

**South Central *church of Christ***

2010 Martin Luther King Jr. Blvd.

Raleigh, NC 27610

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**Church Policies**

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September 4, 2004

Greetings Brothers and Sisters:

I greet each of you in the name of God our Father, and Jesus Christ, our Lord and Savior. I hope and always pray that all is well with you as you navigate the sometimes stormy waters of life. If you have been baptized into Christ then you know that you have become the number one enemy of the demonic unless you allow it to use you as it wishes. That means that the church community must be diligent in serving Almighty God. Diligence, perseverance, maturity, and love are characteristics of the people of God. To that end, I have attempted to put into place a policy manual that hopefully will help guide the South Central congregation through her stages of development and maturation. You know policies and procedures must be evaluated for effectiveness and relevance on an annual basis. Therefore, every policy manual that deals with human beings and is written by humans will be necessarily flawed. After taking a draft to the business meeting and receiving input on more than one occasion, I present this to you in the hope that you are willing to offer Godly advice and recommendations that will help ensure a Christian atmosphere at South Central church of Christ at all times. Always pray for the Dublin SR. family as we labor in the Kingdom of our Father through Jesus Christ our Lord.

For His Church,

Michael L. Dublin, SR.  
Evangelist  
South Central church of Christ

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**Benevolence**

Acts 2:44-45, Acts 4:32

The South Central congregation is built on the foundation of the early church that shared its material goods for the sake of all saints. Benevolence is an important part of the work of the church. However, we are called to stewardship in all that we do with the resources of God's people. All benevolence requests must go first to the coordinator of benevolence, not the leadership. All requests for benevolence from faithful members of South Central will be addressed and a determination made as to whether or not the requests can be met. Careful consideration must go into how effective the church is in helping the member making the request. The church should not be the first place for members seeking financial help. Only unforeseen emergencies should prompt a benevolence request from members. The leadership has the responsibility to lead with compassion and practicality. There is always a need for financial counseling and training to help members escape the debt trap and better prepare themselves for emergencies.

The member making the request must be willing to answer personal questions about the need with the benevolence coordinator and treasurer. South Central church of Christ is not a loan company and cannot make official loans. However, each member that receives financial assistance must consider the impact on the body when they receive help and what it means to have that money in the church budget. Assistance is based on the following:

Membership Tenure of at least three (3) months

1. Funds availability
2. No cash given to applicants
3. Check(s) made out to vendor
4. Must be a regular giver
5. Must not have been granted assistance in the past 12 months
6. If husband and wife are members, the husband must initiate the request
7. Must be living a righteous lifestyle consistent to the teachings from the Word of God

**Procedure**

1. Any call or letter from a person requesting assistance should be forwarded to the Benevolence coordinator
2. The Benevolence coordinator will complete a Benevolence Request Form for each request made and will then begin the process to assist the applicant

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3. The Benevolence coordinator will confer with the Evangelist and Treasurer and will provide all information connected with the request for assistance

To verify if assistance is to be **GRANTED** or **DENIED**, the procedures listed below should be followed:

1. Obtain a completed Benevolence Request Form
2. Conduct an initial interview with the applicant to:
  - a. Minister to the applicant and notify them of the guidelines
  - b. Secure additional information (i.e. bills, account numbers, due date, etc.)
  - c. Set a time to get back with the applicant. (All requests must be handled completely within 48 hours, if at all possible)

#### **Guidelines**

To determine if a request is to be **GRANTED** or **DENIED** the following guidelines shall apply:

1. Check if applicant has pursued the possibility of acquiring assistance from family members or friends.
2. Food Request – This request is to be handled as soon as possible. It is the consensus of the ministry that no member or family of the ministry shall be without food; therefore, the applicant need only be a member. A gift certificate shall be purchased in an amount not to exceed \$100.00.
3. Mortgage, rent or lease payment request
  - a. Assistance amount should be determined according to the need and available cash
  - b. If request is granted, check should be made payable to mortgage company, landlord or lessor
  - c. The mortgage, rent or lease should be in the name of the requestor
4. No assistance or payment made towards the following:
  - a. Telephone bills or cable
  - b. Car notes or repairs
  - c. Personal or consumer loans
  - d. NSF (Non Sufficient Funds) checks
  - e. Out-of-town travel expenses
  - f. School tuitions, daycare
5. Request by non-members shall be referred to Urban Ministries

#### **Building Use**

The building that the congregation leases or purchases is very important to the viability of the congregation. The building must be maintained in the highest order possible. The

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building may be used for events such as weddings, family functions, etc, by faithful members of South Central. Human service agencies who are in partnership with South Central to provide services to the communities we serve may also use the building with prior approval from the Evangelist and/or Elders, or their designee. A fee may be applicable if any members of the building and grounds ministry is required to be in attendance. The procedure for building use will be as follows:

1. Fill out a building use form
2. Return the form to the appropriate persons
3. Upon approval (with deposit if required) make arrangements for getting a key
4. If a fee is charged, it must be paid in full the day before the scheduled event.
5. All damages are the responsibility of the renters and must be paid immediately
  
6. The fees are \$30.00 per hour, with each 16 minutes counted as ½ hour. The person responsible for the oversight of the building for each event will receive a stipend of \$15.00 per hour and the balance goes into the general fund. Check will be paid to the church and the church treasurer will pay the building attendee. The building and grounds committee have the primary responsibility for such events.

The leadership has full authority to accept or decline the use of the building and the types of events that are requested to take place.

### **Committee Coordinators**

The things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others. (II Timothy 2:2; NIV)

I want men everywhere to lift up holy hands in prayer without anger or disputing. (I Timothy 2:8). These characteristics are a part of maturing members of the church who are demonstrating potential leadership formally and informally.

Committee coordinators have been selected as a critical component of carrying out the work of Jesus here at South Central. Coordinators must be reliable, and be without anger and disputing as a major component of carrying out the work of God.

### **Purpose**

Coordinators are responsible for ensuring that the goals of each ministry are adhered to by each and every committee member. They must demonstrate initiative and consistency in seeking to bring the stated goals and objectives into reality. This requires monthly contact with the Evangelist and or Elders or their designee for the purpose of meeting the

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goals of each ministry. Coordinators are responsible for ensuring that minutes are taken at each meeting and forwarded to the leadership within 15 days, ensuring opportunity to address issues prior to the next meeting.

All coordinators positions are for one year beginning in January of each Calendar year. Coordinators are not perpetual, but must demonstrate the aforementioned qualities which are more important than education levels or natural skills.

### **Distribution of Non Church Materials**

This policy relates to members and non-members distributing materials to the members during church assemblies whether they be regular scheduled or special events.

No one is to distribute any written materials, pamphlets, brochures, posters, emails (printed off the internet) without prior approval from the Evangelist, and or Elders or their designees.

### **Finance Ministry**

What is more, he was chosen by the churches to accompany us as we carry the offering, which we administer in order to honor the Lord himself and show our eagerness to help. We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men. I Corinthians 8:19-21 (NIV).

The church has a need and responsibility to select qualified, faithful Christians to handle the finances of the Lord's church with the highest level of integrity, skill, and stability. The credibility of those selected for this ministry and the leaders with whom they serve the church are always open to scrutiny. If the church does not implement written policies, and procedures that guide and protect all involved in the ministry, the consequences can be detrimental. To that end, the standard for the finance ministry will be the policy and procedures based on bible principles and standard business practices as outline below.

### ***Policy***

The Finance ministry has several members, but the primary position in the finance ministry is the treasurer. The Treasurer must be a faithful member of South Central church of Christ and possesses the skills necessary to oversee the operations of the church budget. The Treasurer must communicate with the Evangelist and or Elders concerning the monthly status of the budget. Any questions or concerns need to be addressed as they

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occur for the greatest hope of bringing a biblical solution. To facilitate the policy the following procedures have been established;

1. **Blank checks** – Blank checks are not to be signed in advance unless any emergency arises. The treasurer must get approval verbally, electronically (email or phone) as soon as possible. The person signing the check must notify the Evangelist or Elders that such a transaction has taken place. The check number is to be written on invoices or support documents to prevent duplication of payments.
2. **Transactions** – When authorized transactions are made, it must be noted in the next business meeting minutes with the name of the authorized person making the transactions, date, and the specific amount of the transaction.
3. **Credit Cards** – Credit cards can be used to improve management of the dollar flow if procedures are followed. The Treasurer must be informed prior to any charges not allocated for in the budget. Any charges over \$100.00 in a month must be approved by the treasurer and the Evangelist prior to additional charges. Only those approved to carry credit card can use them unless approval is received from the Evangelist or Elders with the Treasurer’s knowledge of such use. The receipts from these purchases must be submitted to the treasurer within five days of the purchase with clear identification of what was purchased. Every effort must be made by the approved credit card users to work closely with the treasurer to make their service to the church easier.
4. **Counting Money** – When counting the offering, the following procedures must be followed:
  - a. At least two people approved to count the money must be present during the counting and recording of the money.
  - b. Neither the treasurer nor counters may make the bank deposit. If the counter must make the deposit due to not having another approved person available, they must notify the Evangelist immediately.
  - c. All monies are to be recorded and deposited as soon as possible. The money must not be left in anyone’s possession when the bank is open.
5. **Insufficient Funds** – If a check comes back as insufficient funds, the person who bounced the check must pay for the service charge.

The above policy and guidelines are instituted in line with biblical principles with the desire to safeguard the Lord’s money and his servants. It also gives clear guidelines for the finance ministry. The church family must continue to evaluate its ministries and ask for the Lord Jesus to keep us as faithful stewards of all that belongs to him.

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## **Food Contracts**

The South Central congregation serves food at a number of events during the year. In order to better serve the congregation there must be at least two bids on meals over \$400.00. The bid must include at least one non-member food serving business. The reputation of the food business and quality of food must also be of highest importance when choosing a business for any church event. Church members must not be involved in any manner in the discussions of bids, discussion of bids received, or awarding of contract if they have a bid for the event, this includes relatives.

## **Men To Serve**

“And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others.” II Timothy 2:2

1. This policy addresses the men who serve as leaders of the worship assemblies at South Central church of Christ. This is an important service to Jesus and his community, the church. In many ways the activities of our worship assemblies resemble the priestly duties of the temple as we lead the saints before the throne of God. It is very important that each male serving in any capacity of the worship take very seriously the reverence of the task at hand.
2. Men to serve (including youth) must be a faithful member of South Central church of Christ.
3. Men to serve must be involved in the body life by participating in church scheduled events and assemblies on a regular basis. He attends most Sunday morning assemblies and frequently attends all other appropriate events.
4. He must demonstrate a supportive attitude towards the work of South Central in general by his financial giving, attendance at Bible study and general fellowship of the saints at South Central.
5. Men to serve must attend the basic monthly or quarterly Men’s trainings and is encouraged to attend the monthly “Ministry of the Towel” training currently scheduled on the first Sunday morning. The ministry of the towel training is not mandatory for Sunday service, but is preferred.
6. Men to serve must wear a shirt and tie on Sunday morning or a shirt that is considered a dress shirt. A shirt with a turtle neck, or buttoned up all the way is acceptable.
7. Men to serve must not chew gum or eat candy while serving any of his duties. He must always be conscience of the reverence required to serve the Most High God.
8. Men to serve should never use the service as a time to pursue their personal agendas by using this time to speak on unresolved issues with others or draw attention to themselves instead of the duty assigned to serve Almighty God.

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9. Men to serve should have enough integrity to decline to serve when they have been living in sin, regardless to whether the leadership knows that or not.

### **Ministers Compensation Committee**

In the same way, the Lord has commanded that those who preach the gospel should receive their living from the gospel. (I Corinthians 9:14; NIV)

The only word that saves souls from eternally damnation is the gospel (good news) of saving grace of our father through his only son Jesus Christ.

#### ***Purpose***

The purpose of this committee is to proactively plan and implement a compensation package for the Evangelist working for the church.

The ministers' compensation committee will research pastoral compensation packages and develop one consistent with South Central church of Christ as it expands to meet the command of Jesus to go and make disciples. The committee meets quarterly to update the business committee on what the current status is of the compensation package and if any adjustments are seen for the next calendar year.

### **Multi-Level Marketing**

The South Central church of Christ does not support or endorse any multi level marketing programs for any reason. Programs such as Pre-paid legal, Excel and other such programs (there are many others, these are examples) are not to be introduced to members in any church sponsored setting. We have no control over what members do with their personal and space, however, any negative outcomes as a result of participating in such programs will be considered a part of each members integrity by the leadership.

### **Solicitation**

What ever you do, do it all for the glory of God. I Corinthians 10:31.

The Church is the glory of God and most reflect that glory in all that it does. When the South Central congregation goes to the general public to solicit monies for events, it must honor God. Therefore, there is to be no unauthorized use of the name of South Central church of Christ to raise funds for any event or cause.

All letters that go out must be on church letterhead and must have been approved by the Evangelist and or Elders or their designee. This includes emails also.

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## **Teachers**

The Bible gives clear instructions to parents on their role as a teacher of God's word. There is no teaching to the church community per say on teaching youth. However, the educational system used in the synagogues under the old covenant serves as a model for the church as it is a community of God's people. Therefore we at South Central church of Christ have chosen to take on a role of support for families by teaching youth and adults the Word of God. Our education programs and all of the activities associated with it have a two-fold purpose; teaching the saved and the lost the "Good News" of Jesus Christ. To that end, teachers must be qualified to teach this good news through faithfulness and skill.

## **Qualifications**

James 3: 1 says, "Not many of you should be teachers, my brothers, because you know that we who teach will be judged more strictly."

The above passage has frightened many away from teaching because it seems to be a warning of something threatening. However, it is a message that teaching should not be taken lightly and one must know God personally in order to teach his word. Teachers are both gifted to be teachers and are also readied for teaching through training.

1. All teachers must be faithful members of South Central church of Christ or have a reference from a congregation of the Churches of Christ if new to the congregation.
2. All teachers must have been Christians for a minimum of three years to become a primary teacher, and a minimum of two years to become an associate teacher.
3. All teachers must go through South Centrals basic teacher training and attend a minimum of three of four scheduled quarterly trainings.
4. Teachers must teach the assigned materials and topics only. There are topics that have great potential to cause strife and division and must be taught by the leadership unless the teaching is approved in advance by the Evangelist and/or Elders. Some examples of such topics would be "marriage/divorce/remarriage", "sexuality", and "Women's Role in the Church". These are examples and not to be taken as a complete list. The important point is to teach the assigned materials and topics and get prior approval from the church's biblically authorized leadership before doing otherwise.
5. Teachers must be on time, prepared, and wear attire consistent with modeling Christian behavior.

<p><b>Teachers of youth must not give hard candy, popcorn, or medicine to their students, or toys that may cause choking if swallowed.</b></p>
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***Classroom Discipline***

Teachers cannot teach with chaos in the classroom. Teachers must maintain order if instruction is to take place. Therefore, any unruly student will be sent to their parent or guardian immediately and cannot return to that class session that day when they refuse to get in order. The teacher can choose not to attempt to teach children with negative behaviors if that child's conduct is deemed detrimental to the group. Before making a decision to exclude the child, a conference must be held with the church leadership or their designated representative and the child's parents or guardian and the teacher.

***Promotions***

The educational system at South Central has been implemented for many years and will continue to be followed. No students should be promoted due to physical size and advance maturity. This creates problems for youth who have growth not deemed "normal". This leads to immature youth being promoted into classes that they are not emotionally or mentally ready for.

Teachers will given the support necessary to receive additional trainings with congregational resources and external trainings as the budget allows.

**Telephone Use**

No Member or non-member can make long distance calls on the telephone at South Central without prior approval from the Evangelist and/or Elders or their designee. Any long-distance calls not related to church work must be reimbursed by the caller when the bill is received. We don't accept collect calls. We don't make calls to numbers that require a fee. Anyone violating this policy is responsible for reimbursing the church immediately upon billing.

**Transportation**

*The purpose of the Transportation Ministry is to assist anyone who needs a ride to and from the services at South Central church of Christ. The van is also used for any activity that is church related.*

1. Only a faithful member of the congregation who holds a current North Carolina Drivers License shall be authorized to transport members or visitors. A photocopy of the drivers license must be entered into a driver information file authorizing that member as a driver.
2. Drivers need good driving records for insurance purposes.
3. If possible, each driver will drive for one month.
4. Each person being transported shall have a seat and shall utilize a seat belt. No standing is permitted.

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5. The vehicle driver shall have available in the vehicle the name, address (directions to residence) and telephone number of the person to be contacted in case of sudden illness or accident and the name of the physician of each family and or each rider.
6. The route should run to the person living furthest out to the closest. Example: If there is a pick-up in North Raleigh and one on Rock Quarry Road, North Raleigh will be picked up first.
7. Van should operate, (depending on the number of pickups) at least one hour prior to meeting time at building.
8. Drivers must be on time when starting a route and have riders at the building 10-15 minutes) prior to meeting time.
9. Van will be kept at the church.
10. Telephone—to be used only for emergencies, to telephone riders or for riders to phone the Van. No **personal phone calls!**
11. No eating and drinking in the van.
12. No profanity.
13. Rider(s) should let driver know a day in advance if possible if ride is cancelled.
14. In the event of a motor vehicle accident while transporting passengers, the following procedures will take place:
  - a. Assess passengers for injuries
  - b. Call for emergency medical services if necessary
  - c. Call police
  - d. Contact evangelist and transportation coordinator
  - e. Respond to any questions by police or authorities
  - f. Obtain copy of police report and turn in to evangelist and transportation coordinator:

If the driver is injured and is not able to carry out above procedures, an emergency number will be placed on the dash of the company vehicle for easy access.

15. In the event of a medical emergency while transporting passengers, driver will follow procedures in number 14, A-C above.
16. Van will run Sunday morning, Sunday evening, Wednesday evening and, youth rallies, singing group, seminars or at other designated times.
17. Overnight use of church vehicle is not permitted unless prior approval has been obtained and documented by the evangelist and submitted to the transportation coordinator. In the case of an emergency when prior approval cannot be obtained, the driver has the responsibility of contacting the evangelist and/or transportation coordinator to relay the circumstances and to assure the security of the vehicle.

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### ***Maintenance***

The Van committee will be responsible for scheduled tune-ups, oil changes, tires, washing and general up-keeps. Mileage booklet is located in the glove compartment of the vehicle.

### ***Items located in Van***

1. Telephone
2. Footstool

### **Use of Church Property**

The property of South Central belongs to the corporate body for the approved use of meeting the goals and objectives of the local congregation.

No member or non-member is authorized to use church property personally without prior approval from the Evangelist, and or Elders or their designee.

Church property includes cameras, computers, chairs, van, tables, Bibles, food, copier, overhead projector and screen, and any other property owned by the congregation. Any unauthorized use may be viewed by the leadership as theft and will not be taken lightly.

Those who are authorized to use such properties are responsible for returning the property in an agreed upon time frame and are responsible for all damages and losses that might occur. A church property use form must be filled out and given to the coordinator of building and grounds ministry.

### **Youth Workers**

Training youth in the church through Bible classes, mentoring individually and in groups is demanding and takes love, skill, and trust. Those who work with youth must also have the highest level of integrity. The moral and legal issues involved in any accusation of abuse, emotionally, physically, sexually or otherwise can literally destroy a congregation. Although a member may have had a past conviction involving children and has repented and is faithful to Christ, it may not be in the best interest of that member or the church for that member to work in any ministry that requires one-on-one mentoring or counseling or to chaperone youth. Any member that knows factually that this policy is being violated must inform the Evangelist and/or Elders in strict confidence. The goal of the church leadership is to provide all members with the best opportunities for Christ-centered living in the family of God. This requires love, wisdom and an ever- increasing humility.

**This is a policy that must be carefully evaluated annually.**