

ALL SOULS CHURCH POLICIES & PROCEDURE HANDBOOK

This introduction explains why we have a Policy and Procedure Manual, define some of the terms used, and explain how it was compiled.

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. It was compiled by reviewing all the organizational documents, the minutes of all the Board meetings, and the congregational votes since the beginning of the Church. The policies and procedures were then organized by topic for ease of use and reference.

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 does not convey tax-exempt status. Tax-exempt status was granted by filing and approval from the IRS.

As a corporation, State law requires that All Souls must¹:

- 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 three, 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.²

¹ Ark. Code Ann. §4-28-211

² 1997 Amended Bylaws, Article I

- 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. 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.³

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 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 into the body of said Articles. Such revision is to be under the supervision of the Board.⁴ 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 Board⁵ 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.

³ Bylaws Article II

⁴ Articles of Incorporation Article X

⁵ 1997 Amended Bylaws Article VIII

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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.⁶ All Souls Church was established as a Church in 1906.

Creed. Its creed shall be The Apostles' Creed.⁷

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.⁸

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.⁹ 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.¹⁰

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.¹¹
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.¹²

Mission statement¹³ - All Souls Church exists to glorify God by helping non-believers and believers become mature, passionate followers of Jesus Christ.

Vision Statement¹⁴

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.

⁶ Constitution Art. I

⁷ Constitution Article II

⁸ Constitution Article IV

⁹ 1997 Amended Bylaws, Article I

¹⁰ Constitution Articles XIV

¹¹ Bylaws Article II

¹² Bylaws Article II

¹³ Special Congregational meeting Sept 14, 2008

¹⁴ Special Congregational meeting Sept 14, 2008

SECTION 2. CHURCH MEMBERSHIP

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

Membership.¹⁵ 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. If membership records are not available, the word of the Member regarding their membership in another Church is sufficient.¹⁶
3. Affiliate/Dual 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 another church. Affiliate members shall be entitled to all the privileges and prerogatives of any other member.¹⁷

Voting Rights. At meetings of the congregation, those entitled to vote shall be at least 12 years old and shall include 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.

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.¹⁸

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.¹⁹

SECTION 3. PASTOR / MINISTER

The minister shall be an ordained minister, in regular standing, of some Evangelical Christian Church. He may continue his relationship 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. The Chair of the Board with the Vice-Chair shall evaluate the Pastor at least annually.

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.

- **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.
- **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.

¹⁵ Articles of Incorporation, Article XIV

¹⁶ Modified by congregational vote July 16, 2023.

¹⁷ Bylaws Article III, Section 3 refers to Articles of Incorporation XIV. Modified by congregational vote July 16, 2023.

¹⁸ Board resolution November 2018.

¹⁹ Constitution Article X.

- 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.
- 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.
- 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. Create and copy weekly Church bulletins and special service and funeral bulletins when needed.

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

4.A Board of Directors (“Board”)

Members. The Board shall be composed of six members of All Souls Church elected by the congregation. Members are selected by vote of the congregation and must commit to dedicated attendance and work for the Church throughout their tenure. Members must have served on a Church committee or other commitment prior to being recommended as a Board member.²⁰

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.²¹ The Vice-Chairman will step up to be the chairman after his or her year as Vice-Chairman.²²

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. Secretary and Treasurer are not voting members of the Board.

²⁰ Modified by congregational vote July 16, 2023. After this change, 2 board members will be elected each year.

²¹ Board of Directors Meeting December 14, 2009

²² Board of Directors Meeting, December 14, 2009.

Powers and Duties.²³ 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.²⁴
6. Select the minister for the church with the advice and consent of the congregation.²⁵
7. Ensure that a record of all members' names and addresses is maintained and updated.
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. Appoint Committee members and assure their functioning.
10. Keep records of all the proceedings of its members, Board of Director meetings and committees.
11. Provide reports to the congregation of the board meetings, the committee members and any appointment made by the Board.

Quorum. A majority of the full membership of a Board shall constitute a quorum in order to conduct business.²⁶ In the event of a tie vote, the senior trustee shall vote and break the tie.

Vacancy²⁷ 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 as Chair.

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.²⁸

²³ Bylaws Article IV, Amended Bylaws Article IV, Section 5 2008. Modified by congregational vote July 16, 2023.

²⁴ Articles of Incorporation Article VIII.

²⁵ Articles of Incorporation Article VIII.

²⁶ Bylaws Article VII

²⁷ Modified by congregational vote July 16, 2023.

²⁸ Modified by congregational vote July 16, 2023.

Unexcused absence. Those selected by the Church to serve are expected to regularly perform their duties and attend meeting associated with their appointment. If a member of the Board, 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.²⁹ Likewise Trustees and committee members are expected to attend and perform their duties and may be asked to resign if those duties are not fulfilled.

Meetings. The Board shall meet every other month as scheduled 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 Board.³⁰

The Board adopted Guidelines for Board Meetings as follows:

Scheduled Meetings and Quorum.

A quorum is 3 of the 6 voting members. The Chair can vote.

The vote is the majority of those present and voting.

Open Meetings

All Church meetings are open to members of the Church unless otherwise designated. Members can attend but should ask to be rec organized to speak at the discretion of the Chair.

Notice of meetings with an agenda should be sent in advance to all members of the Congregation generally at least three days in advance of the meeting but no later than twenty-four hours before the meeting in the event of an emergency meeting.

Motions

The Chair can ask for a vote by general consent on issues where there is no expected objection. For example, "Without objection, we will schedule the next meeting on the 3rd Sunday of April." Then, "Hearing no objection, the motion is approved." If any member objects, then the Motion requires a vote.

A motion is a proposal that the entire membership act or take a stand on an issue. The typical order for processing a Motion is:

- 1. Obtain the floor by being recognized by the Chair.*
- 2. Make Your Motion. [A motion may be made by a committee.]*
- 3. Wait for Someone to Second Your Motion. Another member will second your motion or the Chairman will call for a second. If there is no second to your motion, it is lost.*
- 4. The Chairman States Your Motion and opens discussion.*
- 5. The membership then either debates your motion or may move directly to a vote. This is the time for you to speak in favor of your motion, rather than at the time you present it. The mover is always allowed to speak first.*
- 6. If a member wants a change to the original motion, they can ask the Mover to amend the motion. If the Mover agrees, debate continues on the amended motion. If the Mover does not agree, the body must vote on the proposed amendment before voting on the main motion.*
- 7. Close discussion. "Is there any further discussion on this Motion?"*
- 8. Voting on a Motion. The Chairman asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.*

Voting on a Motion:

Most votes will be voice votes. The Chair says, "All in favor." "All opposed." "Any abstain?" The Chair announces that the motion passed, or the motion failed, and the result of the vote is reported in the minutes.

²⁹ Board of Directors Meeting, December 14, 2009. Bylaws Article IV. Modified by congregational vote July 16, 2023.

³⁰ Bylaws Article VII. Modified by congregational vote July 16, 2023.

After the Chair announces the vote, any member may ask for:

- An exact count: a recording of exactly how many members voted for, against and abstained. [A vote to abstain reduces the number of votes toward a majority. For example, we have 6 board members. If 3 vote yes and 3 vote no, the vote fails.]
- A roll call: each member's vote be recorded by name.
- A secret ballot: members write their vote on a slip of paper and is used when secrecy of vote is desired. The Chair or his/her designee counts the votes and announces the result.

Motions generally take a majority of those present and voting to pass. The exception would be any time another percentage of vote is specifically required, as is stated in our Articles of Incorporation, Bylaws and Constitution.

Typical Forms of Motions

Main Motion: Introduce a new item. Motions introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor. Example: I move that we approve the hire of Jan Smith.

Subsidiary Motions: Change or affect how a main motion is handled and are voted on before a main motion. Example: Before we consider hiring Ms. Smith, I move that we get her resume.

Incidental Motions: Provide a means of questioning procedure concerning other motions and have priority. Example: I move that before we consider hiring Jan Smith, we determine whether this requires a recommendation from the human resources committee.

Motion to Table: Takes the motion out of consideration until a vote is taken to take the motion off the table. Example: I move that we table the motion to hire Jan Smith. This vote removes the motion from the agenda of the board unless and until a motion to "take from the table", for reconsideration by the membership is made and passed.

Motion to Postpone: Delays a vote (can reopen debate on the main motion). Example: I move that we postpone the motion to hire Jan Smith until next week.

Motion to Rescind. Typically, the action of a previous vote is changed by making a new motion and voting on the new motion. Example: I vote that we hire Jan Smith.

However, occasionally a board decides it should not have taken a certain vote (example- not having all the facts when it voted or misunderstanding what the vote indicated) and wants to undo its previous vote. In that situation, a person who voted in favor of the motion can move to rescind the vote. If passed, the previous vote has no effect. Example: now that we have the background report on Jan Smith, I move that we rescind the vote to hire her.

Most importantly, BE COURTEOUS.

Tips and Reminders for Chairpersons

The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- The goal is to have meetings that are fair, efficient, democratic, and orderly.
- The Chair should allow all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard.
- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't over command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Motions to postpone can be useful to handle difficult situations.
- Model courtesy and respect and insist that others do the same.

- *Help develop the board's skills in parliamentary procedure by properly using motions and restating members' statements.*
- *Give each speaker your undivided attention.*
- *Keep an emotional pulse on the discussions.*
- *Try to allow a consensus to have the final authority of the group.*

What Is Executive Session And How Does It Work?

The default rule is that everything done by the Board is open to all members of the Church. However, sometimes sensitive issues are not appropriate for public discussion. These can include anything that the Board wants but might include:

- *Employment issues such as performance evaluations, promotion, resignation, discipline, or termination,*
- *Consultation with an attorney about litigation or options for action,*
- *Concerns about other Board members or employees,*
- *Meeting with an auditor or other concerns about management of finances,*
- *To discuss the reputation, character, physical condition or mental health, or professional competence of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a member, employee, staff member or individual,*
- *To investigate charges of criminal misconduct or to consider filing criminal complaints, or*
- *To investigate allegations of discrimination or harassment.*

Executive Session

A meeting may be called by the Chair for the purpose of Executive Session, or it may be made by motion during an open meeting. If made by motion, the general purpose must be stated. For example, "to discuss a personnel matter" or "to investigate a complaint." The motion must be seconded and passed. Even if the whole purpose of a called meeting is to have an Executive session, the meeting should be opened as a general meeting and notice should still be given to the congregation.

Procedure:

1. *The Chair opens the Board meeting.*
2. *If the Chair announces Executive Session, no motion is needed. Otherwise, a motion is made to go into executive session. It is seconded and passed.*
3. *All non-board members leave unless specifically asked to stay. Specific individuals can be called into executive session for a specific purpose. For example, the treasurer might need to be there for questions about the budget or expenses.*
4. *Discussion occurs. No minutes are taken. No action should be taken, or vote taken during executive session – only discussion to decide if a vote needs to be taken.*
5. *The Chair announces the end of Executive Session. "without objection, we will adjourn Executive Session and return to the Board meeting."*
6. *The Board meeting is called back into session and the Chair invites anyone present who was excluded back into the meeting.*
7. *The general results of the Executive Session are recorded in the minutes. For example, no action was recommended." Or the report can be very specific, "after discussion in Executive Session, the Board decided to share its findings as follows." And then state the findings.*
8. *Any vote needed is taken in the Board meeting. If of a sensitive nature, the vote can be vague. For example, if the discussion was that there is evidence of financial mismanagement, the motion could be to appoint a 3-person committee to investigate the matter discussed in executive session and report back to the board. It need not specify what the committee is investigating. Or it can be specific, for example, "Based on our findings, I recommend we fire our accountant for financial mismanagement."*
9. *That vote is taken and recorded in the minutes.*

Minutes: *The minutes of the board meeting might state that the vote to go into executive session was made, seconded, and passed. The next thing in the minutes is that the Board returned from executive session. Then the minutes continue with any other actions taken.*

4.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 three (3) years, to serve on a rotating basis. As terms expire, new Trustees are to be elected at the regular annual congregational church business meeting.³¹ Vacancies will be filled at a congregational meeting after recommendations of the Nominating Committee.

Powers and Duties³². 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 church³³.
7. Hold title to the property for the congregation according to law, to supervise keeping it in repair, and to decide upon and control the purpose for which it is used, including responsibility for the cameras and other security of the Church.³⁴
8. Meet as necessary on call of the chair of the committee or the Chair of the Board.
9. At least one Trustee should attend each Board meeting.

4.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.

³¹ Annual Congregational Meeting 10/10/1999; Amended Articles of Incorporation Article V, paragraph D. Modified by congregational vote July 16, 2023.

³² Bylaws Article V

³³ Added September 8, 2008, Board of Directors Meeting

³⁴ Constitution Article VI (A). Modified by congregational vote July 16, 2023.

4. Comply with financial policies of the Church.
5. Weekly Requirements (approximately 2-3 hours) are:
 - a. Supervise collection, counting and deposit of contributions; ensuring at least two persons are present during collection and counting.
 - b. Supervise timely payment of ordinary operating expenditures, including payroll. For irregular or non-operating expenditures, obtain permission or approval of the appropriate authority.
 - c. Pick up mail from Post Office and distribute to appropriate individuals.
6. Monthly Requirements (approximately 8-10 hours):
 - a. Reconcile bank statements to accounts.
 - b. Remit payroll taxes.
 - c. Compile and review financial statements (use QuickBooks software).
 - d. Provide detail financial statements to Board of Directors and attend meeting.
 - e. Provide and post summary statements to bulletin board.
 - f. Attend Finance committee meetings as Treasurer, typically held 8 out of 12 months depending on finance committee projects.
7. Quarterly Requirements (approximately 2-3 hours):
 - a. Report and prepare state and federal tax information, meeting all IRS requirements.
 - b. Supervise timely payment of ordinary operating expenditures, including payroll. For irregular or non-operating expenditures, obtain permission or approval of the appropriate authority.
8. Annual Requirements (approximately 16-24 hours):
 - a. Assist with financial planning, including preparation of annual budget.
 - b. Prepare year-end tax information to include 1099-Misc, W-2 Forms, state or federal annual filings.
 - c. Prepare statements of giving and distribute.
 - d. Attend and report financial information at annual congregation meeting.
9. Supplies: Computer software & hardware necessary to manage financial work will be provided by the church, as will be stationary, postage and other office materials.

4.D. Secretary³⁵

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.

1. Regular duties:
 - a. Take, record, file and distribute the minutes from each regular and special Board of Director's meeting.
 - b. Maintain list of Board Members, Trustees, Secretary, Treasurer and Pastor to include name, address, phone numbers, email addresses, length of terms.
 - c. Maintain Standing Committees to include positions and names.
 - d. Prepare and copy agenda prior to each Board meeting.
 - e. Maintain memorial board plaque.
 - f. Maintain church membership updates and church directory updates.

³⁵ Adopted February 15, 2010

2. Occasional duties
 - a. Annually collect department reports.
 - b. Assist with materials needed for annual congregational meeting.
3. Skills and requirements
 - a. Knowledge of word processing programs.
 - b. Ability to operate business equipment such as computer, copier, etc.

4.E. Congregational Meeting

Timing. An 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.³⁶

Agenda.³⁷ 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 Procedure³⁸.

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.

³⁶ Bylaws Article VI

³⁷ Bylaws Article VI

³⁸ Board minutes October 2008

8. After business is concluded the meeting may be adjourned after motion and second and a majority vote of the members.³⁹

SECTION 5. COMMITTEES

5.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.⁴⁰

Membership. The Committee shall make recommendations to the Board for membership and members will be voted on by the Board. Committee members must be a member of the Church and must actively attend.

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

Budget. All committees are required to submit a proposed budget for the upcoming calendar year as requested by the Finance Committee. The exception to this is the Outreach Committee whose budget is set. Committees are expected to make diligent efforts to stay inside their budgets. Additional expenditures must be approved by the Board.

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.⁴¹

Quorum. A majority of the full membership of a Committee shall constitute a quorum in order to conduct business.⁴²

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.⁴³

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.

5.B. Standing (Permanent) Committees

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 conducted by the Church or held in the facilities the Church⁴⁴. 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 three years from September through August. The Committee will have seven voting members:

- a. A liaison from the Board,
- b. The current Sunday School Superintendent,
- c. The current Assistant Sunday School Superintendent,
- d. The Minister,

³⁹ Bylaws Article VI

⁴⁰ Bylaws Article IV. Modified by congregational vote July 16, 2023.

⁴¹ Bylaws Article VI. Modified by congregational vote July 16, 2023.

⁴² Bylaws Article VII

⁴³ Board of Directors Meeting, December 14, 2009. Bylaws Article IV

⁴⁴ Modified by congregational vote July 16, 2023.

- e. One at-large member of the congregation elected by the Board 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.

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 Eyrie 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 (3-year term, can serve 2 consecutive terms then must not serve for a year)⁴⁵, 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 (3-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
- d. Minister to Preschool and Children
- e. Minister to Youth

2. Outreach Committee⁴⁶

Purpose. The scope of the Outreach Committee is to distribute the All Souls Church tithe to the mission'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, the 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.

Members. The Committee will be comprised of five (5) members, including:

- 1. The current Pastor,
- 2. A liaison from the Board, and
- 3. Three (3) 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.

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 a copy of the minutes to the Board and any or all of these recordings, upon request.

⁴⁵ Approved Board meeting 6/11/23

⁴⁶ Resolution Amended 12/8/08. Modified by congregational vote July 16, 2023

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 (budgeted Church offerings), to meet the mission 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 Secretary of the committee will record the funding vote in the minutes of the meeting. The Chairman or the Pastor will present the request for funds to the Treasurer along with a copy of the minutes reflecting the vote of the committee.

3. Garden Committee [This Committee has not existed for several years and an effort needs to be made to create one in 2024.]

Purpose. The committee will operate in concert with the Trustees to ensure 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 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.

4. 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.⁴⁷ 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. Music Director,
- c. Wedding Coordinator,
- d. Board Liaison which shall be the Chairman of the Board, and
- e. 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.

⁴⁷ Board meeting May 18, 1997. Modified by congregational vote July 16, 2023

Budget. 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.

5. 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.⁴⁸

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

- a. Three members of the congregation selected based upon recommendations from the Finance Committee and appointed by the Board annually at the first meeting of the Board in January of each year that there is a vacancy,
- b. The Church Treasurer, and
- c. The Vice-Chair will be the 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 Committee or 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.⁴⁹

Annual Congregational Meeting. 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.

6. Patricia Stricklin Smith Memorial Garden Committee⁵⁰

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 ensure 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. The committee collects funds from those commemorating a loved one in the garden. It will generally use those funds, but it may request additional funding from the Board for any necessary projects that should arise in the course of executing these duties. 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.

⁴⁸ Bylaws Article IV. Modified by congregational vote July 16, 2023

⁴⁹ Resolution 1996, amended Feb and March 2009

⁵⁰ Board Resolution 1/1/18

7. 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.

8. Human Resources Committee⁵¹

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.⁵²
- 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 on an as-needed basis.

9. Ladies Aid and Ladies Aid Decorating Committee⁵³

Ladies Aid is an axillary committee of the Church. It 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. Members are invited to pay annual dues to support this work.

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

⁵¹ Citation?

⁵² Board Minutes March 11, 2008

⁵³ Original resolution Approved May 18, 1997; Revised: March 13, 2006; July 13, 2009, and Feb 8, 2016.

- Prepare and Serve Meals for Bereaved Families
- 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

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 ensure 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 its 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.

5.C. Ad Hoc Committees⁵⁴

Ad hoc committees are those committees created for a specific purpose and are disbanded once that purpose is fulfilled.

1. Nominating Committee

A nominating committee shall be elected annually by the Congregation. 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, a name for each position to succeed Board Members whose terms expire at that time. The Nominating Committee shall additionally place in nominations an individual for each open position for Secretary, Treasurer, and any open Trustee position. The Nominating Committee shall be composed of the Vice Chair of the Board and two (2) members of the congregation nominated by the Board and approved by the Congregation.⁵⁵

The Nominating Committee shall:

Prayerfully consider the needs of the Church at the time of the election,
Solicit and accept nominations from members of the Congregation,
Determine compliance with any requirements for the positions before selecting a name,
Discuss with the potential nominee the requirements of the position and determine their willingness to serve before putting forth a name.

2. Pastoral Search Committee

A pastoral search 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.

⁵⁴ Temporary committees to address a specific issue or project that automatically disbands after their mission is complete.

⁵⁵ Annual meeting January 6, 1961. Modified by congregational vote July 16, 2023

SECTION 6. FINANCIAL POLICIES OF THE CHURCH

6.A. General Policies

Before any expense on church buildings or grounds is made, it must receive prior approval of the Board.⁵⁶

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.⁵⁷ 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.

6.B. Reimbursement for Expenditures⁵⁸

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. al 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.

6.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.

⁵⁶ Minutes March 1960

⁵⁷ Spending limits policy dated May 12, 2008.

⁵⁸ Adopted by the Board March 8, 2004.

6.D. Planned Giving Policy⁵⁹ 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.

⁵⁹ Congregational Meeting 9/29/09, amended Board meeting 2/28/18.

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 in the trust fund.

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.

6.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

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

Reporting Structure

The Board supervises the Pastor, Trustees, Treasurer, Secretary, Standing Committees and Ad Hoc Committees.

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.

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 USAGE⁶⁰

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. A facility use document is in the Church office. It should be completed and approved by the Pastor and the Trustees. 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.

⁶⁰ Memorandum of Guidance dated February 7, 2016

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. 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.⁶¹ All Souls does not allow alcoholic beverages in the Sanctuary or the Eyrie.

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.

⁶¹ Resolution 5/23/13

EXHIBIT A
Reimbursement for expenses

Exhibit B
Building Use Form

Exhibit C
Wedding Policy

Exhibit D
Patricia Strickland Garden Policy