Jesus traveled about from one town and village to another, proclaiming the good news of the kingdom of God. The Twelve were with him, and also some women who had been cured of evil spirits and diseases: Mary (called Magdalene) from whom seven demons had come out; Joanna the wife of Cuza, the manager of Herod's household; Susanna; and many others. These women were helping to support them out of their own means. — Luke 8:1-3

Even on my servants, both men and women, I will pour out my Spirit in those days, and they will prophesy. — Acts 2:18

I commend to you our sister Phoebe, a servant of the church in Cenchrea. — Romans 16:1

Greet Tryphena and Tryphosa, those women who work hard in the Lord. Greet my dear friend Persis, another woman who has worked very hard in the Lord. — Romans 16:12

I plead with Euodia and I plead with Syntyche to agree with each other in the Lord. Yes, and I ask you, loyal yokefellow, help these women who have contended at my side in the cause of the gospel, along with Clement and the rest of my fellow workers, whose names are in the book of life. — Philippians 4:2-3

In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. — 1 Timothy 3:11

Likewise, teach the older women to be reverent in the way they live, not to be slanderers or addicted to much wine, but to teach what is good. Then they can train the younger women to love their husbands and children, to be self-controlled and pure, to be busy at home, to be kind, and to be subject to their husbands, so that no one will malign the word of God. — Titus 2:3-5

Facility Team Job Description

Being a Facility Team member is of great service to our LORD's work here at Kenmore Alliance Church.

To be on the Facility Team one must;

1) Be committed to GOD. That means a personal relationship with Jesus Christ containing *regular* : bible study, worship, fellowship, witness, and an active prayer life. You must be pursuing holiness in your everyday walk. A Facility Team member must be concerned about living in obedience to GOD and being beyond reproach.

2) Be committed to the Kenmore Alliance Church. You must do your best to attend every Sunday morning Worship Service as well other meetings for more personal growth. You need to come to the church with a heart to minister. All special meetings and governmental meetings must be a priority. As a Facility Team member you are an important part of the ministry of the church.

3) Be committed to the Facility Team. Being a Facility Team member, you commit to be at every Facility Team meeting, when at all possible and carrying through on assigned tasks.

4) Be committed to Servanthood. The Facility Team is to be people who are committed to the upkeep and improvement of the properties of the Kenmore Alliance Church. A Facility Team member therefore must have some skill and a willing heart in helping the church body be good stewards of that which the Lord has provided.

- Facility Team will elect a Ministry Board Representative as well as a Chairman.
- The Chairman will call the meetings and set the agendas.
- Any usage of the building or property outside the normal activities of the church will be run through Facility Team.
- The Facility Team will have major input in any improvements or additions to the church property.
- The Facility Team will assist in the hiring and management of the custodian.
- The Facility Team will report directly to the Ministry Board.

Major areas of responsibility include; the church building, the parsonage, the surrounding property, and the church vehicle(s).

USHER JOB DESCRIPTION

Revised November 2010

The duties of an usher are generally, but not limited to the following:

1. Please arrive at least 15 minutes prior to the start of the service. Review the service itinerary (located at the main doors) to determine when the offering will be taken, as well as any other usher duties for that particular service. **DRESS CODE:** Business casual or better (ex. Polo or button-down shirt, casual dress pants). Names tags must be worn at all times.
2. Be alert to the needs of individuals as they enter the church. This should involve helping with wheelchairs, holding heavy entrance doors open for the elderly, infirmed, or for those with young children, etc.
3. Distribution of bulletins/handouts: This should be done at each sanctuary door as individuals enter the sanctuary.
4. Door control and seating: All sanctuary doors are to be kept open until the service begins. Doors should be kept closed and monitored during various segments of the services. During times of prayer, individuals should be asked to remain outside of the sanctuary until the prayer is completed. It is preferable to seat latecomers through the side doors. **NO** food or beverage is allowed into the sanctuary.
5. Offering: You should be prepared to take the offering at the indicated time located on the service itinerary. Ushers should line up with the offering plates inside the main doors during the last song and come down during prayer (unless otherwise specified). Once the offering has been taken, at least 2 ushers will proceed to the main office and sort the collection. The offering is then put into a bank deposit bag and placed into the safe. **IMPORTANT:** To avoid even the appearance of wrongdoing, no usher should be left alone with the offering in his possession. **NOTE:** On the last Sunday of the month there is a benevolent offering. Ushers should line up with the offering plates inside the main doors during prayer at the end of the sermon and then be directed to come down by the pastor. The offering should be taken again by 2 ushers, placed in an envelope labeled "Benevolent" and then placed into the safe.
6. Taking and posting the count: At least one usher needs to be assigned to take the count and record. See attached "**Usher Counting Procedures**" sheet for instruction. Remember to include the ushers in the count.
7. Church monitoring: Ushers have the responsibility of monitoring the hallways and parking lot to maintain order and security before and during the services. The team leader will designate one member of the team to remain outside of the sanctuary during the service (ex. different member of the team each week).

USHER JOB DESCRIPTION continued

8. Close of the service: All sanctuary doors must be opened following the close of the service.
9. Usher attendance: There is a schedule posted on the bulletin board in the main office. If you are unable to attend any given Saturday/Sunday, please notify your team leader. It is the team leader's responsibility for finding a substitute.

Disbursement of Funds

- Normal purchases done within the approved budget of the department need not be approved by the Ministry board or treasurers. They need to be approved by the designated department head before the purchase is made.
- Very large purchases within department budgets need to be run by the Treasures and they may determine to bring it to the Ministry Board.
- Special Purchases outside of Budget need to be brought to the Ministry Board via the proper representative for approval.
- The Church Credit Card can only be used for pre-approved purchases and a receipt and disbursement form must be filled out and returned to the church secretary.
- Mileage and Tolls to a pre-approved Training or Denominational Function will be the only travel expense covered by the church.

Church Benevolent Fund Guidelines

Purpose

The purpose of the Benevolent Fund is to make available moneys to people of, and connected to, the church family who are in real need. The scope of who benefits from this fund is limited because the funds are limited. It is a tangible way for us as a Church family to assist one another through difficult times.

Authority

The Elders are ultimately responsible for the distribution of moneys from the Benevolent Fund. At the beginning of each year, the Elders need to appoint an Elder to oversee the Benevolent Fund and the Deacons need to appoint a member of their ranks to assist in the communication of needs from the congregation to the Elder Board. The assisting Deacon in consultation with the Elder overseeing the Benevolent Fund needs to bring legitimate request to the attention of the Elders. A need for benevolence can come through any Elder or the assisting Deacon to the Elder Board as a whole or to the Elder overseeing the Benevolent Fund.

Administration

When a need comes to the Elder in Charge of the Benevolent Fund, using his judgment of the situation he may disperse amounts up to \$50 for a one time need, to individuals who have not had a history of making benevolent requests. Any situation that needs larger amounts of funds or deeper investigation needs to be brought to the Elder Board as a whole. The Elder overseeing the Benevolent Fund may bring any request for assistance to the larger board when he feels he needs the collective wisdom of all the Elders. All disbursements need to be reported to the Elder Board at their monthly meeting.

All possible efforts need to be made to insure proper distribution of available money. The Elder in charge of the Benevolent Fund needs to keep himself updated via the Treasurer as to the amount currently in the Benevolent Fund, so that when disbursements are discussed the Elders will know how much money is available.

All the individuals and their situations, who receive assistance, are to be held in the strictest of confidence with the Elders and assisting Deacon.

Support of Missionary Candidates and Projects Through Kenmore Alliance Church

The following governs the raising and dispersing of funds for missionary purposes through Kenmore Alliance Church.

General Regulation

Before contributions are received, the Ministry Board of the Church must determine whether the objective of the donation is consistent with the church's purposes and with the relevant laws.

Great Commission Fund

All receipts to the Great Commission Fund of KAC are for the support of missionaries under appointment of the Christian and Missionary Alliance. These receipts shall be forwarded to the C&MA national offices on a monthly basis.

Short Term Missions Fund

A Short Term Missions Fund shall be established to support Kenmore Alliance Church people who may go out in missionary work other than the C&MA. They may be supported through this fund, provided they have attended the church for two years as inclusive members and are engaging in missionary work under an established missionary sending agency.

Each person wishing the support of this fund shall make application in writing to the Elder Board giving: 1. A personal testimony; 2. A description of the ministry they hope to enter; 3. What spiritual benefit they expect will result from the ministry; 4. That they are certain this is the will of the Lord; and 5. The amount of financial support the ministry will require. The Elder Board shall interview the candidate about his/her spiritual life and commitment to Christian service and shall forward a recommendation about the requested financial support to the Ministry Board.

The Ministry Board is then responsible to review the health of the Short Term Missions Fund and to determine the amount of support which the church is able to give to available candidates. Only upon approval of the Ministry Board, may the congregation be informed of the need, and offerings may then be channeled through this fund to the missionary agency of the approved candidate. Support from the Short Term Missions Fund will be expensed only as funds are available.

Local Missions Fund

A Local Missions Fund has been established to support Kenmore Alliance Church people and selected service ministries in our home communities. At the discretion of the Ministry Board, individuals may be supported, provided they have attended the church for at least two years and are engaging in work through an established Christian agency. Service ministries to KAC's community may also be supported if in the judgment of the Ministry Board they are an appropriate extension of the church's ministry. This fund may be made in writing to the Ministry Board. Continuing grants may be made, but they shall be reviewed in January of each year.

Personal Safety Procedures

Church leaders must be concerned for the safety of the children and families they serve. At the same time they should be concerned about the safety and reputation of the adults and teens that volunteer to make this ministry possible. There might be some, however who may come with improper motives. Kenmore Alliance Church has, therefore, adopted these procedures to make it difficult for abuse to occur.

Classroom Ratios

Kenmore Alliance Church desires to provide a safe, loving classroom where the child feels comfortable and where learning can take place. Therefore, the following ratios shall be standard:

- As often as possible, a minimum of two adults should be present in any room with children.
- When it is necessary that only one adult teacher be in a closed room with children, the door of that room will remain slightly open or there must be a window door that will allow someone to look in without interrupting the teaching process.
- There will be a minimum of one adult worker for every six preschool children and one adult for every eight children in grades K-6.

Record Keeping

- The names and addresses of parents and children shall be carefully maintained.
- An accurate sign-in procedure will be maintained for each preschool child, recording the child's name, parent's name and parent location during the service. A line on this sheet will be provided for parents to list special needs of their children. Workers must not release a child to a teenager or adult without complete certainty that the parent or parent's representative is receiving the child.
- The names of each nursery volunteer shall be recorded each hour on the sign-in list.
- Every worker who volunteers with Children 12th grade and under will be approved by the Disciple-making Committee and fill out a confidential worker's questionnaire and may have a police background check done.

Diaper Changing

- Diaper changing should always take place in such a way that another nursery worker can easily see the child that is being changed.

Rest Rooms

- An adult will not be allowed alone in a rest room alone with a child or children. A second adult should accompany them or be within visual contact. One adult may take a child or children to the rest room only if he (she) stands in the open doorway.

Sick Children

- A child who is not feeling well should not be received into the classroom, exposing other children and workers to illness. Some signs of illness are unusual fatigue or irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea and inflamed mouth and throat.
-

Worker Behavior

- Workers should always conduct themselves in a godly manner, being an example of obedience, respect and honesty to the young.
- All workers must fill out a *Worker Screening Form*, and it will be kept on file.

- Workers will not be involved in any of the following activities with older children (ages 6-18) or with developmentally disabled adults: extended hugging, kissing, holding a child on the lap, inappropriate touching or being alone with a child.
- In no case should a church worker be alone in a room or a vehicle with a developmentally disabled adult.

Emergencies

- Workers are not to give or apply any medication. If a child needs medication, the parent must give it. No medication will be left in the classroom or with a worker or child.
- First aid boxes will be kept on hand and all workers are to review the location and contents quarterly.
- Procedures will be reviewed quarterly for fire emergencies.

Parties and Field Trips

Teachers are encouraged to have special class activities in their homes, plan social activities and involve pupils in field trips and service projects. The following precautions will be taken with these activities:

- Always have another adult (not a relative) present at these activities.
- Secure a signed parental release statement from each parent if the church is responsible for transporting children to these activities.
- Invite one parent to come as an activities assistant. Parents helping with an activity do not need to fill out a *Worker Screening Form*.

Child Abuse Protections and Procedures

For parents, guardians and staff of Kenmore Alliance Church.

Scripture

I Thessalonians 5:22 - *Avoid every kind of evil.*

Ephesians 5:3 - *But among you there must not be even a hint of sexual immorality...because these are improper for God's holy people.*

Matthew 18:6 - *But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.*

Matthew 18:15-17 - *If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.*

Definitions

Child abuse is defined as a non-accidental physical or mental injury or mistreatment caused by the acts or omissions of the child's parents or caretakers. Child abuse includes the following:

Physical abuse: non-accidental physical injury to a child.

Physical neglect: failure on the part of the child's caretaker to provide adequate food, clothing, shelter or supervision.

Emotional maltreatment: belittling and rejecting the child--not providing a positive emotional atmosphere.

Sexual abuse: sexual exploitation of a child done for the sexual gratification of the offender or another person.

The following definition is also helpful:

"Child abuse or neglect" shall mean the injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment of a child by a person who is legally responsible for the child's health, welfare, and safety. An abused child is a child who has been subjected to child abuse or neglect as defined herein; provided, that this shall not be construed to authorize interference with child-raising practices, including reasonable parental discipline, which are not provided to be injurious to the child's health, welfare, and safety, and provided further, that nothing in this section shall be used to prohibit the reasonable use of corporal punishment as a means of discipline.

Church Policy

Church personnel are required to report to designated church personnel any suspected case of child abuse. It is not a breach of confidence between church personnel and the child involved. Church leaders have a double accountability before God to be aware of the responsibility the church has in defending and protecting one of God's little ones. Church leaders also desire to protect the parents as much as legally possible from undue interference by outside authorities into their family. Therefore, church leaders should follow the principles of submitting to Ministry authorities (Rom. 13:1), while at the same time helping parents to exercise discipline that is consistent with Scripture.

- Who must report. For reasons of liability and integrity, all Kenmore Alliance Church personnel, paid and volunteer, shall be required to report to a pastoral employee or church elder within 48 hours any instance of child abuse they have reasonable cause to believe occurred.
- How to report. Immediately call a pastoral employee or church elder. Procedures to maintain strict confidentiality will be followed. This means that only those who are directly involved will be informed.
- Report Follow-up. In cases where the child is not in immediate danger, the parents will be interviewed by a team of three members including an elder, pastor and person with reasonable cause. When the team has evaluated the information and determined that there is reasonable cause to suspect child abuse, then Child Protective Services or the police department will be contacted and the parents informed of such action. In cases where a person has reasonable cause to believe a church staff person or volunteer is involved in behavior that could be child abusive, a team of three members to include an elder, pastor and person with reasonable cause shall interview the person suspected of child abuse. Immediate suspension of duties shall result when a staff member is suspected of child abuse and reasonable evidence exists as to his/her alleged involvement. It shall continue until a complete investigation and decision has been made. If there is reasonable suspicion of guilt, church leaders shall follow the "Uniform Policy on Discipline, Restoration and Appeal" found in the *Manual of the Christian and Missionary Alliance* pages E7-1 through E7-23. The district superintendent shall be informed immediately of all cases when a pastoral staff person is suspected of child abuse. The district office will follow the procedures under "Uniform Policy on Discipline and Appeal" as found in the *Manual of the Christian and Missionary Alliance*.

A written report with conclusions, action taken and recommendations for follow-up action if appropriate shall always be made by the pastor or district superintendent following a child abuse interview. These reports shall be kept in a personnel file. The church should ask the Child Protection Agency if it could assist in helping the hurting family. The church should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counseling.

Recruitment Procedures

Volunteers may be recruited by the pastoral staff or by department leaders to work in particular programs of the church.

Before a volunteer may begin serving, he/she shall be approved by use of the following procedure:

1. The proposed service by the individual will be approved by the Disciple Making Ministries Committee OR the Ministry Board. (Which authority is to give approval will be determined by the position being filled.)
2. Subsequent to these approvals the Elders must concur with the appointment. Any investigation, review and decision by the Elders shall be the final decision on the appointment.

In addition to the above procedure, in cases where children, youth or developmentally disabled adults are to be supervised by volunteers,. The following must also be completed: a formal application form must be submitted, an interview with the staff member overseeing this ministry must be conducted, personal references will be checked, and permission to conduct a background check must be given.

Kenmore Alliance Church

Application for Ministry

This form is to be completed in ink by any applicant for a volunteer position within/involving:

Kenmore Alliance Church

We recognize that this form is extensive, but ask for your patience in completing the form in its entirety.

Your cooperation will assist church leaders in their efforts to provide a secure environment for you as a volunteer as well as the children, youth and adults who participate in our ministry programs and use our facilities. Your responses will be kept ***confidential***, although there may be circumstances where such information may be provided on a “need to know” basis to individuals working with our ministry and to other individuals in order to evaluate your application and/or to comply with applicable legal requirements.

Note: If you live in a state where laws exempt you from providing any of the information requested below, you need not answer the questions requesting such information. For example, you need not disclose information that is contained in sealed or expunged court records, or that involved a criminal arrest that did not result in conviction.

Name: _____

Date: _____

For review committee only: (Please Initial and Date as Completed)

Initial Interview Completed: _____ Reference Check Completed: _____

Background Check Completed: _____ D9 Approval Granted: _____

Approved: _____ Yes _____ No

Date Approved/Unapproved: _____

Signature of Elder Representative: _____

Personal Data: (please print)

Name: _____

If you have ever used other names, please list below:

Social Security Number: _____ - _____ - _____

Home Phone Number: () _____

Cell Phone Number: () _____

Email Address: _____

Present Address:

Date of Birth: _____

Marital Status: _____

Spiritual History:

How long have you attended Kenmore Alliance Church? _____

Are you a member of Kenmore Alliance Church? _____

Do you attend regularly (two or more services a month)? _____

In a brief paragraph, please outline your spiritual journey, including when you received Christ as your Savior.

Ministry History:

Please list the churches you have attended and the ministry organizations in which you have participated in the last five years.

1. _____

2. _____

3. _____

Please list present and previous ministry experience and location:

1. _____

2. _____

3. _____

Qualifications and Availability for Service:

Briefly share your motivation for wanting to serve in the ministries of this church.

When are you available? _____

In what area(s) of ministry are you interested in serving?

Describe any limitation or condition that may restrict you from performing certain activities involved in the volunteer position for which you are being considered.

Do you have a contagious or infectious disease or condition which could be transmitted to others in the volunteer work you would be performing?

_____ Yes _____ No If yes, please explain.

Legal Questionnaire:

1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer “Yes” if you have entered into a plea agreement, including a deferred sentence or deferred judgement arrangement, in connection with a criminal charge. _____ Yes _____ No (If you answer “Yes”, please attach a statement or explanation, including nature of offense, date, and court where conviction was entered)
2. Have you ever been convicted of a sexual offense, offense relating to children, or crime of violence (that is not covered in question 1)? _____ Yes _____ No (If you answer “Yes”, please attach a statement or explanation, including nature of offense, date, and court where conviction was entered)
3. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? _____ Yes _____ No If yes, please explain:
4. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct involving adults or children? _____ Yes _____ No If yes, please explain:
5. Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including, but not limited to a license to provide child care or similar services? _____ Yes _____ No If yes, please explain:
6. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil lawsuit, as a result of an accident or mishap involving children? _____ Yes _____ No If yes, please explain:
7. Have you ever been subject to any disciplinary action (including discharge) or investigation by a church, religious or other organization or by an employer? _____ Yes _____ No If yes, please explain:
8. Do you have any drug, alcohol, or substance abuse problems?
_____ Yes _____ No If yes, please explain:
9. Do you practice a sexually pure lifestyle as taught in the Scriptures? _____ Yes _____ No

Personal References

These references are to be non-family references (i.e. no parents, siblings, aunts, uncles, children, grandparents, etc.)

1. *A Supervisor* 2. *A Leader of a Ministry You Served In and/or a Supervisor* 3. *A Friend*

Applicant’s Statement

The responses I have provided in completing this application form are complete, truthful, and accurate.

I hereby authorize ***Kenmore Alliance Church*** (hereunto referred to as “the Church” to make inquiries concerning my background in connection with evaluating the information I have provided on this form and in the application process, including a criminal records check if deemed necessary by the church. I hereby authorize all persons associated with me, including churches, employers, law enforcement agencies, licensing and social service agencies, to release any information contained in the files or records concerning me to the Church and its representatives.

In consideration of the receipt and evaluation of this application form by the Church, I hereby release ***Kenmore Alliance Church*** and their directors. Employees, agents, representatives and any other person or organization, including record custodians, that may release information concerning me, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or family on account of inquiries concerning my background and any disclosures of information concerning me to ***Kenmore Alliance Church***.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS OF IT, AND I SIGN THIS RELEASE OF MY OWN FREE AND VOLUNTARY ACT.

I understand that my service with the Church will be volunteer service. In addition, my volunteer service shall be at-will and the Church shall be entitled to terminate my services at any time without cause or advance notice. I understand and agree that I am not an employee of the Church and that I have no expectation of future employment. As a volunteer, I have no entitlement to or expectation of compensation, health insurance, or other employee benefits, or unemployment or worker’s compensation insurance benefits.

I affirm that I will strictly comply with all policies and procedures of ***Kenmore Alliance Church*** including but not limited to its Safe Place Plan. If at any time I find that for any reason I am unable to support the vision, policies, procedures or doctrines of this church/organization, I will resign my volunteer position. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or in disciplinary action, at the discretion of the Church. I will report any known or suspected child abuse or other violation of policy to the senior pastor, a member of the church staff, an elder, or the designated authority.

Applicant’s Signature: _____ Date: _____

Applicant’s Name (please print): _____

Witness’ Signature: _____ Date: _____

Witness’ Name (please print): _____

Ministry Covenant

We Believe That:

1. Spiritual discipleship can only be accomplished by those who have and enjoy a personal relationship with Jesus Christ.
2. God calls all believers to ministry and gives us spiritual gifts for use in ministry to others for evangelism, discipleship, and growth.
3. A ministry worker needs to be an appropriate role model.
4. The leadership of Kenmore Alliance is responsible for providing opportunities for gift identification, feedback, training, and encouragement to prepare and strengthen people for ministry.
5. Sexual integrity is a necessary aspect of any ministry worker’s life. We believe that God’s plan for human sexuality can be expressed only in a monogamous relationship between one man and one woman within the framework of marriage. All other sexual relationships are sinful.

I will:

1. Be a person of regular Prayer and Bible Study

2. Regularly attend a Worship Service
3. Connect in a small group for fellowship
4. Seek to meet with other believers for accountability
5. Be a person who shares their faith
6. Pray for those to whom I am ministering

Signature: _____ Date: _____

Coordinator of Ministry: _____

Minister: _____

Permission to Obtain a Background Check
(This form authorizes the church to obtain background information and must be completed by the applicant.)
The church must keep this completed form on file for at least five years after requesting a background check.

I, the undersigned applicant (also known as “consumer”), authorize _____ through its independent contractor, Lexis Nexis, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to _____, if such is made within a reasonable time from the date it was produced.

I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____

Date: _____

Verification of a Clear Criminal Record
To be completed by a Parent or Legal Guardian of the youth applicant.

This form is for: _____, who
 (Youth name)

currently lives at: _____;
 (Address of residence)

who has applied to serve in a position at _____.
 (Church)

By signing below, I verify that the person listed above is a youth participant (age 18 or younger) representing our church as a volunteer. I also hereby certify that the above person has, to the best of my knowledge, no criminal conviction (felony or misdemeanor) record of:

- Violence against another person
- Sexual crimes involving children, youth or adults
- Use, or distribution, of illicit drugs or controlled substances
- Property crime

 (Signature)

 (Date)

Relationship to Youth _____

CHURCH USE FORM

KENMORE ALLIANCE CHURCH
175 BONNETT AVENUE
TONAWANDA, NY 14120
876-5570

You must contact the church office to reserve any part or all of the church building for weddings or events.

EVENTS

The undersigned hereby makes application for use of the facilities of Kenmore Alliance Church as indicated.

(Type of Event) (Date of Event) (No. Of Persons) (Room(s) Desired)

(Signature of Person Making Application) (Phone Number) (Date)

Fees for building usage are determined by Ministry Board when approved and will be communicated to the applicant.

I have read the schedule of fees above and have enclosed a check made payable to "Kenmore Alliance Church" for any and all fees applicable to the use of the facilities requested. I have also read the attached regulations for use of Kenmore Alliance Church facilities and agree to abide by these regulations.

Signature of Applicant _____ Date _____
Phone _____ Work Phone _____

Board Approved _____ Board Rejected _____

Thank you for taking care of our church facilities. For the convenience of all who use our facilities at Kenmore Alliance please observe the following:

1. Each group must dispose of all leftovers immediately.
2. Please return all chairs and tables to pre-event places.
3. Each group must collect all trash and **dispose of in garbage cans provided in kitchen.**
4. Any kitchen utensils, dishes, etc. which have been brought in will be put in Lost and found if not claimed within a week.
5. **GOLDEN RULE:** Leave the kitchen as you found it with everything back in its proper place and thoroughly cleaned.
6. Church functions may use kitchen staples; non-church functions may not use kitchen staples or paper products. Sunday School classes please furnish their own coffee.

This form is for all functions using the church kitchen, including wedding receptions Sunday School classes, church fellowships and banquets, etc. A copy will be given to the kitchen coordinator, custodian, and person in charge of individual kitchen responsibilities.

FORM TO USE CHURCH FOR WEDDINGS

- ◆ Church use for weddings is restricted to families of regularly attending members and adherents.
- ◆ Weddings must be officiated by a member of the Kenmore Alliance Pastoral Staff.
- ◆ Absolutely NO RICE is to be used. Birdseed may be thrown OUTSIDE of and away from the entrance to the building.

Date/Time of Ceremony: _____ Date/Time of Rehearsal: _____

Groom: _____ Bride: _____

Minister(s): _____

SCHEDULE OF FEES

- ◆ Payment of applicable fees must be made at the time of application and will be returned in the event of cancellation.

X What is needed

Sanctuary _____ \$50 + a \$50 Deposit* ()

If a meal is being hosted at the church the following fees apply

Use of Multi-Purpose Room & Kitchen \$30.00 ()

Agape Room or 509 & Kitchen \$25.00 ()

Total \$_____

I have read the schedule of fees above and have enclosed a check made payable to "Kenmore Alliance Church" for any and all fees applicable to the use of the facilities requested. I have also read the attached regulations for use of Kenmore Alliance Church facilities and agree to abide by these regulations.

*The deposit will be return as long as the guidelines for weddings in the church are followed.

Signature of Applicant _____ Date _____

Phone _____

Work Phone _____

Board Approved _____

Board Rejected _____

Guidelines for Building Use for Weddings At Kenmore Alliance Church

The Kenmore Alliance Church building has been dedicated to the worship and service of God. It is therefore the conviction of the leadership that all activities in the building should be conducted in a manner consistent with this congregation's ideals of worship and service of God. Also, in light of the need to maintain its beautiful appearance, the number of people using the building and with consideration for the custodian, we ask the cooperation of everyone in observing the following guidelines.

- 1) A condition for use of the building is that one of the church's pastors has a leadership role in each wedding.
- 1) The family and participants in the wedding are asked to collect personal belongings, dispose of trash and replace furnishings as they found them. Each room that has been used should be left in a condition ready for the custodian to vacuum and dust.
- 2) During the ceremony the conduct and work of photographers, musicians and other professionals shall be restricted to what the presiding pastor deems appropriate within the spiritual setting of the building and ceremony.
- 3) Any Sound Technician must be approved by the Church leadership and is the responsibility of the couple.
- 4) Celebrations that involve throwing of birdseed, confetti, bubbles, etc. must be totally restricted to the sidewalk and parking lot areas. The materials to be thrown are to be given to people at the door as they are leaving the building.
- 5) To spare the carpet and furnishings of the sanctuary, the following is required in the use of candles.
 - Only drip less candles should be used in secure holders.
 - Attention and appropriate prevention should be given to any potential fire hazard.
 - The carpet beneath burning candles should be covered with plastic.
 - Candles should be lit for as short a time as possible and extinguished as soon as possible.
- 6) Receptions held in the building must maintain a decorum as described below. Those securing permission to use the building are asked to take appropriate steps to uphold this standard.
 - Kenmore Alliance Church is a smoke-free zone. Use of tobacco is forbidden.
 - Music to be used in the ceremony and at the reception should be consistent with the standards of the church according to the judgment of its pastor presiding at the wedding.
 - The church building is not considered an appropriate setting for social dancing, the use of alcoholic beverages, illegal drugs or obscene language.
 - The kitchen is to be cleaned and returned to a clean condition.

Attached to this sheet is a fee schedule and application for building use. Requesting and receiving permission to use the building indicates an acceptance of the above guidelines.

Van Policy

The purpose of the KAC van is to glorify God, an outreach to the unsaved world,
and for the fellowship and enjoyment of believers in Christ.

- Only designated drivers may drive the van.
- Sign-up is required for use. Name of who will drive the van is required along with driver license number.
- Permission and keys for use may only be given by Pastor or a Facility Team.
- Van is to be returned with FULL tank of gas.
- Drivers must return the van clean.
- All doors must be locked and keys returned after use.
- Report any and all repairs and problems to the Facility Team.
- No personal use of the van is allowed.
- **Number of occupants must not exceed number of seat belts.**
- Failure to obey the van rules may result in loss of van privileges for you or your group in the future.
- Any gas expenses related to van use, with the exception of regular church functions, will not be reimbursed. It is the responsibility of the group who uses the van to fill up the van with gas prior to returning it to the church. Reimbursement for gas expense for regular church functions must be accompanied by a proper receipt and submitted for approval or credit.
- If the driver leaves the vehicle, turn off the engine and take the keys.