

ALL SOULS CHURCH POLICIES & PROCEDURE MANUAL

What is a Policies and Procedures Manual?

A Church Policies and Procedures Manual is a reference guide to the functions and operations of the church. It lists routine duties and answers questions that arise as duties are performed.

What Is A Policy?

A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and, under what conditions it is done. Policies also answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same. Where the Church has historically used a certain procedure, that procedure generally will be considered to take precedent over the policy.

What Is A Procedure?

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step-by-step description of the process is used to complete the job.

How are policies and procedures created?

All Souls Church is an independent corporation that is not associated with any specific denomination. To establish itself as a religious nonprofit, All Souls was incorporated and has a Board of Directors ("Board") that manages the corporation.

Governing Documents. All Souls Church policies and procedures are found in the following forms of documents:

Constitution – A Constitution was adopted early in the church and set what the founders saw as the guiding principles and policies for the Church. This can be amended by a vote of the members.

Articles of Incorporation – A legal document that, when filed with the Secretary of State's office, creates a corporation. Items adopted in the Articles can only be amended by a vote of the board and filing Certificate of Amendment with the Secretary of State. The Articles must include certain legal provisions to qualify, as we now do, for nonprofit corporate status.

Filing as a nonprofit corporation with the State but does not convey tax-exempt status. To be tax-exempt, All Souls received approval from the Internal Revenue Service.

As a corporation, All Souls must:

- Complete and file an annual Nonprofit Report to the Secretary of State.
- Have a registered agent for service of legal process.
- Have a Board, not fewer than 3, elected by the members of the corporation.
- Maintain a principal office for the transaction of business of the Church, including its corporate affairs. Ours is 4601 Walkers Corner Road, Scott, Arkansas.
- To continue All Souls' status under the Arkansas Non-Profit Corporation Act for religious purposes, it must be non-profit and non-partisan. This corporation shall not carry on or conduct any activities inconsistent with the corporation being exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1954, as amended. The corporation shall not, except in insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its stated purposes.

The Articles of Incorporation may be changed or amended so long as such change or amendment is not inconsistent with the Arkansas Nonprofit Corporation Act at any Annual Meeting of the congregation by a two-third (2/3) vote of all those present and entitled to vote. If adopted, these Articles may be revised and such change or amendment incorporated in to the body of said Articles. Such revision is to be under the supervision of the Board. Any changes to the Articles must be filed with the Secretary of State's office.

Our Articles were originally filed July 8, 1975, and amended January 17, 1977, September 8, 1977, and February 1, 1999.

By-laws – these are internal documents that can be changed at any time by the Board and are not filed with the Secretary of State. When the corporation was formed, By-Laws were filed with the Secretary of State. It is no longer necessary that they be filed with the State. The latest set of By-Laws was adopted October 8, 2008. The Bylaws may be amended by a two-thirds (2/3) vote of the Board and approved by a two-thirds (2/3) vote of the Congregation.

Resolutions – are documents voted upon by the Board and are typically passed to adopt policy.

Board votes – any item the board votes to adopt.

Amending this Handbook. After adoption by the Board, this Handbook will constitute the current rules and policies of the Church. The Board may make changes at any time by passing a Resolution to change or add a section. Such resolutions should refer to the page and section or sections being changed.

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POLICIES AND PROCEDURES OF ALL SOULS CHURCH

SECTION 1. ESTABLISHMENT OF ALL SOULS CHURCH

Name. The name of this Church shall be All Souls Church of Scott, Arkansas. All Souls Church was established as a Church in 1906.

Creed. Its creed shall be The Apostles' Creed.

Sacraments. The two Sacraments recognized by Evangelical Christendom, Baptism and the Lord's Supper, shall be practiced and administered. Any Christian Baptism, administered in the name of the Holy Trinity, by whatever mode, shall be recognized, accepted or administered. Communion. All Souls offers communion to all believers in Christ.

Interdenominational Church. This church is an Interdenominational church open to all Christians wishing to worship Almighty God. In order that the affiliations of this church shall be such, as, on the one hand, will not interfere with the development of a single church consciousness and a Christian Community Ideal, and on the other hand, will keep in touch with the growing order of Christendom and in harmony with those ideals and convictions which, through the generations, have become contributions of world value; and moreover, that no violence shall be done to the conscience or convictions of any Christian person.

Objectives. The objectives of this congregation shall be:

1. To furnish a place of opportunity for the worship of Almighty God, and offer a Christian Ministry to all of the souls who wish to worship in a spirit of unity and tolerance.
2. To receive, hold and disburse gifts, bequests, devises and other funds for these purposes.
3. To own and maintain or to lease available real estate, buildings and personal property that is necessary for its purposes; to enter into, make and perform contracts of every kind for any lawful purpose, without limit to amount.
4. To do each and every action necessary and proper to carry out the forgoing purposes.

Mission statement - All Souls Church exists to glorify God by helping non-believers and believers become mature, passionate followers of Jesus Christ.

Vision Statement

LOVE, Like Jesus, by offering God authentic worship,
LIVE, like Jesus, by developing life-giving community relationships,
REACH, like Jesus, by expressing faith through Evangelism,
TEACH, like Jesus, by growing discipleship,
SERVE, like Jesus, by using spiritual giftedness in Ministry

SECTION 2. CHURCH MEMBERSHIP

All members of the congregation of All Souls Church are members of the corporation.

Membership. All Souls Church shall receive members in any one of the following manners:

1. A confession of Christ as Savior and Lord, and Baptism administered in the name of the Holy Trinity by mode of immersion or sprinkling, as chosen by the individual in a desire to honor Christ with a Christian life.
2. Transfer of membership from another Church.
3. Statement. Membership records may have been lost. Applicant for membership acknowledges membership in another Church.
4. Affiliate membership. A person may be an affiliate member of All Souls Church by application for affiliate membership and at the same time retain membership in their church. Affiliate members shall be entitled to all the privileges and prerogatives of any other member.

Voting Rights. At meetings of the congregation, those entitled to vote shall be all members of the Church, and all additional persons who routinely worship with the church and contribute, either in service or money, to its support, who have attained the age of twelve years.

Proxy or absentee voting shall not be allowed. The vote on any issue shall be by secret ballot at the request of any voting member. Any questions concerning eligibility to vote shall be finally determined by an immediate vote of the Board.

A majority of those members present shall be necessary to pass, approve or elect on any issue except to amend the Constitution or Article of Incorporation or Bylaws, which require a two-thirds majority.

SECTION 3. PASTOR / MINISTER

The minister shall be an ordained minister, in regular standing, of some Evangelical Christian Church. He may to continue his relation with his own denomination, but in his administration of the church he must show regard for the points of emphasis and affections of the different members, and thus be constructively true to the spirit of the organization.

The Pastor is the spiritual leader of the Church. For more detailed information, see Job Description. The Board shall evaluate the Pastor annually. See Evaluation for details.

The Church expects a pastor to perform all routine duties of a pastor for a small church, including some of the administrative duties. Following is a list of minimum duties the Church expects. While not intended to be an exhaustive list, it attempts to identify some of the primary duties that All Souls Church requires from its pastor.

1. Preaching and Worship. Be in charge of the worship services and preach biblically based and informed sermons. Administer the Sacraments in accordance with All Souls tradition and practice. Conduct weddings, funerals and baptisms as requested. Provide leadership to the Worship Committee. ~~Explore the possibility of creating a second worship service designed to attract and engage additional church members.~~
2. Pastoral Care. Provide spiritual guidance and counseling to individuals and families. Visit the sick at home and in the hospitals and make in-home visits to those unable to attend church services. Contact visitors and prospective members and those who discontinue their normal attendance patterns.
3. Teaching. Teach Bible classes and other study classes. Provide a biblical perspective on issues that come before individuals or the church. Interact with the pre-school, children, and youth ministries.
4. Leadership. Provide spiritual vision and guidance for the church. Be a shepherd. Develop programs and activities in conjunction with the appropriate committees to engage the existing members and attract additional members. Attend meetings of the Board. Provide a biblical perspective on issues and decisions that come before the Board. Provide guidance to leaders, groups, committees, and organizations as requested in the carrying out of their ministerial responsibilities. Is a voting member of the Worship, Christian Education and Outreach Committees and is an ex-officio member of the remaining committees and should participate.
5. Administration. Answer the church telephone. Because All Souls has no paid secretary, the Pastor is responsible for all telephone calls to the church. Supervise all church staff and perform annual evaluations and recommendations for changes in duties and salary adjustments. Use social media (or assure that it is being used) to spread the word about All

Souls Church, including announcements and calendar events. The Pastor should prepare posts and be actively involved in its activities. Coordinate the church calendar and the use of the church's facilities. Assure that accurate membership records are being maintained. Monitor facilities and report problems to the Trustees. Work cooperatively to schedule needed repairs and work. Obtain substitute ministers as necessary and inform Chairman of his absence. Prepare and submit required reports, including expense reimbursement forms and pastoral care reports.

6. The Board performs an annual performance review of the Pastor, with his input, and recommends areas of improvement and salary changes.

SECTION 4. CHURCH GOVERNANCE

A. BOARD OF DIRECTORS ("Board")

Members. The Board shall be composed of seven (7) members of All Souls Church elected by the congregation.

Terms. The terms shall be for three (3) years, with the terms being staggered to maintain continuity of membership. No member of the Board shall be re-elected within one year of the expiration of his/her term.

Officers. The officers shall be a Chairman, Vice-Chair, Secretary and Treasurer.

Chair and Vice-Chair. The Chair and Vice-Chair shall be members of the Board and shall be elected by the Board for one (1) year terms for the following year at the last meeting of the Board each calendar year. The Vice-Chairman will step up to be the chairman after his or her year as Vice-Chairman.

Secretary and Treasurer. The Secretary and Treasurer shall be elected from the congregation for one-year terms at the annual congregational meeting in January of each year. Nothing shall prohibit the Secretary or the Treasurer from being re-elected to succeeding terms.

Powers and Duties. The Board, which derives its authority from the congregation, shall:

1. Oversee the spiritual and material interests of the Church.
2. Receive and dismiss members.
3. Receive, account for, and disburse all funds in all accounts. All Receipts of money and expenditures will be properly recorded, according to accepted accounting principles.
4. Exercise all corporate powers, process all corporate documents, and perform all duties required by civil law and the Arkansas Non-Profit Corporation Act, except those powers expressly delegated to another body by the Articles of Incorporation.
5. Keep correct and complete books and records of accounts and allow inspection by any member for any purpose at any reasonable time.
6. Select the minister for the church with the advice and consent of the congregation.
7. Maintain a record of all members' names and addresses ~~entitled to vote~~.
8. Perform all other duties not specifically assigned to another body by the Article of Incorporation of these bylaws, consistent with the purpose of the church and the Arkansas Non-Profit Corporation Act.
9. In the first quarter of each year, the Board shall appoint a committee, headed by a member of the Council, for the purpose of giving every member of the Church an opportunity to pledge support to the financial needs of All Souls Church for the current year.
10. Appoint Committee members and assure their functioning.

11. Keep records of all the proceedings of its members, Board of Director meetings and committees.
12. Select the member, ascertaining and respecting the desires of the members.
13. Provide reports to the congregation of the board meetings, the committee members and any appointment made by the Board.

Meetings. The Board shall meet on the second Monday evening of each month (or as announced by the Chairman). The Chairman shall set the agenda of the Board. Special meetings of the Board may be called at any time by the Chairman or by a majority of the Directors.

Quorum. A majority of the full membership of a Board shall constitute a quorum in order to conduct business.

Vacancy. Vacancies shall be filled as followed in the following manner:

Chairman, Vice-Chairman. If the Chairman or Vice-Chairman is unable to complete his or her term, the vacancy in the office shall be filled by election by the board from its membership for the remainder of the unexpired term(s). If eligible (as a continuing member of the Board) the appointee may be elected to a succeeding full term.

Board Members, Trustee, Secretary or Treasurer. The Chairman shall appoint a nominating committee to nominate a candidate to fill any unexpired term(s). The committee shall report its nominations to the congregation to be considered along with any nominations from the floor at a special congregational meeting called by the Chairman after a notice of two weeks. An appointment may be elected to a succeeding full term.

If less than one year remains on the term of any elected position, the remaining term of that position may be filled by the Board.

Unexcused absence. If a member of the Board, Trustees, or any other committee shall miss three meetings during a calendar year, or fail to perform their duties, then the Chairman of the Board may at his or her discretion declare a vacancy of that office and the successor shall be appointed as stated above.

B. TRUSTEES

Members. There shall be three Trustees, elected by the Congregation at the Annual Meeting, and qualified according to civil law.

Terms. The term of a trustee shall be for the duration of five (5) years, to serve on a rotating basis and not eligible to succeed themselves for at least two (2) years. As terms expire, new Trustees are to be elected at the regular annual congregational church business meeting. Vacancies will be filled as in Section 4 A above.

Powers and Duties. The Trustee shall perform the following:

1. Hold title according to law of all real and personal property of the church, in trust for the corporation, for the use and benefit of the congregation.
2. Initiate plans for and supervise all repairs and maintenance of church property.
3. Determine and control the purpose for which church property is used, not inconsistent with the Arkansas Non-Profit Act.
4. Acquire, sell, mortgage, or otherwise encumber any of the church's real property as necessary, only upon approval of the congregation.

5. Determine and provide for insurance coverage for all church property.
6. Keep an inventory of all personal property of the church.
7. Hold title to the property for the congregation according to law, to supervise keeping it in repair, and to decide upon & control the purpose for which it is used.
8. Meet as necessary on call of the chair of the committee or the Chairman of the Board.

C. TREASURER

Term. The Treasurer is elected annually by the Congregation and is accountable to the Board.

Powers and Duties. The purpose of the Treasurer is to carry out accounting activities of the congregation including income and revenue, expenses and disbursements, payroll, assets, endowments, memorials and investments. The general duties are as follows:

1. Have a love of God and a commitment to financial stewardship.
2. Be knowledgeable or seek knowledge about church finance and accountability.
3. Oversee and account for assets, endowments & liabilities according to the decisions of the Board, committees and congregation in a reasonable, ethical and legal manner.
4. Comply with financial policies of the Church (see Section 6).

Weekly Requirements (approximately 2-3 hours) are:

- Supervise collection, counting and deposit of contributions; ensuring at least two persons are present during collection and counting.
- Supervise timely payment of ordinary operating expenditures, including payroll. For irregular or non-operating expenditures, obtain permission or approval of the appropriate authority.
- Pick up mail from Post Office and distribute to appropriate individuals.

Monthly Requirements (approximately 8-10 hours):

- Reconcile bank statements to accounts.
- Remit payroll taxes.
- Compile and review financial statements (use QuickBooks software).
- Provide detail financial statements to Board of Director and attend meeting.
- Provide and post summary statements to bulletin board.
- Attend Finance committee meetings as Treasurer, typically held 8 out of 12 months depending on finance committee projects.

Quarterly Requirements (approximately 2-3 hours):

- Report and prepare state and federal tax information, meeting all IRS requirements.
- Supervise timely payment of ordinary operating expenditures, including payroll. For irregular or non-operating expenditures, obtain permission or approval of the appropriate authority.

Annual Requirements (approximately 16-24 hours):

- Assist with financial planning, including preparation of annual budget.
- Prepare year-end tax information to include 1099-Misc, W-2 Forms, state or federal annual filings.
- Prepare statements of giving and distribute.
- Attend and report financial information at annual congregation meeting.
- Supplies: Computer software & hardware necessary to manage financial work will be provided by the church, as will be stationary, postage and other office materials.

D. SECRETARY

Term. The Secretary is elected annually by the Congregation and reports to the Board.

Powers and Duties. The principal focus is to provide secretarial support to the Board.

Regular duties:

1. Take, record, file and distribute the minutes from each regular and special Board of Director's meeting.
2. Maintain list of Board Members, Trustees, Secretary, Treasurer and Pastor to include name, address, phone numbers, email addresses, length of terms
3. Maintain Standing Committees to include positions and names.
4. Prepare and copy agenda prior to each Board meeting.
5. Type and copy weekly Church bulletin.
6. Prepare special service and funeral bulletins when needed.
7. Maintain memorial board plaque.
8. Maintain church membership updates and church directory updates.

Occasional duties

- Annually collect department reports.
- Assist with materials needed for annual congregational meeting.

Skills and requirements

- Knowledge of word processing programs.
- Ability to operate business equipment such as computer, copier, etc.

E. CONGREGATIONAL MEETING

Timing. The Annual Congregational Meeting shall be held on the second Sunday of January or at another time as called by the Chairman. The Chairman of the Board may call meetings at other times with reasonable notice where practical.

Presiding officer. The meeting shall be presided over by the Chairman of the Board or their designee.

Quorum. The Chairman shall determine a quorum. However, in no case shall there be less than twenty-five (25) voting members present when any issue is called.

Agenda. The following business shall be conducted:

1. Election of officers and members of the Board and Trustees (as needed)
2. Annual reports of standing committees.
3. Annual report of Minister.
4. Annual report of Sunday school.
5. Annual Financial Report and presentation of Budget for the coming year.
6. All other business as presented by the Board.

Parliamentary Procedure.

1. The Chairperson will declare a quorum and call the meeting to order.
2. Members may make motions after being recognized by the chairperson.
3. If there are no objections, a member may withdraw a motion that he made. A substitute motion may also be made. A motion must be seconded to go before the meeting for consideration, unless the motion is from a committee. The member who seconds the motion does not need to wait to be recognized by the chairperson. After a motion is

- seconded, the chairperson will repeat the motion and open debate. Debate and discussion will be permitted.
4. The chairperson will recognize members and grant them the floor during debate. Once a member has the floor, another member may not interrupt Debate and discussion will be relevant to the motion. The chairperson will alternate speakers for and against the motion.
 5. Comments during debate must be confined to the question at hand. When debate and discussion are finished the chairperson will close debate.
 6. The motion will then be voted on after debate is complete. The chairperson will restate the motion prior to the vote.
 7. If only one candidate stands for an elected position, the candidate may be elected by acclamation upon motion and second. Contested election and any other measures will be voted on and results announced. A majority of the quorum is required for passage.
 8. After business is concluded the meeting may be adjourned after motion and second and a majority vote of the members.

SECTION 5. COMMITTEES

A. GENERAL PROVISIONS.

Creation. The Chairman of the Board may establish permanent and ad hoc committees, as necessary to accomplish the duties as set out above. Other permanent committees may be formed by Resolution of the Board.

Reports. All committees report to the Board and the Board liaison shall provide a monthly report of its activities to the Board meeting.

Meetings. All standing and ad hoc committees shall meet as necessary on call of the chair of the committee or the Chairman of the Board.

Quorum. A majority of the full membership of a Committee shall constitute a quorum in order to conduct business.

Unexcused absence. If a member of any other committee shall miss three meetings during a calendar year then the Chairman of the Board may at his or her discretion declare a vacancy and a successor shall be appointed.

Vacancy. The committees may make recommendations to the Chairman of the Board who shall fill a vacancy arising during the term of any member of any committee unless otherwise specified.

B. STANDING COMMITTEES: The permanent committees shall include:

1. CHRISTIAN EDUCATION COMMITTEE

Purpose. The Sunday School experience is a critical component to the spiritual health, welfare and being of a growing Christian. A strong Sunday School is evidence of a strong church. The Committee will develop, implement and oversee plans for the spiritual development of the church members and the church ministry in the community, and shall oversee, direct and have charge of all the Christian education programs of the church. It shall fulfill its mission in keeping with the biblical theology and creeds of All Souls Church.

Members. The term of office for the members is one year from September through August. The Committee will have seven voting members:

- a. One current member of the Board,
- b. The current Sunday School Superintendent,
- c. The current Assistant Sunday School Superintendent,
- d. The Minister,
- e. One at-large member of the congregation elected by the Board at any August meeting in which a vacancy occurs from a list of nominations provided by the Committee,
- f. The Youth Ministry Director, and
- g. The Preschool and Children's Ministry Director.

Meetings. At the first meeting of the year, the Committee shall elect officers of Chairman and Secretary for the term of one year to call and preside over the meetings of the committee. The committee will meet a minimum of four times per year. Any member of the committee that has missed three consecutive called meetings, may, at discretion of the committee chair, be replaced on the committee.

Budget. Budgets for the committee will be developed and presented to the Finance Committee annually for approval by the Board.

Report. An annual report from the committee shall be presented to the congregation at the Annual Congregational Meeting.

Sunday School. The Christian Education Committee shall specifically direct the Sunday School program (encompassing all children, youth and adults) and the use of spaces within the Eyrle in order to reach its goals. In order to assist in direction of the program, the Committee shall work to fill the following roles:

- a. Sunday School Superintendent (1-year term), responsible for 1) recommending, implementing and maintaining standing orders for curricula at regular intervals throughout the school year, 2) maintaining weekly attendance and offering records, 3) organizing and orchestrating yearly Promotion Sunday program in August and also Graduation celebrations in May; and 4) recruiting teachers and substitute teachers, as needed, for classes of all ages.
- b. Assistant Sunday School Superintendent (1-year term) responsible for 1) assisting the Sunday School Superintendent with regular duties at the direction of the Sunday School Superintendent, and 2) filling in as needed and upon absence of Sunday School Superintendent.
- c. Nursery Director – See Job Description.
- d. Minister to Preschool and Children - See Job Description.
- e. Minister to Youth - See Job Description.
- f. The following form shall be used when children are participating in outings: Permission Form and Liability Waiver. See Form.

2. LADIES AID DECORATING COMMITTEE

Purpose. The scope of this subcommittee of Ladies Aid is to be responsible for the decorating of the interior of the church facilities and buildings. This shall include ensuring that flowers are provided for worship as needed. This committee shall operate in concert with the trustees to insure that the facilities and buildings are kept in the decorum and ambiance of the current and future structures of All Souls Church.

Members. The committee shall be comprised of all members of Ladies Aid with the Ladies Aid President as Chairman and will meet once per month September- May and as needed June-August. One member of the current Board will serve on this committee as Liaison.

Budget. It will secure funding for the necessary projects that should arise in the course of executing these duties from the Board. It is authorized to secure assistance from any and all members of the church membership to accomplish this task.

Report. This committee has the freedom to act on it's own, if time is of an urgency with respect of preservation of appearance, if it is in jeopardy, but will be required to give explanation and accounting to the Board, if requested.

3. OUTREACH COMMITTEE

Purpose. The scope of the Outreach Committee is to distribute the All Souls Church tithe to the Church's ministry. This tithe is to meet the monetary and physical needs of people. The directive of the tithe distribution, in order of priority, will be; members of the congregation, community area of Scott, then to the needs of people, programs, and organizations beyond the local area.

This committee reports to and is accountable directly to the Board. The operation of this committee is independent of any other committee of All Soul Church.

Members. The Committee will be comprised of seven members. This committee will be comprised of the current Pastor and six others from the All Souls Church membership. The term for the members of this committee will be three years; the Pastor is not term limited. Members may serve for two consecutive terms. After that, the member must remain off the committee for at least one year. An Outreach Committee member may concurrently serve on any other committee or in any other position.

Vacancies. Any vacancies will be filled by the selection of new members by the members currently on the committee. These names will be sent to the Board for approval.

Officers. The officers of this committee shall be Chairman and Secretary. Any member may serve in either of these positions, as elected by the committee. The Chairman will call and preside over the meetings. The secretary will record the activities of the meetings. The secretary will provide to the Board any or all of these recordings, upon request.

Meetings. This committee will meet after the Annual Congregational Meeting, prior to the Board meeting in March. Thereafter, the committee shall meet at least once a quarter. During the first meeting of this committee the members shall elect officers.

Budget. The Finance Committee sets the budget limits of this committee. The amount of money budgeted by the Finance Committee will be ten percent (10%) of the annual church budget (actual unrestricted income), to meet goals of All Souls Church. The Outreach Committee shall attempt to remain within this budget allocation. In the event of a monetary shortfall, the committee may petition the Board for additional monies to address these needs. The Board is the final authority on any requests for additional funds allocations.

Distribution of Funds. This committee must have at least a quorum of the membership vote to distribute funds. The funds will be drawn from the budgeted allocation from the All Souls Church annual budget. The Chairman or the Pastor will present the request for funds to the All Souls Church Treasurer after the committee vote is taken. The Secretary of the committee will record the funding vote in the minutes of the meeting.

4. GARDEN AND GROUNDS COMMITTEE

Purpose. The committee will operate in concert with the Trustees to insure that the gardens and grounds are kept in the decorum and the ambience of the current and future structures of All Souls Church. The scope of the committee is to be responsible for the care and development of the outside presentation, of the grounds of All Souls Church.

Members. The committee shall consist of at least five people. The Board will select the individuals on this committee, as vacancies occur to replace the original members that are currently servicing, from members of the church congregation. The committee shall at its first meeting, elect the officers of Chairman and Secretary for a term of three years. They will preside over, record minutes of meetings, and call for the meeting.

Meetings. The committee shall meet at least once every quarter of the year. The committee has the freedom to act on its own, if time is of an urgency with respect to preservation of appearance, if it is in jeopardy, but will be required to give explanation and accounting to the Board if requested. The Board or the Ladies Aid Decorating committees may call a meeting at any time.

Budget. The Committee will secure funding for the necessary projects that should arise in the course of executing these duties from either donations or from the Board.

Report. The Committee shall report monthly to the Board and Annually to the Congregation at the Annual Meeting.

1. WORSHIP COMMITTEE

Purpose. The Worship committee will be the source of assistance to the Pastor in the execution of the duties of ministries in the church. The committee will be under the direction and control of the Pastor. The Committee shall 1) cooperate with the pastor in planning for the participation of the congregation in the worship services, 2) provide and care for the furnishings, paraments, and sacramental elements for congregational worship, 3) recommend to the Board the observance of special services, and 4) give leadership assignments to the congregation for the carrying out of the same.

Members. The Committee shall consist of:

- (a) Pastor of All Souls,
- (b) Choir Director
- (c) Organist,
- (d) Wedding Coordinator,
- (e) Board Liaison which shall be the Chairman of the Board, and
- (f) 2 members at large.

Meetings. The committee will meet quarterly or as called and shall elect a chairman for the committee at the first meeting of each year.

Budget. It will secure funding for any necessary projects that should arise in the course of executing these duties from the Board. This committee has the freedom to act on its own to address any emergency issues, but will be required to give explanation and accounting to the Board.

The Committee will submit a budget request to the Finance Committee no later than the first of November of each calendar year for the projected expenses for the following year.

Report. The committee will report to the Board. Minutes will be taken during the meeting and presented by the liaison to the Board at the next scheduled meeting.

6. THE FINANCE COMMITTEE

Purpose. The finance committee shall advise and direct the financial programs of the Church, study the financial needs of the Church, and make recommendations to the Board. It shall be the duties of this committee to promote the financial programs of the Church, prepare the proposed annual budget for the Board, establish financial procedures for the Church and review church investments and provide an investment update at the annual congregational meeting. The Committee shall also establish and administer a plan to allow members to pledge financial support for the church on an annual basis.

Members. The finance committee shall consist of five (5) members –

- a. Three members of the congregation selected based upon recommendations from the Finance Committee annually at the first meeting of the Board in January of each year that there is a vacancy,
- b. The Church Treasurer, and
- c. A liaison from the Board.

The term of office shall be three years. The committee shall, on the first meeting of each calendar year, elect the officers of Chairman and Secretary for a term of one year to preside over and call for the meetings of the Finance Committee.

Meetings. The committee shall meet at least once very quarter of the year. The Board may call a meeting at any time deemed necessary.

Budget. The Committee prepares the Annual Budget that is submitted to the Board for approval.

Report. This committee shall answer to the Board through the liaison member that is on the Board.

Report. The Finance Committee will submit a report at the congregational meeting in January outlining the activity related to planned giving for the prior year. This report at a minimum should include a recap of the trust fund investment strategy and fund.

7. PATRICIA STRICKLIN SMITH MEMORIAL GARDEN COMMITTEE:

Purpose. The scope of this committee is to be responsible for the care and development of the Patricia Stricklin Smith Memorial Garden. The duration of this committee is permanent. The committee will cooperate with the trustees to insure the garden is kept in the decorum and ambiance of the current and future structures of All Souls Church.

Members. The committee will consist of at least two members of the Stricklin family, the current pastor, and the current senior trustee.

Vacancy. The committee will select new committee members as vacancies occur.

Meetings. The committee shall elect a chairman for the committee at the first meeting. Minutes will be taken during the meeting and presented to the Board at the next scheduled meeting.

Budget. It will secure funding for any necessary projects that should arise in the course of executing these duties from the Board. This committee has the freedom to act on its own,

to address any emergency issues regarding the preservation of the appearance of the garden, but will be required to give explanation and accounting to the Board, if requested.

Report. The committee will answer to the Board.

8. TECHNOLOGY COMMITTEE

Purpose - The Technology Committee seeks to use technology to improve communication in our congregation and community to help us grow physically, intellectually and spiritually. The scope of this committee is to be responsible for the care and development of technology related items including areas related to computers, video, audio, communication, and security systems.

Members - The committee will consist of at least 2 members, one of which shall be a Trustee, and a liaison from the Board. The committee will recommend new members to the Board as vacancies occur.

Meetings - The committee will meet as needed. The Trustee-member shall Chair the meetings. Minutes will be taken during the meeting.

Budget - The Committee will submit a budget request to the Finance Committee not later than the first day of November of each calendar year for the projected technology programs of the following year. The Committee will secure funding for any necessary projects that should arise in the course of executing these duties from the Board. This committee has the freedom to act on its own to address any emergency issues regarding technology, but will be required to give explanation and accounting to the Board.

Reports – The committee will answer to the Board. The Board liaison will present a report to the Board at the next scheduled meeting following any meeting or action by the committee. The technology committee will prepare a report for the Annual Congregational meeting.

9. HUMAN RESOURCES COMMITTEE

Purpose. The Human Resources committee has no authority to act without approval of the Chairman of the Board or the Pastor. The Human Resources committee exists to assure compliance with employment laws and to advise the Church on human resource issues.

Examples include:

- a. Creating personnel policies to be approved by the Board,
- b. Participating in interviews of candidates for hire,
- c. Participate in counseling sessions when requested or as needed,
- d. Reviewing or creating job descriptions,
- e. Performing background checks on potential hires and those who work with children in the Church.
- f. Tabulate and report the results of the Pastor performance evaluation to the Board,
- g. Review performance evaluations of employees to assure compliance with the law and to recommend action to the Board or the supervisor, and
- h. Recommend salary increases and bonuses to the Board.

Members. The Committee shall consist of two members of the Church with at least one who has human resource or management experience, the Chairman of the Board and the Vice-Chair of the Board.

Meetings. The committee will meet as needed or at the request of the Pastor or the Board.

Budget. The Personnel Committee does not expend funds other than to perform background checks at the approximate current cost of \$45 per person.

Report. The committee will report to the Board. Minutes will be taken during the meeting and presented by the liaison to the Board at the next scheduled meeting.

C. AD HOC COMMITTEES

1. Nominating Committee. A nominating committee shall be elected annually pursuant to the authority of and by the terms of Article IV, Paragraph 3 of the Article of Incorporation. Not less than thirty (30) days prior to the Annual Congregational Meeting of All Souls Church, the Board shall appoint a Nominating Committee which shall be charged with the responsibility for placing in nomination, at the Annual Congregational Meeting, names of persons to succeed Council Members whose terms expire at that time. The Nominating Committee shall be composed of one (1) member of the Council and two (2) members of the congregation.
2. Pastoral Search Committee will be called whenever needed. The pastoral search committee shall consist of three members of All Souls Church elected by the Congregation at a Congregational meeting called with at least two weeks notice.

D. AUXILLARY GROUPS

LADIES AID. Ladies Aid was established in 1909 and is open to any lady in the All Souls Church who is interested in the spiritual growth of the Church and the Community to render assistance, financial and otherwise.

Meetings are held monthly from September through May or as called by the Chair.

Duties include:

- Seasonal Changes of the Altar Paraments
- Prepare for Monthly and Seasonal
- Communion
- Schedule Weekly Altar Flowers
- Purchase and Stock Cold Drinks
- Oversee Purchase of Eyrie Kitchen Supplies
- Oversee and Maintain Order of Eyrie Kitchen
- Prepare and Serve Meals for Bereaved Families
- Continued Care of Flower Gardens
- Liaison with the Board
- Oversee the Decoration of the Buildings
- Decorate for Seasonal Events
- Arrange and Hold Wedding and Baby Showers
- Collect and Distribute Items for Community Projects

SECTION 6. FINANCIAL POLICIES OF THE CHURCH

A. GENERAL POLICIES.

Before any expense on church buildings or grounds is made, it must receive prior approval of the Board.

A standing committee needs Board approval only when the expenditure exceeds money allocated in the budget. Committees should always get at least two bids and a third if needed because the other two bids are very different. All committee chairs must authorize the expense reimbursement forms pertaining to his/her particular committee. In the event that a committee has reached their budgeted amount, additional expense must be approved by the Board.

B. REIMBURSEMENT FOR EXPENDITURES.

The Church will use purchase order and reimbursement forms to request reimbursements for monies spent on church-related activities and/or supplies. This form will provide the person requesting reimbursement, the date of the incurred expense, a description of item(s) purchased and the amount. A receipt or statement verifying the purchase must accompany the reimbursement form. All reimbursement requests must be submitted within 60 days of the incurred expense.

Other miscellaneous monies that are budgeted, such as Youth Group activities, Sunday School, cleaning supplies, etc. all be authorized by the person appointed by the Church to be over these departments as long as the annual budgeted amount is not exceeded. In the event that any department has reached its budgeted amount, the Board must approve additional expense.

The Board must authorize any other expenses and reimbursements that are not included in the church budget.

The Church treasurer will not make reimbursement payments without the properly authorized reimbursement forms.

C. PASTOR REIMBURSEMENT.

The church pastor will be reimbursed for ordinary and necessary business expenses incurred in the performance of his/her responsibilities when:

1. He/she substantiates the amount, business purpose, date and place of the expense.
2. Complete either an expense reimbursement form or a mileage reimbursement form.
3. This substantiation is submitted within sixty days of incurring the expense. The Board will vote to approve the expenses as listed on the Pastor's Expense Report.
4. The Pastor will be responsible to return to the church any amounts received in excess of the substantiated expense within one hundred twenty days of receipt. The church will not report any properly substantiated reimbursement payments as income.
5. The following items are allowable expenses that may be reimbursed -- continuing education, attendance at annual conferences, books, subscriptions, work supplies, vestments and/or any other church business related expense. Mileage reimbursement will be calculated at the current IRS allowable rate per mile. Other expenses may be allowed by a majority vote of the Board.
6. The annual cap for reimbursable expenses will be included in the annual budget and must be approved at the Annual Congregational Meeting.

D. PLANNED GIVING POLICY AND CHURCH FUNDS

Christian stewardship is awareness that everything we have is a gift from God. We are absolute owners of nothing; rather, we are stewards of all we receive and we must use such resources responsibly in our life-long work of service in the Kingdom of God. Stewardship heightens an awareness of responsibilities in the matters of material concern no less than in spiritual endeavors.

All Souls Church encourages its members and friends to think seriously not only about their annual support of the church, but also how to maintain the church's ministry in the long term.

Planned giving supports the mission and vision of All Souls Church. This program will solicit and accept contributions to the All Souls Trust Fund, any active Capital Campaign, or other Directed Funds.

Contributions may encompass cash, wills, life insurance, life income plans (annuities, pooled funds, and trusts), honorariums, memorials, real and personal property.

To avoid any misunderstanding, donors who propose to give gifts that contain designation, restrictions or some potential liability are urged to discuss these issues with the pastor, Board or Finance Committee. The Finance Committee must approve the donation.

Procedures for Encouraging Planned Gifts. The intent of the Planned Giving Policy is to encourage giving. The Finance Committee will periodically provide information to include but not limited to the following:

1. Literature that defines gift giving and how it benefits the church.
2. Planned giving seminars.
3. Information in the church bulletin or newsletter.
4. Information, policy and forms on the church web site.
5. An update at church annual congregational meeting.

Procedures for donating gifts of real property (tangible personal property, real estate, etc.) are found in the Gift Acceptance Policy.

The Finance Committee or other persons acting on behalf of All Souls Church shall in all cases encourage the donor to discuss proposed gifts with an independent legal and/or tax advisor of the donor's choice to ensure the donor receives a full and accurate explanation of all aspects of the proposed charitable gift.

The Funds are:

All Souls Trust Fund: All Souls Church has an established Trust Fund to support the mission and vision of the church. It is not intended for use as general operating expenses. Gifts in any amount may be made to the Fund. While the fund does not have an established minimum principal balance, it is expected that the capital of the fund will be preserved to provide future income at a sustainable level. Request for use of trust funds shall be directed to the Finance Committee for review. The Finance Committee will review the request and forward to the Board along with its recommendation. The Board will have the final decision and notify the requesting party of the decision. Annually, the Finance Committee shall review the investment program with the trustee of the trust fund and determine if changes are necessary.

Capital Campaign: From time to time and to support a specific project, the Board may direct the Finance Committee to organize a capital campaign to raise funds for a specific project. These campaigns should define the purpose as well as active time frame.

Directed Funds: The church will maintain funds for a specific use. The categories available for gift giving include FM) Facilities Maintenance; YC) Youth & Children's ministry; MP) Music Program/Ministry and ST) Staff addition and development. Directed funds are to be used for specific expenses related to their designated purpose. Annually, the budget will define the planned use of these funds and will be approved by the Finance Committee and Board. Any request not approved thru the budget shall be reviewed by the Finance Committee and forwarded to the Board along with its recommendation.

Memorials. Memorial contributions may be directed towards the trust fund, a current capital campaign, or other Directed Funds if total memorials received in memory of the individual exceed \$2,500.00. At an appropriate time, the Church will notify the next of kin or related church member of the memorials received on behalf of their kin. The next of kin of the deceased will have the opportunity to direct the placement of memorial funds. The Board must approve the specific use of a designated memorial. If no direction is requested within 90 days of notice, the memorial funds received will be placed in the trust fund.

Any memorial less than \$2,500.00 will be considered an undesignated memorial. All undesignated memorials will be placed at the discretion of the Board by a majority vote.

Honorariums. Honorarium contributions may be directed towards the trust fund, a current capital campaign, or other Directed Funds if total honorariums received by the individual exceed \$2,500.00. The honoree will receive acknowledgement of the gift. The honoree will have the opportunity to direct the placement of their honorarium funds. If no direction is requested within 90 days of notice, the honorarium funds received will be placed in the trust fund.

E. GIFT ACCEPTANCE POLICY

Purpose. The purpose of this policy is to set forth guidelines and procedures for the acceptance of real property (gifts) from individuals desiring to donate these items to the Church. The following governs the acceptance of these gifts made to All Souls Church.

Restrictions on Gifts. All Souls Church will accept unrestricted real property for specific programs and purposes, provided such property is not inconsistent with our stated mission, purpose, and priorities. We will not accept gifts that are too restrictive in purpose.

Acceptance Committee. The Trustees are charged with the responsibility of reviewing all potential gifts, properly screening and recommending acceptance of the gift to the Board, which will have final authority to approve and accept the gift.

Types of Gifts. The following are examples of acceptable gifts: Tangible Personal Property and Real Estate.

Tangible Personal Property Guidelines. Use the following criteria to determine acceptance of Tangible Personal Property. Examine these gifts in light of the following criteria:

1. Does the property support the mission of ASC?
2. Is the property marketable?
3. Are there any restrictions on the property?

Real Estate. Use the following criteria to determine acceptance of Real Estate, which may include developed and undeveloped property. Criteria for acceptance shall include:

1. Does the property support the mission of All Soul Church?
2. Is the property marketable?
3. Are there any restrictions on the property?
4. What are the "carrying costs" (insurance, property taxes, etc.) associated with the property?
5. Are there any potential environmental problems on the property?

Note: See Planned Giving Policy for contributions that may include cash, wills, life insurance, life income plans (annuities, pooled funds, and trusts), honorariums or memorials.

Miscellaneous: ASC will acknowledge all gifts in compliance with current IRS requirements. It is the donor's responsibility to determine the value of the gift.

SECTION 7. HUMAN RESOURCES

A. POSITIONS

1. Pastor
2. Minister to Preschool and Children
3. Minister to Youth
4. Nursery Director
5. Nursery Worker
6. Organist / Choir Director
7. Wedding coordinator
8. Building Custodian
9. Grounds Maintenance

B. REPORTING STRUCTURE

1. The Board supervises the Pastor, Trustees, Treasurer, Secretary, Standing Committees and Ad Hoc Committees.
2. The Pastor supervises all other positions including Minister to Preschool and Children, Minister to Youth, Choir Director, Organist, Nursery Director, Nursery Workers, Building Custodian, Wedding Coordinator and Grounds Maintenance.

C. SOCIAL MEDIA POLICY

Purpose. The Church wants to ensure that recipients or readers of social media communications do not confuse individual opinions and messages with those of the Church. It is the policy of All Souls Church to focus core Christian beliefs and to allow members to use their own Christian faiths to guide their lives. Because of this unique asset of the Church, you should not engage in communication that does not respect the beliefs of all the people attending our Church.

Whether intended or not, postings, photos and other communication from employees or volunteers in their capacity for the church can be inferred as sanctioned by our Church. Further as a tax-exempt organization, the Church is precluded from engaging in partisan activities.

Examples of harmful communications include information that is fraudulent, unkind, harassing or obscene; posts which endorse political candidates or political causes; anything that could damage the image of the Church; anything that is disrespectful to God, the Church, its members, associates, attendees and employees; or revealing confidential information relating to any church members without authorization.

SECTION 8. FACILITY USAGE

The Pastor shall have supervision over the use of our facilities. Generally, the Pastor should be able to use discretion in deciding which events meet our criteria and the Board empowers the Pastor to make those decisions. If in doubt, the Pastor should bring the issue to the Board for discussion.

Our Church wants to serve as an outreach to the community. These rules are intended to assure that our Church use reflects to the community the love of Jesus.

Nothing here is intended to restrict Church attendance or membership or to reflect a belief that our interdenominational church does not live up to its name – All Souls are welcome here.

SANCTUARY USE

The only approved requests to use the sanctuary must be Christian events. Whether weddings, funerals, or other events, they must be biblically based. The Church only allows marriage when the couple asks that God join their union as a sacrament of marriage. The remaining policies and procedures already in place for weddings at the church still apply.

Funerals are generally for members or those associated with our church or community. The funeral service must be a Christian-based service for it to be held in the Sanctuary.

Other events must be consistent with Christian beliefs and our Church traditions.

EYRIE OR PROPERTY USE

The events held in the Eyrie need not be Christian based but must be consistent with our Christian beliefs and traditions. The Eyrie may be used for scouts, local community events, family events, receptions, and other similar events. Generally, when a member of the Church is the one requesting the use of the facility, the use will be granted consistent with our existing policies. However, good judgment should govern these decisions.

FIREARM POLICY

All Souls Church is a firearm free zone. The carrying or use of firearms on any church property by anyone other than authorized security personnel is prohibited.

ALCOHOL POLICY

All Souls does not allow alcoholic beverages in the Sanctuary or the Eyrie.