

15th Avenue Christian Church (Disciples of Christ)

Constitution and Bylaws & Church Policies

Adopted March 1, 2009



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Constitution

**15th Avenue Christian Church (Disciples of Christ)
Rock Island, Illinois
(Revised February 2009)**

PREAMBLE

We, the members of Fifteenth Avenue Christian Church (Disciples of Christ) of Rock Island, Illinois, in faithful response to the will and purposes of God as revealed through Jesus Christ and God's continuing revelation in the world, do hereby adopt this constitution on this 1st day of March, 2009.

ARTICLE 1 NAME AND OFFICE

The name of this corporation, hereinafter referred to as the "Congregation," is Fifteenth Avenue Christian Church (Disciples of Christ), an Illinois religious corporation. It is affiliated with and an integral part of the Christian Church (Disciples of Christ) in the United States and Canada, and the Christian Church (Disciples of Christ) in Illinois and Wisconsin.

The Congregation shall have and continuously maintain in the State of Illinois, a registered office at 3600 15th Avenue, Rock Island, and a registered agent.

ARTICLE 2 PURPOSE AND VISION

Open Doors ~ Open Minds ~ Open Hearts ~ Open Communion

We seek to be a diverse congregation of deeply spiritual followers of Jesus Christ, representing the variety of God's created people. As such our doors, minds, and hearts are open to welcome all who seek to know Jesus Christ. We move toward this vision by seeking to bring all persons into relationship with and commitment to Jesus Christ; serving the Quad City area; supporting and being supported by the General and Regional offices of the Christian Church (Disciples of Christ); working cooperatively with Christians of other denominations and people of other faiths, seeking the oneness of the body of Christ; and in all ways making known the love of God.

ARTICLE 3 MEMBERSHIP

Membership in this Congregation, as part of the whole family of God on earth, consists of the following:

- Those who are members on the effective date of this Constitution;
- Those who unite with it by profession of faith in Jesus Christ as Lord and Savior, giving expression of their faith through baptism and commitment to Jesus Christ;
- Those who unite by transfer of membership, thereby reaffirming their faith and commitment to Jesus Christ.

Participating, Non-participating, Associate, and Dual Membership are defined in the bylaws of the Congregation.

ARTICLE 4 INCORPORATION AND DISSOLUTION

The incorporation of the Congregation is in accordance with the State of Illinois Religious Corporation Act of April 18, 1872, as amended.

In the event of dissolution of the Congregation, or a decision by its members to associate with a denomination other than the Christian Church (Disciples of Christ) or any other-named successor to the Christian Church (Disciples of Christ), ownership of the assets of the Congregation remaining after the discharge of all its liabilities will be transferred to the Christian Church (Disciples of Christ) in Illinois and Wisconsin, it having like purposes and likewise being exempt from federal taxes by reason of compliance with tax exemption provisions of the Internal Revenue Service and the Illinois Department of Revenue. These assets will be used for such purposes as deemed appropriate by the Christian Church (Disciples of Christ) in Illinois and Wisconsin.

ARTICLE 5

AUTHORITY, RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF THE CONGREGATION

In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate authority for all decisions rests with the congregation. The Congregation will manage its affairs in the Spirit of Jesus Christ; own, control, and encumber its property; organize and carry out its mission and witness; establish its budgets and financial policies; call, employ, and terminate employment of its minister(s) and other staff; and participate through voting representatives in regional and general assemblies in forming the corporate judgments of the Christian Church (Disciples of Christ).

The Congregation will demonstrate voluntarily its mutual concern for the nurture, mission and witness of the whole church family, and among other responsibilities, it will: proclaim the gospel; administer baptism and the Lord's Supper; provide for the spiritual well-being of its members; grow in understanding that the church is a universal fellowship; transcend barriers within the human family; be faithful in Christian stewardship, sharing proportionately in providing resources for the total life, work, and witness of the Christian Church (Disciples of Christ); choose voting representatives to the general and regional assemblies of the Christian Church (Disciples of Christ); and seek to realize the oneness of the church with Jesus Christ through cooperation with other churches and emerging ecumenical structures.

The Congregation will sustain its minister(s) in faithfulness and honor, and in matters pertaining to relationships with the minister(s), seek counsel from the Regional Minister of the Christian Church (Disciples of Christ) in Illinois and Wisconsin.

The Congregation will exercise and enjoy all other rights, privileges and responsibilities requisite and appropriate to carrying out its purpose.

ARTICLE 6 STRUCTURE AND ROLES

A. OFFICERS

The Congregation will elect from its members a Chairperson, Vice Chairperson, Secretary, Treasurer, and Financial Secretary. These officers will be elected at an annual meeting of the Congregation or such other meeting as may be called by the Chairperson or the Board for such purpose, and will serve as officers of the Congregation as set forth in the Bylaws.

B. FUNCTIONAL ORGANIZATION

The Congregation, acting through its Board, will establish such ministries, task groups, and other organizational bodies as it determines are necessary for conducting the work of the Congregation.

C. BOARD

1. The Congregation will have a Board. The Board will be responsible to the Congregation.
2. The Board will be composed of Participating Members, as defined in the Bylaws, and for terms of office stated therein. Its officers, authority, and responsibilities are set forth in the Bylaws.
3. The Board will be responsible for receiving reports and information from the minister(s), officers, individuals, and any organizational bodies operating on behalf of the Congregation. It will establish the budget, subject to action by the Congregation at its annual or any special meeting authorized by this Constitution. It will conduct all business matters, and carry out other responsibilities set forth in the Bylaws and such other legal requirements prescribed by the law of the State of Illinois or any other government body which may have jurisdiction over the congregation and its actions.

D. ELDERS & DEACONS

1. Elders are Participating Members with responsibility for spiritual oversight for the congregation and its ministries, as defined in the Bylaws. Their election, terms of service, qualifications and responsibilities are defined in the Bylaws.
2. Deacons are Participating Members with responsibility for administration as defined in the Bylaws. Their election, terms of service, qualifications and responsibilities are defined in the Bylaws.

ARTICLE 7 MEETINGS

A. CONGREGATIONAL MEETINGS

Congregational meetings will be held at least once each calendar year, for election of officers, approval of the budget and other business.

Special Meetings may be called by: a) the Chairperson, b) written request to the Chairperson or Vice Chairperson by not less than 50% of the Board members, or c) written request to the Chairperson or Vice Chairperson by not less than 25% of the Participating Members, as stated in the Bylaws.

B. BOARD MEETINGS

Board meetings will be held as stated in the Bylaws.

C. NOTICE OF MEETINGS

Notice and purpose of all meetings of the Congregation and Board will be provided as stated in the Bylaws.

D. QUORUMS

1. Twenty-five percent of the total Participating Membership will be the quorum for meetings of the congregation.
2. The quorum for meetings of the Board will be no less than nine Board members.

ARTICLE 8 AMENDMENTS

A. PROCESS

This Constitution may be amended at any Congregational meeting, in accordance with this Constitution, by two thirds (2/3) vote of the Participating Members present and voting on such amendment, provided that a quorum is present. Any amendment first must be proposed at a regularly scheduled Board meeting. A simple majority vote of the Board is required, in order to recommend the proposed amendment to the Congregation.

B. NOTICE

Written notice of any proposed amendment to this Constitution, recommended by the Board, must be mailed to all members of the Congregation at least two weeks prior to the Congregational meeting. In addition, the proposed amendment must be announced at the worship services on the two weekends immediately preceding the Congregational Meeting.

C. ABSENTEE VOTING

If a participating member is unable to be present at a congregational meeting for this purpose, an absentee vote may be submitted, provided that the vote is received, in writing, in the church office at least one week prior to the vote.

Bylaws

15th Avenue Christian Church (Disciples of Christ)
Rock Island, Illinois
(Revised February 2009)

ARTICLE 1 THE CONGREGATION

A. CONGREGATIONAL MEMBERSHIP

1. Participating Members are those persons who join the Congregation by profession of faith or transfer of their membership from another Congregation. They attend worship services, financially support the ongoing ministries of the Congregation and otherwise participate in the life of the Congregation. Participating Members have the right to vote on matters brought to the Congregation.
2. Non-Participating Members are those persons who have requested to be placed on non-participating status or have ceased participation. Non-Participating Members will not have the right to vote on matters brought to the Congregation.
3. Dual members are those who hold permanent membership in another Christian denomination or Disciples Congregation, and who simultaneously affiliate with this Congregation for reasons of local participation. Dual members may be Participating or Non-participating.
4. Associate members are those who desire to affiliate with this Congregation for a period of time, without transferring their membership from another Congregation. If an Associate Member ceases to participate as defined in A.1 above, their Associate membership is ended.
5. A record of all Participating and Non-Participating Members of the congregation will be kept.

B. CONGREGATIONAL MEETINGS

1. An annual Congregational meeting must be held within the two months prior to the beginning of the new fiscal year, for the purpose of approving the budget for the coming year, election of officers and other business as stated in the notice of the meeting. All meetings will be conducted in accordance with *Robert's Rules of Order, as Revised*.
2. A special meeting of the Congregation may be called by the Chairperson or by a vote of a majority of the Board at any time, provided the proper notice for such meeting is given.
3. A special meeting of the Congregation may be called by written request to the Chairperson. The request must state the purpose for the proposed meeting and be signed by a quorum of the Participating Membership. The Chairperson will schedule the meeting as soon as possible, consistent with proper notice.

4. Notice of all Congregational meetings will be published in at least one issue of the church newsletter, sent by electronic mail where possible, and announced at worship services on the two Sundays immediately preceding the meeting. Notice must contain the location, date, time and purpose of the meeting. The only business that can be acted upon is that which is specifically contained in the notice as the purpose of the meeting.

ARTICLE 2 OFFICERS OF THE CONGREGATION

A. OFFICERS AND TERMS

1. Each year the Congregation will elect for terms of one year, the following Executive Officers from the Participating Members, who become members of the Board because of election to these positions:

- a. Chairperson of the Congregation.
- b. Vice Chairperson of the Congregation.
- c. Secretary of the Congregation.
- d. Treasurer of the Congregation.
- e. Financial Secretary of the Congregation.

2. Each year the Congregation will elect one trustee for a term of three years. Trustees will not exceed three in number.

3. At the annual meeting the Congregation may elect, from the Participating Members, for a one year term, two at-large members to the Board.

B. NOMINATING COMMITTEE

1. Each year the Chairperson will select a new committee of at least four (4) Participating Members. The committee will include at least one elder and at least one deacon, and may include one or more Participating Members who are not currently serving on the Board.

2. The members of the Nominating Committee will be confirmed by the Board no later than its September meeting. The Nominating Committee will receive recommendations from the Congregation and will select nominees for the officers and Board members. The Nominating Committee will explain the duties and responsibilities to the nominees and secure the agreement of the nominees that, if elected, they will serve. The slate of nominees will be presented to the Board no later than its November meeting.

3. Upon recommendation of the Board, the Nominating Committee will present the nominees to the Congregation for election at the annual Congregational meeting. Nominations will be accepted from the floor only with the consent of the nominee; consent must be in writing if the nominee is not present.

C. QUALIFICATIONS OF ELECTED BOARD MEMBERS

Elected Board members will be active in the Congregation's life and give evidence of seeking to grow in their own understanding and practice of the Christian faith. Such evidence would include the following:

1. Promotion of Christian good will in the Congregation and community.
2. Regular attendance at the worship services and activities of the Congregation.
3. Regular financial support of the whole church.
4. Willingness to fulfill expectations of the office.
5. Skills for carrying out responsibilities of the particular office.

D. RESPONSIBILITIES OF ELECTED BOARD MEMBERS

1. The Chairperson of the Congregation will serve as Chairperson of the Board. The Chairperson presides at all meetings of the Congregation and Board, and performs such other duties normally associated with the office of Chairperson. The Chairperson may vote only to break a tie. The Chairperson will nominate Participating Members to fill any vacancies that may occur. The Chairperson is an ex officio member of all committees and task groups.
2. The Vice Chairperson of the Congregation presides in the absence of the Chairperson, and performs other duties as requested by the Chairperson. If the Chairperson cannot complete the term of office, the Vice Chairperson becomes the Chairperson, and nominates a new Vice Chairperson for the unexpired term. By request of the Chairperson, the Vice Chairperson may be an ex officio member of any committee or task group.
3. The Secretary of the Congregation will keep accurate minutes of all meetings of the Congregation and Board, and provide for these minutes to be reviewed and approved by the Board.
4. The Treasurer of the Congregation will receive reports of all income from the Financial Secretary, pay all accounts of the Congregation as authorized by the budget or special action of the Board, or by action of Executive Committee within established limits. The Treasurer will keep accurate records of all expenditures, provide regular financial statements to the Board, and provide for an annual independent review or audit of both income and expenditures, for presentation to the board. The annual review or audit must be conducted by two competent people other than the Treasurer or Financial Secretary. The Treasurer is authorized to sign checks for authorized disbursements.
5. The Financial Secretary will receive all income of the Congregation, keep accurate records of the source and amount of such income, and deposit such income to the proper accounts. The Financial Secretary will provide the Treasurer with documentation of all deposit receipts. The Financial Secretary will make regular written reports to all contributors. The Financial Secretary is authorized to sign checks for authorized disbursements. The Board will authorize Assistant Financial Secretaries.
6. The Trustees will act as legal agents of the church in all business matters. They will hold legal title to all church property and handle all business transactions related thereto. The Trustees will have supervision over all endowment and trust funds; and perform such duties as required by the laws of the State of Illinois. These duties will be carried out under the supervision of the Official Board and subject to the approval of the congregation.
7. All legal documents will require two signatures. All financial documents will require two signatures, and one of these can be the employed church secretary.

E. TERMS OF OFFICE

1. The Chairperson and vice-Chairperson will serve one-year terms, renewable for one consecutive term for the same office.

2. The Secretary, Treasurer and Financial Secretary will serve one-year terms, renewable to a maximum of five (5) consecutive terms.

ARTICLE 3 THE BOARD

A. MEMBERSHIP, TERMS OF OFFICE, ELECTION, AND VACANCIES

1. The Board will consist of Participating Members of the Congregation, as follows: Executive Officers, who are also officers of the Board; elders and deacons, and a representative of each committee, fellowship group, and task group, chosen by that group. A person may be both an elected member of the board and a representative member of the board.
2. Representatives of committees, task groups, and fellowship groups serve at the pleasure of the selecting group. Groups are encouraged to rotate Board representation, so that more members gain experience and grow in leadership skills.
3. The Chairperson will appoint Participating Members to vacancies among elected members, until such time as approval can be attained from the congregation.
4. The Minister(s) of the Congregation are non-voting members of the Board.

B. AUTHORITY AND RESPONSIBILITIES OF THE BOARD

1. The Board will primarily concern itself with the business, legal, financial, administrative and policy issues of the Congregation.
2. The Board will establish committees and task groups as it sees fit, to carry out the purposes, mission, and witness of the Congregation.
3. All organizations within the Congregation will be responsible to the Board. They will report plans and activities to the Board and through it, to the Congregation.
4. The Board has the authority to conduct routine business matters and modify allocations of funds within the approved budget. Unbudgeted expenditures or series of related unbudgeted expenditures, over \$500 and up to \$5,000 may be approved by the Board; amounts over \$5,000 will require Congregational approval.
5. The Board may establish policies for routine administrative matters of the church such as financial policies, personnel policies, and other matters it deems appropriate.
6. The Board will develop the budget and recommend approval of the budget to the Congregation.

7. The Board will establish a Personnel Committee to handle matters related to church staff, including the employment and termination of staff other than the minister(s).
 - a. The Board Chair will select a chairperson of the Personnel Committee.
 - b. Recognizing the sensitive nature of personnel matters, the Board Chair and the Personnel Committee chairperson will select at least four additional members of the Personnel Committee. The Personnel Committee may seek outside advice as needed.
 - c. Meetings of the Personnel Committee are closed.

D. EXECUTIVE COMMITTEE

The Executive Committee consists of the Chairperson, Vice Chairperson, Secretary, Treasurer, Financial Secretary, Elder Chairperson, and the Minister. The Executive Committee will meet as needed, at the request of any two of its members. The general purpose of the Executive Committee is to carry out actions of the Board, which are not otherwise assigned, and to plan for Congregational and Board meetings. Other duties may be delegated by the Board. The Executive Committee may authorize unbudgeted expenditures, or a series of related expenditures, up to \$500. The Executive Committee will keep minutes of any formal meetings and submit those minutes to the Board.

Executive Officers and other leaders may also meet informally; such meetings have no official standing and are outside the scope of these Bylaws.

E. MEETINGS

1. Board meetings are open to members of the Congregation and their attendance is encouraged. Regular meetings of the Board will be held at least 6 times per year. Special meetings may be called by the Chairperson or upon request of the minister(s) or a quorum of the Board. Notice of regular meetings will be given in the publications of the church and in worship. Notice of special meetings will be given in Sunday worship at least one week in advance, and in publications if time allows, and by electronic means wherever possible. Notice of special meetings will contain the location, date, time, and purpose of the meeting, and only that purpose may be acted upon.
2. The Board will use consensus to the greatest extent possible in planning and coordination of the work of the church. Decisions of a legal or financial nature will be made according to *Robert's Rules of Order, as Revised*.

ARTICLE 4 ELDERS

A. The leadership of elders is essential to the spiritual health of the church. In partnership with the minister(s), the elders will share in the ministries of worship, pastoral care, and teaching.

B. Any Participating Member of the congregation is eligible to be nominated and elected an Elder.

C. Candidates must be active in the congregation's life and give evidence of seeking to grow in their understanding and practice of the Christian life. Such evidence would include the following:

1. A commitment to serving God, as evidenced by faithfulness to the Word and conduct of one's life in light of the teachings of Jesus Christ.
2. Excitement in sharing the Good News to deepen the faith of the congregation.
3. Being accepting, affirming, and tolerant of a diversity of opinions, particularly in the interpretation of scripture.
4. Being an active participant in the worship services and activities of the congregation.
5. Promoting stewardship of personal resources.
6. Promoting Christian fellowship and good will.
7. Participating in the ministries of the church.
8. Growing in Christian faith through personal and group study, worship and prayer.
9. Recognizing and celebrating spiritual gifts.
10. Supporting the Christian Church (Disciples of Christ) and the church universal.

D. Once elected as an Elder, the person remains an Elder for life, unless elected to the office of Deacon, resigns, retires, or is released for cause.

E. Upon retirement from active service, honorary status as Elder Emeritus may be conferred. Elders Emeriti will not be scheduled for regular responsibility, but may serve as a personal option.

ARTICLE 5 DEACONS

A. The service of deacons is essential to the mission of the church. In partnership with the minister(s) and elders, serving deacons assist as needed in all aspects of the worship service including greeting, communion, offerings, baptisms, and the preparing deacons prepare and clean up the communion elements. Deacons serve in the mission, program, and business activities of the Congregation.

B. Any Participating Member is eligible to be nominated and elected as a deacon.

C. Candidates must be active in the congregation's life and give evidence of seeking to grow in their understanding and practice of the Christian life. Such evidence would include the following:

1. A commitment to serving God, as evidenced by faithfulness to the Word and conduct of one's life in light of the teachings of Jesus Christ.
2. Excitement in sharing the Good News to deepen the faith of the congregation.
3. Being accepting, affirming, and tolerant of a diversity of opinions, particularly in the interpretation of scripture.
4. Being an active participant in the worship services and activities of the congregation.
5. Promoting stewardship of personal resources.
6. Promoting Christian fellowship and good will.
7. Participating in the ministries of the church.
8. Growing in Christian faith through personal and group study, worship and prayer.
9. Recognizing and celebrating spiritual gifts.
10. Supporting the Christian Church (Disciples of Christ) and the church universal.

D. Once elected as a Deacon, a person remains a Deacon, unless elected to the office of Elder, resigns, retires, is released for cause, or is no longer an Active Member.

E. Upon retirement from active service, honorary status as Deacon Emeritus may be conferred. Deacons Emeriti will not be scheduled for regular responsibility, but may serve as a personal option.

ARTICLE 6 THE MINISTER(S)

A. RESPONSIBILITIES OF THE MINISTER(S)

1. The minister(s) will be responsible for the ministerial and pastoral functions of ministry including, but not limited to the following:

- a. Demonstrating a personal belief that Jesus is the Christ, Son of the living God
- b. Encouraging the congregation in their Christian faith
- c. Teaching
- d. Preaching
- e. Leading worship and the celebration of the sacraments
- f. Conducting funerals and weddings
- g. Pastoral calls
- h. Pastoral counseling
- i. Encouraging congregational support for local and wider church mission
- j. Cultivating Christian family and personal life within the congregation
- k. Compassionate support for grieving members

2. In cooperation with the Chairperson of the congregation and the Board, the minister(s) encourages the life and work of the congregation, governed by the congregation's constitution and bylaws, and its policies and procedures.

3. The minister(s) will place special emphasis on developing lay leadership within the congregation.

4. The minister(s) is an ex officio, non-voting, member of all constituency groups of the congregation except the Pastoral Search Committee.

B. SELECTION OF MINISTER(S)

1. When a vacancy occurs, a Pastoral Search Committee chairperson will be selected by the Chairperson of the congregation and together they will select at least five (5) and no more than nine (9) Participating Members to serve on the Pastoral Search Committee, who are representative of the congregation. The members of the Pastoral Search Committee will be approved by the Congregation.

2. The Pastoral Search Committee will make a recommendation to the Board concerning leadership during the interim period.

3. The Pastoral Search Committee may use the services of the region of Christian Church (Disciples of Christ) in Illinois and Wisconsin for information and counsel during the search process.

4. The Pastoral Search Committee will negotiate with only one prospective minister at a time; however, information may be secured and interviews conducted with multiple candidates concurrently.
5. The Pastoral Search Committee will recommend a prospective minister(s) to the Board for its approval and recommendation to the congregation.
6. The Board may approve the recommendation of the Pastoral Search Committee by at least two-thirds majority of those present and voting, contingent upon a quorum. Upon approval, the Board recommends calling the prospective minister(s) to the congregation.
7. At a meeting of the congregation, at which a quorum is present, a two-thirds majority of those present and voting is necessary to extend a call to the prospective minister(s).

C. TERMS OF SERVICE

1. Upon agreement on the terms of service, a written employment agreement, setting forth the compensation and other conditions of the call, will be provided to the minister(s), with copies filed in the church office, the regional office, and the office of the Pension Fund of the Christian Church.
2. The term of ministry is for an indefinite period and may only be terminated consistent with the terms of the employment agreement unless for cause.

D. RESIGNATION

1. Voluntary resignation of the minister(s) will be submitted to the Board in writing.
2. Failure to give notice in accordance with the terms of the employment agreement will nullify such agreement.
3. Termination of the minister(s) will be dealt with confidentially between the minister, the Executive Committee, the Personnel Committee, the Chairperson of Pastoral Relations Committee, and the Regional Minister and President.

E. PASTORAL RELATIONS COMMITTEE

1. The Pastoral Relations Committee is a sounding board for concerns from the congregation and from the minister(s) and will seek solutions.
2. The Pastoral Relations Committee will meet at least quarterly.
3. Together, the minister(s) and chairperson of the elders will select 4 – 6 Participating Members to serve on the Pastoral Relations Committee.
4. The Pastoral Relations Committee members will select a committee member to serve as liaison between the Pastoral Relations Committee and the Personnel Committee.

ARTICLE 7 FISCAL YEAR

The fiscal year shall be the calendar year.

ARTICLE 8 AMENDMENTS

Any proposed amendment must be presented at a regular board meeting or at a meeting called for this purpose. If the consensus of the board is for approval, it will be published in the newsletter prior to the board meeting at which it is scheduled for a vote. The proposed amendment will also be presented during worship services, at least two consecutive Sundays prior to the special Congregational meeting at which it is scheduled for a vote.

**15th Avenue Christian Church
Policies**

Cash Receipts Handling Procedures

15th Avenue Christian Church (Disciples of Christ)
Rock Island, Illinois
(Adopted January 2009)

Purpose: To properly account for church offerings under dual control and to ensure and maintain the confidentiality of member giving.

- The deacons collect offerings during worship service and place in trays at the front of the sanctuary.
- The church Financial Secretary, or elected assistants, take the offerings to the church office after the worship service.
- Two elected persons are present at all times during the opening and counting of offerings.
- The safe is then opened, using combination and key, given only to authorized persons. Any mailed or dropped-off offerings are taken out and placed with the worship service offerings.
- The safe combination should be changed at least once per year, or when personnel positions change.
- An initial sorting of envelopes is done based on the type of offering designation.
- Envelopes are opened and contents sorted by giving category.
- One person enters the giving information into the Power Church software, which is ID and password protected. One person counts checks and cash and arrives at totals by giving category.
- These totals are then verified to the totals in Power Church and discrepancies resolved.
- Deposit slips are prepared and placed in a locked bank bag, of which the key is in a locked drawer, accessible only to authorized persons.
- The locked bag is immediately taken to the bank and deposited into the night depository.
- Once the bag is opened, counted and deposited by the bank, the open bag is returned by the bank to the church, containing deposit receipts, which are verified by an independent person when bank statements are received.
- Entries into Power Church provide information for individual giving statements to be produced and made available to contributors on a periodic basis. Year end statements are delivered to all contributors. Contributors are encouraged to contact the Financial Secretary with questions or concerns and to resolve differences.

Child Protection Policy

**15th Avenue Christian Church (Disciples of Christ)
Rock Island, Illinois
(Adopted January 17, 2002)**

Jesus welcomed the children to himself, and warned against anyone who would put a stumbling block in their path. In the pattern of Jesus' teachings, as a congregation we resolve to be a place of safety and welcome for all children, and we enact this policy as one step toward protecting all the children within our care from undue risk of any form of abuse including verbal, physical, emotional and sexual abuse and misconduct. It is our further intention through this policy, to protect our staff and volunteers from false accusations of committing or allowing such abuse.

This policy applies to all adults and youth who work with children in any capacity, including nursery, church school, child care during meetings, Christian Youth Fellowship, and any other activity where supervision and care of minors is the responsibility of church workers.

1. All adults and youth, employed and volunteer, who will work with minors must be approved by the Personnel Committee before beginning work. A signed Application to Work with Children and Youth is required before the necessary screening can take place.
2. All youth who work with children shall be at least fourteen years old, and at least four years older than the children they supervise. At least one adult over the age of 21 shall also be present with the children, and at least two adults will be available at the church building or at the activity.
3. Adults or youth who have been convicted of either sexual or physical abuse of a child or youth, or who have a history of inappropriate conduct with them including actual or attempted abuse or molestation of a minor, are not allowed to interact with minors in any church-sponsored activity.
4. Volunteers must be members or regular participants of 15th Avenue Christian Church (Disciples of Christ) for at least six months before being eligible to work with minors.
5. No youth worker shall ever be alone with a minor other than their own child. At least two adults shall be present at all times when children and youth are present. If a child or youth requests a private conversation, parental permission shall be obtained before such a meeting can take place, or another adult shall be recruited to be present. The second adult may be in sight out of hearing range, if desired by the youth or child.
6. All activities shall take place in view of passersby. In the absence of windows or other openings to traffic ways, classroom and office doors shall remain open.
7. No church worker shall use corporal punishment with any child. Workers may not use physical force with a child except that which is necessary to prevent immediate physical harm. Workers may not yell or scream at a child, and may not use any physical gestures intended to scare. If the situation cannot be resolved without this, the child shall be separated from the group and his/her parent called.

8. All church workers shall be discreet in touching the children and youth in their care, and all touch shall be within sight of other responsible parties. Hugs, handshakes, pats on the back, and other signs of support and affirmation are encouraged. Sexual touching and kissing is forbidden. Touching the intimate areas (genitals, breasts, buttocks) of another person is forbidden, except the necessary care of infants and very young children. Nursery care of infants and toddlers, including diaper changing, bathing, changing clothing, and help with toileting, shall be handled with dignity and privacy for the child, and shall take place in sight of another worker.

9. No church worker shall engage in non-touch sexual abuse, which includes but is not limited to: exhibitionism; obscene phone calls; verbal comments of a sexual nature; exposing a youth or child to pornographic materials of any kind; allowing them to witness the sexual activity of others.

10. Staff and volunteers shall not take children with them in their vehicles without prior permission of the custodial parent or guardian.

11. In the state of Illinois, church staff “and volunteers” are mandated reporters of suspected child abuse and neglect. Any worker who suspects that a child is being abused or neglected, no matter what the suspected source of the abuse or neglect, is required to report that abuse to the Child Abuse Hotline, 1-800-25202873. Suspected abuse must be reported as soon as a worker is aware of the possibility. Suspected abuse must also be reported to the pastor, or to the person in charge of the event or ministry, who will communicate to the pastor. Workers should feel free to discuss any concerns with the pastor or supervisor before calling, and the pastor or supervisor may make the call if both agree.

12. Workers are encouraged to be watchful of one another, and to comment directly and discreetly on behaviors that may be in violation of the policy. Workers should feel free to discuss their concerns with the ministry supervisor or with the pastor at any time. Any behavior that puts a child at risk of abuse shall be reported immediately to the supervisor or the pastor.

Endowment Fund Policy

15th Avenue Christian Church (Disciples of Christ)
Rock Island, Illinois
(Adopted January 2001)

I. PURPOSE:

The purpose of the Endowment Fund of Fifteenth Avenue Christian Church is to expand the witness and mission of Jesus Christ in the world, serving human needs in our community and around the world. It is not intended to compete with the regular annual giving of members, or to diminish the opportunities for responsible stewardship by present or future members.

All assets received by the Endowment Fund shall be considered permanent. Each year an amount will be spent from the Endowment Fund for the church ministry. The annual amount to be withdrawn for the church ministry will be equal to 5% of the market value of the Endowment Fund investment portfolio. This percentage amount shall be reviewed periodically to determine that the buying power of the original gifts is not being deflated. The market value of the endowment fund will be based on September 30th statements each year and the annual church ministry distribution provided in the following January.

II. TYPES OF GIFTS:

Endowment Funds are not memorial funds, reserve funds or building funds. A separate policy shall govern these gifts.

Gifts to the Fifteenth Avenue's Endowment Fund may come in a variety of forms, including stocks, bonds, real estate, tangible property and cash. All bequests and gifts received in any form other than cash will be converted to cash at its fair market value as soon as practical. On some rare occasions, the church may want to refuse a gift or bequest to its Endowment Fund. This may be done by the Church Board upon the recommendation of the Endowment Fund Trustees.

All gifts designated for the Endowment Fund will be considered permanent and therefore cannot be spent. Only the earnings from these permanent funds may be used for the church ministries.

Undesignated gifts in the form of bequests, the residual value of charitable trusts and charitable gift annuities, and life insurance shall be the property of the Endowment Fund.

III. ENDOWMENT FUND TRUSTEES:

The Church Trustees elected in accordance with the Church Constitution and By-Laws shall manage the Endowment Fund of Fifteenth Avenue Christian Church. The senior minister and board chairman of the congregation will be ex-officio members without vote.

The Responsibilities of Endowment Fund Trustees Will be to:

A. Meet quarterly (e.g., on the second Monday of the months of February, May, August and November). Minutes of the meeting will be kept and recorded.

B. Publicize the fund to the congregation by sponsoring "planned giving seminars," contacting prospective donors and promoting other activities which will bring growth in the Endowment Fund.

C. Provide a written annual report to the Church Board and Congregation which shall include a list of new gifts received, investment transactions, all amounts spent for ministry, and total value of the Endowment Fund at year end.

D. Allocate Endowment Fund spending to the Stewardship and Finance Department of the congregation annually for expenditure according to Item IV, Annual Spending for Ministry. Trustees shall not have the responsibility for the spending policy of the disbursed funds.

E. Invest the corpus of the Endowment Fund to provide a reasonable return on the investments. It is recommended that an agency of the Christian Church (Disciples of Christ) such as the Christian Church Foundation, Inc., or the Board of Church Extension, be considered to manage all or part of the Endowment Fund.

Although it is not required, trustees are encouraged to make provisions in their own financial planning to provide a gift to the Endowment Fund of Fifteenth Avenue Christian Church.

IV. ANNUAL SPENDING FOR MINISTRY

A. Spending from designated gifts will be according to the donor's instructions.

B. Spending from unrestricted funds will be as follows:

1. 40% will be designated for outreach and Basic Mission Fund causes and transferred to the Outreach Committee for expenditure. These funds will not be considered as part of the regular budget expenditure for outreach causes. The Outreach Committee will report to the Church Board within six months concerning these expenditures.
2. 30% will be designated for retirement of outstanding debt(s) on congregational properties. If the congregation has no debt, then this 30% will be directed to a "reserve fund" to meet future capital needs.
3. 30% will be designated for the Christian Education, Music and Youth Programs of the church as determined by the Church Board and Finance Committee.

V. AMENDING PROCEDURES:

This policy may be amended by a three-fourths majority vote of the Church Congregation at two successive meetings, upon published written notice of proposed changes to the congregation members at least two weeks prior to the first meeting. Reasons to amend may include catastrophic events such as earthquakes, fires or floods.

VI. TERMINATION:

In the event that Fifteenth Avenue Christian Church should terminate its ministry, the assets of the Endowment Fund shall be transferred equally to the Christian Church Foundation, Inc., of the Christian Church (Disciples of Christ) and the regional office of the Christian Church in Illinois and Wisconsin with instructions concerning future spending.

Memorial Policy

15th Avenue Christian Church (Disciples of Christ)
Rock Island, Illinois
(Adopted January 19, 2007)

The Memorial Committee administers financial gifts in memory of loved ones. Such gifts may include gifts in memory of a loved one, whether at the time of death or any other time; bequests, trusts, and other receipts conveyed through probate procedures. The Memorial Committee also receives, records, and celebrates gifts in-kind, which are offered in memory of loved ones.

A. PURPOSE AND RESPONSIBILITIES

1. Recognizing that nothing is permanent other than our God, it is our intention to use Memorial funds in keeping with the mission statement of the congregation. Gifts are generally used for items of lasting value, and may also be used in the mission of the church. If the family of a remembered person expresses preferences, the committee will make every effort to honor these preferences but is not bound by them.

2. The Memorial Committee will publish a current list of the desired projects for Memorial Funds. Estimated costs will be included when possible.

B. COMMITTEE

1. The Board Chairperson selects the chairperson of the committee. Together they select 3 – 5 participating members for the committee. Members serve 5-year terms. Members may serve more than one consecutive term.

2. The church secretary may handle correspondence for the committee, at the discretion of the chairperson. Records will be kept in the church office, with appropriate duplication for safety and convenience.

C. RECEIVING AND ACKNOWLEDGING GIFTS

1. Financial gifts are received, recorded, and deposited according to the established procedures of the General Board.

2. The church secretary will send acknowledgment and thanks to the donor, and notify the memorial committee of the amount of gifts received and the person(s) honored.

3. The committee reserves the right to receive or reject gifts in-kind, based on such factors as condition, usability, and appropriateness for the mission of the congregation.

4. All gifts, of any kind, become the property of 15th Avenue Christian Church.

D. ACCOUNTABILITY

1. The Memorial Committee reports to the General Board. The committee will keep the board apprised of the assets of the memorial fund, and the status of the proposed, ongoing, and newly completed projects.

2. The names of donors, with the person honored, are recorded in the Abiding Memorial Book. When financial gifts are used, the use of those gifts is added to the record.
3. When a memorial gift is taken out of service, whether due to condition or to change in mission and use, the memorial committee will decide the manner of disposal. Disposition of gifts is added to the record in the Abiding Memorials Book. Funds recovered from the sale of items taken out of service, if any, will be returned to the undesignated Memorial Fund.
4. Annually, the Memorial Committee will dedicate gifts and projects completed during the year, and recognize those gifts which were taken out of service during the year. This dedication may take place near Memorial Day in May, All Saints Day in November, or another time convenient for the congregation's program.
5. The cost of recognitions, dedication, and disposal may be paid from the undesignated Memorial Funds.
6. Because all donors and gifts are recorded in one place, plaques and other markers are not normally used. Such markers are often impractical, they may impede functions or aesthetics; or the memorial item may be hidden from view, rendering such markers moot.

E. USE OF MEMORIAL MONIES

1. Project requests may be made to any member of the committee at any time.
2. In a timely manner the committee will consider projects and make recommendations to the board, giving thought to current and anticipated congregational needs, appropriateness of the project, and availability of funds.
3. In the case of memorials at the time of death, within one year the family of the memorialized person may make non-binding recommendations for use of the funds. After one year, all gifts which were not designated by the donor are considered undesignated.
4. On its own authority the committee may undertake projects of less than \$500, provided such projects are within the vision and mission of the congregation.
5. The church board must approve all projects over \$500.
6. The committee may not consider projects that are in conflict with decisions of the church board, or pre-empt the board's decision-making responsibility on all-church projects.
7. The committee may recommend partial participation in a project undertaken by other groups of the congregation. In this circumstance, the Memorial Committee shall only advise the affected task group concerning the project.
8. Projects shall be carried out in a timely manner by the persons so designated.

F. SPECIAL PURPOSE FUNDS

1. The Memorial Committee may establish funds for specified purposes, such as the Music Program, Youth Activities, Property Improvement, and the like, provided that such funds are within the mission and vision of the congregation.

2. Any member of the congregation may request that the Memorial Committee establish a special purpose fund. The Committee's decision in regarding new funds is final.
3. Gifts may be designated to these funds by the donor, the honoree, or the family of the person being remembered. Donor's choice will override family's wishes if there is a difference.
4. Disbursement from special purpose memorial funds is with approval of the church board, with request from the Memorial Committee or from a group or leader appropriate to the intended purpose of the fund.
5. The memorial Committee may close such funds when the intended purpose is complete or becomes obsolete. If a balance remains in a closed fund, the committee will recommend to the church board an appropriate re-direction of the remaining balance of the fund. Normally, balances will be added to the undesignated Memorial Funds.

G. AMENDMENT

Proposed amendments to this policy may be presented for discussion at any meeting of the General Board or Cabinet. Such amendment may be adopted by majority vote at a subsequent meeting of the General Board, provided that it has been published in at least one issue of the church Bell or otherwise brought to the attention of the church membership.

Property and Facilities Policy

15th Avenue Christian Church (Disciples of Christ)
Rock Island, Illinois
(Adopted January 2007)

- Members may borrow items from the church by clearing their need(s) with the property chairman and the church calendar, ie: number of tables and chairs.
- The member must also "sign out" the items borrowed, and make arrangements to return the items in good condition, at a stated time.
- **ALL KEYS** must be signed for, and any lost keys will result in a charge.

FACILITY USE

Members and immediate family (sons and daughters) may use the facility **free** of charge, upon availability.

- If the women's group prepares and serves food, arrangements must be made with their coordinator. (There may be a fee.)
- If custodial services are needed there will be a **minimum** charge.

Weddings have a fee schedule. Members need to consult with the church secretary for details.

Arrangements for funerals should be made through the church secretary and the pastor. The Fellowship Hall can be used for a funeral luncheon. Arrangements for food and serving food should be made with the secretary and the women's group coordinator. Custodian services are required as well.

Non-Members

There are set fees and deposits for usage of the building by non-members. Fees and deposits may differ, depending upon what type of usage (weddings, funerals, birthdays, anniversary's, showers, etc.) the building is scheduled for. The custodian must be consulted and cleared when an event is scheduled. The custodian will open and close the building, clean, and offer **limited** help.

Custodian Services

Services of the church custodian may be available for setup and clean up. This is dependent upon the custodian's availability and must be determined in advance.

Kitchen Use

When the kitchen is used, the church member/renter is responsible for the following:

- Wash any utensils and other items that were used and put them away.
- Wipe down the counter tops, microwave, and stove (if used).
- Clean and empty the sink.
- Sweep the floor.
- Put things back where you found them.
- Any spills on the floor or in the refrigerator are to be cleaned up.

Restrooms

The church member/renter will ensure that the restrooms are clean and orderly at the end of their rental arrangement.

GENERAL FACILITY POLICIES

- **ALL** portions of the building are smoke free. Smoking is only permitted outside the building.
- **Alcohol** is **not** permitted on the premises.
- All users, members and non-members, are responsible for the condition of the building and for the behavior of their guests. Renters are responsible for any and all damages incurred.
- The building will not be leased to minors, for profit making uses, or for political purposes.
- The building will not be leased for events where a cover charge or entrance fee is charged.
- The renter is not to injure, damage, mar, nor in any manner deface, said facility. The renter is not permitted to place any nails, tacks, hooks, or screws in any part of the facility, or make any alterations of any kind thereon. **All decorations shall be attached by masking tape only.**

DONATIONS TO THE CHURCH

Any donations, new or used furniture, appliances, computers, printers, electronics, etc. must be cleared by the ***property chairman and in some cases by the Official Board***.

The church reserves the right to accept or reject any offered donations.

Wedding Policy

15th Avenue Christian Church (Disciples of Christ)

Rock Island, Illinois

(Adopted January 2007)

Eligibility

15th Ave Christian Church has opened its doors to marry members and non-members. All wedding dates must be calendared through the church secretary by calling the church office at 309.786.6925. It is suggested that weddings be scheduled up to 16 months in advance.

Schedule the Wedding

Check with the church to make sure the date you are interested in is available. Then, complete the wedding application (which is available online) and all appropriate paperwork and send (or bring) into the church office with any necessary deposits due. For non-members, once the non-refundable \$50.00 deposit is collected, your spot is confirmed. Facilities are available on a first come, first serve basis.

Minister

Once we have booked your minister to conduct your ceremony, we will need to schedule at least two sessions of planning your ceremony and pre-marital counseling.

Facilities and Equipment

When using the church for your wedding, you assume responsibility for damage or destruction of any church property. Any necessary repairs are your responsibility. Animals are not allowed in our buildings—unless they are assisting those that are handicapped. Weddings can be reserved in our Sanctuary which seats 250 guests or our Chapel which seats 25 guests. Dressing facilities are also available and need to be reserved at the time of the reservation.

We currently have one stand and holder for the unity candle; it is customary for the couple to purchase their own 14" taper for the ceremony. We have four brass candelabras that hold seven candles each (drip less candles only). Also available to you is the use of pillars that attach to the end of every three rows of pews that has a holder for a candle. You may supply your own candles or purchase candles from the church. Floors and carpets must be covered to protect from wax damage by use of a plastic mat. Our custodial staff will do all of the set-up for you. Rice, confetti, birdseed, flower petals, or similar objects shall not be used in or around the church premises. Use of candles is limited to the wedding service only.

Wedding Hosts

Wedding hosts are required. The number of hosts will correlate to the size of your wedding party. Wedding hosts are members of the congregation whose purpose is to assist with the needs of the wedding party and families, and to ensure that the ceremony moves in a smooth and timely manner.

Rehearsal

Normally, this occurs the day before the wedding. The officiating minister will be in charge of the rehearsal. All members of the wedding party and the musicians are expected to attend the rehearsal. Wedding hosts will also be present at your rehearsal.

Music

The music you choose is an important part of your ceremony. The musician you hire from 15th Ave Christian Church will gladly assist in choosing the appropriate music. Our Organist/Pianist will have first right of refusal.

Decorations

All decorations must comply with Fire Codes. All decorations should be removed from the church facilities following the ceremony. Any items left on the premises will be disposed of by our custodial staff. Decorations must not damage the church property in any way. No flowers or plants on any wood finished surfaces. Signs must be hung with specially designed tape that the wedding hosts can provide.

Furniture and Fixtures

We will be unable to accommodate the rearrangement or removal of furniture, fixtures, promotional materials, or signs. Please respect the primary purpose of the facility.

Decorum

15th Ave Christian Church is a place of worship. Actions and activities should always be conducted with proper respect for the church and should be uplifting to the Lord. This includes weddings. As such, the use of alcoholic beverages are not allowed on the campus of the church.

WEDDING FEES

REQUIRED		
Facility Rental Charges		
Sanctuary	(seats 250)	\$100.00
Chapel	(seats 25)	\$ 25.00
Deposit to Reserve Facility		\$ 50.00
<i>(Non-refundable deposit that will be applied to facility usage charge)</i>		
15th Ave Christian Church Clergy Honorarium*		\$200.00
<i>(Includes 2 meetings with the pastor, the rehearsal, and the wedding)</i>		
Organist/Pianist Fee*		\$150.00
Custodial Fee*		\$100.00
<i>Additional \$150.00 if Fellowship Hall is rented</i>		
<i>Additional \$ 50.00 for Holiday Weekends</i>		
Wedding Host(s)	1-4 in wedding party	\$ 0.00
	5-8 in wedding party	\$ 50.00
	9 or more	\$ 75.00

OPTIONAL		
Candelabras & candle holders*	<i>(candles not included)</i>	\$ 40.00
Wedding Programs	<i>(Not to exceed 150)</i>	\$ 0.00
Kneeling Bench		\$ 0.00
Fellowship Hall Rental (3 hours max)		\$275.00
- Price includes labor for serving cake, punch, mints and nuts		
- An additional \$50.00 will be added for serving ready to serve foods		
- Christian Women's Fellowship (CWF) must serve at reception		
- Renters are responsible for furnishing all food and beverages		
- Seating capacity is 100		

**Indicates that the fee applies to members as well as non-members*

- All fees are due **1 week** before the wedding or earlier
- Fees must be paid **directly** to the individual performing the service
- Wedding Host Fees are to be paid to 15th Avenue Christian Church
- Facility Rental Fees are to be paid to 15th Avenue Christian Church

Employee Handbook and Policy

15th Avenue Christian Church (Disciples of Christ)

Rock Island, Illinois

(Adopted February 21, 2012)

Welcome to 15th Avenue Christian Church!

We welcome you as a member of this staff. The key to successful ministry in any Church is always outstanding people. It is our goal to find the best persons available for every aspect of the church's life, ministry and work.

As you enter into employment at 15th Avenue Church ("the Church"), you enter more than just a job, position or church staff; you join a ministry team. This ministry team is committed to do everything possible to assist and support every staff person in his or her work. The success of the ministry team is as important as the success of one's particular areas of accountability and responsibility.

If you have any questions, please do not hesitate to ask them of the Pastor, Chairperson of the Board, or the Chairperson of the Personnel Committee.

We wish you great fulfillment and joy in your work as you share your talents, abilities and professional training with staff and members of the Church.

- The Personnel Committee

Introductory statement

This manual is designed to acquaint you with 15th Avenue Christian Church and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the manual. It describes many of your responsibilities as an employee and outlines the programs developed by 15th Avenue Christian Church to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook and statement of policies can anticipate every circumstance or question about policy. As the 15th Avenue Christian Church continues to grow, and as the need may arise, the 15th Avenue Christian Church reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the Church to end our relationship for any reason at any time. Employees will be notified of such changes to the handbook as they occur.

Employment at Will

Employment with 15th Avenue Christian Church is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause within the 30 day notice constraint of their employee job agreement. Similarly, 15th Avenue Christian Church may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Employees are required to sign a written statement acknowledging that they are employed at the will of the 15th Avenue Christian Church.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the 15th Avenue Christian Church and any of its employees. No Church representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy.

Nothing in this employment handbook and policy is intended to authorize a violation of state or federal laws. The applicable law will always supersede any provision of this policy.

SECTION 2: Hiring and Employment Policies

Equal Employment Opportunity

The church is committed to equal employment opportunity for all qualified persons, without regard to race, color, gender, age, national origin, political affiliation, marital status, disability or status as a Vietnam era or special disabled veteran as required by law. This applies to all employment practices, including hiring, benefits, promotions, training, disciplinary action, and immediate termination.

All employees are expected to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the church's equal opportunity objectives. Anyone who observes a violation of this policy should report it immediately to the violator's supervisor or to a member of the Personnel Committee.

15th Avenue Christian Church will utilize all reasonable efforts to comply with all requirements of federal, state and local laws and regulations relating to Equal Employment Opportunity.

Violation of this policy may result in disciplinary action, including immediate termination.

Immigration Reform and Control Act of 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, each employee will be required to fill out an I-9 Form and provide documentation verifying identity and legal authority to work in the United States.

Employee Classifications

Pastors

Serve by contract with the Church Board.

Staff

REGULAR FULL-TIME employees work a minimum of 40 regularly scheduled hours per week.

REGULAR PART-TIME employees work less than 32 regularly scheduled hours per week.

TEMPORARY employees are employed to complete specific projects or for a maximum length of time.

Job Descriptions

Each staff person will have a written job description outlining his or her basic responsibilities and duties. An employee has the right to know what is expected of her/him regarding job responsibilities and who, if anyone, he/she supervises or who supervises the employee.

Employees will have the opportunity to discuss their job description at the time of their annual evaluation with the senior pastor and members of the Personnel Committee. The Personnel Committee will review job descriptions yearly after the annual evaluations have occurred.

Training Period

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. If 15th Avenue Christian Church determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

The training period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. 15th Avenue Christian Church uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or 15th Avenue Christian Church may end the employment at will at any time during the training period, with or without cause or advance notice.

Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job

tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

Formal performance appraisals will be conducted at least once a year. Additional performance appraisals will occur at the end of the introductory/training period or anytime performance expectations need to be clarified. The appraisal will be done by the staff that supervises the employee in addition to one or more members of the Personnel Committee. Completed appraisals will be filed in the employee's personnel file. Each employee is entitled to comment on his or her appraisal and have those comments included with the appraisal in their file.

The performance appraisal allows the employee and supervisor time to: 1) review and up-date the job description, 2) assess working conditions present, 3) discuss/assess past performance, and 4) develop goals for the upcoming year.

Records of disciplinary actions and other relevant documents are retained in the employee's personnel file.

Personnel Records

The church maintains personnel records regarding each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and other employment records.

In order to ensure that records are current, employees shall report any change in name, address, phone number, marital status, or any other pertinent information, to the Church Board Chairperson.

Personnel actions are handled in a manner that respects privacy and confidentiality to the extent provided by law. Every employee must respect these rights of co-workers and church members.

Personnel files are the property of the church and access to the information they contain is restricted. The files are located in a locked file cabinet in the Church Office. The only persons authorized to have access to personnel files are the Senior Pastor and the Personnel Committee Chairperson. The Personnel Committee can provide written authorization for other persons to have access to personnel records.

With reasonable advance notice, an employee is permitted to review that employee's own file, in the presence of an individual appointed by 15th Avenue Christian Church to maintain the file, in a controlled environment that will guarantee confidentiality. Any employee wishing to review his or her personnel file should contact the Personnel Chair to arrange for a convenient time. Any staff member or church member who has access to individual personnel information shall not discuss such information with other employees except those persons who have valid authority in the matter. Failure to comply with confidentiality requirements can result in discipline of an employee, including immediate termination.

Documents subject to inspection:

- Employment application
- Resume
- Emergency notification form
- Performance appraisals/reviews
- Employee benefit verification form
- Job description

Documents not open to inspection:

- Letters of reference
- Records that may be produced in a judicial proceeding as part of a pending claim between the employer and the staff person.
- Records regarding an employer's investigation of alleged criminal activity.

SECTION 3: Compensation

Wage and Salary Reviews

The Personnel Committee annually reviews the salary for each employee. In setting the initial salary and in making annual salary adjustments, consideration is given to the following items:

- 1) Current pay in the local community, or in comparable positions at other churches
- 2) Responsibilities of position as outlined in the job description
- 3) Training, education, and experience of employee
- 4) Performance of the employee
- 5) Any salary recommendations given by the supervisor
- 6) Cost of living
- 7) Hours worked each week
- 8) Church budget

Generally, the Personnel Committee submits salary/budget recommendations to the Church Board.

Health Insurance Benefit

Full time employees are eligible for the health insurance benefit. The plan is 15th Avenue Christian Church's effort to assist eligible employees with expenses for health insurance. Employees are eligible for the benefit first day of the calendar month following their date of employment.

Payday

Pay periods for all employees are bi-weekly. The bi-weekly period begins on Thursday and ends on Wednesday. Paychecks will be issued on alternating Fridays for the pay period ending the prior Wednesday.

Payroll Deductions

The church complies with the various payroll deductions required by law, such as federal income tax, state income tax, state disability insurance, and social security taxes. The employee must authorize any other deductions, in writing.

Each paycheck stub will itemize amounts that have been withheld, so this information may be kept for tax purposes. Questions about deductions may be directed to the Church Treasurer. The church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Additional Hours of Scheduled Work Schedule

For regular part-time staff, if additional hours are needed over their employment agreement, it is the responsibility of the staff to contact either the Senior Pastor or Chair of Personnel for advanced approval of additional hours.

SECTION 4: Benefits

Paid Leave

Vacation

Vacations will be granted, with pay, to all employees regular full and part time employees after six months of continuous employment in the Church

The following conditions prevail:

Vacation leave should be used within each calendar year. The calendar year for 15th Avenue Christian Church follows the fiscal year of January 1st to December 31th. Any unused vacation time will be forfeited on the 10th of January of the following year. Pay will not be given in lieu of unused vacation. The amount of vacation granted will be on the basis of unbroken service with the Church as stated in each employee job description.

Holidays

All regular full and part time employees shall be granted seven paid holidays per year. The following will be observed holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day

The following general provisions apply to holiday pay:

If a holiday falls on a Saturday, it will be observed on the preceding Friday, and if it falls on a Sunday, it will be observed the following Monday. Employees who are required to

work on a holiday are entitled to take another day off with the approval of their supervisor or the Senior Pastor. If a holiday falls during an employee's approved vacation period, the employee will receive credit for the holiday, and will not be charged for a vacation day on the day the holiday is observed.

Maternity/Paternity Leave

Maternity/Paternity leave may be taken for the birth or adoption of a child. 15th Avenue Christian Church employees may take a total of six weeks maternity/paternity leave. All accrued sick leave must be used first, paid vacation will be used next. The remainder of the six weeks shall be unpaid.

Nothing in this policy is intended to authorize a violation of state or federal laws. The applicable law will always supersede any provision of this policy.

Jury or Witness Duty

15th Avenue Christian Church encourages all employees to respond to the civic responsibility of jury duty if requested. Employees who receive a summons for jury duty or a subpoena for witness duty should notify the supervisor immediately. Employees who are verbally requested to serve as a witness are asked to require a written subpoena.

The 15th Avenue Christian Church at their normal rate of pay will compensate employees who serve on jury or witness duty (other than in actions against the employer).

Upon completion of jury duty, a verification of attendance form must be presented to the church. It is the employee's responsibility to report jury and witness duty absences on an attendance/absence report form. Employees who are excused from jury duty for the day, or are excused early, should report to work immediately after being excused when it is practical to do so. The church may request that jury duty be rescheduled for a later date that would be more convenient for the church.

Military Leave

Employees who are called, voluntarily or involuntarily, to perform active duties or training with the armed services, including the National Guard and organized reserves of the Armed Forces of the United States will be granted time off for duty in accordance with the Uniform Services Employment and Reemployment Rights Act of 1994 and the provisions of the Iowa/Illinois code. Reservists and National Guard Members, whose duty is normally a two-week period each year, will be paid the difference between their regular salary and military pay for the business days during this temporary duty assignment for two weeks. Emergency call-ups will be handled on an individual basis.

Those reservists called up for active military duty during declared war or emergency situations will be paid the difference between their regular salary and military pay only

as required by law. Employees who are granted military leaves of absence are entitled to full re-employment rights subject to the governing federal and state laws.

It is the employee's responsibility to provide their supervisor with a copy of the duty orders, and to report military leave absences on an attendance/absence report form. The employee and supervisor must sign reports. Military pay vouchers must be submitted to the Finance Manager in order to receive appropriate salary payment.

Employees will not accrue vacation or sick leave during the period of their active service.

Compassionate Leave

An employee becomes eligible to use compassionate leave upon the completion of three months of service. Compassionate leave is allowed in the event of death of an immediate family member. The employee's supervisor must approve compassionate leave before compassionate leave is authorized.

Time allowed for paid compassionate leave is as follows:

- Up to three days for each occurrence of the death of a member or members of the immediate family of the employee.
- One day for service as a pallbearer at the funeral of a person who is not a member of the employee's immediate family.

Immediate family for compassionate leave is defined as, and is limited to, the employee's spouse, children, parents, grandparents, grandchildren, brothers, and sisters.

The Senior Pastor or the Chairperson of the Personnel Committee must approve exception to the above policy.

Unpaid Leave of Absence

A leave of absence without pay will be considered for extraordinary circumstances such as pursuit of educational goals or an extended family crisis not detrimental to the ministry of the church. This can be granted only with the approval of the Senior Pastor or the Personnel Committee.

Continuing Education for Pastors

Pastors shall be encouraged to continue their education throughout their career, including a carefully developed personal program of study augmented periodically by involvement in organized educational activities. In most cases, the pastor's continuing education program should allow for leaves of absence for study at least one week each year. Such leaves shall not be considered as part of the pastor's vacation and shall be planned in consultation with the church.

Continuing Education for Staff

Requests for work time to be used for continuing education must be made in advance to the employee's supervisor. When it can be demonstrated that the church will benefit from an employee's participation in an educational program or professional organization, the church may pay the related expenses.

SECTION 5: Rules and Regulations

Code of Conduct

15th Avenue Christian Church is a Christian church. It bases its teaching and guidelines for lifestyle and work ethics on the teachings found in Holy Scripture. We expect the employee's conduct, on the job as well as off the job, to be moral, spiritual, and ethical. The church, by its nature, is a place where people may share confidential information. We hold all employees to the highest standards in maintaining the confidence of information learned through their employment by the church.

General Complaint Procedures

A complaint is any cause for employee dissatisfaction with employee working conditions. The grievance procedure is available to all employees and may be used when informal dispute resolutions have been unsuccessful or unacceptable. The process is not applicable to discipline, including immediate termination. The following steps should be followed:

The employee should make an oral complaint to the employee's immediate supervisor within five working days of the incidence of the alleged complaint. The employee should clearly tell the supervisor that he or she is initiating the complaint process. The supervisor shall convey the resolution to the employee within 10 working days.

If the complaint is with the Senior Pastor, then the complaint should be made with the Personnel Committee Chairperson.

Harassment

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is illegal when submission to or rejection of such conduct is used as a term or condition of employment, or is used as a basis for employment decisions. Sexual harassment, which has the purpose or effect of substantially, interfering with an employee's work performance or which creates an intimidating, hostile, or offensive work environment, is also illegal.

Examples of unwelcome conduct that may constitute sexual harassment include:

- Requesting or offering sexual favors in return for job benefits;

- Cornering, patting, pinching, or brushing up against a person's body in a manner that is sexual in nature;
- Open speculation or inquiries about a person's sex life;
- Jokes, remarks, or innuendoes that are sexual in nature about a person or such comments about women and men in general which result in an intimidating, hostile, or offensive work environment;
- Displaying sexually explicit material in the workplace.

Other Types of Harassment

Harassment of persons on the basis of their race, color, age, physical or mental disability, medical condition, ancestry, national origin, sexual orientation, marital status, political affiliation, religion, or creed is a violation of law. The church will not tolerate such unlawful discrimination in the workplace.

The following behaviors regarding these classes are some examples of unlawful discrimination harassment:

- Abusing the dignity of a person through insulting or degrading remarks or conduct
- Threats, demands, or suggestions that an employee's work status is contingent upon the employee's tolerance of such behavior
- Subjecting a person to demeaning and/or degrading activities in order to gain co-worker acceptance (i.e. hazing);
- Disciplining or terminating an employee because of worker incompatibility, which is caused by, prohibited discrimination (i.e. prejudiced or biased behavior).

It is the church's responsibility to make a reasonable effort to prevent all forms of unlawful discrimination from occurring and to take immediate and appropriate corrective action when harassment is brought to their attention. The church affirms the right, in accord with this policy, to discipline any employee who engages in harassment. Also, the church may act on any failure of a supervisor to respond to an employee's complaints of personal observations of harassment.

An employee may file a complaint against a pastor by following procedures through the Christian Church in Wisconsin and Illinois Regional Office.

General Information

Personal Appearance

During regular office hours, all employees are expected to be dressed in neat and clean attire, and appropriate to the job responsibilities.

Use of Church Equipment

From time to time employees may have personal business to conduct during the regular workday. These items should be kept to an absolute minimum to assure that they do not disrupt or interfere with an employee's work. Whenever possible, personal

business should be conducted and personal phone calls should be made during scheduled breaks and meal periods. Employees must reimburse the church for any personal long distance telephone calls billed to the church and should reimburse the church for any personal printing or copying that is done using church equipment.

Supervisors who deem an employee's use of the telephone for personal matters to be excessive should bring it to the employee's attention, and the employee may be subject to discipline if the behavior is not corrected.

Employee Parking

Because the church insurance policy does not cover personal property, the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Smoking Policy

According to policies set by the Board of Trustees, 15th Avenue Christian Church is a smoke-free workplace. Smoking is prohibited in all areas of the church and on the church property.

Attendance and Punctuality

Each employee is expected to work all his or her scheduled hours, to report for work on time, and to work to the end of the work period. (An employee is expected to check-in and out through the church office when leaving the building.) Unscheduled absences and tardiness disrupts the work environment and may place additional work on the employee's co-workers. The employee's supervisor should approve all absences. If employees are ill or anticipate being late, the supervisor should be notified no later than the regularly scheduled starting time. If the employee's supervisor is not available, the church office staff should be notified of the circumstances.

Absences that are not approved by the supervisor can be grounds for discipline, including immediate termination.

Tardiness is a problem when it becomes habitual or a pattern develops. When the frequency or pattern of tardiness is affecting the employee's or department's ability to get work done or to respond to members, disciplinary action will begin. Supervisors may choose to dock the employee's pay for the amount of time missed and refuse to allow make-up time.

Termination of Employment

Resignation

Employees who voluntarily terminate their employment are requested to provide their supervisor with a written resignation at least thirty days prior to the termination date. The employee must include in the notice the last working day he or she will be on the job, and may include the reason for leaving. Failure to provide adequate notice of

resignation will result in forfeiture of accrued vacation leave. An employee leaving employment with the church is encouraged to have an exit interview with his or her supervisor and/or the chair (or designee) of the Personnel Committee.

15th Avenue Christian Church reserves the right to accept an employee's notice of resignation and to accelerate such notice and make the employee's resignation effective immediately or on any other date prior to the employee's intended last day of work that the Church deems appropriate. In such instances, the employee will be paid only until his or her last day of active employment.

Monies and properties due the organization must be returned or paid in full on the employee's final day of work. Items that should not be removed (or copied) from 15th Avenue Christian Church include any and all keys, information, manuals, files, and other confidential documents.

Involuntary Employment Termination

An involuntary employment termination is an employer's discretionary decision to end an employment relationship. The employee's supervisor should under most circumstances document involuntary employment terminations. Benefits associated with employment terminate on the last day actually worked.

Retirement

Employees who are retiring are requested to provide their supervisor with a written notification at least thirty days prior to the effective date of the retirement.

15th Avenue Christian Church on a limited, temporary basis may employ retirees; however, no fringe benefits will accrue from this employment.

Exit Interview

The employee's supervisor or a Personnel committee representative will conduct an exit interview for each terminating employee. The purpose of this conference is to collect all 15th Avenue Christian Church property and to ensure communication of suggestions or comments the terminating employee may care to make.

Worker's Compensation Insurance

The church complies with applicable state and federal law for work-related illness or injury. Absences caused by work-related illness or injury will be reviewed on an individual basis by the church.

Law requires the coverage, and the employer pays the premium, with no deduction from the employee's pay. All employees are automatically covered by Workers' Compensation Insurance at the time they are hired.

It is the employee's responsibility to exercise due care for the safety and protection of all employees. If an accident occurs, it is important to get proper first aid and/or medical attention immediately. Any injury or illness should be reported to the

immediate supervisor as soon as it happens, regardless of how minor it may be. Within 48 hours, a written report must be filed with the immediate supervisor. Failure to report a work-related injury in a timely manner may affect an employee's right to benefits.

Pursuant to Illinois law any person who has a worker's compensation injury may be subject to drug testing.

Drug-Free Workplace

Employees are a valuable resource to the church. The use of illegal drugs or abuse of controlled substances or alcohol in the workplace is detrimental to both the employee and the church. Employees have a right to work in a drug-free environment and to work with persons free from the effects of drugs and alcohol. Drug and alcohol abuse in the workplace interferes with and reduces operational efficiency.

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the church's intent and obligation to provide a drug-free environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the church premises or while conducting church business is absolutely prohibited. Violations of this policy will result in disciplinary action, including immediate termination, and may have legal consequences.

The church recognizes drug and alcohol dependency as an illness and a major health problem. The church also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to seek proper assistance. Conscientious efforts to seek such help will not jeopardize an employee's job.

Employees are required to report any conviction under a criminal drug statute for violations occurring on the church premises, or off the church premises while conducting church business. A report of a conviction must be made to the employee's supervisor, Senior Pastor, or Personnel Committee chairperson within five working days after the conviction.

Compliance with the terms and reporting requirements of this policy is required as a condition of employment of all employees.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about 15th Avenue Christian Church, and I understand that I should consult my direct supervisor, the Church Board Chairperson or the Chairperson of Personnel regarding any questions not answered in the handbook.

I have entered into my employment relationship with 15th Avenue Christian Church voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or 15th Avenue Christian Church can terminate the relationship at will or without cause, at any time, as long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not a contract of employment, or a legal document and it does not create any obligation on the part of 15th Avenue Christian Church to have "for cause" reason or any reason at all to terminate my employment. I have received the handbook, and I understand that it is my responsibility to read and understand the policies contained herein and am fully aware of my obligations at all times to fully comply with the responsibilities that are imposed on me as a condition of employment.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

Sign two copies. One will be attached to the handbook; the other will be kept in employee's file



This Constitution, Bylaws and their accompanying policies were approved by the Congregation at its duly called Meeting on March 1, 2009.