

# Kenmore Alliance Church Policies and Procedures



**Updated 9/06**

## Table of Contents

	Page #
Contents & Preamble	3
Mission Statements	4
KAC Flow Chart	5
Pastoral Job Descriptions	6-9
Staff Job Descriptions	10-12
Staff Policies and reviews	13-14
Pastoral Transition Policy	15
Responsibilities of Membership	16
Recruitment Procedures	17
Job Descriptions of Church Offices	18-25
Disbursement of Funds	26
Church Benevolent Fund Guidelines	27
Regulations Ministry Support of Missionary Candidates and Projects	28
Personal Safety Procedures	29-30
Child Abuse Protections and Procedures	30-32
Church Use Form Events	33
Church Use Form Weddings	34
Guidelines for Building Use Weddings	35
Van policy	36

### Preamble

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

# **Kenmore Alliance Church MISSION STATEMENT**

We as a church, as families and as individuals  
need to be **prayerful dependent**,  
**biblically focused** and  
**holistic in our worship**.

As we **reach the lost**,  
**build the believer**, and  
**train the worker**, all in an  
**atmosphere of love**.

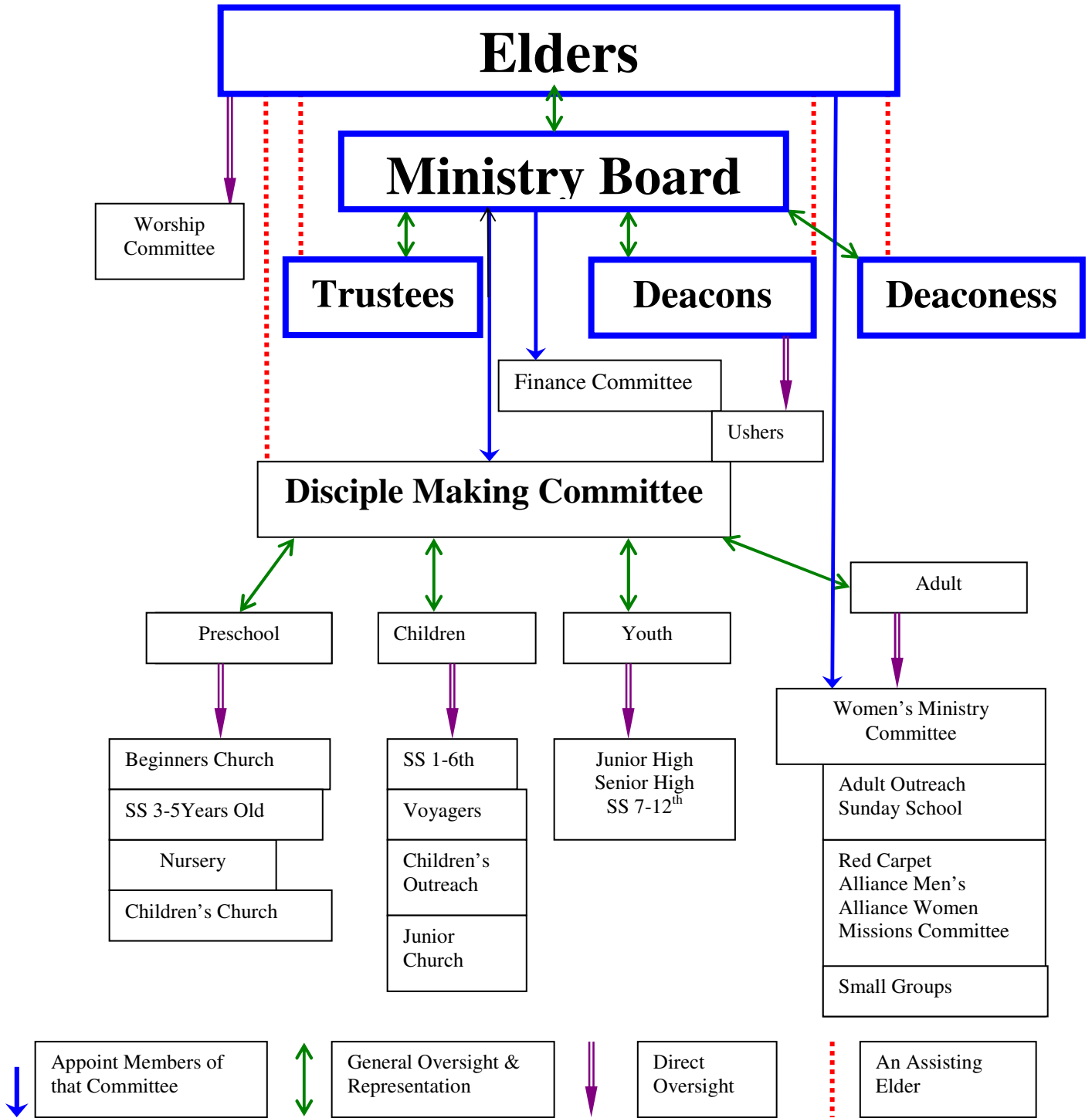
## **The Christian and Missionary Alliance MISSION STATEMENT**

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

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

# Kenmore Alliance Church Flow Chart

To try and help our church be more effective in the caring for the needs of our people, the following is a trial flow chart. Any questions or comments need to be expressed to the pastors/elders or Governing Board



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

Blue outline box means they are elected by the congregation at the annual meeting

## Senior Pastor Job Description

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

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

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

- Discerns God's vision for the church and with Elders verifies and clarifies the vision before it is presented to the church or implemented in any program.
- Is responsible for the content and order of the Sunday AM service, in consultation with the Elders.
- He is primarily responsible to develop the leadership core of the church in the growth of their spiritual and ministry skills.
- Serves as the executive officer of the church, coordinates all ministries, manages all employees and their work schedules so that the church is an efficient operation.
- Serves as an ex-officio member of all committees as the constitution specifies.
- Is chairman of the Ministry Board if he chooses.
- He is an elected Elder. Serves as the chairman of the Elder Board.

1Timothy 5:17 The elders who direct the affairs of the church well are worthy of double honor, especially those whose work is preaching and teaching.

He is also responsible to do the following.

- Be available to people at the church and in their homes for counsel and guidance in the Christian Life.
- Attend church activities and committee sessions sufficiently to be aware of those ministries and insure that they contribute to a holistic ministry.
- Represent the church by being visible in the community for public relations reasons.
- Represent the church at all denominational meetings.

## Youth Pastor Job Description

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

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

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

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

He also is responsible to do the following.

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

## Assistant Pastor of Worship

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

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

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

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

He also is responsible to do the following.

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

## Family Pastor Job Description

### Adult Disciplemaking

- Oversee Adult Sunday School.
- Be regularly teaching Sunday School
- Adult Small Group coach and trainer.
- Help coordinate Alliance Women, Alliance Men, Deacons, and Deaconesses ministries.
- Assist Red Carpet Ministry in following up for visitors & helping new people plug in.
- Assist in the recruiting and gift matching of workers so KAC adults can find a ministry to exercise their spiritual gifts and talents in.
- Encourage the development of Discipling relationships and skills among KAC adults.
- To be a resource for parents in the area of discipling and raising children.

### Children's Ministry

- To come along side Children's and preschool coordinator and assist them in developing and implementing an overall strategy for disciple making among our children.
- To be a resource for training and materials for the Children's ministry.
- To be an Elder representative in dealing with difficult worker or children issues.

### Outreach Coordinator

- Assist and train teams of KAC people in planning Outreach Events.
- Develop a big picture strategy for KAC Outreach. Carefully balancing Cultivating Planting Reaping Events.

### Committees

- Ministry Board(non-voting member)
- Elder Board
- Disciplemaking Committee Adult Age Level Coordinator

The following **Family Pastor** is accountable to ...

- District and Denominational leadership in matters of Licensure, Doctrine, Denominational objectives, and personal integrity.
- the Senior Pastor in day-to-day operations and in any interpretation of Church policies.
- the Ministry Board in Business and Church government issues
- the Elders in Spiritual, Ministry and People concerns of the church.
- He will undergo an annual job review by the Elders.

### He also is responsible to do the following...

- Be available to people at the church and in their homes for counsel and guidance in the Christian Life with particular emphasis on family issues.
- Accepts general ministry assignments from the Senior Pastor when these benefit the church generally and when these do not adversely effect his primary assignments.
- Growing spiritually, by taking time to develop a deepening walk with Christ.
- To tend to the spiritual and emotional needs of his family.

## Pastoral Assistant/Bookkeeper

### Pastoral Assistant Responsibilities

Answer phones

Open mail

Read and respond to emails

Prepare prayer sheet

Set up appointments/maintain calendar

Make pastoral care phone calls

Preliminary assessment of needs (“front-line” person)

Consultation

Research

Maintain records of church family activity (membership, baptisms, dedications, marriages, funerals, etc.)

### Bookkeeping Responsibilities:

#### **Daily to Weekly:**

Write checks for bills and/or reimbursements

File receipts

Mail or distribute checks

Semi-monthly:

Payroll processing – entering data into checking account register

#### **Monthly:**

Log financial receipts from the counters' sheet to the checking account register

Reconcile credit card statement with submitted receipts; categorize and pay bill

Annually:

Prepare the annual reports (church, district & national reports)

#### **As Needed:**

Assist the church treasurer/assistant treasurer

Place orders for supplies

Run financial reports for treasurer and ministry leaders

Contact person for payroll service

Yearly tax filings

Insurance audits

## Church Office Administrator

### Part Time Position – Wednesday and Friday

#### Phones

- Answer phones, route calls and requests.

#### Church Office Emails

- Read and respond to any emails to the church office.

#### Church Bulletin

- Prepare the Sunday bulletin, including inserts.

#### Church Calendar

- Oversee the scheduling of events, rooms and resources.

#### Church Directory

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

#### Intouch Cards

- Receive Intouch cards.
- Send visitor letter(s).
- Update church directory using Intouch card information.
- Advise treasurer of request for offering envelopes.
- Prepare report of prayer request and praises from Intouch Cards for staff.
- Prepare Intouch card contact report indicating request made, by whom, ways to contact, action taken, and follow-up for staff.

#### Welcome Center & Church Bulletin Board

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

#### Projects

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

## CUSTODIAN RESPONSIBILITIES

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

### **Monday, Wednesday & Saturday**

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

### **Monday**

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

### **Saturday**

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

### **Monthly**

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

### **Occasional (or as needed)**

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

# KENMORE ALLIANCE CHURCH

## Staff Vacations and Holidays

### A. Work Week

The Church will keep regular hours. It is expected that the pastors will set aside one and one half days per week for himself and family and will inform the Ministry Board of these days. In turn, the Ministry Board will attempt to keep that day free of meetings, etc. that would require the pastors' participation.

Church staff:

- (a) Secretary – the work week will be set by the Senior Pastor in consultation with the Ministry board.
- (b) Custodian – the work week will be set by the Senior Pastor in consultation with the Ministry board.

### B. Vacations

Pastors and full time church staff are eligible for paid vacation. The Senior Pastor is accountable to the Ministry Board for his vacation time all other staff are accountable to the Senior Pastor. Vacation Days will only be deducted from days that are worked in a normal work week. Normally a person must wait six months to be eligible for vacation, although the Ministry Board may approve exceptions. On a staff members anniversary any unused vacation days, up to seven days, may be carried into the next year. The schedule of paid vacation weeks based on years of service (in the Alliance) follows:

**1 – 5 years of service 11 Days    6 – 15 years of service 16.5 Days    16-25 years 22 Days    26 years or more 27.5 Days**

The Secretary shall receive the equivalent of two weeks worth of hours of paid vacation a year until their sixth year and then receive three weeks of hours.

### C. Holidays:

Nine paid holidays will be granted each year. These days will normally include the following:

New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve – ½ day, Christmas Day, New Year's Eve – ½ day

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

### D. Sick Leave:

Absence for illness and time off to visit the doctor or dentist will be charged to sick leave. Five sick days (non accumulative from year to year) will be granted.

### E. Personal Days:

Personal days are available for handling personal business, family illness, or other special needs. Payment for such absences should not be considered a right nor should such absences be considered additional paid vacation. The granting of personal days is as follows:

#### 1. Pastors:

Since the pastoral staff works at a minimum of five and one-half days per week in addition to required evening meetings and being on call 24 hours per day, certain personal matters will necessitate handling during business hours. A maximum number of personal days for this have not been set but such personal time must be approved at the discretion of the senior pastor.

#### 2. Church Staff:

Up to two personal days per year will be granted upon the approval of the senior pastor.

### F. Funerals:

In the event of a death in the close family member, three days leave of absence will be granted. The close family member is defined as a parent, sibling, grandparent, Parent-in-law. In extreme or unique situations the Ministry Board can grant extended time.

### G. Pastors' Time Away for Ministry/Training:

C&MA obligations such as Council, District Prayer Conference, Pastors' Retreat, camp and committee work will not be considered personal or vacation time. In addition approved seminars and training may be attended without loss of vacation. Requests for special ministries outside the church must be submitted to the Ministry Board for approval.

## **STAFF SALARY REVIEW PROCEDURE**

### **Kenmore Alliance Church**

#### **Senior Pastor**

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

#### **OTHER MINISTERIAL STAFF**

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

#### **SECRETARIAL, OFFICE AND CUSTODIAL STAFF**

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

#### **FREQUENCY OF THIS PROCEDURE**

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

## **REGULATIONS FOR EMPLOYMENT AND TERMINATION OF A MEMBER OF THE PASTORAL STAFF**

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

### **Calling of a Senior Pastor**

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

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

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

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

### **Calling of a Member of the Pastoral Staff**

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

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

### **Employment of Office Staff**

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

### **Termination of a Pastoral Staff Member**

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

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

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

## RESPONSIBILITIES OF MEMBERSHIP

To become a member of Kenmore Alliance Church is to say that you willingly place yourself under the spiritual authority of the eldership of Kenmore Alliance Church, and allow your life and conduct as a believer to be accountable to this local body of Christ. A person's relationship with GOD is very personal and yet there is a crucial corporate element. This list is neither exhaustive and it is not a legalistic code for holiness. It is merely guidelines we voluntarily agree to work within so we are unified as a local body of Christ.

Members agree:

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

## Recruitment Procedures

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

Before the individual volunteer is contacted for a specific task, the possibility of his/her service shall be approved by use of the following procedure.

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

In cases where children, youth or developmentally disabled adults are to be supervised by volunteers, the formal application, The Worker Screening Form, will be completed by the volunteer and filed with appropriate records of the church before his service begins.

Personal references may be requested and contacted. Permission for the church to conduct a criminal records check may also be requested.

## Elder Job Description

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

An Elder must:

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

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

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

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

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

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

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

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

The following Scripture portions apply to elder ministry.

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

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

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

## Deacon Job Description

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

A deacon must:

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

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

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

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

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

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

### Here are Scripture having to do with Deacon ministry.

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

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

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

## Deaconess Job Description

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

Each area has certain responsibilities yet all deaconess must:

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

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

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

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

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

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

Here are Scripture having to do with Deaconess ministry.

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

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

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

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

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

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

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

## Trustee Job Description

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

To be a Trustee one must;

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

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

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

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

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

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

## Women's Ministry Committee

### Why?

Kenmore Alliance Church realizes that the Elders cannot and should not be mentoring and discipling women. We also realize that women can reach women very effectively with gender specific events. We have created this committee to do these tasks.

### How?

The Women's Ministry Committee will be appointed in January by the Elders in consultation with the previous years chairperson. They will serve one year and any vacancies filled or additions can be made with approval of the Elders. For coordination of facilities, budget, and integration with larger church ministry the WMC will administratively answer to the Adult Coordinator of the Disciplemaking Committee. All other issues they may refer directly to the Elders.

### What?

Purpose the Women's Ministry Committee is to...

- 1) Partner with the women of the church in helping them reach the lost in their life. The WMC will do this by planning Outreach event(s) and providing training in the skills needed to help them to reach out and disciple women.
- 2) Disciple the women of the church who desire a deeper walk with Christ through mentoring relationships and training events. This may often entail plugging women and their families into existing church ministries.
- 3) Provide times for women to interact with each other to build close relationships that will reap spiritual benefit.
- 4) Be a resource for the pastors & Elders for counseling, follow up, and alter prayer of women.

## **Director of Disciple Making Ministries**

The Director of Disciple Making Ministries shall be a member of Kenmore Alliance Church and is appointed by the Ministry Board of the Church. The DMM Director shall:

1. Schedule and preside at meetings of the DMM Committee.
2. Serve as the DMM Committee's representative on the Ministry Board of the Church, unless for appropriate reasons he is unable to serve. In such cases a member of the committee may serve.
3. Encourage training and provide supervision to the members of the DMM Committee in their age-level responsibilities.
4. Give oversight to the total DMM ministry and to its annual budget process.
5. Keep the Senior Pastor apprised of any issues in the Disciple Making Ministries Ministry that may need his attention.

The Director of Disciple Making Ministries is amenable to the Ministry Board of the Church and in smaller, day to day matters to the Senior Pastor.

### **Age-level Coordinator Nursery – Kindergarten**

The Nursery Coordinator is appointed by the Ministry Board of the Church and is responsible for all ministries to children from Birth through Kindergarten. This coordinator shall:

1. Recruit, train and assign to their tasks all workers for these ministries;
2. Budget, in coordination with other DMM Committee members and supervise spending for this age-level's ministries;
3. Find appropriate curriculum and submit it for approval to the DMM Committee.
4. Establish suitable guidelines for the operation of nursery and child-care programs.
5. In coordination with the trustees will update and maintain facilities directly related to the age group.

The Nursery Coordinator is a member of the Disciple Making Ministries Committee and is amenable to the Director of Disciple Making Ministries (if there is one) and to the Ministry Board of the Church through the Disciple Making Ministries Committee's representative there.

### **Age-level Coordinator First - Fifth Grade**

The Age-level Coordinator is appointed by the Ministry Board of the Church and is responsible for all ministries to children First through Sixth grades. This coordinator shall:

1. Recruit, train and assign to their tasks all workers for these ministries;
2. Budget, in coordination with other DMM Committee members and supervise spending for this age-level's ministries;
3. Find appropriate curriculum and submit it for approval to the DMM Committee.
4. Establish suitable guidelines for the operation of all ministries in this age-level.

The First - Sixth Coordinator is a member of the Disciple Making Ministries Committee and is amenable to the Director of Disciple Making Ministries (if there is one) and to the Ministry Board of the Church through the Disciple Making Ministries Committee's representative there.

## **Age-level Coordinator Sixth - Twelfth Grade**

The Age-level Coordinator is appointed by the Ministry Board of the Church and is responsible for all ministries to young people Seventh through Twelfth grades. This coordinator shall:

1. Recruit, train and assign to their tasks all workers for these ministries;
2. Budget, in coordination with other DMM Committee members and supervise spending for this age-level's ministries;
3. Find appropriate curriculum and submit it for approval to the DMM Committee.
4. Establish suitable guidelines for the operation of all ministries in this age-level.

The Seventh - Twelfth Coordinator is a member of the Disciple Making Ministries Committee and is amenable to the Director of Disciple Making Ministries (if there is one) and to the Ministry Board of the Church through the Disciple Making Ministries Committee's representative there.

## **Age-level Coordinator for Adults**

The main purpose of the Adult Discipleship ministries is to see people grow closer to Christ. I Thess. 4:3a *"It is God's will that you should be sanctified..."* The people of KAC are lead to grow deep roots in the word and understanding of the person of Christ, through teaching.

The Age-level Coordinator is appointed by the Governing Board of the Church and is responsible for all ministries to Adults. This includes supervision of Adult Sunday School, Adult Small Groups and other Adult fellowships. However, the scheduled, public services of the church are exempted from this responsibility. This coordinator shall:

1. Be a person of prayer and bible study.
2. Be able to teach the Bible: The Bible is the source of eternal truth given by God to humanity.  
The Bible is the measure of all moral and spiritual teaching.
3. Be able to lead open-ended discussions.  
\* To be able to teach other Adults these skills in order to free them for ministry.
4. Recruit, train and assign to their tasks all workers for these ministries;
5. Budget, in coordination with other D.M. Committee members and supervise spending for this age-level's ministries;
6. Find appropriate curriculum and submit it for approval to the D.M. Committee.
7. Establish suitable guidelines for the operation of all ministries in this age-level.

The Adult Coordinator is a member of the Discipleship Making Committee and is amenable to the Director of Christian Education (if there is one) and to the Governing Board of the Church through the Discipleship Making Committee's representative there.

## Usher Job Description

Serving as an Usher at Kenmore Alliance Church is a *ministry* in the purest sense of the word. This ministry entails all aspects of the physical well-being of people - from seating to climate control, and minimizing interruptions to the service. God is here in His Holy Spirit. We want to cooperate with His working by fostering an environment of worship in which His people can focus on what He has to say during this critical hour.

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

1. **Arrive ahead of time.** You are encouraged to pray before beginning your morning ministry. Arrival time is 8:15 AM for the 8:30 AM service; 9:45 AM for the 10:00 AM service; and 11:15 AM for the 11:30 service.

2. **Be alert to the needs of people as they arrive.** This may involve helping with wheelchairs, holding doors open, etc.

3. **Distribution of bulletins and handouts.** This normally should be done at the doors as people enter the sanctuary. Also be available in the event that the speaker has a handout for the congregation during the service.

4. **Door control and seating latecomers.** The main sanctuary doors should be propped open until 8:25 AM, 9:55 AM and 11:25 AM for each service respectively, then closed in preparation for the beginning of the service. If a large number of people are in the process of entering the sanctuary, one door may be kept open until this line subsides. Doors should be kept closed and monitored during the service. Latecomers should be seated at the least disruptive times in the service. It is preferable to seat latecomers through the side doors.

5. **Taking the Offering.** The order of service will be available near the main sanctuary doors. You should be prepared to take the offering at the indicated time in the service, which will vary from week to week. Once the offering has been taken, at least two Ushers will proceed to the Ushers room and sort the collection. *To avoid even the appearance of wrongdoing, no one should be left alone with the offering in his/her possession.*

**Note: On the first Sunday of the month, following communion, there is a benevolent offering.**

6. **Taking and posting the count.** Two ushers should be available immediately before the sermon to take the count. The nurseries and children's ministries should be counted also, but only during the 8:30 and 11:30 services. Those on the platform should only be counted during the 11:30 service. Remember to include the ushers themselves in the count. Write the count on the sheet posted on the bulletin board in the main office.

7. **Monitoring the Lobby and Halls.** Ushers have the responsibility to monitor the hallways, lobby and parking lot during the services, and keep an eye on items left by people in the lobby. People gathering in the lobby because they cannot find seating in the sanctuary can be directed to room 111 to view the service. This room is also available for parents if their children are ill or unable to stay in the sanctuary.

8. **Close of the Service.** The Ushers should be available to open the sanctuary doors following the close of the service. If there is an offering being taken at the close of the service and people are invited to give as they leave, Ushers should post themselves at the sanctuary doors for this purpose.

## Disbursement of Funds

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

### Petty Cash Guidelines

#### **Authorized Users**

Access to the Kenmore Alliance Church petty cash fund is limited to the following persons:

Pastoral Staff, Disciple Making Ministries Director, Church Secretary, Treasurer.

#### **Access Limit**

As a general rule, if the necessary amount requested exceeds \$75 it is best for the person requesting to see the Treasurer for a check instead of using the petty cash fund.

#### **Procedure**

##### Temporary Withdrawal

The temporary withdrawal is used when an amount of immediate cash is needed for a period of less than 24 hours. Please use the following procedure:

1. Use this method only when you will be returning cash into the fund within 24 hour.
2. Fill out a reimbursement form for the amount desired.
3. Remove the cash.
4. When the cash is returned, fill out the amount returned in the appropriate box on the reimbursement form. If the amount returned is less than the amount taken the designated department will be charged for the difference.

##### Permanent Withdrawal

The permanent withdrawal is used when an amount of cash is needed to reimburse a previous expense. This method requires a receipt of purchase. Please use the following procedure:

1. Make a purchase of less than \$75.
2. Print your name and the amount of cash taken on the reimbursement form.
3. Check-mark the appropriate department category on the back of the reimbursement form.
4. Place the receipt and the reimbursement form in the zipper pouch.
5. Remove the exact amount of cash as indicated on the receipt. If exact change is not available in the zipper pouch please do not remove any cash. Notify the treasurer or church Secretary for a refund.

#### **Responsibilities**

1. The Church Secretary will ensure on a regular basis there is ample diversity in the petty cash fund (\$1's \$'s \$10's and coin) to make proper change.
2. The Treasurer will remove all receipts from the zipper pouch every Sunday morning and reconcile the account at the end of each month. A copy of the petty cash ledger will be kept in the monthly financial file.

The fund will be replenished when the available cash in the fund drops to \$100

## **Church Benevolent Fund Guidelines**

### **Purpose**

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

### **Authority**

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

### **Administration**

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

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

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

**Regulations Ministry  
Support of Missionary Candidates and Projects  
Through Kenmore Alliance Church**

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

General Regulation

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

Great Commission Fund

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

Short Term Missions Fund

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

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

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

Local Missions Fund

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



---

---

## Personal Safety Procedures

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

### Classroom Ratios

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

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

### Record Keeping

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

### Diaper Changing

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

### Rest Rooms

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

### Sick Children

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

## Worker Behavior

- Workers should always conduct themselves in a godly manner, being an example of obedience, respect and honesty to the young.
- All workers must fill out a *Worker Screening Form*, and it will be kept on file.
- Workers will not be involved in any of the following activities with older children (ages 6-18) or with developmentally disabled adults: extended hugging, kissing, holding a child on the lap, inappropriate touching or being alone with a child.
- In no case should a church worker be alone in a room or a vehicle with a developmentally disabled adult.

## Emergencies

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

## Parties and Field Trips

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

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



---

---

## Child Abuse Protections and Procedures

For parents, guardians and staff of Kenmore Alliance Church.

### Scripture

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

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

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

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

### Definitions

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

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

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

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

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

The following definition is also helpful:

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

## Church Policy

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

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

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

# CHURCH USE FORM

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

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

## EVENTS

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

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

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

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

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

*Board Approved* \_\_\_\_\_ *Board Rejected* \_\_\_\_\_

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

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

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

# CHURCH USE FORM WEDDINGS

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

Date/Time of Ceremony: \_\_\_\_\_ Date/Time of Rehearsal: \_\_\_\_\_

Groom: \_\_\_\_\_ Bride: \_\_\_\_\_

Minister(s): \_\_\_\_\_

\*\*\*\*\*

## SCHEDULE OF FEES

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

X What is needed

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

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

Use of Multi-Purpose Room & Kitchen	\$30.00	( )
Agape Room or 509 & Kitchen	\$25.00	( )

Total \$ \_\_\_\_\_

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

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

*Board Approved* \_\_\_\_\_ *Board Rejected* \_\_\_\_\_

## **Guidelines for Building Use Weddings At Kenmore Alliance Church**

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

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

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

## Van Policy

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

- Only designated drivers may drive the van.
- Sign-up is required for use. Name of who will drive the van is required. A van calendar is posted in the church office.
- Permission and keys for use may only be given by Pastor or a Trustee.
- Any and all gas must be replaced.
- Drivers must return the van clean.
- All doors must be locked and keys returned after use.
- Report any and all repairs and problems to the trustees.
- No personal use of the van is allowed.
- Failure to obey the van rules may result in loss of van privileges for you or your group in the future.
- That gas expenses related to van use, with the exception of regular church functions, not be reimbursed. It is the responsibility of any group who uses the van to fill up the van with gas prior to returning to the church. Reimbursement for gas expense for regular church functions must be accompanied by a proper receipt and submitted for approval or credit.
- If the driver leaves the vehicle the keys must accompany them.