FIRST UNITED METHODIST

CHURCH OF ARKADELPHIA

POLICIES & PROCEDURES MANUAL

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PART ONE: CODE OF ETHICS and CHURCH PERSONNEL POLICY

The purposes of these policies is to set forth terms and conditions of employment at Arkadelphia First United Methodist Church. The policies are designed to tell you what the Church will be expecting from staff and what the staff can expect from the Church

The Staff of FUMC consists of the clergy staff appointed by the Arkansas Conference, the Program Staff (both full and part time) which includes those persons responsible for the design and implementation of the Church’s program, and the Support Staff (salaries and hourly) which includes all other employees of the Church. The Senior Minister will supervise the makeup of the Church’s staff. Full time staff (defined as those who are employed for more than 35 hours per week) are eligible for benefits as provided hereinafter.

I. GUIDING VALUES AND BEHAVIORS FOR THE CHURCH STAFF

Accountability
• We will hold ourselves accountable for our own performance, our staff’s performance and our congregation’s performance.
• We will take ownership for the end result and will be accountable for our part.
• We will work to fix any problems, not to spread the blame.
• We will focus on finding solutions and achieving responsible results, and will be willing to be agile and adaptive in doing so.
• We will make timely and effective decisions.
• We will keep promises and follow through on commitments.
• We will actively support decisions once they are made.
  We will have the courage and willingness to rethink ideas in order to solve problems and create new opportunities.

Collaboration
We will collaborate and work together as one team.
• We will always consider the best interest of our church members and community whom we serve.
• We will seek and build collaborative relationships among staff and other church leaders.
• We will communicate proactively and share information and knowledge with each other.
• We will support each other through appreciative and constructive feedback.
• We will openly recognize and credit one another’s efforts and achievements.
  We will maintain a positive, confident, optimistic attitude, especially in the face of challenges.
  We will exhibit patience, understanding and compassion.
  We will foster a positive and fun work environment, and celebrate personal achievements.
Commitment to Results

• We will demonstrate the drive, perseverance and commitment to get results.
• We will display a sense of urgency about getting results.
• We will actively support the vision, mission, goals, value, and beliefs of this congregation.
• We will anticipate problems and take appropriate preventive action.
• We will innovate to improve efficiency and effectiveness.
• We will take responsibility for quality, will seek to understand fully the root causes of any problems and will be persistent in achieving high quality results.
• We will demonstrate courage to speak up about difficulties, mistakes and problems and to offer solutions.

We will balance risks and opportunities to the church.

Trustworthiness

• We will always act with integrity, respect and openness, and will be trustworthy in all actions.
• We will treat every staff member with dignity and respect.
• We will work to inspire trust through own actions.
• We will value the diverse talents, skills, and experience of each team member.
• We will value, respect and be open to the point of view of others.
• We will look for the best in people and assume positive intentions.
• We will set aside distractions to be present with people.
• We will listen with curiosity, seeking to understand others.

We will talk directly to an individual when there is a concern or problem, and avoid triangulation.

II. CODE OF ETHICS

The roots of Arkadelphia First United Methodist Church go back to 1860. Ever since we have been working and serving within our community, baptizing young and old, sharing the message of the gospel, and changing lives by introducing people to the love of Christ.

Since 1860 we have worked to become disciples of Christ. We have laughed and cried with each other. We have rejoiced together at weddings and baptisms. We have held hands with the sick and bereaved. We have struggled with each other through the hard times and have enjoyed each other’s fellowship in the good times. Through it all we have learned what it means to be the family of God.

It is our goal to continue the work begun so long ago, desiring that everyone will know the joy of the Christian life, the blessings of fellowship with Christ, and the warmth of God=s family. As staff and volunteers of this congregation, it is our privilege and call to help lead people in this great mission. To do so, it is imperative that we exemplify the highest standards of the Christian life. To that end we agree to abide by the following ethical standards and practices.
A. **Personal Integrity**

A personal commitment to integrity in all circumstances benefits each individual, as well as the church. Each employee and/or committee member of FUMC should:

- respect and seek out the truth and avoid misrepresentation.
- ensure fairness and objectivity in all activities.
- set an example, as an employee or representative of our church, for high standards and morals.
- honor the right of privacy of all people, including co-workers.

B. **Professional Excellence**

As an employer, FUMC promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and Christian development.

It is the joint responsibility of the Sr. Pastor and the SPRC Committee to encourage employee development; communicating with personnel to help them achieve their goals and increase their self-esteem through job enrichment and satisfaction.

All FUMC employees have the responsibility to:

- strive to meet performance standards at the highest level.
- refuse to engage in or tolerate any fraud or misuse of our Church resources.
- comply with all legal requirements concerning substance abuse.
- discuss any questions concerning interpretations or compliance with the code of ethics with their supervisor or the Pastor.
- refuse to engage in or tolerate in others any form of sexual harassment.
- endeavor to deal fairly with the FUMC=s members, suppliers, and employees.

You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other intentional practice in connection with the FUMC=s business.

C. **Responsibilities Of Volunteers**

Volunteers who serve FUMC and the congregation through its Administrative Board, committees or as other volunteers are crucial in the furtherance of our great mission. It is imperative that they represent FUMC with the highest of Christian standards.

- Volunteers should review the Code of Ethics of the FUMC and ensure that they adhere to the spirit of the code when making policies or otherwise managing the affairs of our Church.
- No volunteer should knowingly take any action or make any statement intended to influence the conduct of Church members or committee members in such a way as to confer any personal financial benefit for the volunteer, his or her immediate family, etc.
In the event that there comes before the Administrative Board, Board of Trustees or Finance Committee a matter for consideration or decision that raises a potential conflict of interest for any member of the board, the member shall disclose the conflict of interest as soon as he or she becomes aware of it and abstain from voting in connection with the matter; the disclosure and abstention shall be recorded in the minutes of the meeting.

D. Donor Relations
FUMC has responsibilities to our donors who have placed faith in our church. It is the responsibility of the employees of FUMC not to violate their trust and, where applicable, they should:
- make full and fair disclosure of all information relevant to donors, who have a right to know how their dollars are spent.
- spend the donor=s money wisely, efficiently and objectively.
- always be mindful of the designation of the contribution by the donors.

E. Confidential Information
Confidentiality is a hallmark of professionalism. Each FUMC employee should commit to ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.

F. Reportability
We must all ensure prompt and consistent action against violations of this Code. Employees and volunteers are encouraged to contact the Pastor/Associate Pastor/Chair of Administrative Board about observed unethical behavior or violations of this Code.

Any claim of a possible violation may be made anonymously if the claimant so desires, and all claimants shall be provided confidentiality to the extent practicable in the handling of the potential violation. Employees and volunteers are expected to cooperate in internal investigations of misconduct.

G. Criminal Activity
First United Methodist Church is required to report to the appropriate authorities and the bonding company, any criminal activity involving financial transactions by employees or volunteers. Employees who have been convicted of a criminal offense involving dishonesty or breach of trust or money laundering, or have agreed to enter into a pretrial diversion or similar program in connection with a prosecution for such offense, may be subject to immediate dismissal.

H. Code Administration
This Code shall be administered by the Senior Pastor, who shall act as the Compliance Officer of the Church. Church employees are encouraged to seek guidance regarding the application or interpretation of this Code from the Senior Pastor and are expected to cooperate fully in any investigation of any potential violation of this Code.

I. Violations
Any violations can result in counseling, reprimand, or dismissal for abuse of the aforementioned code.
J. **Affirmation Policy**

All employees, each of the FUMC's incoming SPR, Finance, and Trustee Committee members, and all incoming members of the church Administrative Board, should receive a copy of the Procedures and Policy Manual, a detailed description of their applicable duties and the code of ethics. They should sign Form G noting that they have read and understood the aforementioned.

III. **CHURCH PERSONNEL POLICY**

A. **New Employees**

Each new employee hired (not appointed) will be considered to be on probation for a three month period during which time he/she is expected to meet the minimum requirements of the position for which he/she is hired and otherwise be satisfactorily reviewed before becoming a permanent employee. At the end of the three-month period a formal evaluation will be made and the employee will be advised of the evaluation. Each employee will be furnished with a written job description.

B. **Performance Reviews-Salaries**

Employees can expect a written evaluation annually, and recommendations will be made to the Staff/Parish Committee concerning compensation by the supervisor. There is no established salary scale for any employee of the Church. Salaries are reviewed in light of the current annual budget and take into consideration the cost of living, merit raises, and tenure. In addition to the written evaluation a Pastor/Parish Relations committee person will be assigned to meet with individual members of the staff. The purpose of such a meeting is to visit with staff members and allow them to express themselves with regard to their work opportunities. This visit is not tied to salary or performance review, but will be used to evaluate how the church functions as an employer.

C. **Office Hours:**

I. Tardiness is unacceptable. It is just as important to return from lunch promptly as is to arrive on time in the morning. Unsatisfactory attendance, including tardiness or early departure may be grounds for disciplinary action, including discharge. If working hours present a temporary hardship, problems will be reviewed. Overtime work may be necessary from time to time. When necessary, overtime will be authorized in advance by the employee’s immediate supervisor.

II. While members of the program staff have different schedules with night meetings and varied hours, each one should observe regular office hours. When they are not in their office, they should advise the church office as to where they can be reached. This provision does not apply to the regularly scheduled days off.

III. A schedule of hours of duty for each staff will be posted in the office of the church Secretary. Staff member should conform to this schedule unless changes are authorized by the Senior Minister.
D. Office Personnel:
   I. Full-time staff will meet each week for a planning meeting. Monthly staff
      meetings will be held at a time when part-time staff can attend as well. The
      Senior Minister will preside.
   II. Loyalty to the church and its workers is a requirement of all members and
      particularly of the church staff members.
   III. All staff members should display concern about the total church program,
      both by suggestions and by service in work areas in which they have interest
      and competence.
   IV. All matters concerning the church and its members will be held in the
      strictest confidence by all staff.
   V. The church staff shall be expected to dress professionally at all times while at
      work or at church.
   VI. The job descriptions for all paid employees will be determined by the Staff-
      Parish Relations Committee in consultation with the Senior Minister, and will
      be filed with, but not as part of, the Policies of First United Methodist Church.
   VII. For purposes of the Personnel policy, a staff member or church employee is
      defined as a person hired by the SPRC committee.
   VIII. Termination of any church employee shall be handled by the SPRC
      committee in consultation with the Senior Pastor. Appropriate severance
      packages shall be determined by the SPRC committee in consultation with
      the Senior Pastor.
   IX As a non-profit organization, we do not contribute to the Arkansas
      Employment Security Department. Therefore, unemployment benefits are
      not available upon termination.
   X. It is the policy of our church not to permit smoking on the church premises.

E. Insurance – Premium-Only (POP) Plan:
   I. All employees shall be covered by the Federal Insurance Contributions Act
      (Social Security).
   II. It is the intent that this plan shall qualify as a Section 125 plan of IRC, as amended
      from time to time. The purpose of the plan is to allow employees the opportunity to
      elect to pay the portion of medical insurance premium costs, for which they are
      responsible, either on a pre-salary reduction basis, or through a post-tax salary
      deduction. The plan is effective from January 1 through December 31 of the current
      year. All non-minister employees working 35 hours per week as of January 1 of the
      current year and who contribute toward the cost of coverage may elect to
      participate. Employees must enroll before each plan year.

Money set aside in the premium only plan will automatically be used by First United
Methodist Church to pay premiums for everyone enrolled in the church’s health
insurance policy.

The maximum amount of the employee contribution is limited to the difference
between the total plan costs and the amount contributed by the organization. Since
this amount may change periodically, the church does not specify an annual
maximum in this document. First United Methodist Church will automatically increase or decrease the amount of your salary reduction to correspond with changes in the cost of premiums. You will be notified of any change in premium cost as soon as possible.

New employees are allowed to participate once they have satisfied the waiting period for health insurance coverage. At such time, employees will be provided with an election form for use in communicating their decision to contribute on either a pre-tax or post-tax salary deduction basis. Elections will apply until the end of the plan year.

Participation terminates on the earlier of the plan year-end or the participant ceases to be an employee. Participant may not change coverage amounts unless there has been a qualifying change in family status.

First United Methodist Church will contribute $250 per month towards medical insurance premiums for all non-minister employees working 35 hours per week.

F. Retirement Plans

Full time staff who have worked 12 continuous months and reached the age of 21 are eligible to participate in the Arkansas Conference Pension Plan. Details of that plan can be found at www.arumc.org

G. Paid Time Off:

I. Absences - If it is necessary for an employee to be absent from duty for reasons other than illness or injury, arrangement will be made with the Senior Minister prior to the absence, if possible. The Senior Minister will determine whether the absence is to be charged to vacation time or sick leave.

II. Sick Leave - A full-time employee will accrue sick leave at the rate of twelve (12) days per year of employment at FUMC of Arkadelphia. This twelve days will be awarded at the beginning of the year of employment. Unused sick leave can accrue to future years to a maximum of sixty (60) days. Sick leave can be used for personal illness or illness or death in the immediate family.

III. Vacation and Holidays

A. Vacations will be granted on the following basis:
   i. Senior Minister: Four weeks.
   ii. Minister of Music: Three weeks (Three Sundays).
   iii. Organist: Three weeks (Three Sundays).

B. Full time employees will have one (1) week of vacation during the first year of service. This week can be taken after the first six months of continuous employment at FUMC of Arkadelphia. A full time employee will have two weeks of vacation each year during the second through tenth year of service, and three weeks of vacation each year after ten years of service. For clarification purposes, one week is equal to five working days or seven consecutive days.
C. Vacations will be scheduled in staff meetings and approved by the Sr. Minister.
D. Holidays for the church staff.
   i. New Years Day
   ii. Good Friday
   iii. Memorial Day
   iv. July 4th
   v. Labor Day
   vi. Thanksgiving (2 days)
   vii. Christmas Eve
   viii. Christmas Day
E. When the holiday falls on a weekend, the following Monday will be considered a holiday. At the Sr. Pastor’s discretion, alternative days can be offered.
F. No vacations or scheduled days off will be accrued.
G. Leave for continuing education of up to two weeks for staff at the discretion of the Senior Minister. Unused continuing education time cannot be sold or carried over to future years, nor can time be borrowed against continuing education time of future years.
H. Maternity Leave will be worked out with the senior minister and the SPR Committee using the state’s guideline of six (6) weeks.
I. All leaves of absence from service to the FUMC of Arkadelphia not covered under the above policy will be without compensation and should be taken only with the approval of the SPR Committee and the Senior Minister.

H. Compensation:

I. Staff salaries will be presented on the 15th and the last day of each month.
II. Advances or loans on salaries are not allowed.
III. Salaries will be reviewed annually by the SPR Committee by November 1. Increases, if any, are made on the basis of performance, increased ability and skills, experience and responsibility of the position; also for reliability, attitude, judgment, and initiative.
IV. Under state law we do carry worker’s compensation insurance, which pays for lost time and medical expenses due to on-the-job accidents.

I. Music:
I. The Minister of Music and/or Organist will have the privilege of giving lessons on organ, piano and voice as long as these lessons do not interfere with his/her regular duties. The facilities and instruments of the church will be available for such lessons, although organ students may be expected to pay a small fee for the use of the organ to practice. The Minister of Music/Organist will be fully responsible for proper use of the equipment by students.
II. The Minister of Music/Organist may make no charge for his or her services at funerals of members of First United Methodist Church. However, if a gratuity is offered, it may be accepted.

III. Any tour involving a choir must be approved by the Senior Minister, the Music committee, and the Administrative Board.

IV. No equipment may be loaned to anyone except for use within the church premises. If sheet music (anthems) and any other music or books is loaned to other churches or schools, its return will be the responsibility of the Minister of Music.

J. Jury/Witness/Military Duty

An employee who is called to serve on a jury panel or serve as a witness in a court proceeding in which he or she is not a litigant, will be allowed time off to serve. All time spent must be substantiated for reimbursement with an official court document indicating dates and the amount of jury witness fee received. Any jury fee received by an employee will be supplemented up to an amount equal to the compensation the employee would have received as his or her usual pay by the church for the length of the duty. Employees enlisted in the Military Reserves will receive two weeks of paid duty per year.

K. Handling of Money

Employees should be sensitive to the fact that careless handling of money may result in losses to the Church and reprimand from the employee’s supervisor. Employees will deliver receipts promptly to the proper responsible person, and will insure that receipt is made and given to the person from whom such monies were received immediately.

L. Political Action

Any member of the Church staff should give careful consideration to any public expression of personal political preferences or beliefs and whether such expressions may be perceived or construed to be the official attitude or position of First United Methodist Church. Advice and counsel of the Senior Pastor should be sought before a staff member becomes directly involved in a personal political activity.

M. Personal Phone Calls

Certain personal phone calls are sometimes necessary. Such calls should be brief and not cause an employee to fall behind in his or her duties. Employees should avoid receiving personal telephone calls while at work. Personal long distance calls will not be made from any of the Church’s phones unless charged to an employee’s home phone or otherwise charged at the time the call is placed.

N. Personal Conduct and Appearance

First United Methodist church expects all employees to conduct themselves in a businesslike manner while on duty. The use of alcoholic beverages is prohibited.
Controlled substances for which the employee does not have a prescription from a medical doctor are prohibited. Smoking by anyone is specifically prohibited in all areas of the church.

An employees’ appearance, dress, grooming and hygiene must be appropriate to the work situation. Conservative work attire is expected and each employee is required to maintain a neat and clean appearance.

O. Termination of Employment

(a) If an employee decides that employment at First United Methodist Church must end, two weeks’ notice is requested. No compensation for vacation time or sick leave is given. Whenever possible, an exit interview with an employee leaving the staff will be conducted by the Pastor/Parish Committee. If the entire committee cannot meet, a member of the committee will be appointed by the Chairperson to conduct the interview.

(b) If at any time after the probationary period, it is necessary for the church to terminate a person’s employment for reasons other than unsatisfactory performance or misconduct as mentioned in paragraph C, below, severance pay to compensate for two week’s employment will be given. Any benefits such as sick leave or vacation which have been “overdrawn” will be deducted from the final paycheck. There will be no authorized sick leave after notice is given. The employer will give notice of termination during regular business hours and with a member of the Pastor/Parish Committee present.

(c) The employment relationship between the employee and the Church may be terminated at any time by either party, with or without cause. Certain misconduct by an employee will result in the termination of the employment relationship by the Church. Some examples of this misconduct include:

(i) Violation of Confidential Information. Information that is acquired about members of the church or staff is to remain confidential. Any topic concerning personal lives must be held in sacred trust. Employees should never leave information where it can be observed by the casual visitor.

(ii) Embezzlement of Funds, Equipment or Supplies. Improper handling of finances will not be tolerated, and proof of dishonesty will result in dismissal. Office supplies belong to the Church, and use of any equipment outside the Church facility must be approved by the Senior Pastor.

(iii) Financial Information/Fraudulent Forgery of Documents. The financial affairs of all Church members and staff are confidential. No information about salaries, expenses, or collections is to be given without express authorization from the Senior Minister.

If it can be shown that document or papers were deliberately forged, summary dismissal will follow.

(iv) Illegal Use of Controlled Drugs. Proof of the use of controlled substances illegally, will result in immediate dismissal.

(v) Conviction on a Felony Charge. If an employee is convicted of a felony, that person’s employment will be terminated immediately.

Employees terminated for misconduct will not be given notice and will not receive severance pay.
P. Problem Resolution

The Church strives to provide an enjoyable and productive work environment for its employees. Nevertheless there may be times when an employee believes that a problem exists in his or her working relationship with the Church.

The following procedure is provided as a fair and just means of dealing with such problems. If an employee believes that he or she has a problem, he or she should present the problem orally to the Senior Minister as soon as possible. The Senior Minister should reply to the employee within five (5) working days. In the event of no reply, a written request for the Pastor/Parish Committee to review the problem may be made.

IV. MISCONDUCT OF A SEXUAL NATURE POLICY

A. Statement of Policy

The Arkadelphia First United Methodist Church affirms the 2000 Book of Resolutions, Sexual Abuse Within the Ministerial Relationship and Sexual Harassment Within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church is incompatible with biblical teachings of hospitality, justice and healing. In accordance with the 2008 Book of Discipline (¶161.F) all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29 states, all are one in Christ. Therefore we support equity among all persons without regard to ethnicity, situation, or gender.

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker, volunteer, person being counseled or any other person to whom the minister relates in his/her capacity as a minister.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive.

Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within the life of the church interferes with its moral mission. The Arkadelphia First United Methodist Church stands in opposition to the sin of misconduct of a sexual nature in the Church and society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within the church and to take action deemed appropriate and in compliance with the Book of Discipline. Further, the United Methodist Church bears affirmative responsibility to create an
environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

B. Procedures

If you experience what you consider to be inappropriate behavior, keep a written record of your experiences including dates, times, places, and witnesses. Keep any written material you may have received from the person.

You may wish to confront the person with the inappropriate behavior and demand that it cease. If you choose not to confront the person alone, you may choose to ask someone to accompany you to confront the person and seek reconciliation.

If you choose not to confront the person, or if the behavior continues, report the incident to the chair of the person’s appropriate evaluating committee (e.g., a pastor or church staff member would be reported to the chair of the staff/parish relations committee; a district superintendent to the chair of the committee on superintendency; a bishop to the chair of the committee on episcopacy).

If the conflict is not resolved to your satisfaction, the committee chair shall convene the entire committee to meet with the accused, the person bringing the accusations, and each supporting person.

If the situation is not resolved to your satisfaction following these efforts, then follow the Discipline’s procedures for grievances, complaints, and charges.

If you are confronted by someone who has experienced or observed inappropriate behavior on your part, listen to the accusation and agree to change the behavior or otherwise resolve the situation and reconcile the relationship.

If you are unable to resolve the situation with your accuser, contact the chair of your appropriate evaluating committee. Ask to meet with your accuser and committee chair to resolve the conflict. The accused and the person bringing the accusation each has the right to bring a supportive person to this meeting.

If the conflict remains unresolved, the committee chair shall convene the entire committee to meet with the accused, the person bringing the accusations, and each supporting person.

C. Reporting Responsibility

If you receive a report of inappropriate behavior, listen seriously and objectively. Help the person follow the steps outlined above.

If you are a clergy/church professional in a paid supervisory position in the local church or a conference agency, and an employee is being harassed, you should immediately take corrective or preventative action.
According to Arkansas law, any person receiving a report from a child under age 18, indicating sexual abuse of that child, is required to report the abuse to the proper authorities.

Date adopted by the Church Council/Administrative Board 11-04-2012

Signatures of Administrative Board/Church Council Chairperson and all paid staff.

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V. QUORUM POLICY FOR COMMITTEES

The members present and voting at any duly announced meeting shall constitute a quorum for the Administrative Board and all church committees except the Committees of Finance, Trustees and Staff-Parish Relations, for which a majority of members present shall constitute a quorum.

VI. COMMITTEE ROTATION POLICY

1. All Ministry Support Committees should establish classes and follow a three-year rotation rule. Members of expiring classes cannot replace themselves.

2. Committee chairperson are often recruited from committee class members. When that happens, their class position will be filled by the Nominating Committee and they will start a separate three-year rotation as chairperson. At the end of a maximum of three years as chairperson, they must rotate off the committee. Thus a committee chair could serve up to six total consecutive years on a committee.

3. Persons asked to fill a committee vacancy for a one-year term may rotate into a consecutive three-year term.

4. The Nominating Committee will contact all committee members each year to ascertain whether or not they want to continue on the committee for the next year. Membership in a class does not guarantee that a person will stay on the committee for three years, but only that they must rotate off after three years. If the Nominating Committee determines that a current member is no longer active or no longer wants to serve in that capacity, the
Nominating Committee may recommend replacing that person.

5. At-large members of the Administrative Board must be nominated yearly.

VII. EMAIL VOTING POLICY

Email voting should be used only for matters which must be decided before the next scheduled meeting. All other issues should be addressed at the next regularly scheduled meeting of the board. Email voting will not be used to authorize expenditures of more than $3,000 unless such expenditures have already been included in the yearly budget.

The quorum for action by the committee via email will be the entire committee or board membership, and the votes needed for passage will be 2/3 of this quorum. Any member of the committee who does not respond or who is not available to email for a period of time will be considered a no vote. An abstention will count toward the 2/3 quorum needed. If a committee member does not have email the chair shall attempt to communicate the motion to the member via telephone.

The status of all email motions (passage, denial, deferment or lack of action) should be recorded in the minutes of the next regularly scheduled meeting of the committee. This policy is for all committees and boards of First United Methodist Church of Arkadelphia.

Procedure:
Motions should be made in advance by committee members to the Chair, who will then present the motion to the committee/board by email for vote. At any time the chair may defer the motion to the next regularly scheduled committee/board meeting if the discussion indicates that the group needs more information than can be provided by email, that the issue is highly controversial, or that the issue would benefit from face-to-face discussion.

When a motion is made via email the title of the motion should be placed in the subject line and subsequent responses and discussion should be attached to the most recent email with that subject line for continuity and forwarded to all members.

The chair may not call for a vote until at least 36 hours from the date of the original motion in order to give time for discussion. A deadline for voting must be included at the end of the call for a vote. All members are encouraged to reply to all when discussing the motion.

The first vote cast in support of the motion will be considered the second to the motion. For a motion to pass or fail at least 2/3 of voting members must cast a yes vote by the deadline. A vote of abstention counts towards a required quorum total of votes. If at the deadline enough votes have not been cast then the motion fails.

Only the chair can alter or withdraw a motion once voting has begun. Any member of the committee may make suggestions for amending the motion but only the chair may
actually modify the motion. If the motion is changed in any way, any votes already placed do not count and must be recast to be counted.

VIII. Amendments

Corrections and amendments to any part of this Church Policy may be made only by a three-fourths (3/4ths) vote of those present at a duly announced Administrative Board of the Local Church.
PART TWO: FINANCIAL POLICIES AND PROCEDURES OF ARKADELPHIA FIRST UNITED METHODIST CHURCH

I. CHURCH ORGANIZATIONS

A. Financial Accounts

Any organization which maintains a financial account (checking, certificate of deposit, savings, etc.) that is associated with First United Methodist Church (FUMC) by the use of the FUMC’s name or the use of FUMC’s federal ID number on the account, must have all statements of account mailed to the FUMC office each month. The following is a list of current accounts known:

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Bank Where Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>Summit Bank</td>
</tr>
<tr>
<td>Discretionary Benevolence aka Emergency Assistance aka Pastor’s Discretionary</td>
<td>Southern Bancorp</td>
</tr>
<tr>
<td>Asset Reserve Fund</td>
<td>Regions Bank</td>
</tr>
<tr>
<td>Building Fund</td>
<td>Summit Bank</td>
</tr>
<tr>
<td>Memorial Money Market</td>
<td>Summit Bank</td>
</tr>
<tr>
<td>Jack Kennedy Memorial Endowment Fund</td>
<td>United Methodist Foundation</td>
</tr>
<tr>
<td>Virginia C Wylie Endowment Fund</td>
<td>United Methodist Foundation</td>
</tr>
<tr>
<td>Dorothy Cooper Haverty Estate Endowment Fund</td>
<td>United Methodist Foundation</td>
</tr>
<tr>
<td>Sheets Endowment Fund</td>
<td>United Methodist Foundation</td>
</tr>
<tr>
<td>*Cornerstone Sunday School Class</td>
<td>Southern Bancorp</td>
</tr>
<tr>
<td>*Covenant Sunday School Class</td>
<td>Southern Bancorp</td>
</tr>
<tr>
<td>*MOPS Account</td>
<td>Southern Bancorp</td>
</tr>
<tr>
<td>*FUMC Boy Scouts Troop 24 – Checking</td>
<td>Regions Bank</td>
</tr>
<tr>
<td>*FUMC Boy Scout Troop 24 – Memorial Fund</td>
<td>Regions Bank</td>
</tr>
<tr>
<td>*FUMC Boy Scout Troop 24 – Certificate of Deposit</td>
<td>Regions Bank</td>
</tr>
<tr>
<td>*UMW First Methodist Church</td>
<td>Southern Bancorp – under FUMC EIN??</td>
</tr>
<tr>
<td>*UMW Ruth Circle</td>
<td>Southern Bancorp – under FUMC EIN??</td>
</tr>
<tr>
<td>*FUMC Upper Room Sunday School Class</td>
<td>??? – under FUMC EIN??</td>
</tr>
</tbody>
</table>

A file will be set up at the FUMC office for each organization, and a copy of the monthly statement will be maintained in the file. The name, address, and telephone number of the person(s) who control(s) the account for the organization should be provided to the FUMC office. A file with a list of certificates of deposit will also be maintained and updated (bank, certificate numbers, maturity date, interest rate, etc.) as statements are available.
All accounts notated with * are not required to be listed in the General Ledger of FUMC as determined by the Finance Committee.

B. Statement of Purpose

Each organization needing a separate checking account will provide a “Statement of Purpose”, describing the general intent or purpose of the organization.

C. New Financial Accounts

In order to establish a new FUMC affiliated financial account (checking, saving, endowment account or special fund) the organization requesting the account must have the approval of the Finance Committee. A written request should be submitted to the FUMC office with an explanation of the purpose for the account. The request will be reviewed at the next Finance Committee meeting, and a decision will be communicated to the organization within one week of the meeting.

D. Credit Charging Accounts

The Finance Committee, Senior Pastor or Treasurer has the authority to approve and establish credit charging accounts with local businesses. The list of these accounts will be reviewed annually and modified if necessary by the Finance Committee.

The current list (as of 08-6-2013) of approved credit-charging accounts is:

   Central Arkansas Petroleum – Phillips66 Gas Station – need Purchase Order to charge
   Hardman Lumber
   Daily Siftings
   Print Mania
   Mary and Martha’s
   Cokesbury
   Group Publishing
   Shuffield Music Company
   Pioneer Inn
   College Inn
   Reliable
   Quill

E. Account Passwords

The Treasurer should keep a master list of all sign-in/password information for all church online accounts, as well as a master list of all church computer login information. The master list will be kept in the office of both the Treasurer and Senior Minister. Access to this information will be at the discretion of either the Treasurer or senior minister.
II. PURCHASE AUTHORIZATION POLICY

A. Credit Card Charges

1. There will be two FUMC VISA credit cards available to be signed out to FUMC staff or to church members authorized by staff. Sam’s cards will be available for the Senior Minister and Administrative Assistant. Anyone using these cards should sign the check out/in sheet in the Treasurer’s office both the day checked out and the day checked in. (See ‘Credit card Check In/Out Form’)

2. Please note that under NO circumstances are FUMC credit cards to be used for personal reasons. No personal charges will be accepted. Cards may be revoked if used for personal reasons and will be reported to the Finance Committee, Senior Pastor and SPRC. Unauthorized charges will be become the responsibility of the purchaser.

3. FUMC credit cards may NOT be used for purchases for an outside group such as Arkansas Conference or Southwest District.

4. A Purchase Authorization form must be supplied for each credit card purchase. No purchases will be approved for payment unless accompanied by this form. Each credit card charge must be accompanied by a separate form. Exception to this will be Travel/Expense Voucher as detailed in Section E. The person requesting approval should not be one of the persons approving the charge. The form requires the signature of two different persons – the requestor and either Treasurer or Senior Pastor.

5. Receipts must be attached to the form. If receipts are unavailable for a phone purchase, a detailed description of the charge must be provided. For internet purchases please print out any type of receipt that the site provides. Failure to provide this detail may result in loss of credit card privileges.

6. The Purchase Authorization form must be signed by the person making the charge, and either the Treasurer or Senior Pastor.

**This form should be completed before the purchase is made.**

7. Church credit cards may be used on church related trips with prior authorization from Senior Pastor or Finance Chair. See section E for further details.

B. Requisition Requests/Reimbursement Request-non Travel

1. Any non-credit card purchases must be accompanied by a Purchase Authorization Form.

2. The Purchase Authorization Form must be signed by the person requesting purchase authorization and the FUMC Treasurer or the senior pastor. This form is to be completed **before** the purchase is made.

3. When receipts become available, they must be submitted to the FUMC Treasurer, who will attach them to the Purchase Authorization Form.

C. Violations of the Purchase Authorization Policy will be reported to the SPRC, Senior Pastor and Finance Committee, all of whom have authority to revoke credit privileges.

D. Items that do not require a “Purchase Authorization Form”:

1. ADT (direct draft) – ongoing security system for church office
2. Arkansas Conference UMC – apportionments
3. Arkansas Conference UMC – pastor medical insurance and direct billed pension
4. Arkadelphia Daily Siftings – annual listing fee (usually May billing)
5. Arkadelphia Water Utilities (direct draft)
6. Arkansas Blue Cross Blue Shield (direct draft) – Administrative Asst and Youth Minister health insurance
7. AT&T – phone lines in church office, Sturgis and West Wing/East Wing; internet-church office
8. Augsburg Fortress – Choral packet subscription (usually twice a year)
9. Centerpoint Energy (direct draft)
10. Concordia Publishing – annual church software renewal
11. CVLI - annual license for video viewing
12. CCLI - annual license for music
13. Datamax AR Leasing – monthly lease payments for copier
14. Datamax Micro – monthly payments for copies
15. Dept of Finance & Administration – renew vehicle tags
16. Entergy (direct draft)
17. Farmers Insurance (direct draft) monthly payments for church general insurance & workers compensation policy
18. General Board of Pension – monthly retirement payments based on employee salary
19. Metropolitan Fire Extinguishers – semiannual service required by law
20. Southwest District UMC - apportionment
21. Suddenlink – internet services for Sturgis and Fellowship Hall
22. Terminix – pest control, termite control
23. Upper Room Ministries – ongoing subscription

E. Travel and Business Expense

1. Any request for reimbursement must be accompanied by either a Travel/Expense Voucher form or by a purchase authorization form.
2. Receipts required in the form must be attached.
3. Travel/Expense Voucher form may be used for cash advances if deemed necessary by the treasurer and the pastor. If the request is for the pastor, it must be authorized by the SPRC chairperson. A separate form must be completed after the trip or event clearly showing expenses and accompanied by appropriate receipts.
4. Staff members may be reimbursed for ordinary, necessary and reasonable business expenses incurred in the conduct of the ministry for and on behalf of the church, as long as the current budget will allow. Some of the expenses may include, but are not limited to:
   • Automobile (standard federal mileage rate) parking and tolls
   • Office equipment and postage
   • Books, subscriptions, periodicals and professional journals
   • Professional dues
   • Religious materials
   • Continuing Education and Seminars
   • Entertainment required for church business
• Travel fares, lodging, and meals while on business for the church

Others who incur expenses in the conduct of ministry may be reimbursed for actual costs.

F. Check Authorization

All disbursement checks require two authorized signatures, with the exception of the Pastor’s Discretionary Fund. Checks should be submitted for signatures with all properly approved original invoices or receipts attached to each individual check. Authorized signers should never sign any checks without reviewing the check and attached supporting documentation information. Any check without the required attachments supporting the disbursement should never be signed.

The Finance Committee will determine who has authority to sign checks from the Operating or Savings Accounts. Only the pastor or Treasurer will be authorized to sign checks from the Pastor’s Discretionary Fund.

Checks from the Pastor’s Discretionary Fund only require one signature. However, all deposits and monthly reconciliations must be made by a person other than the pastor.

G. Church Charge Accounts

The Finance Committee will annually review all church charge accounts and designate authorized purchasers.

H. Pastor’s Discretionary Fund
1. The purpose of the Pastor’s Discretionary Fund is to provide assistance to needy individuals in a confidential and timely manner at the discretion of either the senior or associate pastor of the church.
2. Only the pastor or Treasurer will be authorized to sign checks from the Pastor’s Discretionary Fund.
3. Whenever possible, monies from this fund should be used to purchase goods and services rather than for cash assistance. Assistance can also be given for one night lodging at either Pioneer Inn or College Inn, who will bill us monthly.
4. All deposits and monthly reconciliations for this account must be made by a designated person other than the pastor. Whenever possible this person shall be the church Treasurer.
5. For any assistance, index cards will be used to record name, address, date and type of assistance and amount paid, along with a copy of driver’s license and who authorized the assistance. These records will be filed in a confidential manner in the Treasurer’s office.
6. Monies from the Pastor’s Discretionary Fund may never be used to help the pastor, his/her family, or any church staff.
7. The Pastor’s Discretionary Fund should be reviewed yearly by two persons from the church finance committee to check for appropriateness of transactions.

I. Pastor’s Accountable Reimbursement Policy

The Arkadelphia First United Methodist Church (“Church”) recognizes that certain expenses of ministry paid by the pastor are part of the ordinary and necessary costs of ministry in this church. Accordingly, we hereby establish an accountable reimbursement policy to defray them directly. The reimbursement account shall be an annual line item in the Church budget. It shall be in addition to the pastor’s annual salary and housing. The reimbursement account shall be established on a yearly basis.

The following requirements for the policy are binding upon the Church and upon its pastor(s). Accordingly, the Church hereby establishes an accountable reimbursement policy, pursuant to I.R.S. regulations and upon the following terms and conditions:

1. The pastor shall be reimbursed from the reimbursement account for his/her ordinary, necessary and reasonable business expenses incurred in the conduct of the ministry for and on behalf of the church. The following expenses are budgeted in this accountable reimbursement policy, as suggested for the employment needs of the pastor:
   - Automobile (standard federal mileage rate), parking and tolls
   - Office supplies and postage
   - Office equipment, computer and software
   - Books, subscriptions and periodicals, such as professional journals
   - Professional dues
   - Religious materials, vestments, and business gifts
   - Continuing education and seminars
   - Entertainment required for Church business
   - Travel fares, lodging and meals while on business for the Church

2. The Church Treasurer must be given an adequate accounting of each expense, including but not limited to a statement of expense, account book diary, or other similar record showing the amount, date, place, business purpose, and business relationship involved. Such documents shall include receipts for all items of $75 or more. Appropriate documents and records for non-receipt expenses less than $75 must be attached to each expense report. A log of total miles per day and enumeration of their general purpose shall suffice to substantiate automobile mileage, but under no circumstances will commuting mileage between the pastor’s home and Church office be reimbursed. Copies of the documentary evidence and expense report shall be retained by both the pastor and the Church.

3. Any questions about the adequacy of the substantiation and/or the appropriateness of any reimbursement will be resolved by the SPR Committee or Finance Committee.
III. COLLECTIONS/BANK DEPOSITS

A. Sunday Offering

As a rule of thumb, money should never be handled by one person alone. Two ushers will gather and sign for Sunday offerings and put money in designated bank bag along with Sunday Attendance. After the New Song Service the bank bag will be placed in a secured area. After the Sanctuary Service two ushers will place that bag along with the Sanctuary Service bag into a plastic bank bag and sealed. Usher will drop bank bag into night deposit box.

The bank bag will be retrieved by one of five designated counters and opened in the presence of two designated persons on the scheduled day after the deposit. Form E should be filled out according to procedures established by the Treasurer. The Treasurer will then record checks and cash into the church software, verify the total with the bank deposit slip, and then deposit the money.

Memorial Funds are recorded on the Memorial Deposit form. Memorial checks are copied and given to the Memorial Secretary to record.

B. Communion Offering

Communion offerings are designated for the Pastor’s Discretionary Fund and must be kept separate from the main offering. The contributions should be collected by two designated FUMC members/ushers and placed in envelope provided and sealed. The envelope is added to the bank bag with regular offering. On scheduled deposit day, the counter and Treasurer will count and record all Communion offerings received and record on Cash Verification Deposit Form.

C. Other Collections

Contributions which are dropped off at the FUMC office, or those received by mail, may be deposited with the Sunday collections. The mail will be opened by two people on the scheduled bank deposit day. Contributions collected during the week should be deposited by the following scheduled deposit day. Money will be placed in a secured area.

Any stock or security received as a gift should be sold immediately. The Finance Chair will have authority to sell stock that is made as a gift to FUMC through Edward Jones.

Individuals that bring contributions to the office should receive a receipt. A duplicate receipt book will be used. Money will be placed in locked file cabinet in the Treasurer’s office, separate from the receipt book.
D. **Fund Raisers and Mid-Week Collections**

Only money boxes and/or bank bags issued by the Treasurer should be used for the collection of cash and checks during the week. Money collected at FUMC events should be counted by two individuals designated for that event. A Contributions Report Form should be completed, signed by both individuals, and turned in to the FUMC Financial Secretary, along with the funds collected, within 24 hours of the event if possible. No funds should be held over night by any member. Funds should be placed in the designated secure area.

If a money box is needed by a group on a regular basis, each scheduled deposit morning it must be counted and reconciled by the regular church tellers. It can be reissued each week with a new tally sheet to be used for that week. All money - cash or check - must be immediately deposited in the money box. No money should be accepted unless it can be deposited in the money box. A receipt should be given for all cash received when feasible or requested. The Treasurer will supply a receipt book and a new tally sheet each time a money box or bank bag is issued.

E. **Memorial Gifts**

FUMC has an established program for special gifts. Most of the gifts received as special gifts are memorial gifts or gifts in honor of a loved one. Money and other gifts given in memory or honor of loved ones may go to either a designated or undesignated fund.

A gift in any amount desired may be given in memorial or honor of someone. Upon receipt of a gift the family or person memorialized/honored will be notified with an engraved card or letter noting the name(s) of the person making the gift (but not the amount of the gift). Also, notice of a gift is published in the church newsletter, unless the person who presents the gift asks that it not be published.

Benefits of this program are:
1) a remembrance of someone special will bless the people to whom and with whom we minister, and
2) the church will be able to purchase needed items.

F. **Designated Memorials**

Money and other gifts in kind may be designated for special projects, and all designated memorials will be placed directly into the appropriate fund. Special funds may be established for new projects, with the following provisions:
All special funds and projects must be approved by the appropriate committee or Board. No fund or special project will be established without such approval.

All special funds and/or memorial projects will be reviewed annually by the Finance Committee. If it is determined that the project has been completed, the Finance Committee will determine into which of the special funds remaining monies will be placed. If the special project is to be discontinued, those who gave money will be contacted, if possible, for instruction on where they would like to have the remaining money placed. If the giver cannot be contacted, final decisions of the use of the money will be made by the Finance Committee.

The Finance Committee, Administrative Board, and Memorial Committee will work with one another to try to prioritize the special funds, so that appropriate attention and support can be given to those deemed most important. Under no circumstances will designated money be used for any purposes other than what the funds were designated, unless specific permission is granted by the giver.

G. **Undesignated Memorials**

The Memorial Committee will determine how undesignated money given in honor or in memory of friends and loved ones will be used. Such money can be used for any approved church purposes, within the following guidelines:

1. The general memorial fund will be administered by the Memorial Committee of the church, who will distribute money from the fund for various church projects and improvements as they see fit. Oversight of this fund lies strictly with the Memorial Committee.

2. Donors who give undesignated gifts of $250 or more will be contacted for advice on where to use the money. The availability of special funds - including apportionments - will be provided to them. If the donor has no specific request on where the gift should be applied, the Memorial Committee will review and decide where the gift is most needed in the church.

3. If, within six weeks of a death, undesignated memorials totaling $500 or more are received in memory of any person, that family will be contacted for advice on where to use the money. The availability of special funds - including apportionments - will be provided to them. If the donor has no specific request on where the gift should be applied, the Memorial Committee will review and decide where the gift is most needed in the church.

4. Efforts will be made to insure that the Memorial Committee has approximately $2500 on hand to work with at any one time. Twice a year - June and December - the Memorial Committee may distribute any overage to one or more of the existing special funds, including apportionments. The
Finance Committee and Ad Board will regularly review these special funds and suggest priorities, and give guidance to the Memorial Committee as to where the money should be used, with the final decision being left to the Memorial Committee.

H. Weekly Contribution Report
After scheduled deposit day, the Treasurer will complete a Weekly Contribution Report of all funds received and deposited. This report is given to Senior Minister and in-house staff.

IV. ASSETS

A. Journal Entries
All auto pay transactions for utilities, insurance, payroll taxes, payroll direct deposit are recorded as journal entries and are assigned a Journal Entry# by the software package. Monthly computer software generated reports are to be reviewed by a person authorized by the Finance Committee. Both the preparer and the reviewer should sign the journal entry form.

B. Bonding and Insurance
An insurance policy in the amount of $50,000 covering employee dishonesty will be carried by the church. A member of the Trustees Committee will conduct an annual review of all church insurance policies with the agent to insure adequate coverage.

C. Bank Account Reconciliations
Adequate steps shall be taken to confirm the accuracy of the balances shown in DDA accounts, and all other financial accounts. Balances of these accounts shall be compared to detailed reports of any subsidiary ledgers. Differences will be documented using reconciling items.

1. Procedures
Checking and savings reconciliation should be completed monthly using the bank reconciliation feature of the church software package. The Treasurer will record the date the reconciliation was completed on the Bank Reconciliation summary sheet. Copies of the Bank statement and reconciliation will be scanned and transmitted to a designated Finance Committee member for review.

Stale reconciling items (over 90 days outstanding) should be cleared or charged-off and a memo describing the charge-off sent to the Treasurer. Items not considered a loss, should be documented in a memo to the same as above.
2. **Preparation Timeliness**  
Reconciliations should be prepared on a regular basis. All checking and savings accounts should be reconciled on a monthly basis within ten days of receiving the bank statement.

3. **Reconciliation Review and Monitoring**  
The reconciliation is the responsibility of the Treasurer. Reconciliations will be reviewed and monitored by one designated member of the Finance Committee. Reconciliations not completed in a timely manner or with old outstanding items will be reported to Finance Committee Chair.

> Proper segregation of duties should be maintained over all Bank account reconciliations. The person responsible for the final reconciliation of Bank accounts should not be authorized to perform transactions related to the account being reconciled.

V. **FINANCE COMMITTEE RESPONSIBILITIES**

A. **Bank Statements**  
It is the Finance Committee responsibility to provide oversight as addressed in Section IV.

B. **Revenues**  
The Financial statements should be reviewed by the Finance Committee for reasonableness.

C. **General Ledger**  
A detailed general ledger report should be made available by the Financial Secretary at each Finance Committee meeting to allow for the review of transactions for each account. Journal entries should be scrutinized if they appear unusual the backup should be reviewed.

D. **Church Reviews**  
The Finance Committee will insure that an “agreed-upon procedures engagement” of the church’s internal controls, financial records and year-end financial statements be conducted annually. The agreed upon procedures engagement is to be performed by duly qualified person(s) independent of the Finance Committee. For internal control purposes, neither the Treasurer nor any member of the church staff should be involved with setting up the annual review.

E. **Miscellaneous Needs**  
Financial needs of the church that arise in the amount excess of $10,000 must have approval of the Administrative Board. Non-budgeted amounts over $1,000 need approval of the Finance Committee.
F. **Monthly Reporting**
The Treasurer will provide the Finance Committee with all requested reports on a monthly basis. Currently the Treasurer provides the following reports:
- General Fund Balance Sheet
- Cash Balances for all FUMC General Ledger accounts
- General Fund – Treasurer’s Report – Statement of Income & Expense by Account
All Finance records are open to members of the church.

VII. **GIFTS TO THE CHURCH**

As a function of good stewardship, the board of trustees is expected to manage with care gifts given to the church. In accordance with Par.2532.5 of the *Discipline*, the board of trustees is encouraged to invest in companies, corporations, or funds that make a positive contribution toward the realization of the goals outlined in the Social Principles of our Church. The board of trustees is to act as a socially responsible investor and to report annually to the charge conference regarding its carrying out of this responsibility. When such property is in the form of funds, the board of trustees shall consider placement for investing and administration with the United Methodist Foundation of Arkansas.

A. **Property Gifts**
Par.2532.1 and 2532.5 of the 2004 Discipline state: “...*the board of trustees shall have the supervision, oversight, and care of all real property owned by the local church... the board of trustees shall receive and administer all bequeaths made to the local church; shall receive and administer all trusts...*” In accordance with the above:
1. Any bequeath of property should be brought to the Trustees for approval or disapproval before it is accepted. The trustees have the right not to accept the gift, if they so choose. Gifts of property will be managed and/or sold in a timely manner by the Trustees Committee of the church.
2. Any non-designated bequeath made to the church shall be brought to the Trustees to determine how to designate it. The Trustees in conjunction with the senior pastor, the finance chair, and the administrative board chair shall work to determine the best use of the bequeath.

B. **Securities Gifts**
The Finance Chair of the church is authorized to immediately sell gifts of stock, bonds, or other securities totaling less than $100,000. A three-person advisory committee appointed by the Trustees Committee will review all securities gifts valued at $100,000 or greater and advise the Finance Chair when to sell, with the provision that all gifts must be liquidated within 180 days of receipt of the gift.

C. **Endowment Funds**
Endowment funds given to First United Methodist Church are those in which the funds are invested and the principal remains intact. Income from the money placed in an endowment fund is restricted to the purpose of the fund. An Endowment Committee will oversee expenditures for the fund, if a corresponding committee is
not already in place. All requests for expenditures should come through this committee. Once an expenditure has been approved by the appropriate committee, it will go before the Finance Committee for their approval. Financial requests in the amount excess of $10,000 must have approval of the Administrative Board.

VIII. PROPERTY PURCHASES
The purchase of property does not need to come before the Trustees unless it will be a permanent addition or change to the existing church facilities, will not be funded from an operating budget line item or an existing fund, or costs more than $2,500.00

IX. ENDOWMENT POLICY

A. Endowment Committee

1. The Endowment Committee of First United Methodist Church (the “Committee”) shall administer all permanent endowment funds of the church.
2. The Committee will inform friends and members of the Local Church as to ways endowment gifts may be made to benefit the ministries of the Local Church.
3. The members of the Committee and its chairperson shall be elected by the Charge Conference and shall serve until their successors have been elected. The Committee shall elect a secretary and such other officers and sub-committees as it deems necessary.
4. The Committee shall cooperate with the Committee on Finance in assuring that the annual review process is followed. The Committee shall make a full report no less frequently than quarterly to the Administrative Council.

B. Donations

1. The Committee may receive donations from any source through the Board of Trustees on an inter vivos or testamentary basis, in cash or in other property acceptable to them.
2. All legacies and gifts passed to the Committee by the Board of Trustees that are above $10,000 will be held in accounts bearing the name of the donor or as otherwise specified by the donor. Gifts under $10,000 will be placed in the General Endowment Fund.
3. All legacies and gifts which are designated for a specific purpose, or for other reasons require a separate administration, will be separately administered according to the terms of the legacy or gift.

C. General Endowment Fund

1. A permanent fund to be known as the General Endowment Fund of First United Methodist Church shall be established.
2. The General Endowment Fund is established for the purpose of providing members and friends the opportunity to make charitable gifts to the Local Church that will become a permanent source of financial support and a living memorial.
3. The General Endowment Fund is established to provide funds for special projects for the Church beyond the operating budget. It is not intended for these funds to support the operating budget.

4. The objectives of the General Endowment Fund are to conserve principal and make use of only the income (defined by the local church as only Principal and Interest or Spending Rate) from the fund. Any part of the principal may be withdrawn only in extreme and overwhelming circumstances, bordering on the survival of the Local Church. Any withdrawal of principal must be approved by a three-fourths (3/4ths) vote of the Committee and approval of the Administrative Council.

D. Investment of Endowment Funds

1. The investment objective of the Local Church’s endowment funds shall be regular, dependable income without undue exposure to risk.

2. The Committee may name the United Methodist Foundation of Arkansas, or another qualified organization, to act as its agent in administering and investing the Local Church’s permanent endowment funds.

3. The investment performance of the Local Church’s endowment funds shall be reported to the Finance Committee regularly.

4. The Committee should employ investment strategies designed to balance the current need for income with the need for capital appreciation to offset the effects of inflation.

E. Use of Income from Endowment Funds

1. The use of income from the General Endowment Fund shall be approved by the Finance Committee upon recommendation of the Committee.

2. The use of income from any endowment funds shall be consistent with the terms of the legacy or gift and stipulation of the Committee.

X. LEGAL ISSUES

A. Liability

In the absence of gross negligence or fraud, no member of the Board of Trustees of the Local Church, the Committee, or any agent acting in behalf of the Committee shall be liable for any action made or omission with respect to the administration or investment of the Local Church’s endowment funds.

B. Merger, Consolidation, or Dissolution

If at any time the Local Church is lawfully merged or consolidated with any other church, all the provisions hereof in respect to the endowment funds of the Local Church shall be deemed to have been made in behalf of the merged or consolidated church which shall be obligated to administer the same in all respects and in accordance with the terms herein.
If the Local Church should ever be dissolved without any lawful successor thereto, the endowment funds of the Local Church, including both interest and principal, shall be entrusted to the United Methodist Foundation of Arkansas.

C. Amendments

Corrections and amendments to any part of this Church Policy which do not alter the stated purpose of the General Endowment Fund may be made only by a three-fourths (3/4ths) vote of those present at a duly announced Administrative Board of the Local Church.

D. Severability

If any provision or any application of any provisions of this Endowment Policy shall be held or deemed to be illegal, inoperative, or unenforceable, the same shall not affect any other provisions herein contained or render the same invalid, inoperative, or unenforceable.
CREDIT CARD CHECK OUT/IN FORM
Credit Card Name: __________________________
Credit Card Number: __________________________

*Note: Please sign the card in and out on a separate line*

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE CHECKED OUT</th>
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</tbody>
</table>
Purchase Authorization Form
All purchases must have prior approval

Date Requested: __________________________________________
Requested by: ___________________________________________
Vendor/Payable to: _______________________________________
Address (if applicable) _____________________________________

Total Amount Requested: ________________________________

<table>
<thead>
<tr>
<th>Budget Line Item or Special Fund Name</th>
<th>Estimated Amount</th>
<th>Actual Amount</th>
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<tbody>
<tr>
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</table>

Description of Purchase or Service:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The form should be signed by the Treasurer or Senior Pastor before purchases are made to verify the availability of funds. Each charge slip/receipt must be accompanied by a separate form. Receipts must be attached at conclusion of purchase. If unavailable for a phone purchase, a detailed description of the purchase must be provided. For internet purchases please print out any type of receipt that the site provides. NO PERSONAL CHARGES WILL BE ALLOWED. THERE ARE NO EXCEPTIONS.

Signature ___________________________ Signature ___________________________
       Requester                        Treasurer

Signature ___________________________ Date ___________
       Senior Pastor
TRAVEL/EXPENSE VOUCHER FORM
Arkadelphia First United Methodist Church

PLEASE TYPE OR PRINT ALL INFORMATION
RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED

Event/Meeting _______________________ Date ______________________
Pay to the Order of _____________________________
Address _____________________________________________
City _________________ State ________ Zip __________
Home Phone ( ) ______________ Work Phone ( ) ______________

ACCOUNT PAYABLE FROM EXPENSES

________________________ $_________ Airline (receipt required)
________________________ $_________ Automobile __ miles x _____ per mile
________________________ $_________ Lodging (receipt required)
________________________ $_________ Meals (total, receipts required)
________________________ $_________ Postage, Printing, Telephone
________________________ $_________ *Other (receipts required)

________________________ $_________ TOTAL EXPENSES

________________________ $_________ <ADVANCE AMOUNT>

$_________ Total amount due Payee

* Explanation of other expenses:
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

Signature ___________________________ Signature ___________________________

Requester __________________________ Financial Secretary __________________________

Signature ___________________________
Pastor or Authorized Member
# Cash Verification Deposit Form

<table>
<thead>
<tr>
<th>Envelope#</th>
<th>Act#</th>
<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td>0</td>
<td>103</td>
<td>PLATE</td>
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<tr>
<td>920</td>
<td>104</td>
<td>Elementary S.Sch</td>
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<td>Sunday School</td>
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<td>Facility Use</td>
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<td>Food Pantry</td>
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<td>Rent</td>
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<td>Bible Study</td>
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<td>Building Fund</td>
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<td>Reimbursement AR</td>
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</tbody>
</table>

| Total Cash Received | Total of Checks Received | TOTAL DEPOSIT - GENERAL |

<table>
<thead>
<tr>
<th>Deposit to Discretionary Fund (Communion)</th>
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<tbody>
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<td>0</td>
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</table>

| Total Cash Received | Total of Checks Received | TOTAL DEPOSIT - DISCRETIONARY |

<table>
<thead>
<tr>
<th>Deposit to _______ Fund</th>
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<tbody>
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</table>

| Total Cash Received | Total of Checks Received | TOTAL DEPOSIT - _______ Fund |

SIGNATURES of Counters

func 07/2013
# Contributions

## CONTRIBUTIONS RECEIVED FORM

### FIRST UNITED METHODIST CHURCH

Receipts for (date)

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<th>Currency</th>
<th>Coin</th>
<th>Checks</th>
<th>Total</th>
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<td>Wednesday Night Program</td>
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<td>Youth</td>
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<td>Special Events (name)</td>
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<td>Lead Counter</td>
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Memorial Deposit Form

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<th>Account#</th>
<th>Category</th>
<th>Amount</th>
<th>Check#</th>
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Cash Verification

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<td>Total Currency</td>
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<td>Total Coin</td>
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<td>Grand Total</td>
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</table>

Total Deposit - Memorial Fund

Deposit Date

39
AFFIRMATION FORM

I, __________________________ have read and understood the Procedures & Policy Manual and the Code of Ethics of Arkadelphia First United Methodist Church.

I have been provided and have read the Employee Handbook. ____ (check if applicable)

I have been provided an explanation of my duties as a committee member of __________________________ (Committee Name) ____ (check if applicable)

_____________________________________
Employee/Committee Member Signature
Sample Weekly Contribution Report Form

First United Methodist Church
Arkadelphia, Arkansas 71923

2013
Weekly Contribution Report
Date of Contribution 7/21/2013
Week # 30

Weekly Receipts $ 6,117
Food Pantry $ -

Backpacks for Kids (AR Rice Depot) $ 10 To Date: $2,442
Emergency Assistance Fund $ -
Facility Use $ 30
Organ Refurbishment Fund $ 25 To Date: $ 1,300.
Piano Refurbishment Fund $ - To Date: $19,439
Memorial - Designated to Building Fund $ 525
Building Fund $ 320 To Date: $413,320.64
Memorial - undesignated $ 25

2013 Operating Budget Revenue $ 469,784
Less: Other Income (ie. Rent, Facility Use & $ from Other Funds) $ (48,519)

2013 Congregation Donation Income Needed $ 421,265
Needed Donation Income YTD $ 243,038
Actual Amount Received YTD $ 240,747
Over/(Under) $ (2,290)
Percentage Over/(Under) -0.94%

| Divine Worship | 130 |
| New Song | 50 |
| **Total** | **180** |

Prior Year Contribution
Week 29 $ 3,658
Year to Date $ 245,329
PART THREE   BUILDING AND CHURCH BUS/VAN POLICY

I. General Provisions

The buildings and property of the church shall be used for:

a. Worship, fellowship, and education of the congregation.
b. Worthwhile service to the community.
c. Connectional ministries of the United Methodist Church.

In extraordinary circumstances including fire, flood, civil or natural calamity, the facilities of the Church will be available for the ministry of compassion.

II. Building Use Instructions

A. Miscellaneous

Members and non-members alike must reserve the buildings through the church office on a first-come basis. All individuals, groups, and organizations using the church facilities at times other than regular hours will obtain a key at the church office and will be responsible for turning out lights, locking doors, and leaving the facilities in the condition in which they were found, prior to leaving the facility, as outlined in the instruction sheet. Failure to comply with this policy may result in denial of facility use. Non-members must pay a $75 damage deposit to be returned if the building is left in good shape. Persons damaging the facility will be responsible for repair and replacement.

B. Fellowship Hall/Wesley Building/Sturgis Building

• The buildings must not be left unattended while unlocked.
• After the event, all chairs, tables, etc. must be arranged as found, unless prior arrangements have been made with the pastor or church secretary.
• Paper goods, kitchen supplies, plates, glassware, etc. are not to be used without prior permission of the kitchen committee.
• Be sure all lights are out before leaving. Be sure to check the bathrooms!
• The air should be set no higher than 68 degrees if heating and no lower than 75 degrees if cooling.
• All keys must be returned to the church office the first working day after the event.

C. Sanctuary

• Anyone using the sanctuary must speak first to the pastor, who will give any instructions needed about sound, lighting, etiquette, etc.
• The sanctuary must be returned to the condition as found, unless prior arrangements have been made with the pastor or church secretary.
• Food and beverages may be supplied in the narthex, but under no circumstances will be allowed in the main sanctuary.
• Persons using the facility must make sure that after the event all lights are out (check bathrooms) and bathrooms cleaned before leaving.
• All keys must be returned to the church office the first working day after the
D. **Kitchen Policy**
The FUMC kitchen is overseen by a volunteer committee with a Kitchen Coordinator appointed to the Administrative Board. This group oversees church sponsored events which involve food service. The coordinator will be responsible for purchasing basic supplies. The committee will check on equipment and keep the kitchen up to date.

Groups planning to occupy either kitchen must register on the official church calendar in the secretary's office.

All china, flatware and glassware used for eating must be washed in the dishwasher.

NO items of equipment are to be removed from church property without the consent of the senior pastor AND knowledge of the Kitchen Coordinator.

Any First United Methodist member or staff led group wanting to use the church disposables MUST pre-arrange their needs with the Kitchen Coordinator in order to avoid using merchandise earmarked for another event. When specific items are needed, turn in the order at least a week in advance to ensure delivery.

Persons using the kitchen are responsible for cleaning the kitchen and dining areas and returning them to order. This includes arranging for the dishwasher to be emptied if used. This is NOT the custodian's job. Any food left in a refrigerator, freezer, or cabinet must be labeled with the date and your name. It will be disposed of in a week. Personal dishes should be picked up in the dish pantry.

Please remember that our kitchens are kept up by volunteer members.

### III. **Use of Facilities**

A. Priority is given to church-wide events. When a church-wide event is not scheduled, a class or officially organized local church group may schedule the part of the facility desired. Individuals may schedule a part of the facility for a wedding, reception, party, etc.

B. Funeral services may be held any day but funerals in the sanctuary or bereavement meals at the church should not be scheduled without first contacting the pastor.

C. All worship services, programs, and studies shall reflect United Methodist theological and social positions. All groups or individuals using the facilities must remember that at all times they are at a church. All music and activities should be honoring to our Lord and should uplift the witness of our church. For that reason, the use of secular music at events and activities is discouraged.

D. Individual members of Arkadelphia First United Methodist Church may use the facilities of the church with clearance from the minister and the church secretaries.
All use of the buildings must be coordinated through the church office. There will be no charge to church members for the use of the facilities. There will be a $75 fee if set-up or clean-up is required by the church custodian or another designated person.

E. Non-members and private groups may use the facilities of the church with prior approval of the minister and the church secretaries and must be willing to bear the cost of operation of the facilities used:

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<tbody>
<tr>
<td>Sanctuary</td>
<td>$300.00</td>
<td>Sturgis Building</td>
<td>$75.00</td>
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<tr>
<td>Fellowship Hall</td>
<td>$150.00</td>
<td>Wesley Room</td>
<td>$75.00</td>
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An additional $75 set-up fee will be charged for use of the any buildings on Saturdays.

F. Community Service groups and organizations, with the approval of the Pastor and/or the Administrative Board may use the facilities with no formal charge, but are encouraged to give an offering to offset the cost of utilities. There will be a $75 fee if set-up or clean-up is required by the church custodian or another designated person.

G. No individuals, groups, or organizations will be allowed to use any church facilities for their own use on a regularly scheduled basis without authorization from the Board of Trustees. Church program activities will have priority over all other scheduling.

H. No alcoholic beverages will be allowed on the church premises for any occasion. Tobacco products will not be allowed in the buildings. First UMC will abide by all community anti-smoking ordinances.

I. Any group or individual desiring to use the facility shall agree to abide by the church’s procedures and policies.

J. There is no charge for use of facilities for funerals. For non-members, an offering to offset cost of utilities is encouraged.

IV. Use of Church Equipment

A. All FUMC employees and volunteers should protect the church’s assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the church. All assets should be used for legitimate church related purposes, unless by permission from the Pastor.

B. The sanctuary organ and chapel organ are not available for general use except by permission of the church organist and pastor. The organ is to be used only by those engaged by the church for the performance of ministry of music and by those engaged in weddings, funerals, or other special needs.
C. Church equipment may be borrowed only with approval from the Minister. In all cases, those borrowing any equipment will assume full responsibility for care and safe return. No items may be borrowed from the kitchen. All equipment borrowed must be recorded on an Equipment Sign Out Form.

D. Designated folding tables and chairs may be borrowed by a member of the church with clearance from the Minister and/or church secretary. Individuals or groups who are non-members may borrow such items only with approval of the Trustees Committee. In all cases, those borrowing tables or chairs will assume responsibility for its care and safe return. All equipment borrowed must be recorded on an Equipment Sign Out Form.

E. All requests or situations not covered by this statement of the policy which involves facilities, property, or equipment of First United Methodist Church shall be subject to approval of the Trustees and/or Administrative Board.

V. Maintenance and Operation

A. The Trustees will take proper action to maintain all equipment and utilities in efficient working condition. They will maintain all portions of the building and grounds in good repair and in a neat and presentable condition.

B. Disposal of all church property is the responsibility of the Trustees. Disposal of items values at $250 or less can be handled by the Pastor and Trustees Chair. Disposal of all items valued $250 or greater must be handled by the Trustees Committee. Disposal of property greater than $10,000 must be presented by the Trustees to the Administrative Board for final approval.

C. The Custodian will be responsible for the cleanliness and order of the buildings and grounds. The buildings will be opened, closed, and maintained in accordance with the schedule established by the church office as approved by the Senior Minister. All requests for work for the custodian shall be submitted at least 24 hours in advance of time needed. Personal service from the custodian from groups or individuals outside of regular hours or duties will cost $12.00 per hour with a minimum charge of $12.00 and is contingent on the Custodian’s approval.
VI. Church Bus/Van Policy

A. When the church bus/van is used by an organized group within the church for a church function, the church will bear the operating expenses for trips up to 30 miles. For all trips over 30 miles, those using the church bus/van shall pay actual gas costs. The date, odometer reading, gallons of gas bought and cost must be recorded in the church bus/van log, as outlined in the “Church bus/van Check List.”

B. The church bus/van is to be used exclusively for those groups or functions related to the First United Methodist Church unless approved by the Trustees. Guests may be invited, however, provided minors under the age of 18 submit permission slips. No minors, either guests or church members, will be allowed to ride the church bus/van until a permission slip is signed by parents or guardian granting permission for the minor to ride in the vehicle and participate in the church activity requiring the use of the vehicle. Permission slips must be in the church office before the church bus/van leaves. The church bus/van may not be kept by any one group for more than two weeks without special permission from the Trustees. If the church bus/van is left in a city for a group to go by other transportation, the church bus/van must be properly stored in a secured parking area in an effort to avoid damage to or theft of the vehicle. When the bus/van is used by the Youth Group at least one adult in addition to the driver must be present on the trip.

C. Once a need has been determined for the church bus/van, the person responsible for organizing the trip must contact the church office to see (1) that the church bus/van is available, and (2) register the group that they may be put on the calendar at least a week in advance of the trip. The day of the trip (or before if necessary) the person organizing or the driver must go to the church office to pick up keys and vehicle authorization. The church office will prepare the vehicle authorization showing assigned to whom, date issued, destination, beginning miles and date of expected return. Upon return the person organizing the trip or the driver will complete the vehicle authorization showing the ending mileage and note of any equipment problems during the trip. A copy of the vehicle authorization will be kept in the church office. A copy of any invoice for reimbursement or credit card purchase must be submitted to the church office. The church bus/van must be returned to the church clean, inside and out, as outlined in the church bus/van check list. The person responsible for organizing the trip will be responsible for having this done. A cleaning fee of $50.00 will be charged if the church bus/van is returned and left dirty.

D. Drivers: Drivers of the church bus/van must maintain a valid driver’s license. Only licensed drivers age 21 or older and approved by the pastor shall be given permission to drive the church bus/van. To be an authorized driver, the church office must have a copy of current driver’s license (front and back).
VII. CHURCH BUS/VAN USE FORM

Event/Purpose ___________________________ Date of Request ___________________________
Number/Passengers ______________________ Trip Destination ___________________________
Requested by _____________________________
Beginning Mileage _______________________ Ending Mileage ___________________________
Date and Time Leaving ____________________ Date and Time Returning ____________________

Authorized by ____________________________
(Church representative)

I have read and understand this church bus/van use policy.

Designated Drivers

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<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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The following additional information must also be provided when a personal vehicle is used along with the church bus/van for a church trip:

Owner _____________________________
Vehicle Make and Model ___________________________
Insurance Carrier ___________________________
Liability Amounts ___________________________

All permission slips for minors must be in the church office before minors are allowed to ride on the church bus/van. For out of town trips a list of people riding the church bus/van and contact information must also be in the church office.
<table>
<thead>
<tr>
<th>Name</th>
<th>Item Borrowed</th>
<th>Date Out</th>
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First United Methodist Church
107 North 9th Street, Arkadelphia, Arkansas 71923
Facility Usage Agreement

Person Scheduling Event ___________________________________________________________ (Print)

Are you a member of Arkadelphia FUMC? Yes No

The Event is: A personal, non-church related event by a member of FUMC such as a family reunion, birthday party, shower, etc. (No for profit events).
An outside group or organization that may or may not contain members of FUMC.
An organization that has been exempted from fees. These are listed on the Usage Policy.

If an organization, the organization’s name is __________________________________________
The purpose of the event is __________________________________________________________________________________________
________________________________________________________________________________________

I request permission to use the following facilities: Fellowship Hall Kitchen Sturgis Parlor Wesley Room Sanctuary Other ______________________

I request to use the facilities on ______________ from _____________ through__________________ (dates) (start time) (depart time)

I, representing the above named organization/individuals, will be responsible for any damage to the building, facilities and equipment used. I will set the air no higher than 68 degrees if heating and no lower than 75 degrees if cooling. I will ensure that all doors will be locked, lights are turned off, and temperatures are re-set after the event is over. I have read the attached guidelines for use of FUMC facilities and agree to abide by these guidelines. Furthermore, I will take responsibility for informing the members of my group and will ensure that they adhere to these guidelines. I also agree that First United Methodist Church will not be held liable or responsible in any way for injuries or accidents incidental to the usage described above.

Responsible Individual’s Signature ______________________________________________ Date ________________

To be completed by the Church Secretary
The above event meets the established guidelines and will be scheduled when payment of fees is received.

Signed ______________________________ (Church Secretary)

Total Fees ________________ Fee Paid: Yes No

Event scheduled as requested Yes No Date entered on Church Calendar ________________

The Event has been referred to the Senior Pastor and/or the Trustees for further consideration: __________
PART FOUR  WEDDING POLICY

The Wedding Policy

of

First United Methodist Church

107 N. 9th St.
Arkadelphia, Arkansas
71923

Rev. Jim Polk, Senior Pastor
Jim.polk@arumc.org
Dr. Kay McAfee, Church Organist
phone (870) 246-2493
www.fumcark.org
I. Guidelines for Weddings

A service of Christian marriage is a service of Christian worship that sets the marriage rite in the context of a Service of the Word and provides the option of Holy Communion. It involves those present as an active congregation rather than simply as passive witnesses. Both words and actions consistently reflect the belief that husband and wife are entering of their own volition and as equal partners into a holy covenant reflecting Christ’s baptismal covenant with the Church.

Thus the wedding festivals of the church, of the community of Christ, are times of praise to God; they are an involvement together with parents, relatives, neighbors, new and old friends as two lives become one. In the wedding ceremony, the reading of the Scriptures and holy liturgy, the praying of prayers, hymns of praise sung by the congregation, jubilant anthems by soloists and/or choirs, and the great music of the church played on an organ and/or other musical instruments are all proper and good. The arts of preaching and prayer, liturgy and poetry, drama and music are united in praise to God upon the establishment of a new family.

The purpose of this Guide is to provide assistance in planning a ceremony that is as meaningful and problem-free as possible. Church staff members, who are dedicated to making each wedding a significant and joyful act of Christian worship, are available for assistance. Decisions regarding personal preferences in the service will be discussed in a spirit of commitment to honor God in worship, and to witness with integrity to the unique character of Christian marriage.

II. Initial Steps in Making Wedding Arrangements

1. Contact the church office to set a wedding day as early as possible:
   A. Date must be set in consultation with the officiating minister. The minister at First United Methodist Church or a United Methodist minister approved by our senior minister will officiate in all wedding services. Wedding ceremonies from other denominations must have the approval of the senior minister.
   B. Clear the date with Chairperson of the Worship Committee.
   C. Because of the worship schedule of the church at large, the following times should be avoided: Thursday-Saturday before Easter; Easter Day; Christmas Eve; and Christmas Day. No wedding should be set later than 8:00 p.m. or before 10:00 a.m.
   D. Dates are set on a first-come/first-served basis. In selecting dates, congregational worship services are give priority in all instances.

2. Complete the Wedding Information sheet and leave with the church secretary. At this point the date will be considered final. A wedding hostess will meet with you
to discuss the role of the wedding hostess in helping you with your wedding plans at First United Methodist Church.

3. Consult the church organist to clear the date on her (his) calendar.
   A. While it is a part of the music ministry of the staff organist to play at all weddings and rehearsals, other arrangements for organists may be made under unusual circumstances. Substitutes must meet the approval of the staff organist.
   B. Schedule an appointment with the staff organist to discuss the music to be used in conjunction with the ceremony.
   C. Clear the choice(s) of soloist(s), instrumentalist(s), and/or choir with the staff organist (and choir director) before approaching said choices.

4. Consult other musicians, ministers, liturgists, etc. to clear the date on their calendars.

5. Wedding bulletins recording the details of the service of worship are appropriate if desired and should be prepared in consultation with the officiating minister and the church organist. A $25.00 fee is charged for the preparation of a maximum of 200 bulletins by the church; the bride shall be responsible for the paper.

6. The church custodian must be present at all weddings and receptions.

7. There are NO exceptions to these provisions.

III. Guidelines for the Use of the Church Facilities

1. The Parlor and the Bride’s Room are designated for the use of the bridal party prior to the wedding ceremony.

2. The Choir room and Choir lounge are designated for the use of the groom’s party prior to the ceremony.

3. The Parlor and/or Fellowship Hall may be used for both the wedding reception and the rehearsal dinner.

4. Use of alcoholic beverages on the premises is prohibited. Use of tobacco inside any building is also prohibited.

5. Use of rice, confetti, or birdseed inside any of the buildings is prohibited.

6. The Sanctuary and Chapel are beautiful and do not lend themselves to elaborate decoration. With that in mind, the following guidelines are suggested to both the bride and the florist:
A. No furnishings will be moved within the Sanctuary or into the Sanctuary. A prayer bench is available and may be moved into place.
B. Appropriate paraments for the Communion Table and the Pulpit are to be used.
C. The Altar and its furnishings will not be removed, rearranged, or decorated in any way.
D. Flowers and other decorations should be kept simple and under no circumstances should they obscure the Altar, be placed on the organ or attached to the pipework, be placed on the piano, on the pulpit, lectern, or communion table, or obscure the view of the minister, the organist, or the soloist.
E. No nails, tacks, sticky tape or any adhesive material are to be used on any of the woodwork of the church. Special brackets are provided for pew markers.
F. When candles are used, the plexiglass floor protectors provided by the church are to be used under all candelabra. If more protection is needed, heavy plastic may be used. Candle lighters are provided by the church and should be returned to the storage closet in the Narthex immediately following their use during the ceremony. The church has brass candelabra and provides special candles for a fee of fifty cents per candle, payable to the office at least two weeks prior to the wedding. Candles placed along the aisle or in windows should be covered by glass globes.

7. The air conditioning in the Sanctuary is set for the pipe organ and must be kept between 69 and 72 degrees. Do not adjust the thermostat.

8. All decorations should be in place at least two hours prior to the wedding ceremony and reception.

9. All facilities must be left in the condition in which they were found. Premises should be cleaned and vacated within one hour following the wedding and/or reception. The Wedding hostess is not responsible for putting the sanctuary back in order for Sunday services. Please make sure that you designate a responsible person for this.

10. Church equipment, dishes, serving pieces, and utensils are not to be removed from the premises. When caterers are engaged they are to use only their equipment, thus avoiding any loss or mix-ups.

11. Photographers may take pictures, before and/or after the ceremony, in the Narthex of the Sanctuary immediately prior to the processional, and during the recessional from the back of the church.
   A. No pictures shall be made during the ceremony except for time exposures from the choir loft or back of the Sanctuary (Chapel). No noise should be discernible from the time exposures or the changing of film.
   B. Absolutely NO flash pictures are to be taken during the ceremony by the photographer, family members, or friends.
   C. Photographers should be cautioned about marring furniture by standing on pews or by placing equipment on pews or other furniture in the church.
D. Video and/or audio recording equipment may be used to record the ceremony from the balcony provided that use of such equipment is extremely discreet and in no way disrupts or detracts from the ceremony.
E. Both florists and photographers are responsible for any damages to FUMC facilities, which are incurred in the performance of their services.

IV. FEES

1. There is no charge to members of the congregation of First United Methodist Church, Arkadelphia (who are members at the time of inquiry) for the use of any of the facilities for the wedding ceremony. (A member is defined as the bride or groom or the parents of either) Non-members are required to deposit $300 at the time of application to use the facilities. If the church is left in good condition, as rated by the wedding hostesses, the $300 will be refunded. All building use fees paid in full before the church will be reserved. Fees to individuals must be paid in full one week before the wedding service.

2. Fees for formal wedding ceremonies for parties not belonging to this congregation are as follows (no extra charges levied for rehearsal in the chosen worship area)
   A. Sanctuary only: $300.00
   B. Chapel only: $150.00
   C. Sanctuary plus reception area: $450.00
   D. Chapel plus reception area: $300.00
   E. Fellowship Hall for rehearsal dinner: $200.00
   F. Sound system technician: $100.00
   G. FUMC minister: Honorarium

3. No fees are charged for informal, impromptu ceremonies (those ceremonies with no music, no rehearsal, no special decorations and with only the immediate family)

4. The basic fee for the church organist is $200.00 and should be paid directly to her/him at the time of the wedding rehearsal. This fee includes consultation services, the wedding rehearsal, one rehearsal with soloists, and the wedding ceremony. Any extra rehearsals with soloists or other musicians, special transcriptions or editing of music, any special purchases of music scores will necessitate an increase in fees. Soloists are responsible for supplying a copy or copies of their music for the organist, to be given to the organist not less than one week before the ceremony.

5. Fees for the soloist(s) or extra musician(s) are negotiable directly with them. While a gratuity of $50.00 is common, a gift may be offered instead.

6. Fees for the provision of a choir should be negotiated directly with the choir director and paid directly to him or her.
7. Fees for the church custodian are to be paid to the church office at least one week prior to the wedding as follows:
   A. Sanctuary (wedding and rehearsal only): $100.00
   B. Chapel (wedding and rehearsal only): $50.00
   C. Sanctuary (wedding and rehearsal) plus reception in Fellowship Hall: $150.00
   D. Chapel (wedding and rehearsal) plus reception in Fellowship Hall: $70.00
   E. Cleaning of Candelabras: per Candelabra $5.00

-------------------------------------Clip/Return-------------------------------------

Return to: Church Office

Deadline: 2 weeks before the wedding date

I have read the FUMC wedding guidelines and understand my responsibilities.

__________________________________________  ________________________
Bride’s Signature                                  Date

____________________________________________
Groom’s Signature                                Date

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# MARRIAGE CEREMONY AGREEMENT FORM

Please consult with the minister to confirm dates and times before making any other arrangements. This form must be turned in and all building use fees paid in full before the church will be reserved. Fees to individuals must be paid in full one week before the wedding service.

Bride's Name: ___________________________ Groom's Name: ___________________________
Bride’s Phone: ___________________ Address: ________________________________
Wedding Date and Time: ________________________________
Rehearsal Date and Time: ________________________________
Sanctuary or Chapel: ___________ Minister(s): ________________________________
Florist: ___________ Photographer: ________________________________

Will flowers be picked up or remain for the following Sunday worship service?

<table>
<thead>
<tr>
<th>Building Use for Non-members</th>
<th>Fee</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary only</td>
<td>$300.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Chapel only</td>
<td>$150.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Sanctuary plus reception area</td>
<td>$450.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Chapel plus reception area</td>
<td>$300.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Fellowship Hall for rehearsal dinner</td>
<td>$200.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Classrooms</td>
<td>$25.00</td>
<td>yes no</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services of Custodian:</th>
<th>Fee</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary Wedding no reception</td>
<td>$100.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Sanctuary Wedding, with reception at church</td>
<td>$150.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Chapel Wedding no reception</td>
<td>$50.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Chapel Wedding, with reception at church</td>
<td>$70.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Walk-in wedding (no rehearsal, no decorations, etc.)</td>
<td>$50.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Cleaning of Candelabras</td>
<td>$5 each</td>
<td>#__________</td>
</tr>
</tbody>
</table>

(Please note that the custodian will not remove reception decorations or wash dishes. Arrange for someone to wash dishes and remove the reception decorations.)

<table>
<thead>
<tr>
<th>Services of Organist/Minister/Sound</th>
<th>Fee</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Church Organist</td>
<td>$200.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Services of Vocal Soloist (recommended)</td>
<td>$50.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Sound Technician</td>
<td>$100.00</td>
<td>yes no</td>
</tr>
<tr>
<td>Services of Minister (fee usually paid by groom)</td>
<td>$200.00</td>
<td>yes no</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$______</td>
<td></td>
</tr>
</tbody>
</table>

We have read and understand the wedding policies of the church, and will abide by them.

Bride: ___________________________ Groom: ___________________________
PART FIVE: SAFE SANCTUARY CHILD PROTECTION POLICY

Purpose
The purpose for establishing this Safe Sanctuary Child Protection Policy is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all children and youth God has entrusted to our care. This Safe Sanctuary Child Protection Policy is put in place to protect our children and youth and our volunteers and staff. Thus, in covenant with all United Methodist congregations, The Arkadelphia First United Methodist Church adopts this policy for the welfare of our children and youth.

I. Staff and Leader Recruitment and Selection Guidelines

A. Age
Leaders and paid staff who will work with children and youth in any position of authority must be at least 18 years of age and at least 3 years older than the age of the children or youth they will be working with. Volunteers 17 or younger must be supervised by trained leaders or staff.

B. Children and Youth Leaders and Volunteers
All clergy, paid staff, and leaders who will have supervisory responsibility for children and youth of the Arkadelphia First United Methodist Church must:
- Complete a “Leader Application Form” and a “Criminal, Credit, and Motor Vehicle Background Check Release Form.”
- Complete a satisfactory background check.
- Interview with the staff person in charge of the program or event.
- Complete a Safe Sanctuary Covenant Form verifying that he/she has read and agrees to follow Arkadelphia First United Methodist Church=s Safe Sanctuary Child Protection Policy.
Other volunteers must be supervised by clergy, paid staff, or a trained leader and must also complete a Safe Sanctuary Covenant Form verifying that he/she has read and agrees to follow Arkadelphia First United Methodist Church=s Safe Sanctuary Child Protection Policy.

C. Approval of Certification
Program staff members will be responsible for having all applicants for leadership positions complete the appropriate forms; then receive, process and review them. For church staff, this process will be conducted by the SPR committee. Upon completion of the above steps, a leader will be certified to serve in all Arkadelphia First United Methodist Church events for children and youth.

D. Confidentiality of Records
After processing, all applications, background checks and any other related items will be kept in locked storage at the church. The church Finance Administrator will ensure the confidential safe keeping of these records. Access to these records will be limited to the clergy, SPR Chair, program staff members, and any other persons who, in the Sr. Pastor's or SPR Chair’s sole discretion, are needed to complete the determination of whether a person is fit to serve as a leader. Certified leader and Disapproved leader files will be kept indefinitely from the date of application.
II. Operating Procedures

All events of children and/or youth affiliated with Arkadelphia First United Methodist Church will be governed by the following guidelines:

A. Two-Adult Rule
   There should be at least two adults present at all times during an event sponsored by United Methodist Church in which children or youth are present. If the Two-Adult Rule is simply not feasible a “floater” can monitor frequently.

B. Doors and Windows
   1. All classroom or office doors will have a window or visibility from the hallway or remain open while occupied.
   2. Classroom or office doors will not be locked when occupied.
   3. Windows will be kept free of adornment.
   4. One-on-one interaction with children and youth should be with the door open and visibility unimpaired.

C. Bathroom Procedures
   Only certified leaders and paid staff members are permitted to assist young children in the bathroom.

D. Advance Notice to Parents
   Parents will be given advance notice and full information regarding events in which their children will participate.

E. Open Door Policy
   Parents of children or youth served and the clergy and staff of the church have the right to visit and observe the children's/youth activity, classroom, or church-sponsored program at any time, unannounced.

F. Outside Access
   There must be access to a phone, cell phone or pager when groups are at or away from the church facility.

G. Touch
   Physical affection should be appropriate to the age of the child or youth. Ideally, touching and affection should only be given when in the presence of other adults. It is much less likely that touches will be inappropriate or misconstrued as such when two adults are present and the touching is open to observation. A child's preference not to be touched should be respected. Church workers must promptly discuss inappropriate touching or questionable behavior by other workers with their ministry leader, staff member, or a pastor.

H. Outings Away From Church Property:
   All children and youth participating in out-of-town and over-night outings must have written consent and a medical release form. Medical release and consent forms may be completed for a one-year period and must be renewed annually.

   In no circumstance is one adult (other than the parent) to take a child or a group of children on an overnight outing alone. Female staff will supervise female youth in their sleeping quarters and male staff will supervise male youth. Married couples will not stay together but observe the female/female and male/male sleeping arrangements. With the exception of a parent/child combination, a staff and youth will not occupy the same bed.
I. **Classroom Discipline**

No physical punishment or verbal abuse is to be used at any time. If isolating a child within a classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child’s parents or guardian as soon as possible.

III. **RESPONSE BY CHURCH WORKERS TO ALLEGATIONS OF ABUSE**

Any volunteer or staff member with reasonable cause to suspect child maltreatment, or who observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment, shall do the following:

A. IMMEDIATELY ensure the protection of and tend to the immediate needs of the child, as the situation requires.

B. IMMEDIATELY report this to the event/program leader, program staff person and Sr. Pastor. If the alleged abuser is clergy, the SPR Chair and District Superintendent shall be notified.

C. IMMEDIATELY, the person reporting the alleged abuse must fill out in ink or type a “Child Abuse Allegation Documentation Report.” This and any other documentation related to the incident shall be filed in a confidential manner and kept as long as deemed legally necessary.

D. IMMEDIATELY, the Program staff person or Sr. Pastor should notify the Arkansas Child Abuse Hotline at 1-800-482-5964.

E. The Pastor or program staff person will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until the parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported. If one or both of the parents is the alleged abuser, contact the proper authorities listed above. Follow their advice about notification of parents.

F. If the accused is working with children or youth in the church, immediately, yet with dignity and respect for the sacred worth of the person, remove the accused from further involvement with children and/or youth until the investigation is finished.
Leader Application Form

For adults involved with leadership in the children’s and youth ministries of Arkadelphia First United Methodist Church.

Name ________________________________________________

Address ____________________________________________

Phone # ___________________ Cell # ___________________

Email _____________________________________________

Thank You for Volunteering!

Date

_____ Complete a satisfactory background check.

_____ Read the Safe Sanctuary Child Protection Policy

_____ Interview with the staff person in charge of the program or event.

Signature ________________________________________ Date ___________________
SAFE SANCTUARY CHILD PROTECTION COVENANT
Arkadelphia First United Methodist Church

The congregation at Arkadelphia First United Methodist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The Safe Sanctuary Child Protection Policy statement reflects our congregation’s commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

As a leader working with children or youth in this congregation, do you agree to:
1. Observe and abide by all church policies regarding working in ministries with children and youth?
   ☑ Yes ☐ No
2. Promptly report abusive or inappropriate behavior to the appropriate staff or pastor?
   ☑ Yes ☐ No

I certify that I have read the Arkadelphia First United Methodist Church Safe Sanctuary Child Protection Policy and I agree to abide by the policies set forth. I understand that a violation of any of these guidelines can lead to my immediate termination as a volunteer leader.

Name_________________________________________ Date __________
Arkadelphia First United Methodist Church requires that criminal background checks shall be made of all clergy, paid staff, and volunteers who have supervisory program responsibility for youth and children (e.g. youth group leaders) and all other church employees, to the extent permitted by law, prior to employment, to determine current or historic child abuse or sexual misconduct, criminal records, violent or pedophilic behavior.

Please check yes or a no for each question. If the answer to any question (except #8) is yes, please indicate the question number and explain below or on the back of this form.

1. Have you ever been charged, arrested, or convicted of any felonies or misdemeanors?  
   - Yes  
   - No

2. Have you ever been charged with DWI or DUI?  
   - Yes  
   - No

3. Has your driver’s license ever been revoked or suspended?  
   - Yes  
   - No

4. Have you ever been charged with or accused of an offense related to sexual harassment or misconduct, including:
   - sexual assault (e.g., rape)  
     - Yes  
     - No
   - an offense related to pornography or public indecency  
     - Yes  
     - No
   - abuse of power or role for sexual purposes  
     - Yes  
     - No
   - sexual comments, teasing, letters, calls, or material of sexual nature  
     - Yes  
     - No
   - sexual contact with a minor or a non-consenting adult  
     - Yes  
     - No

6. Have you ever been charged with misappropriating funds or otherwise breaching fiduciary duties in any professional capacity?  
   - Yes  
   - No

7. Have you ever been convicted of crimes relating to financial exploitation of an adult or child?  
   - Yes  
   - No

8. Do you authorize a financial background check?  
   - Yes  
   - No

9. Are there any facts that might show up on a background check that you would like to reveal at this time?  
   - Yes  
   - No

Name _______________________________________________________________________

First _______________________________________________________________________

Middle _____________________________________________________________________

Last _______________________________________________________________________

Maiden _____________________________________________________________________

Address _____________________________________________________________________

Street/P.O. Box _______________________________________________________________________

City _______________________________________________________________________

State _______________________________________________________________________

Zip _______________________________________________________________________

Date of Birth __________ Social Security # _________________________________

Drivers License # _______________________________ State of Issue ______________

(Area code) Phone: Home: ( ) __________ School/Work: ( ) _____________

Cell: ( ) ______________

Signature ___________________________ Date ______________________
Arkadelphia FUMC Medical Release & Permission Form

STUDENT NAME: ___________________________________________

MEDICAL HISTORY
Medical Insurance Company _______________________________________
Policy #__________________________
Physician ______________________________________________________
Office Phone ________________________
Dentist _________________________________________________________
Office Phone ________________________
Medications __________________________________________ Dosage _______________________
Allergies __________________________
Conditions ____________________________________________________
Physical Disabilities _____________________________________________

Special Needs
_____________________________________________________________________
_____________________________________________________________________

Should this child’s activities be restricted for any reason? YES NO
If yes, explain:
_____________________________________________________________________
_____________________________________________________________________

PERMISSION & RELEASE
____________________________________ has my permission to attend all activities sponsored by First
United Methodist Church (hereinafter the “Church”) during the current calendar year.
This consent form gives permission to seek whatever medical attention is deemed necessary, and releases the
Church and its staff of any liability against personal losses of named child.
I/We the undersigned have legal custody of the student named above, a minor, and have given our
consent for him/her to attend events being organized by the Church. I/We understand that there are
inherent risks involved in any ministry or athletic event, and I/We hereby release the Church, its pastors,
employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to
person or property that may occur during the course of my/our child’s involvement. In the event that
he/she is injured and requires the attention of a doctor, I/We consent to any reasonable medical treatment
as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or
hospital personnel designated by the Church, I/We agree to hold such person free and harmless of any
claims, demands or suits for damages arising from the giving of such consent. I/We also acknowledge
that we will be ultimately responsible for the cost of any medical care should the cost of that medical care
not be reimbursed by the health insurance provider. Further I/We affirm that the health insurance
information provided above is accurate at this date and will, to the best of my/our knowledge, still be in
force for the student named above. I/We also agree to bring my/our child home on my/our own expense
should they become ill or if deemed necessary by the church staff member(s) in charge.

Parent/Guardian signature: __________________________ Date: _________________

Printed Name: _______________________________________________
A. Child Abuse Allegation Documentation Report

If child abuse is suspected by, observed by, or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to the pastor or designee. If the pastor is the accused party, the designee will notify the chair of the Staff Parish Relations Committee.

Date of Incident: ________________

Description of Incident (Include all relevant information, including times, dates, and persons involved.) _____________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Name: ____________________________ Date: ______________
Phone #: ________ (Home) ________ (Wk) ________ (Cell)
Address: ________________________________________________