

Fairview Church Handbook

2nd Edition (2009)

FAIRVIEW Brethren in Christ Church

Mark Ballard, Senior Pastor
Dustin Sider, Associate Pastor

Mailing Address: 750 Union Boulevard, Englewood, Ohio 45322

Phone: 937-836-5068 *Fax:* 937-836-9972

Website: www.fairviewchurchbic.org

Email: office@fairviewchurchbic.org

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FAIRVIEW'S VISION

'What' we believe God wants us to do as a church.

"Christ in us! Christ through us!"

FAIRVIEW'S MISSION STATEMENT

It is our mission to accomplish our vision 'by'

"Seeking – Serving – Sending"

FAIRVIEW'S CORE VALUES

'Who' we say we are as a people of God

1. We value personal commitment to the Lordship of Jesus Christ.
2. We value obedience and accountability to biblical authority.
3. We value Holy Spirit empowered lives.
4. We value commitment to the needs of the lost.
5. We value the practice of prayer.
6. We value developing healthy households.
7. We value the practice of loving community.

January, 2009

Fairview Church Community,

We have been invited by Jesus Christ, the Leader of the Church to follow Him. We are invited regardless of our current situation, no matter the cost, no matter the risk - Jesus' invitation comes to each of us and to us as a community of faith with these words: "Follow Me."

We respond to Jesus' invitation through the application of "Seeking, Serving and Sending." This mission statement determines the direction of ministries representing our church. Each ministry, each program, has the responsibility and opportunity, to present the message of the good news, to encourage and equip us toward good works, and to glorify God. It is our desire, our mission to accomplish these goals through each ministry representing Fairview Church.

Will you join us, embracing the vision of "Christ in Us, Christ through Us!" This vision is accomplished through the involvement of each of one of us, a part of the Fairview Community. It is accomplished through our involvement in the ministries of "Seeking, Serving and Sending." It involves our hearts and lives, our talents and abilities, our resources and finances; it involves our willingness to say - "Lord, Here I am. Will you use me, will you use who I am, and what I have - all that you have given me, for your Glory that others will also follow You?"

You will find listed in this handbook descriptions, outlines and guidelines of the ministries of Fairview Church. These are working tools for us to use as we labor together in the vision of "Christ in Us, Christ through Us." May our Leader find us faithful!

Serving Together,

Pastor Mark

SECTION ONE

MINISTRY DESCRIPTIONS

ADULT CHRISTIAN EDUCATION DIRECTOR MINISTRY DESCRIPTION

A. PURPOSE

1. To provide a quality educational program for all adults.
2. To direct and coordinate all educational activities relating to the adult department.
3. To oversee the appointment, support, and counsel of Sunday school teachers for all adult classes.

B. APPOINTMENT

1. The Adult Director shall be appointed by and answerable to the Senior Pastor, presented to the Church Board for approval, and affirmed by Congregational Council, and shall serve for a three-year term.
2. An annual financial allotment shall be provided to the Adult Director to accomplish the needs of this department.

C. QUALIFICATIONS

1. A vital Christian experience.
2. A vision for the teaching ministries of the adults of the congregation.
3. A willingness to be informed about the needs and current trends in Christian Education where adults are concerned.
4. A willingness to work with and relate well to others.
5. Administrative and leadership ability.

D. DUTIES

1. To supervise the selection, purchase, and distribution of curriculum for all adult classes.
2. To oversee that all departmental responsibilities and assignments are carried out.
3. To encourage teachers to attend available educational training programs.
4. To anticipate the financial needs for the adult department for the coming year and present a budget request to the Treasurer.
5. To present any problems that may exist in this ministry to the Senior Pastor to find swift and amicable solutions.
6. To make certain that new persons to the church are invited to become a part of our adult educational classes.
7. To use special guests, videos, and other special features as they are available to enhance the spiritual awareness, commitment, and assimilation of adults into the church.

ADULT SUNDAY SCHOOL TEACHER MINISTRY DESCRIPTION

A. PURPOSE

1. To lead the assigned Sunday school class.
2. To stimulate and facilitate learning in the lives of the students present during the allotted class-time.

B. APPOINTMENT

1. Is appointed by and answerable to whichever department director has asked the individual to teach, for one quarter or for one year, depending on the class one is serving.

C. QUALIFICATIONS

1. A vital Christian experience.
2. A doctrinal understanding that is in accord with the basic beliefs of the congregation.
3. A care and concern for people of all ages.
4. An ability to communicate the truths of Scripture at the age level to which said assignment is made.
5. A willingness to work with others and to participate in leadership training as provided.
6. Has a dependable attendance record at both Sunday school and the Sunday morning worship celebration.

D. DUTIES

1. To present Bible-centered and life-related lessons within the understanding of the students so that they may grow in their ability to live out God's Word in their daily lives.
2. To participate in training programs as they are made available to learn new techniques in teaching, constructive ways of dealing with various problems, etc.
3. To help students to develop healthy relationships with one another as well as with the Lord Jesus Christ.
4. To suggest any changes in class curriculum that might increase interest and meet student needs more appropriately.
5. To work closely with their respective department director and other teachers in planning departmental programs and other special activities.
6. To be at church by 9:20 a.m. each Sunday morning and to start class on time.
7. To work with the department director in obtaining an assistant who shall be able to substitute for them in case of illness, vacation, or unavoidable absences.
 - a. The assistant teacher shall sit in on a few classes until they feel comfortable with the group and then should begin to teach at least once a month to enable the regular teacher time to be in class relating their own age group.
8. To work with the department director to encourage participation of newcomers to attend a class geared toward their specific age group.

ARCHIVES COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

To preserve historically relevant materials which have significance to our congregational and denominational heritage.

B. APPOINTMENT

1. The archivist shall be appointed by and responsible to the Church Board.
2. The archivist shall meet with the Church Board if and when this is desired or deemed necessary by either party.
3. The archivist shall be provided with a place in the church for preservation and/or display of appropriate materials.

C. QUALIFICATIONS

1. A vital Christian experience.
2. Organizational ability.
3. Appreciation for preserving congregational and denominational history

D. DUTIES

1. To preserve in an ordered manner all documents, records, artifacts, photographs, etc. which have historical value to the congregational and denominational heritage of our church.
 - a. This involves all records that go back beyond ten years.
2. To add to the existing archives of the church any contemporary materials that may be cherished in the future because of their historic relevance.
3. To display any materials preserved if and when this is deemed appropriate.
4. To explore preserved records and data when requested to do so by the Church Board.
 - a. If information from the past is needed, it is the duty of the Archivist to probe materials in the archives and to locate the essential information.

E. TENURE

Upon appointment by the Church Board, the term of office shall be for three years, beginning January 1.

ASSOCIATE PASTOR MINISTRY DESCRIPTION

A. PURPOSE

1. To provide quality developmental ministry programs for all youth and young adults.
2. Direct and coordinate all educational activities relating to the youth and young adult ministries.
3. Oversee the appointment, support and counsel of Sunday school teachers for all youth.
4. Oversee the appointment, support and counsel of Leaders for all Youth and Young Adults.

B. APPOINTMENT

1. The Associate Pastor shall be appointed by the Senior Pastor and affirmed by the Church Board and presented to the Congregational Council, and the term of service shall be for three years. Annual reviews will be implemented.
2. The Associate Pastor is accountable to the Senior Pastor in all areas of ministry.

C. QUALIFICATIONS

1. A vital Christian experience.
2. A vision for the ministries of the whole church.
3. A willingness to be informed about the needs and current trends in youth ministry and church growth and development.
4. An ability to work with and relate well with youth and adults.
5. Administrative and leadership abilities

D. RESPONSIBILITIES

1. Coordinate and oversee weekly youth and young adult ministry programs.
2. Coordinate and oversee ongoing discipleship program within the Youth and Young Adult Ministry Programs.
3. Coordinate and oversee annual service/mission and youth retreats.
4. Facilitate the connection and commitment of youth to the larger church.
5. Maintain consistent office hours, participate in regular staff meetings and maintain involvement in the ministries of the church.
6. Promote healthy relationships between the church and parents of youth.
7. Recruit, train, equip and develop an ongoing youth leader ministry team.
8. Involvement in the visitation of general church families and youth families.
9. Preach/Teach upon request of Senior Pastor.
10. Serve on Church Board and provide written reports regarding all youth ministry areas.

E. REMUNERATION AND BENEFITS

The salary and benefit arrangement shall be reviewed and recommended by the Church Board to Congregational Council on an annual basis. Salary package for a full-time Associate Pastor can have an amount designated for housing according to the denomination and government guidelines. A health care allowance is only available for full-time staff.

FAIRVIEW JUNIOR HIGH YOUTH MINISTRY

Hangout

Our Jr. High ministry meets on Friday night from 7:00 – 10:00 p.m. This is an energetic, adult led evening filled with food, fun and spiritual discussion. Hangout is designed for youth from 6th grade to 8th grade.

After Hours

After Hours is a structured 30 minute Bible study related to the devotional presented during Hangout. After Hours starts each Friday at 10:00 pm. and ends at 10:30 pm. During these 30 minutes we have open questions time allowing our Jr. High students to discuss issues related to their lives. This is a wonderful time to ask questions about faith.

Flood Watch

Flood Watch is offered to our youth on Wednesday evenings from 7:00 – 8:00 pm. Flood Watch is an in depth Bible study and discipleship ministry. Flood Watch deals with many youth related issues such as faith basics, how to know His voice, sexual purity, temptation and how to deal with it, and many more. According to the topics being studied, groups are divided by age, sex and sometimes randomly. We pray that each student attending this program will continually grow in his/her faith in God.

Grounded

This ministry meets the fourth Saturday of each month at 8:00 pm. Grounded is a high energy, youth led worship service. This service includes music, multi-media, prayer, teaching, and opportunities to make life changing decisions. This service is geared for youth. We are always looking for youth who may want to share their talents and get involved in this ministry.

FAIRVIEW SENIOR HIGH YOUTH MINISTRY

SENIOR HIGH

Senior High meets every other Monday night. Senior High is a time to meet new people, make new friends and grow in your faith. Each meeting will include time to be with friends, make memories and grow closer to God through studying and apply His Word.

FLOOD WATCH

Flood Watch is offered to our youth on Wednesday evenings from 7:00 – 8:00 p.m. Flood Watch is an in depth Bible study and discipleship ministry. Flood Watch deals with many youth related issues such as faith basics, how to know His voice, sexual purity, temptation and how to deal with it, and many more. According to the topics being studied groups are divided by age, sex and sometimes randomly. We pray that each student attending this program will continually grow in his/her faith in God.

GROUNDED

This ministry meets the fourth Saturday of each month at 8:00 pm. Grounded is a high energy, youth led worship service. This service includes music, multi-media, prayer, teaching, and opportunities to make life changing decisions. This service is geared for youth. We are always looking for youth who may want to share their talents and get involved in this ministry.

HANGOUT LEADERS

We would like to have you join our Youth Leadership team that helps run the Jr. High Hangout Ministry. This ministry is on Friday nights from 7:00 – 10:00 pm. If you would like to develop leadership skills and be involved in leadership, please contact the Associate Pastor.

YOUTH SUNDAY SCHOOL TEACHER MINISTRY DESCRIPTION

A. PURPOSE

1. To lead the assigned Sunday school class.
2. To stimulate and facilitate learning in the lives of the students present during the allotted class-time.

B. APPOINTMENT

1. Is appointed by and answerable to whichever department director has asked the individual to teach, for one quarter or for one year, depending on the class one is serving.

C. QUALIFICATIONS

1. A vital Christian experience.
2. A doctrinal understanding that is in accord with the basic beliefs of the congregation.
3. A care and concern for people of all ages.
4. An ability to communicate the truths of Scripture at the age level to which said assignment is made.
5. A willingness to work with others and to participate in leadership training as provided.
6. A dependable attendance record at both Sunday school and the Sunday morning worship celebration.

D. DUTIES

1. To present Bible-centered and life-related lessons within the understanding of the students so that they may grow in their ability to live out God's Word in their daily lives.
2. To participate in training programs as they are made available to learn new techniques in teaching, constructive ways of dealing with various problems, etc.
3. To help students to develop healthy relationships with one another as well as with the Lord Jesus Christ.
4. To suggest any changes in class curriculum that might increase interest and meet student needs more appropriately.
5. To work closely with their respective department director and other teachers in planning departmental programs and other special activities.
6. To be at church by 9:20 a.m. each Sunday morning and to start class on time.
7. To work with the department director in obtaining an assistant who shall be able to substitute for them in case of illness, vacation, or unavoidable absences.
 - a. The assistant teacher shall sit in on a few classes until they feel comfortable with the group and then should begin to teach at least once a month to enable the regular teacher time to be in class relating their own age group.
8. To work with the department director to encourage participation of newcomers to attend a class geared toward their specific age group.

CHILDREN'S MINISTRY DIRECTOR MINISTRY DESCRIPTION

A. PURPOSE

1. To provide a quality educational program for all children.
2. To direct and coordinate all educational activities relating to the children's department.
3. To oversee the appointment, support, and counsel of Sunday school teachers for all children's classes.

B. APPOINTMENT

1. The Children's Director shall be appointed by the Senior Pastor, presented to the Church Board for approval, and affirmed by Congregational Council and shall serve for a period of three years.
2. The Children's Director shall be answerable to the Senior Pastor.
3. An annual financial allotment shall be provided to the Children's Ministry Director to accomplish the needs of this department.

C. QUALIFICATIONS

1. A vital Christian experience.
2. A vision for the teaching ministries of the children of the congregation.
3. A willingness to be informed about the needs and current trends in Christian Education where children are concerned.
4. A willingness to work with and relate well to others.
5. Administrative and leadership ability.

D. DUTIES

1. To supervise the selection, purchase, and distribution of curriculum for all children's classes.
2. To oversee that all departmental responsibilities and assignments are carried out.
3. To encourage teachers to attend available educational training programs.
4. To anticipate the financial needs for the children's department for the coming year and present a budget request to the Church Board.
5. To present any problems that may exist in this ministry to the Senior Pastor to find swift and amicable solutions.
6. To make certain that new persons to the church are invited to become a part of our children's educational classes.
7. To use special guests, videos, and other special features as they are available to enhance the spiritual awareness, commitment, and assimilation of children into the church.

CHILDREN'S CHURCH COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

1. To provide a quality children's church program on a weekly basis.
2. To direct, coordinate, and oversee the children's church program.

B. APPOINTMENT

1. The Children's Church Coordinator shall be appointed by the Senior Pastor and shall be responsible to the Children's Ministry Director for his/her work, and shall serve for a period of three years.

C. QUALIFICATIONS

1. A vital Christian experience.
2. Ability to work with and relate well to children and adults

D. DUTIES

1. To supervise the selection, purchase, and distribution of curriculum and crafts relative to this program.
2. To enlist and supervise leaders for the children's church program.
3. To recommend an assistant, if needed, for approval by the Senior Pastor.
4. To use special guests, videos, and other special features as they may enhance the spiritual awareness and commitment of children.
5. To maintain contact with the parents of the children involved in the program.
6. To include programs, in the planning, that will focus on the children's relationship with God and to afford opportunity for them to make a personal commitment to Christ.
7. To be in close touch with the Senior Pastor regarding occasions when it may be desirable for the children to remain in the worship service rather than to have children's church.
8. To provide appropriate instruction to the children relative to communion on those Sunday mornings when the ordinance is to be observed, and to take the children back to join their parents before the communion ritual is begun.
9. To anticipate the financial needs of this ministry for the coming year and present a budget request to the Children's Ministry Director.
10. To make certain that new children to the church are invited to become a part of our children's church program.

Role of Awana Commander

Roles and Responsibilities of a Commander:

A commander is responsible for overall club operation in Fairview church. He/she will perform the duties and responsibilities included in this role description.

A commander has the lead influence over a club's passion, commitment and accuracy in evangelizing and discipling children and youth.

Responsibilities within this role are the following:

- Ensure that the gospel is presented regularly, accurately and clearly.
- Communicate passion and vision to Awana leaders, parents, church leadership and the congregation.
- Communicate ministry needs to church staff and request resources, facilities and equipment to support the ministry.
- Work with staff to help achieve evangelism and discipleship goals of the church.
- Work with the staff to integrate the Awana ministry with other ministries.
- Regularly practice disciplines of Christian living to ensure a growing, personal relationship with Jesus Christ.
- Encourage spiritual growth in others.
- Motivate volunteers through vision-casting, recognition and team building.
- Provide training opportunities for leaders to grow spiritually and serve excellently.
- Recruit and select volunteers using biblical principles.
- Direct compliance with a church's child protection policies and procedures.
- Complete and submit Awana annual registration renewal paperwork.
- Prepare budgets and assure good stewardship within a church's Awana clubs.
- Coordinate a clubs' calendars and integrate them with a church's calendar.
- Schedule club night speakers.
- Plan and promote leadership dedication ceremony and the award program.

Qualifications

- Trust in Jesus Christ as his or her personal Savior.
- Growth in his/her relationship with Jesus Christ.
- Passion for children and youth coming to know, love and serve our Lord Jesus Christ.
- Leadership abilities.
- Effective communication skills in a large group setting and one-on-one.

Time Commitment

5-7 hours per week.

Role of Awana Club Director

Roles and Responsibilities of a Club Director:

A club director is a leader, administrator, shepherd and communicator. The various roles and responsibilities are explained in this document.

Leader

A club director, under the guidance of a commander, leads his or her club leaders to care for children so they can come to know, love and serve the Lord Jesus Christ.

Leadership responsibilities include the following:

- Work to achieve individual club goals.
- Evaluate club to measure goals achievement.
- Maintain discipline.
- Conduct regular leader meetings centered around scripture.
- Work with the commander to problem solve.
- Model Christ-like leadership.

Administrator

A club director is responsible for week-to-week operations of an individual club. He/she has the greatest influence on the overall success of a club's function.

- Work with the commander to ensure club activities integrate with other club and church activities.
- Plan club theme nights and organize the club calendar.
- Enforce compliance with church and club policy, including child protection standards of conduct.
- Develop and oversee check-in and check-out procedures.
- Manage club supply inventory.
- Implement 10 Standards of Excellence as directed by church staff or commander.
- Work with the commander to complete annual club budgets.
- Ensure necessary equipment availability.
- Recruit council time speakers.

Shepherd

- Motivate leaders.
- Pray with and for leaders and clubbers.
- Assist leaders in their efforts to communicate the gospel to clubbers and parents.
- Assist leaders during handbook time.
- Establish and maintain ongoing leader training.
- Recruit leaders.

Communicator

- Communicate with parents regarding club events, policies and activities.
- Communicate with leaders about local, regional and national events
- Facilitate council time and emcee activities.
- Distribute awards to clubbers during council time.
- Encourage clubbers during all segments of a club night.
- Participate in worship time with clubbers.
- Share gospel messages during council time.
- Ensure promotion and publicity to the church and community.
- Motivate leaders and clubbers.

Qualifications

- Trust Christ as his/her personal Savior.
- Grow in his/her relationship with Christ.
- Passion for children and youth coming to know, love and serve Jesus.
- Demonstrate leadership abilities.
- Communicate effectively to both large and small groups as well as one-on-one.

Time Commitment

5-7 hours per week on average.

Role of Awana Club Leader

A Club Leader is a clubber's main Awana contact. Club leaders specifically are responsible to lead clubbers in handbook time; however, they also are in leadership roles during the other club sections. These adults and leaders-in-training (LITs) have the greatest opportunity, and responsibility, to affect lives of children for eternity.

Leader

A leader has one main role – to lead clubbers. Specific responsibilities as follows:

- Assist with check in.
- Set up
- Instruct and discipline clubbers
- Lead by example
- Organize teams and maintain order
- Support the game director
- Ensure clubber participation.
- Explain game rules.
- Model good sportsmanship.
- Understand the handbook structure.
- Pray to open handbook time.
- Enforce standards to pass sections.
- Assist clubbers to understand Bible truths.
- Involve all clubbers.
- Encourage clubbers to work through their handbooks.
- Know the components of council time.
- Sit with clubbers.
- Assist with discipline.
- Participate in worship.
- Participate in council time activities as requested by the director.
- Counsel clubbers who respond to invitations.
- Help clubbers find passages in their Bibles.
- Demonstrate enthusiasm.
- Greet parents and talk to them about their children.
- Assist in discipline.
- Assist the director.
- Be prepared to share a testimony.
- Be able to share the gospel in age-appropriate language
- Look for opportunities to explain the gospel and invite clubbers to believe in Jesus.

Qualifications:

- Have a personal belief in Jesus Christ as his/her Savior.
- Be growing in his/her relationship with Christ.
- Be in compliance with the requirements of leadership in his/her church.
- Be walking with the Lord.

Role of an Awana Secretary

Records and details help keep clubs operating smoothly. A club secretary provides organization and management to the Christ-centered fun of clubs.

Role and responsibilities:

A club secretary's role is to serve leaders, directors, commanders, children, parents and the church through organization. He or she maintains records about clubbers' attendance and achievement, provides information for parents and is aware of inventory needs for club leaders and church staff.

- Maintain attendance records.
- Collect and record dues.
- Provide check-in and check-out direction.
- Distribute club information to parents.
- Keep nightly achievement records.
- Handbook points
- Game time points
- Tally scores to determine winning team each evening.
- Maintain permanent achievement records
- Assist director in award presentation
- Tracks club material inventory
- Compile, place and receive product orders.
- Prepare awards for distribution.

Qualifications:

- Believe in Jesus as Savior.
- Be walking with the Lord.
- Display solid organizational skills
- Communicate well with others.

Time Commitment:

4-5 hours per week on average.

Role of an Awana Game Director

A game time bears a significant responsibility because game time is a primary reason many clubbers come and return to club. Children have a great spirit for fun and the game director is the hero of fun in an Awana ministry. If game time is fun, kids will come week after week and be exposed to the gospel of Jesus Christ.

A game director's role is to execute game time. Within that role a game director has several responsibilities.

Planning:

After prayer, planning is a game director's number-one priority.

- Choose age-appropriate games.
- Choose a variety of games.
- Know and be able to provide clear instructions.
- Prepare equipment.
- Support club themes and activities when possible.

Game implementation:

An exciting game time is a hallmark of Awana. Simple, fast moving games that all children can play help make game time fun for everyone. Game implementation is not simple. Some responsibilities are listed below:

- Ensure necessary equipment is available.
- Communicate and demonstrate game rules to leaders and clubbers.
- Stagger games so everyone has a chance to excel.
- Model good sportsmanship.
- Lead games.
- Maintain equipment.
- Request equipment purchases.

Awana Games and Sparks-a-Rama:

- Coordinate with commander and directors.
- Prepare clubbers for competition.
- Attend regional coaches meetings.
- Help commander and directors choose coaches.

Qualifications:

- Have a personal belief in Jesus Christ.
- Be growing in his or her walk with the Lord.
- Express enthusiasm in his or her role.
- Demonstrate good communication skills with leaders and clubbers.

Time Commitment

3-4 hours per week, plus additional weekends for regional activities.

NURSERY COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

1. To direct, coordinate, and supervise the nursery ministry of the church.
2. To cultivate within the staff a loving and caring attitude toward infants and young children.

B. APPOINTMENT

1. The Nursery Coordinator shall be appointed by and responsible to the Senior Pastor, approved by the Church Board, and affirmed by Congregational Council, and shall serve for a period of two years.
 - a. Concerns or problems that arise should be discussed with the Children's Ministry Director.
2. An annual financial allotment shall be provided to the Nursery Coordinator to accomplish the needs of this department.

C. DUTIES

1. To provide competent nursery care at each service of the church.
 - a. Attendants are to be assigned to the infant nursery and the toddler nursery during both our educational hour and the Sunday morning worship celebration.
2. To assign nursery attendants as directed for other church functions.
3. To keep the nurseries well ordered and attractive, and to make necessary improvements.
 - a. The Nursery Coordinator should advise attendants that the nurseries are to be picked up after each use.
 - b. Broken toys and torn books should be discarded.
4. To see to it that the nurseries are supplied with toys, baby crib sheets, pampers, and other necessary items.
5. To develop guidelines for attendants relative to nursery care and operation.
6. To give a reminder call to scheduled attendants whenever necessary.

PARK OUTREACH MINISTRY DIRECTOR MINISTRY DESCRIPTION

A. PURPOSE

1. To lead the church in putting together a quality summer program for children ages 4-12.
2. To direct, coordinate, and oversee the summer program.

B. APPOINTMENT

1. The Park Outreach Ministry Director shall be appointed by the Children's Director and shall function in partnership with the Missions/Outreach Ministries.
2. An annual allotment from the Treasurer shall be provided to the Park Outreach Ministry Director for the performance of his/her work.

C. QUALIFICATIONS

1. A vital Christian experience.
2. An ability to relate and work well with both adults and children.
3. An administrative and leadership ability.

D. DUTIES

1. It is the responsibility of this director to implement a specific theme for the park outreach ministry.
2. To conduct planning meetings during the months leading up to park outreach ministry.
3. To set the date and time during which the summer program will be conducted.
4. To counsel with the Children's Director relative to the selections of an assistant director, if needed.
 - a. The Brethren in Christ Manual recommends that the assistant director serve as director the following year.
5. To oversee the keeping of accurate records of attendance so that a follow up program can be successfully carried out in cooperation with the Awana Club Ministry and the Missions/Outreach Ministry.
6. To supervise any special presentations or programs to be put on by the workers and children at the ministry's conclusion.

E. TENURE

Upon appointment by the Children's Director, the term of service shall be for seven or eight months beginning January 1 through August 1.

CHILDREN'S SUNDAY SCHOOL TEACHER MINISTRY DESCRIPTION

A. PURPOSE

1. To lead the assigned Sunday school class.
2. To stimulate and facilitate learning in the lives of the students present during the allotted class-time.

B. APPOINTMENT

Is appointed by and answerable to whichever department director has asked the individual to teach, for one quarter or for one year, depending on the class one is serving.

C. QUALIFICATIONS

1. A vital Christian experience.
2. A doctrinal understanding that is in accord with the basic beliefs of the congregation.
3. A care and concern for people of all ages.
4. An ability to communicate the truths of Scripture at the age level to which said assignment is made.
5. A willingness to work with others and to participate in leadership training as provided.
6. Has a dependable attendance record at both Sunday school and the Sunday morning worship celebration.

D. DUTIES

1. To present Bible-centered and life-related lessons within the understanding of the students so that they may grow in their ability to live out God's Word in their daily lives.
2. To participate in training programs as they are made available to learn new techniques in teaching, constructive ways of dealing with various problems, etc.
3. To help students to develop healthy relationships with one another as well as with the Lord Jesus Christ.
4. To suggest any changes in class curriculum that might increase interest and meet student needs more appropriately.
5. To work closely with their respective department director and other teachers in planning departmental programs and other special activities.
6. To be at church by 9:20 a.m. each Sunday morning and to start class on time.
7. To work with the department director in obtaining an assistant who shall be able to substitute for them in case of illness, vacation, or unavoidable absences.
 - a. The assistant teacher shall sit in on a few classes until they feel comfortable with the group and then should begin to teach at least once a month to enable the regular teacher time to be in class relating their own age group.
8. To work with the department director to encourage participation of newcomers to attend a class geared toward their specific age group.

CHURCH BOARD MINISTRY DESCRIPTION

A. PURPOSE

Each local congregation shall be organized with a Church Board. The duties of the church board shall be to provide for the administration of the local congregation in all its phases consistent with the congregational council and General Conference rulings.

B. ORGANIZATION

1. The board shall organize annually. The pastor shall serve as chair unless the pastor requests the board to elect another chair.
2. The secretary and treasurer of the church board shall also serve as secretary and treasurer of the congregation.
3. The secretary and treasurer shall be elected by the church board from the board or from the congregation-at-large. If chosen from the congregation-at-large, these officers become members of the church board.
4. The board may have additional officers as needed.

C. PERSONNEL

1. The board shall ordinarily consist of a minimum of five and a maximum of twelve members, each serving a specified term of office.
2. All members of the board shall be able to give a personal testimony of salvation, should manifest a concern for and goals of the Brethren in Christ Church, the congregation, and the pastor. Membership in the local congregation shall be a prerequisite for membership on the church board.
3. The board shall be composed of the aforementioned officers and such other congregational representatives as are elected by the congregational council. Ex officio representation from such areas as deacons, trustees, and Christian education is deemed appropriate

D. FUNCTIONS

1. To serve as a support and counseling group for the pastor.
2. To determine matters of policy within the scope of congregational council authorization and to assist the pastor in the planning of the congregational life.
3. To receive and review questions for congregational council and, when advisable, to make recommendations to the council.
4. To call special congregational councils.
5. To make provision for or serve as the budget committee.
6. To make provision for or serve as the nominating committee.
7. To maintain communication with the congregation.
8. To be responsible, in consultation with the Bishop, for questions of membership and discipline. Any decision relative to the disfellowshipping of members shall be made only with approval of the Bishop.
9. To insure that no one will preach or present any cause or interest in the church without the consent of the duly appointed pastor.
10. To forward the required annual premium to the denominational ministers' pension fund.

E. DISCIPLINE

1. In case of variance between church members, private reconciliation shall be sought (Mt. 5:23, 26; 18:15, 16). In cases of immoral conduct, indulging in unholy attitudes and actions, or sowing of dissensions, the person(s) shall first be counseled by the pastor. If there is acknowledgment of fault and evidence of repentance, the person(s) shall be forgiven.
2. Pastors should be alert to evidence of undue stress developing in marriage relationship and seek to develop a supportive ministry to homes so affected. Should a marriage breakdown occur, the pastor and church board shall endeavor to effect reconciliation through a restorative ministry. In the event of divorce (or divorce and remarriage) involving a member of the church, in a situation requiring discipline, there shall be evidence of repentance.
3. When repentance is not evident in disciplinary matters, the pastor shall seek the counsel of the church board and be in consultation with the Bishop. Redemptive discipline may include suspension and/or termination of membership. The final decision regarding discipline or membership rests primarily with the pastor and church board. At times, the board may desire the congregational council to advise them in this decision.

SECRETARY OF CHURCH BOARD MINISTRY DESCRIPTION

A. PURPOSE

1. To keep accurate records of all Church Board meetings and Congregational Council sessions.
2. To handle correspondence on behalf of the Church Board and Congregational Council.
3. To assist with the administration of Church Board and Congregational Council decisions.

B. APPOINTMENT

1. The secretary shall be elected from within the Church Board.
2. Upon election from within the Church Board, the term of office shall be annually appointed beginning in January.
3. The secretary shall assist the pastor in preparing the agenda for Church Board meetings and Congregational Council sessions.

C. DUTIES

1. To keep accurate records of all Church Board meetings and Council sessions.
2. To provide minutes for all Church Board meetings and Council sessions within two weeks after the gathering itself.
 - a. A copy of the minutes shall be recorded and kept in the church office for review by congregational members.
3. To write and send letters for the Church Board and for Council.
4. To notify board members as to meeting times for special Church Board meetings.
5. To assist with the follow through on decisions made by the Church Board and Council.

DEACON MINISTRY DESCRIPTION

The Deacons of Fairview BIC Church shall be persons who meet the qualifications set forth in the Brethren in Christ Manual of Doctrine and Government. They shall be elected, consecrated, and serve five-year terms as described in the same Manual. Their duties, generally outlined in the Manual, are defined as listed below to reflect their role in Fairview congregation.

A. PURPOSE

1. To assist the pastor(s) in the general task of shepherding the congregation.
2. To be a support group for the pastor(s) for encouragement and consultation.
3. To oversee the various benevolent ministries conducted within and by the congregation.
4. To be a pastoral resource for enhancing the spiritual life of the congregation.

B. APPOINTMENT

1. The Deacon Board shall consist of elected deacons and the pastor, and serve for a five-year period. The spouses shall serve as regular participating members of the Deacon team.
2. The deacon shall be elected at Spring Council, and term of service shall begin July 1.
3. The deacons shall choose their chairperson, and other officers as deemed necessary for effective function.
4. Two deacons shall represent the Deacon Board as members of the Church Board. They shall be the link of communication to the Church Board. The Deacon Board shall appoint persons(s) from its membership as necessary to achieve this representation. this assignment shall be for two years unless circumstances warrant otherwise, and shall rotate among the deacons.
5. The Deacon Board shall submit an annual report to congregational council.
6. The Deacon Board shall administer a Deacon's Fund for the purpose of meeting benevolent needs. This fund is sustained by congregational budgeting and by special solicitation as necessary.
7. Deacon's Fund activity shall be included in congregational financial reports.
8. The deacons shall meet at least bi-monthly.

C. DUTIES

1. To carry a vital concern for the needs of the congregation and community and lead the Congregation's ministry to such needs.
2. To oversee ministries of family support and loving concern – such as holiday cheer ministries, baby and bridal showers, and other helpful acts of care as needs arise.
3. Be in charge of preparation and serving Holy Communion.
4. Assist the pastor in planning and conducting the annual Maundy Thursday supper and foot washing observance.
5. Provide details necessary for baptisms.
6. Provide funeral meals for bereaved families upon request of the pastor.

PANTRY COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

To stock and purchase food items to assist the needy – both in our congregation and community.

B. APPOINTMENTS

1. The Pantry Coordinator is appointed by and is responsible to the Deacon Team to serve for two years, beginning January 1.
2. This ministry is supported by designated giving by the congregation.

C. DUTIES

1. To maintain inventory by stocking, seeking donations, and purchasing items needed for distribution.
2. To put together food boxes for distribution.
3. To compose a list of needed items for the weekly bulletin.
4. To organize volunteers to sort items and stock shelves during the week following the Annual Scout Food Drive.
5. To furnish a list to record names of families seeking assistance.

GREETING MINISTRY COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

To “love and honor one another” by appropriately welcoming all who come within our doors as they learn to walk in faith and to worship the only true, living God.

B. APPOINTMENT

The Greeting Ministry Coordinator shall be appointed by and answerable to the Senior Pastor, and shall serve for a period of two years.

C. QUALIFICATIONS

1. A vision for the greeting ministry of the church
2. A good reputation, friendliness and kindness
3. A kind smile and a warmth that makes people feel welcome
4. A desire to work with and relate well with people
5. A good personal appearance
6. A nonjudgmental attitude toward others
7. A good example of what it means to be a Christian

D. DUTIES

1. Appoint greeters to serve as such for a period of one month.
2. Instruct the greeters to offer a bulletin to each entrant as they arrive.
3. Encourage each greeter to be quick to convey a cheerful welcome through a smile and a handshake.
4. Instruct the greeters that if a person is burdened down with material, offer to help them in order to lighten their load.
5. Instruct the greeter to introduce the guest to someone near their age to guide them to the appropriate Sunday school class.
6. In case of rain, instruct the greeter to have umbrellas available to walk individuals to and from their cars. Offer them an arm to lean on so that they won't slip or fall.
7. In case of snow, escort individuals to and from their cars by offering them an arm to lean on so that they won't slip or fall.
8. Encourage each greeter to always look people directly in the eyes. Instruct them to keep smiling and talking about them and their families, not you.
9. Always be affirming in the things you say about your church and pastor.
10. Encourage the greeter to be the kind of person they'd most like to be greeted by if they were entering a church for the first time.
11. Give them some basic instruction as to how to remember the names of guests. To help in this area, encourage them to find a characteristic that stands out about the guest and affiliate that characteristic to the name.
12. Ask them to introduce guests with a clear enunciation of their name to others.

KITCHEN COMMITTEE MINISTRY DESCRIPTION

A. PURPOSE

To be responsible for the proper maintenance of the church kitchen.

B. APPOINTMENT

1. The committee shall be appointed by and is answerable to the Church Board and shall serve for a period of two years.
2. An annual allotment from the church budget shall be provided to this committee.

C. DUTIES

1. To maintain supplies in the church kitchen.
2. To provide kitchen service for authorized congregational activities such as church potlucks, fellowship events, and banquets.
3. To set policy relative to kitchen usage on the part of individuals and groups within the church.
4. To keep the kitchen neat and clean.
5. To notify the Trustees when there is a failure in equipment, i.e. coffee pots, refrigerators, microwaves, etc.

LIBRARY MINISTRY COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

To provide for the operation, maintenance, distribution and promotion of the church library.

B. APPOINTMENT

1. Appointed by the Senior Pastor.
2. A financial allotment shall be furnished to the Library Ministry Coordinator by the Church Board if such is requested at the time of budget formulation.

C. QUALIFICATIONS

1. A vital Christian experience
2. An organizational ability
3. An interest in books and an ability to organize them into topical groups

D. DUTIES

1. To oversee the overall operation of the church library.
2. To process new books bought for or donated to the library.
3. To develop a policy to keep records up-to-date, notifying borrowers of overdue items.
4. To set a "return" box within easy access to those returning books.
5. To publicize materials available to the congregation through newsletter articles, posters, etc.
6. To periodically weed out materials no longer read or desired, recording their deletion.
7. To post how to remove a book from the church library where everyone can readily see it.
8. To keep the church library neat and attractive to be more inviting for congregational use.
9. To anticipate financial needs for the coming year and to present a budget request to the Church Board.

E. TENURE

Upon appointment by the Senior Pastor the term of office shall be for three years, beginning January 1.

MENNONITE CENTRAL COMMITTEE CONGREGATIONAL REPRESENTATIVE MINISTRY DESCRIPTION

A. PURPOSE

1. To report the work of MCC to the local congregational.
2. To provide leadership in the congregation for MCC projects.
3. To represent the congregation to MCC throughout the year and at the MCC Great Lakes Annual Meeting.

B. APPOINTMENT

1. The MCC Congregational Representative shall be appointed by the Senior Pastor, presented to the Church Board for approval, and affirmed by Congregational Council and shall serve for a period of three years.
2. The MCC Congregational Representative shall be answerable to the Senior Pastor.

C. DUTIES

1. To help the local congregation maintain awareness of MCC programs and concerns. This may be done by sharing and posting current MCC materials on bulletin boards and in church papers or boxes, making announcements, and by personal contacts, etc.
2. To be a contact person for itinerating MCC-sponsored people in their congregation.
3. To share information about and encourage participation in MCC sponsored seminars, workshops and educational trips.
4. To report back to the congregation following annual meeting and as possible during the year.
5. To encourage participation in activities that support MCC, such as Relief Sales, Houses Against Hunger, SELFHELP/Thrift shops, meat canning, cash projects, learning tours, AND material resource projects.
6. To represent the concerns and interests of the congregation to MCC (via the Great Lakes staff or Great Lakes Board members).
7. To present ideas and/or feedback for setting the direction of MCC Great Lakes program.
8. To encourage people to attend the Annual Meeting and to participate in the worship, fellowship and the decision making.

MENNONITE MUTUAL AID ADVOCATE MINISTRY DESCRIPTION

A. PURPOSE

To strengthen the stewardship ministry of the church by connecting local needs with MMA stewardship resources – with support provided by your MMA church relations manager.

B. APPOINTMENT

1. The MMA Advocate shall be appointed by the Senior Pastor, presented to the Church Board for approval, and affirmed by Congregational Council and shall serve for a period of three years.
2. The MMA Advocate shall be answerable to the Senior Pastor.

C. QUALIFICATIONS

1. A caring attitude in helping meet the needs of others.
2. A working relationship with church leadership and the church's caring network.
3. Supports MMA's stewardship ministry and philosophy.
4. A willingness to volunteer one or two hours a month.
5. A willingness to serve two or three years.

D. DUTIES

1. Uses MMA fraternal ministry resources, including educational resources, sharing fund grants, consultants, and workshops/seminars.
2. Participates in MMA's resourcing and training opportunities.
3. Connects people in congregation to MMA's financial services, programs, and resources.
4. Shares information about MMA with congregation.
5. Reports activity by completing quarterly report forms.

MISSIONS AND OUTREACH COMMITTEE MINISTRY DESCRIPTION

A. PURPOSE

1. To assist the pastor with devising and developing an evangelistic strategy for the church.
2. To oversee community outreach events and short-term missions trips.
3. To provide direction, inspiration, and challenge to the congregation relative to specific missions and outreach programs.
4. To be Fairview's representatives with missionaries in the field.
5. To educate and sensitize the congregation on humanitarian concerns.
6. To cultivate congregational awareness, concern, burden, and support for missions and outreach.

B. APPOINTMENTS

1. The Chair and members shall be appointed by and is responsible to the Church Board for the work of this committee.
2. The committee shall consist of the Chair and a minimum of three regular attendees of Fairview.
3. The Chair shall schedule all committee meetings.
4. MMA (Mennonite Mutual Aid) and MCC (Mennonite Central Committee) representatives at Fairview and a youth representative are encouraged to attend committee meetings in order to facilitate the coordination of resources and schedules.
5. Funding requests for outreach and missions events must be submitted to the Church Board for prior approval.
6. The committee shall work with the pastors to select event coordinators for specific community outreach events and short-term missions trips and submit names to the Church Board for approval.
7. An annual report shall be submitted by the Chair to the Congregational Council.

C. DUTIES

1. To continually be planning future missions trips and outreach opportunities.
2. To provide support and guidance to the coordinators of outreach events and short-term missions trips.
3. To work with the pastors and coordinators of specific outreach and missions events in devising and developing appropriate materials to promote the events.
4. To communicate with missionaries in the field and relay information regarding these missionaries to the Fairview congregation.
5. To invite appropriate persons to speak on missions or humanitarian concerns.
6. To develop guidelines for short-term, long-term, and career missions, and how fundraising is conducted.
7. To submit a financial report of all specific outreach and missions events to the Church Board.
8. To understand and keep abreast of what MMA (Mennonite Mutual Aid) and MCC (Mennonite Central Committee) can offer the missions and outreach activities of Fairview.

D. TERMS

All terms will be for three years. At the formation of this committee, initial members' terms will be staggered.

NOMINATING COMMITTEE MINISTRY DESCRIPTION

A. PURPOSE

1. To assist persons to find their rightful places of service in the congregation in accordance with their desires and spiritual gifts.
2. To assist the Church Board and Congregational Council in their work of appointment and election relative to the offices and committees of the church.

B. APPOINTMENT

1. The Nominating Committee shall be appointed by Congregational Council under direction of the Church Board for its work.
2. Upon appointment by the Church Board, the term of service shall be for a period of one year, beginning January 1.

C. PROCEDURES

1. The Nominating Committee shall carry on its work prior to Council meetings.
2. The Nominating Committee shall be comprised of the pastor and three or four other persons selected by the Church Board.
3. The process to be followed shall be governed by the following guidelines:
 - a. The committee shall begin its work in September—no less than six weeks in advance of Council meetings.
 - b. The committee shall endeavor to find: 1) nominees for the respective offices to be filled at the upcoming council, and 2) nominees for the various committee appointments that must be made by the Church Board for the coming year.
 - c. Upon approval by the Church Board, the election ballot shall be presented to the congregation as a part of the Congregational Council agenda at least one week in advance of council.
 - d. Serious consideration shall be given to the following: (1) the desire of persons as to where they would like to serve in the program of the church, (2) the confirmed giftedness of persons, and (3) checking with chair persons as to the suitability of proposed individuals for their ministries.
 - e. Persons contacted about filling a particular office or committee spot should be given a reasonable amount of time to prayerfully consider this decision.
 - f. More than one individual shall be presented for a specific office when there is more than one qualified person desirous and willing to serve in that office.
 - g. No person should fill more than two major positions in the program of the church at a given time.
 - h. Serious attempt should be made to see to it that every willing member is accorded a ministry of service in the program of the church.

D. DUTIES

1. To prepare the election ballot for Council meetings according to the procedural guidelines identified above.
2. To recommend personnel to the Church Board who can competently staff the ministries of the church during the coming year.

RESOURCE COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

1. To oversee the operation and maintenance of the resource room and church library.
2. To promote the use of both resource areas.

B. APPOINTMENT

1. The Resource Coordinator shall be appointed by the Church Board and shall be responsible to that board for his/her work, and shall serve for a period of three years.
2. An annual allotment shall be provided to the Resource Coordinator for materials and equipment.

C. QUALIFICATIONS

1. A vital Christian experience.
2. An organizational ability.
3. A knowledge of audio/visual equipment or access to individuals with such knowledge.

D. DUTIES

1. To provide for the effective operation of the Resource Room and for the promotion of resource material that is available to the directors of each educational department.
2. To periodically review the materials preserved in the Resource Room to make judgments as to what should be thrown away and what should be kept.
3. To keep the Resource Room neat and attractive for regular use by the congregation.
4. The Resource Coordinator shall have full authorization to order this room as he/she sees best.
5. To make resource materials available for teachers or others for educational use.
6. To maintain a list of audio-visual equipment, chalk boards, and other teaching aids, and to supervise the use of these items during Sunday school.

WOMEN'S MINISTRY COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

1. Spiritual transformation and growth.
2. Excellence and effectiveness in ministry.
3. Optimum involvement in service.

B. QUALIFICATIONS

1. A vital Christian experience.
2. A vision for the church and Body of Christ.
3. A willingness to be informed about the needs and current trends in women's ministry.
4. Work well with others.
5. Be able to teach and/or present programs.
6. Administrative and leadership abilities.

C. DUTIES

1. **To provide quality developmental ministry programs** for women in the church and the community.
2. **Chair the women's ministry board.** This responsibility is essential to the success of women's ministry. The chair functions as a facilitator, encouraging the development of ideas and plans that produce efforts toward maximizing Fairview's Core Values and Mission. The chair assembles the agenda, moderates discussion, and encourages group cohesion through personal sharing, prayer and fellowship.
3. **Cooperative Ministry Development:**
The women's ministry leader works with the Senior Pastor to establish a connection with the ministry opportunities presented in this ministry and the overall development of ministries in the church.
4. **Develop Programs:**
 - a. The women's ministry coordinator will create, develop and implement activities for the women of the church and community. These activities consist of an organized, well planned time of fellowship, present a lesson, and involve direct participation by the attendees.
 - b. Involve the women in global ministries through direct and indirect participation. This may include but is not limited to mission trips, retreats, speakers, and seminars.
 - c. The women's ministry coordinator, together with the women's board and the Senior Pastor, will work to develop and implement programs and seminars as well as, networks with existing support groups or make appropriate referrals for special needs; i.e. support groups for abused woman, senior citizens, single-parents, teens mothers, substance abuse, empty-nest syndrome, and child abuse, seminars on stress management, grief recovery, parenting skills, self-improvement, spiritual care, etc., as the needs arises in the ministry.
 - d. Advocate of women's needs, concerns, and contributions. The Women's Ministry Coordinator will keep the church membership informed of women's ministry and their contributions to the Kingdom of God through written and verbal reports, including flyers, postcards, announcements, updates for the calendar, yearly submitted reports, and the church website. The responsibility includes being a liaison between women and the Senior Pastor, Church Board or various leaders so that decision-making bodies will be able to view the needs of women and to recognize women's ministry as a vital part of church growth and church dynamics.

D. WOMEN'S MINISTRY EXISTS TO:

1. Provide opportunities for spiritual growth.
2. Facilitate women in their respective ministries.
3. Build positive relationships.
4. Network across denominational, organizational, generational, ethnic, and cultural boundaries.

SENIOR PASTOR'S MINISTRY DESCRIPTION

A. PURPOSE:

To be Christ's under-shepherd in leading the Fairview congregation. This will involve a ministry of modeling, nurturing, preparing, challenging, encouraging, correcting, and protecting. It will also involve working with the leaders and the people to undertake new initiatives and to carry on ministries that will fulfill congregational purposes.

B. APPOINTMENT

1. The pastor shall be a member of the church.
2. The pastor shall serve as the chairperson of the Church Board unless he requests the board to elect another chairperson.
3. The pastor shall be accountable to the Regional Conference Bishop and to the Church Board for his work. He shall submit quarterly reports to the bishop, regular monthly reports to the board, and annual reports to the congregation.
4. In December, the pastor shall work with the Church Board to establish overall congregational goals for the coming year. Ministry goals should be in harmony with these. In the monthly meetings of the Church Board, the pastor shall give indication as to how the congregation is doing at fulfilling the overall goals.

C. QUALIFICATIONS

The scriptural qualifications for a pastor are the same as those given in 1 Timothy 3:1-7 and Titus 1:7-16. He must give clear testimony to the new birth and evidence of the anointing of God. The scriptural directives relating to the choice of pastors speak to the importance of exemplary, godly living. As a testimony to the importance of the home, attention must be given to the scriptural qualifications of wholesome marital and family relationships, which include commitment to the lifelong bond of marriage. He should be able to teach and lead others, and give evidence of divine call to this sacred office. He must affirm a sincere belief in the articles of faith as adopted by the Church and be willing to be directed by the decisions of General Conference.

D. DUTIES

1. **Personal**
 - a. To enjoy and maintain consistent fellowship with the Lord. Prayer, scriptural study, and meditation shall all be a vital part of the pastor's usual daily routine.
 - b. To seek the Lord on behalf of the church and to receive His directives relative to ministry at Fairview.
 - c. To study on a regular basis so as to keep a growing edge on personal faith and pastoral development.
2. **Worship and Preaching**
 - a. To regularly preach the Gospel in accordance with the Word of God.
3. **Teaching and Training**
 - a. To teach the Word of God and provide instruction for faith and life in both congregational and small group settings. (This may include small groups, Wednesday night prayer meeting, and Sunday school.)
 - b. To help people discover their spiritual gifts and so to find their place in the ministry program of the congregation.

- c. To provide acclamation, orientation, and training to persons for leadership and service in the church.
 - d. To familiarize workers in the church with church growth principles.
4. **Pastoring and Caring**
- a. To exercise leadership in initiating a program of church activities conducive to the spiritual welfare of the congregation.
 - b. To provide pastoral counseling as requested and as personal skill allows.
 - c. To furnish counsel, support, and help to persons faced with needs arising from sickness, death, divorce, marriage, childbirth, etc.
 - d. To visit and meet with persons in the fellowship for the purpose of affirmation, encouragement, inspiration, and support.
 - e. To oversee the congregation's ministry of visitation in its various aspects.
 - i. The pastor shall give priority in his own calling ministry to a) the sick, b) persons or families in crisis, c) inactives, and d) congregational prospects.
 - ii. The pastor shall carry on his visitational ministry in cooperation with the Board of Deacons, et. al.
5. **Ordinances and Rituals**
- a. To officiate at the reception of new members.
 - b. To lead in the administration of baptism and the Lord's Supper, and to keep the deacons apprised as to matters pertinent to these ceremonies.
 - c. To conduct child dedications.
 - d. To be available to perform weddings and funerals for members of the church and the community.
6. **Evangelism and Church Growth**
- a. To promote within the congregation an aggressive spirit of evangelism and to stimulate and train people for effective personal witnessing and community outreach with a definite concern for the numerical growth of the congregation.
 - b. To lead the congregation in a continual strategy for church growth.
 - c. To do personal evangelism as a discipline of life and ministry.
7. **Administration**
- a. To maintain offices as agreed upon with the church.
 - b. To provide direction for organizational strengthening and expansion so as to facilitate increased ministry and growth.
 - c. To preside at Congregational Council.
 - d. To direct the church secretary in their work in accordance with their approved job description.
 - e. To provide supervision and guidance to any ministry student or assistant pastor who serves the church.
 - f. To work with and advise various committee chairpersons, and to meet with the committees themselves as this is deemed expedient.
 - g. To encourage the Trustee Team in overseeing the scheduling of all church related activities and the use of the church facility.
 - h. To promote the general welfare of the denomination by keeping the congregation informed about the institutions, the mission activities, and the historical development of the Brethren in Christ Church. The pastor shall periodically acquaint the congregation with Conference actions and with the guidelines set forth in the Manual of Doctrine and Government.
 - i. To respond to denominational surveys and requests for data as this is feasible.
 - j. To be available to serve on one Regional and one General Conference Board.

E. TENURE

The term of service shall be for five years unless both parties involved agree to a shorter term. The continuance of the pastor's service following the initial term of service shall become a joint consideration of the Regional Conference bishop, the Pastoral Committee, the pastor, and the congregation. Further terms of service shall be based upon a one-to-five year term as may be mutually agreed upon. A five-year term shall be considered the maximum for any one period of assignment.

F. REMUNERATION AND BENEFITS

Informed by denominational guidelines, the salary and benefit arrangement shall be reviewed and recommended by the Church Board on an annual basis. A written agreement shall be forthcoming. This shall state the particular provisions, the pertinent expectations (e.g. number of days to be worked each week), and the vacation allowance.

CHURCH SECRETARY MINISTRY DESCRIPTION

A. PURPOSE

To act as an assistant to the pastor and the congregation as they seek to carry on the work of the Lord.

B. APPOINTMENT

1. The Church Secretary shall be appointed by the Senior Pastor and affirmed by the Church Board and presented to the Congregational Council.
2. The Church Secretary is accountable to the Senior Pastor for their work.
3. This position will be reviewed and renewed on an annual basis.

C. QUALIFICATIONS

1. Is devoted to Christ, His people, and His work.
2. Is a worthy representative of the church before the community and the world.
3. Is gracious and cooperative in their manner of dealing with others.
4. Is concerned with quality and excellence in all the work that proceeds from their desk and from the church office.
5. Is competent both grammatically and literately and therefore able to write, edit, and proofread in a capable fashion.
6. Is observant so as to detect ways in which the program of the church can be improved.

D. DUTIES

1. Maintain consistent office hours and participate in regular staff meetings.
2. Open & distribute mail.
3. Update Master Calendar to avoid major scheduling conflicts.
4. Handle phone calls for the pastors and the church.
5. Update addresses, phone numbers, and email addresses of all attendees.
6. Gather data for typing reports and agendas.
7. Tend to postal needs and mailings.
8. Gather and type master lists for various mailings.
9. Take rental requests and pass them on to trustees.
10. Type letters, postcards, bulletins, inserts, prayer concerns for Wednesday evenings, and certificates.
11. Order all supplies for the church offices so that the work of the church can go on unimpeded.
12. Copy materials as requested by pastors and others.
13. Take requests for the Food Pantry & distribute food boxes or bags to those coming to the church.
14. Change church sign.
15. Keep pews supplied with welcome/prayer cards and offering envelopes.
16. Keep files in order in secretary's office.

E. REMUNERATION AND BENEFITS

The hours and salary of the church secretary shall be determined by the Church Board and approved by Congregational Council on an annual basis.

WEDDING COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

To aid in organization of *community* weddings – meaning, anyone who utilizes our facility for a wedding, other than congregational members.

B. APPOINTMENT

Appointed by the Senior Pastor and answerable to the Senior Pastor.

C. QUALIFICATIONS

Knowledge of basic wedding traditions and etiquette

D. DUTIES

1. Acts as a representative of the Fairview congregation and is the primary contact between the renter (bride or groom) and the church.
2. Gives authorization for the rearranging of furniture.
3. Schedules the sound technicians and custodians.
4. Attend all events (rehearsal, ceremony, and reception – if applicable).
5. Primarily present to answer any questions regarding the facility and its use, but is able to perform the following tasks, if asked in advance:
 - a. Planning of Ceremony/Directing of Rehearsal
 - 1) Plan how attendants enter, where they stand, and exit
 - 2) Make suggestions for order of ceremony, or any aspect of the wedding.
 - b. Direct the Wedding
 - 1) Cueing entrances of all seated with honor
 - 2) Cueing entrances of all attendants, bride and groom
 - 3) Make sure time schedule is followed by musicians, sound technician, photographer, etc.
 - c. Arrange for items available from the church
 - 1) Flowered wreaths
 - 2) Podium for guest book
 - 3) Aisle Bows
 - 4) Wooden Candelabras
 - 5) Tables and chairs for fellowship hall

E. TENURE

Undefined

WORSHIP LEADER MINISTRY DESCRIPTION

A. PURPOSE

To provide leadership, direction and coordination for the worship ministry of the congregation; partnering to provide an atmosphere and opportunity for diverse corporate worship.

B. APPOINTMENT

1. The Worship Leader shall be appointed by the Senior Pastor and affirmed by the Church Board. The position shall be assigned for a period of three years.
2. The Worship Leader is responsible for the overall adult music ministry of the church, including the worship team(s), bell choir, and special music.

C. DUTIES

1. Work with the Senior Pastor to facilitate an atmosphere and partnership in providing a diverse opportunity of worship with the whole congregation.
2. Coordinate special music for worship services as requested by Senior Pastor.
3. Encourage musical growth in individuals of the congregation by providing opportunities for involvement with the worship ministry team.
4. Responsible to provide for the care and maintenance for the church's musical instruments.
5. Responsible to maintain the church's music file.
6. Maintain required licensing for music as required by CCLI.
7. Evaluate the needs of the worship team and present those to Senior Pastor.
8. Responsible for the audio-visual equipment and the training and scheduling of volunteers to operate the equipment.

TREASURER MINISTRY DESCRIPTION

A. PURPOSE

1. To manage the finances of the church.
2. To maintain accurate financial records for the church.
3. To report on the financial situation regularly to the Church Board and to the congregation.

B. APPOINTMENT

1. The treasurer shall be elected by Congregational Council, and the term of office shall be for five years running from January 1 to January 1.
2. The treasurer shall be responsible to the Church Board & shall report at all regular meetings of that body.
3. The treasurer shall submit a financial report to the congregation on a regular basis. The frequency of this report shall be determined by the Church Board, or Congregational Council.
4. The treasurer shall present an annual financial report to the Congregational Council.
5. The treasurer shall have the prerogative to request an assistant if and when the obligations of this position become cumbersome. Such an assistant shall be appointed by action of the Church Board.
6. The treasurer shall head up the Financial Planning Committee.

C. QUALIFICATIONS

1. A vital Christian experience and lifestyle.
2. General financial skills.
3. Ability to work with and relate well to others and maintain confidentiality.
4. General bookkeeping skills.
5. Ownership of or access to a personal computer.
6. Fairview Church membership.

D. DUTIES

1. To count all offerings received by the congregation and to deposit such moneys in the proper church accounts.
2. Moneys collected in church offerings should normally be counted by the treasurer and another person duly approved for this task by the Church Board.
3. Moneys should be deposited as soon after their reception as possible.
4. To pay all bills that are properly incurred in the operation of the church and to keep all church accounts up to date.
5. To maintain all church bank accounts, investments, and loans.
6. To regularly meet the payroll obligations of the church as stipulated in its contracts.
7. To meet regular obligations of the church such as the Cooperative Ministries commitment, benevolent commitments, etc.
8. To maintain current records of all church income and expenditures.
9. To coordinate moneys of the different agencies within the church (i.e. to maintain a central treasury).
10. To advise the Church Board and the pastor as to any financial problems or concerns that might arise.
11. To file non-profit reports, tax exemptions, payroll tax reports, and other filings required by law.
12. To see to it that members and attendees are provided with offering envelopes and to maintain an accurate record of individual and family giving.
13. To prepare and distribute statements of individual and family giving each January.
14. To forward the required annual premium to the denominational ministers' pension fund.

ASSISTANT TREASURER MINISTRY DESCRIPTION

A. PURPOSE

To serve in financial ministry assistance as mutually agreed upon with the Treasurer and to oversee the collection and recording of offerings.

B. APPOINTMENT

The Assistant Treasurer shall be appointed by the Senior Pastor in consultation with the treasurer, and affirmed by the Church Board for a two-year term.

C. QUALIFICATIONS

1. A vital Christian experience and lifestyle.
2. General financial skills.
3. Ability to work with and relate well to others and maintain confidentiality.
4. General bookkeeping skills.
5. Ownership of or access to a personal computer.
6. Fairview Church membership.

D. DUTIES

1. Arrange for collecting and recording of offerings.
2. Ensure that the weekly deposit is taken the first banking day after collection to the bank.
3. Record individual contributors' offerings.
4. Maintain complete confidentiality of contributors and offerings received.
5. Provide Senior Pastor with the weekly offering totals.

TRUSTEE MINISTRY DESCRIPTION

A. PURPOSE

1. To ensure that all church owned facilities are maintained and that all church equipment kept in proper working order.
2. To maintain the appearance and orderliness of all church property.
3. To provide for the necessary improvements and needs of church property.
4. To serve as legal custodians of the real assets of the congregation.

B. APPOINTMENT

1. Trustees will be elected by Congregational Council to serve for a period of three years.
2. Trustees shall normally not serve more than two terms in succession.
3. The chair person is responsible to the Church Board for the work of the trustees.
4. An annual allotment from the church budget shall be provided to this board for the fulfillment of its work.
5. An annual report from this board shall be submitted to Congregational Council.
6. This board shall normally meet every other month.

C. DUTIES

1. To hire and supervise custodial personnel.
2. To purchase equipment and supplies necessary for appropriate maintenance and operation in accordance with the approved budget allocation.
3. To see that there is adequate insurance coverage on property and employees.
4. To keep sidewalks and parking lot free of snow and ice during the winter months.
5. To keep lawn, shrubbery, and trees trimmed during spring, fall, and summer.
6. To maintain the interior and exterior of the church facility in an attractive and appealing manner so that the church is always inviting to both member and guests.
7. To oversee the proper care of all church equipment.
8. To provide church work days as necessary.
9. To make improvements in accordance with the approved budget allocation.
10. To be responsible for opening and closing the church before and after services and for attending to all matters relating thereto, such as adjusting thermostats and turning off lights.
11. To set policy relative to a) the usage of the church for outings and other such occasions, and b) the rental of church property.

CUSTODIAL MINISTRY DESCRIPTION

A. PURPOSE

To make certain that the inside of the church is neat and clean at all times so that it is inviting to both members and guests.

B. APPOINTMENT

Those filling this position will be hired and trained by and answerable to the Trustees.

C. DUTIES

1. Shall see to the proper cleaning of the sanctuary, restrooms, narthexes, Great Room, library, classrooms, etc. as instructed by the Trustees.
2. Is responsible to set up and put away tables, chairs, and other equipment for various meetings, weddings, meals, etc. as instructed by the Trustees.
3. Shall mop and wax floors in restrooms and kitchen as instructed by the Trustees.
4. Further cleaning may be called for when weddings and other special functions take place within the church for which they shall be paid extra.
5. Is responsible to report janitorial supplies needed to the Trustees who in turn will contact the Treasurer who will obtain said supplies.
6. Is responsible to report any breakdown of equipment to the Trustees for proper repair, i.e. vacuum cleaners, etc.

USHERING COORDINATOR MINISTRY DESCRIPTION

A. PURPOSE

1. To greet people entering the sanctuary and guide them to proper seating.
2. To assist with the orderly flow of the worship celebration by taking the offering, tending to personal needs of those present, and monitoring the physical factors associated with worship.

B. APPOINTMENT

1. The Usher Coordinator shall be appointed by the Senior Pastor and affirmed by Congregational Council to serve for a period of two years.
2. The Usher Coordinator shall be accountable to the Senior Pastor for his work.
3. Ushers shall be helped to understand the importance of their function as a part of the outreach effort of the church. They are among the first representatives of the congregation to meet new people who attend the services.

C. QUALIFICATIONS

1. A vital Christian experience.
2. Ability to work with and relate well with all ages.
3. Dependable attendance at various church events, especially the Sunday Worship Celebration.

D. DUTIES

1. The Ushering Coordinator is responsible weekly for appointing ushers to assist in his work during the worship hour.
2. The Ushering Coordinator shall organize, direct, and assist other members of this team in the performance of their duties. They shall help set the tone for establishing a positive initial impression and an orderly worship experience.
3. To see to it that persons entering the sanctuary during the Sunday worship service and other special services are warmly greeted, have received a bulletin, and are guided to proper seating.
4. Is responsible for the collection of the offering during the worship hour.
5. Is responsible for taking attendance at the worship hour and at any other time requested. Sunday morning attendance involves filling out the Attendance Sheet.
6. Helps to keep each service as free from distractions as possible.

**SECTION TWO
CHURCH POLICIES**

CHILDREN AND YOUTH PROTECTION POLICIES

Fairview Brethren In Christ Church

Fairview Brethren in Christ Church (FBIC) realizes the seriousness and sinfulness of sexual and physical abuse. This type of behavior violates the very image of God. It causes serious damage to the mind, body and spirit of the one abused. It also causes harm to the mind and soul of the abuser.

We seek to make our church environment a safe place for all who desire to worship and fellowship with us. We attempt to prevent abuse by adopting safeguards, and will address charges of abuse seriously. Where abuse does occur, we will seek and support healing measures for the abused and the abuser.

We seek to follow the above in the manner of our Lord who addressed evil clearly with the ultimate goal of bringing wholeness and healing to all involved.

What is Sexual and Physical Abuse?

Any sexual contact or sexual interaction (touch or non-touch) between a child/youth and an adult or teenager is abusive. Force, threats, bribery, misrepresenting right and wrong are some of the ways this abuse is conducted. Even if a child/youth out of ignorance, innocence or fear does not resist, it is still abuse.

Spanking and applying any physical pain is considered inappropriate discipline for children and youth ministry workers ministering to children.

Background Checks:

Every individual involved with ministry responsibilities will at the discretion of the Church Board receive a background check. This information will be processed for the protection and safety of the whole congregation and be held in strict confidence.

GUIDELINES FOR APPROPRIATE BEHAVIOR FOR CHILDREN/YOUTH WORKERS

~Two-Worker Rule: Two approved workers (2 adults or 1 adult and 1 teenager) should be present during all children and youth programs.

~Restroom Care: When assisting a child age 1 through grade two who requires assistance in the restroom, two adults should be present at all times. A child older than grade two should be able to conduct him/herself in the restroom on their own.

~Parental Permission: In a situation where an adult has a legitimate reason to be alone with a child/youth, parental consent should be obtained, and the department leaders are to be notified in advance.

~Open Door Policy: It is always best to have the door open when meeting with a child/youth privately. If this is not possible due to the nature of the conversation then always meet in a room with a window in the door. It is best to meet when other people are in the building.

~Overnight Rule: All overnight adult chaperons must be approved by a Director of Ministry or a Pastor before being permitted to assist with an overnight activity.

~Expressions of Affection: Adults must use caution when expressing or allowing expression of affection toward or from children/youth:

- a. Respect a child/youth's refusal of affection.
- b. Never make a child/youth feel uncomfortable.
- c. Be aware of where you place your hands (a pat on the bottom or bear hug could be misinterpreted by a child/youth or an observer).
- d. A body-to-body embrace with the opposite sex or touch on private areas (those areas covered by a bathing suit) is inappropriate. Side hugs are recommended. Any kind of a kiss is inappropriate for a child over two years.
- e. True expressions of affection contribute to a warm healthy relationship. Don't stop loving and touching children. Simply place reasonable limits on physical interaction.

GUIDELINES FOR PREVENTING CHILD ABUSE

To avoid allegations of child and sexual abuse, we adopt the following procedures:

1. Select and screen all children/youth workers, including volunteers.
 - a. Check references
 - b. Use only volunteers who have been regular attendees at FBIC for six months or more, with the exception of an individual transferring membership from another Brethren In Christ Church. Contact would need to be made between the two churches by a Pastor in this situation.
 - c. Have each worker complete a Children and Youth Worker Profile and keep a file for each worker. This includes up-to-date recent background checks if deemed necessary.

2. Leader – participant guidelines:
 - a. Two adults are required at all meetings!
 - b. No children/youth leader shall meet with a member of the opposite sex privately.
 - c. In our desire to at all times be above reproach, it is the policy of FBIC to prohibit youth workers (leaders) from dating young members and/or participants. If a relationship should develop between a youth leader and a youth member, the youth leader must withdraw from their youth leader activities.

3. Response Plan
 - a. All allegations will be taken seriously.
 - b. Any and all allegations will be reported to the Church Board.
 - c. Any and all allegations will be reported to the Brethren in Christ Denomination.
 - d. Depending on the allegations the alleged offender may be temporarily removed from position(s) while a confidential investigation is being conducted.
 - e. FBIC will fully cooperate with law enforcement during any investigations that are being conducted.

CHURCH VAN POLICY

PURPOSE:

The purpose for the van and its use is to further the Kingdom of God through the ministries of Fairview Brethren in Christ Church.

CONDITIONS OF USE:

According to the rules of Ohio Bureau of Motor Vehicles, the van will be used “exclusively to transport members of a church congregation to and from church services or church functions, or to transport children and their authorized supervisors to and from any camping function sponsored by a nonprofit, tax exempt, charitable or philanthropic organization. (ORC 4503.7)

The van will be used to facilitate the ministries of Fairview Church. Drivers will meet the criteria below and will need to be approved by the Fairview Trustees or a member of the Church Board.

In cases of conflict, a Fairview need will always override a non-Fairview need. When two ministries within the church need the van at the same time, the first group to sign up will typically have the priority. The trustees can assist with any conflicts and suggest alternatives, if needed.

Seat-belts are available for fifteen (15) people in the church van. It is expected that the drivers will encourage people to use the seat-belts for their own protection.

Traffic laws are designed to make driving safe for everyone. Please observe the laws of the land – both for your own safety and the reputation of the Body of Christ in general, and Fairview church specifically. The driver is responsible for any traffic violations he/she may incur.

In Case of Trouble:

If you have any problems with the van while using it, please report it to the Trustees immediately. Put a note reporting the problem into the Trustee notebook in the Resource Room.

Picking Up the Van

The keys to the van are distributed by the church office. You may obtain them after signing the agreement and have been certified as an approved driver.

The van is stored at the church. It can be picked up there, unless other arrangements are made.

Should you need them, the registration, proof of financial responsibility and insurance are included in the notebook that should always be kept in the van.

Designated Drivers:

The laws of the State of Ohio and the conditions of our insurance policy dictate minimum standards on people permitted to drive the church van to be covered under our insurance policy:

- Between 25 and 69 years of age.
- Holds a current, valid Ohio or other state drivers license.
- Has completed the Fairview church van driver training procedures.

Returning the Van:

Make sure the van is returned back to the church in better condition than you found it. The gas tank should be filled and the interior cleaned out in preparation for the next group. If there were any expenses that need to be reimbursed, attach a form to the receipts and give them to the church office.

Be sure the van is back at the time promised. Although an effort is made to keep a current copy of the van's schedule in the notebook, there is a possibility that a group has signed up since the last calendar was printed. Please be considerate of others.

While Driving:

The driver, or some designated person, should check the oil and other fluids before driving the van for extended periods of time. Someone (director of transportation) usually checks lights and tires, and you should also at the time of pickup.

Please manage the behavior of all riders so van equipment is used as designed.

Routine Maintenance:

The Trustee responsible for transportation will make sure the following are done:

- Annual inspection usually before the end of year so we can budget any monies that are needed to keep the van operating efficiently and safely.
- Every 6,000 miles the tires are rotated.
- Every 5,000 miles, an oil change and filter change is to take place, and fluids are checked.

Emergency Equipment:

The following must be maintained in working order in the van:

- First Aid Kit
- Fire Extinguisher
- Spare Tire
- Jack
- Van Notebook

Policy for Usage of 15 Passenger Van

A. PURPOSE

This policy is established to prevent increased risk of accidents or injuries associated with the use of 15-passenger vans, noted in recent research and warnings issued by the National Highway Traffic Safety Administration (NHTSA). These warnings indicate that 15-passenger vans from all domestic manufacturers have a significantly increased risk of roll-over than other vehicles under certain driving and occupancy conditions.

B. POLICY

Fairview Brethren in Christ Church (FBIC) will require certain precautions and training and enforce certain restrictions on the use of 15-passenger vans consistent with NHTSA warnings in order to reduce the risk of accidents or injuries associated with their use.

1. Limitations on Use

Driver Requirements: Drivers must be current attendees of FBIC who are between the ages of 25 and 69 years of age, possess a valid Ohio Driver's license, have a safe driving record and successfully complete the FBIC required orientation (training) program for driving 15-passenger vans.

a. Passengers

All passengers less than 18 years of age must have a signed approval from their parent or guardian to ride in the van over 30 miles.

b. Training

FBIC has adopted a 15-Passenger Van Driver Safety Orientation Program, which must be viewed by each qualified driver at least once per year. The course goal is to familiarize drivers with this policy, as well as provide practical instruction on the handling characteristics of 15-passenger vans, proper backing, braking, obstacle avoidance and return-to-road techniques if a wheel drops off the roadway. The driver must have a training record on file that is no more than 12 months old prior to receiving permission to drive the van.

c. Safe Driving Record

A safe driving record generally means no accidents for which the operator was cited, suspensions or revocations within the past 3 years.

2. Operating Restrictions

a. Distance and Hours Restrictions

Fatigue is a primary factor in 15-passenger van accidents. High speed travel is also a major factor in 15-passenger van accidents. When other options exist for longer trips, FBIC strongly discourages use of 15-passenger vans. If, as a last resort, 15-passenger vans must be used, night driving should be kept to a minimum, and driver rotation every two hours is recommended.

b. Vehicle Occupancy

Occupancy is limited to the manufacturer's assigned seating capacity.

c. Leased/Rented Vehicles

If FBIC leases or rents a van to provide transportation for approved church activities and functions, all requirements of this policy apply just as if the vehicle is owned by the FBIC.

d. Weather Restrictions

Poor weather is a major contributing factor in 15-passenger van accidents. Operation of 15-passenger vans during hazardous weather conditions is discouraged. Safe driving conditions are road conditions absent snow-cover, heavy rain, ice, fog or forecasts predicting such conditions. If drivers already on the road are confronted by developing conditions such as these, the vehicle should be stopped in a safe location until conditions improve.

e. Cell Phones

Drivers operating 15-passenger vans may not use cell phones while the vehicle is in operations.

f. Seat Belt Requirements

The driver and all passengers must wear seat belts at all times while the vehicle is in operation.

g. Load Evenly

Passengers will be seated from the front seats back. (If 10 passengers are riding, the first 10 seats will be occupied.) The roof will not be used for storage for any purpose. Keep luggage on the floor if at all possible.

C. PROCEDURES

1. Drivers

a. 15-Passenger Van Driver Safety Orientation Completion

Drivers must successfully complete the 15-Passenger Van Orientation Program before driving a FBIC 15-passenger van. Van reservations will not be made for anyone who has not completed the 15-Passenger Van Orientation Program.

b. Visual Inspection Before Use

Prior to use, drivers are responsible for making a visual inspection of the mirrors, tires and other safety equipment of the vehicle. Acceptable tire pressures are posted in the front drivers door and the pressure must be measured prior to departure and at each fuel filling event. Drivers must successfully complete the 15-Passenger Van Orientation Program before driving a FBIC 15-passenger van. Van reservations will not be made for anyone who has not completed the 15-Passenger Van Orientation Program.

c. Driver's Record

Otherwise approved drivers of 15-passenger vans are expected to self-report suspensions or revocation of driving privileges to the Public Safety Department and their supervisor.

2. FBIC Administration

a. 15-Passenger Driver Familiarization Course

The church office can administer the training program and complete a record of the training program.

b. Driving Records

FBIC will verify initially and each year thereafter that 15-passenger van operators have safe driving records. This will be accomplished by each operator providing a copy of their current driving record from the Ohio BMV.

c. Suspension/Restoration of Driving Privileges for 15-passenger Vans

FBIC will make determinations of when an operator's 15-passenger van driving privileges will be suspended or restored, in accordance with this policy.

d. Use Approvals for 15-Passenger Vans

The operator must pre-arrange for the use of the van with the church office. The operator must complete the "Church Van Sign-Out Sheet" prior to the van use and must return the form acknowledging all requirements have been met.

3. Policy Violations

Failure to comply with these requirements may result in a driver or a department losing access to 15-passenger vans.

DESIGNATED GIFT POLICY

Designated gifts are generally understood as an offering and thus are above and beyond the personal commitment of tithing.

Designated gifts will be received with gratitude and directed as specified for the support of Church Board approved funds or projects or for the general financial plan. Monies received will be used toward the approved funds or projects at the discretion of the Church Board. Church Board approved funds and projects will be communicated to the congregation in an appropriate and on a consistent basis. Designated gifts and all items or services purchased with these monies are the sole property of Fairview Church.

Monies received as memorials will be received and directed toward Church Board approved funds, projects, or general financial plan as in agreement with the person or family presenting the gift.

Monies or goods given to the church that are not given toward the general financial plan, or toward a specified Church Board approved fund or project, are not necessarily tax deductible.

GUIDELINES FOR HANDLING OF OFFERING

In the area of finances, at least two persons (other than immediate family members), are to handle the offering at all times after the offering has been received and until counters sign the offering count record. That is: two ushers are responsible to transport the offering immediately following the collection of offering to the locked cabinet and secure the offering in the cabinet; and two counters will remove the offering from the locked cabinet, count and sign the offering count record, and prepare the offering for deposit. The offering is to stay secured until it is taken to the bank. A record of the offering with totals must be placed in the treasurer's box, signed by both counters the day the offering is counted, to be verified with the deposit.

Note: While there have never been any questions raised that in any way relates to the handling of the offering, and we do not anticipate any questions in the future, this policy will protect all ushers and counters, if a question is ever raised.

Facility Rental Policy for Weddings

It is our desire for you to have an enjoyable, Christ-centered wedding. We have a strong desire to serve you, while maintaining our Christian convictions. Therefore, the following policies and fees must be agreed to:

1. The pastor of Fairview BIC Church will perform the ceremony, unless otherwise arranged with the church office. When an outside pastor officiates, he/she must be faithful to Jesus Christ and His Gospel.
2. Pre-marital counseling is required by the officiating pastor. Arrangements can be made with our pastor by contacting the church office at the phone number listed above.
3. Drinking of alcoholic beverages is prohibited. Smoking is not permitted inside the church building.
4. The choice of music is left up to the bride and groom. It must be in accordance with Christian values and beliefs.
5. There will be no dancing allowed in the church building, including the fellowship hall.
6. Decorations must be set-up and taken-down with care. No nails can be used to secure items. Suitable protective material must be placed under all candelabras, flower arrangements, etc., to protect carpet and furniture from damage.
7. The rearranging of furniture must be authorized by the Wedding Coordinator.
8. The throwing of rice or birdseed is not permitted inside of the church building.
9. The bride and groom are responsible for the conduct of the wedding party and guests while on church property.
10. It is the responsibility of the wedding party to clean up the kitchen and utensils, if used, and remove all decorations not owned by the church. If the reception is being held elsewhere, clean up **MUST** take place immediately following the ceremony. A person must be designated to stay behind to take care of this.
11. Main floor dressing rooms and restrooms are included in the rental fee of the facility.
12. Our sanctuary can accommodate up to 175 guests and our fellowship hall, 150 guests. It is against the fire code to exceed these maximums.
13. The bride and groom will be responsible for arranging tables and chairs used in fellowship hall according to their needs.
14. All caterers are required to provide their own supplies. They are not permitted to mix the church's equipment with their own. The building must be cleared by 10:00 p.m.

SECTION THREE FORMS



Facility Request / Use Form

Person taking reservation; _____

Note: Fairview is happy to make our church home available to the community and want to recover any costs and / or donations can be made to further enhance our ministry programs.

Date Requested:	Date of Event:	Recurring Dates:
Type of Event:	Time Needed:	
Number Attending:		Contact Person:
		Organization:
Area/Room(s) Needed:		Address:
<u>Building Set-up:</u> Walls Moved: Yes/No Sound Needed: Yes/No Tables/Chairs: Yes/No Kitchen: Yes/No Sanctuary: Yes/No Great Room: Yes/No Upstairs Youth: Yes/No	Trustee Needed: Yes/No Janitor: Before/After	Daytime Phone:
		Evening (cell) Phone:
		Sponsor*:

* This is a Fairview Church member that is participating or requesting the use of the facility.

I, _____, the undersigned have requested the use of Fairview Church for the times/dates listed above.

Building Guidelines:

- My group will stay in requested/assigned area only and any use of children's area needs to be requested. All children's toys must be used as designed and put away.
- Adequate supervision must be provided and building should be in same condition as it was found or better.
- The group will be responsible for any damage to the building or contents.
- All lights/thermostats need to be returned to pre-meeting condition.
- All doors must be locked and checked upon departure.
- No unauthorized people are to be in the church while doors are locked.
- All children must meet health rules as applied at local schools.

Recommended Building Fee (includes rest rooms):

½ Day Use: \$150 (5 hours or less)
Full Day Use: \$250

These fees are based upon our costs which include: utilities, janitorial/supplies and other costs. If additional trustee, janitorial, sound or music is needed, it will be considered and charged at our prevailing rate.

Note: Weddings will be handled on a case-by-case basis. Please refer to the wedding policy.



Wedding Facility Request/Use Form

It is our desire for you to have an enjoyable, Christ-centered wedding. We have a strong desire to serve you, while maintaining our Christian convictions. Therefore, the following policies and fees must be agreed to:

1. A pastor of Fairview BIC Church will perform the ceremony, unless otherwise arranged with the church office. When an outside pastor officiates, he/she must be faithful to Jesus Christ and His Gospel and licensed to solidate marriage in the state of Ohio.
2. Pre-marital counseling is required for marriage at Fairview Church. Arrangements can be made with our pastor by contacting the church office at the phone number listed above.
3. Drinking of alcoholic beverages is prohibited. Smoking is not permitted inside the church building.
4. The choice of music is left up to the bride and groom. It must be in accordance with Christian values and beliefs.
5. There will be no dancing allowed in the church building, including the fellowship hall.
6. Decorations must be set-up and taken-down with care. No nails can be used to secure items. Suitable protective material must be placed under all candelabras, flower arrangements, etc., to protect carpet and furniture from damage.
7. The rearranging of furniture must be authorized by the Wedding Coordinator.
8. The throwing of rice or birdseed is not permitted inside of the church building.
9. The bride and groom are responsible for the conduct of the wedding party and guests while on church property.
10. It is the responsibility of the wedding party to clean up the kitchen and utensils, if used, and remove all decorations not owned by the church. If the reception is being held elsewhere, clean up **MUST** take place immediately following the ceremony. A person must be designated to stay behind to take care of this.
11. Main floor dressing rooms and restrooms are included in the rental fee of the facility.
12. Our sanctuary can accommodate up to 175 guests and our fellowship hall, 150 guests. It is against the fire code to exceed these maximums.
13. The bride and groom will be responsible for arranging tables and chairs used in the fellowship hall according to their needs.
14. All caterers are required to provide their own supplies. They are not permitted to mix the church's equipment with their own.
15. The building must be cleared by 10:00 p.m.

16. The Wedding Coordinator will schedule the sound technician and the custodians.
17. Once this form is signed and returned to the church office, a Wedding Coordinator will be provided. This person is the primary contact between you and the church, and is acting as a representative for our congregation. She is primarily present to answer any questions regarding the facility and its use, and will be responsible for:
 - a. Planning of Ceremony/Directing of Rehearsal
 - i. Recommend how attendants enter, where they stand, and exit.
 - ii. Suggestions for order of ceremony, and aspects of the wedding.
 - b. Direct the Wedding
 - i. Cuing entrance of those being seated with honor.
 - ii. Cuing entrances of all attendants, bride, and groom.
 - iii. Make sure time schedule is followed by musicians, sound technician, photographer, etc.
 - c. Arrange for items available from the church:
 - i. Podium for guest book.
 - ii. Tables and chairs for Reception.

Itemized Fees:

Sanctuary	\$450	Wedding – This includes rehearsal time, wedding coordinator, sound technician and custodian.
Fellowship Hall:	\$350	
TOTAL	_____	

*** A \$100 deposit is required when this form is completed.
 The balance of the fees must be paid one week prior to event date. ***

*** The statement regarding fees does not include the honorarium for the residing pastor(s). This is the responsibility of the Groom and Bride.

Date of event: ____/____/____ **Time of Event:** _____ AM/PM **Deposit Paid:** _____

Signature: _____ **Today's Date:** ____/____/____

Contact Address & Phone: _____

Church Contact Information: Fairview Brethren in Christ
 750 Union Blvd.
 Englewood, OH 45322
 (937) 836-5068
office@fairviewchurchbic.org



WEDDING FORM

Date _____

Name of Groom _____ Age _____

Address _____ Phone _____

Occupation _____ Church Affiliation _____

Name of Bride _____ Age _____

Address _____ Phone _____

Occupation _____ Church Affiliation _____

Future Address _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

DETAILS: Check those to be used in ceremony\
 Bride to be given away by _____

_____	single ring ceremony	_____	maid of honor
_____	double ring ceremony	_____	number of bridesmaids
_____	no ring	_____	best man
_____	ring bearer	_____	number of groomsmen
_____	flower girl	_____	number of ushers
_____	number of candle lighters		

Music Arrangements:

Music Numbers Selected:

Pianist _____

Soloist _____

Counseling Appointments: _____

Minister: _____



PASSENGER VAN SAFETY BRIEF AND CERTIFICATION

Possible Risks Involved while operating a 15-passenger van:

- a. 15-Passenger Vans have a rollover risk similar to other light trucks and vans.
- b. The risk of rollover increases dramatically as the numbers of occupants is increased from fewer than five to more than ten.
- c. Loading the 15 passenger van causes the center of gravity to shift rearward and upward, increasing the likelihood of rollover.
- d. The shift in the center of gravity additionally increases the potential for loss of control in panic maneuvers.
- e. I have read and understand the above listed possible risks involved while operating a 15 passenger van. _____ (Initial).
- f. I am aware the handling characteristics of this vehicle may change drastically, especially when fully loaded. I understand that extra caution is required when operating this vehicle _____ (Initial).
- g. The wearing of seat belts by the operator and passengers are mandatory at all times _____ (Initial).
- h. The backing of a 15 passenger van should be considered a hazardous maneuver. During backing of a 15 passenger van, the driver's vision maybe severely restricted by articles packed into the rear of the van. It is always recommended that a ground guide be used during backing _____ (Initial).
- i. I understand and have viewed the Van Safety Training Program in the last 12 months _____ (Initial).

Operator's Name (Print)

Drivers License Number and Expiration Date

Operator's Signature

Date



Church Van Sign-Out Sheet

Date to be used: _____, 20_____

Reservation made by _____

Church Function _____

Driver(s) – All Drivers must be 25-69 years of age and authorized by FBIC.

Driver	Licenses#	EXP.Date	Age
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Driver	Licenses#	EXP.Date	Age
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Please Read before signing van out:

- a. The church van can only be used for FBIC ministry related functions.
- b. All drivers are responsible for following roadway laws.
- c. Absolutely no over loading the van. (14 passengers and 1 driver)
- d. Driver must encourage all passengers to wear seat-belts.
- e. Please make note of any problems with the van.
- f. Van fuel must be re-filled before you turn keys in.
- g. Van must have all trash cleaned out before turning in keys.
- h. Please turn keys and this paper in to the church secretary (or mailbox outside her door if outside business hours) when done with the van.

Fuel at check out E ¼ ½ ¾ F

Key set given Set #1 Set #2

Signature of borrower _____ Date _____

Thanks for returning the van in the same condition as/or better than when it went out.

Please complete and turn in with keys after usage.

_____ **I have cleaned out all trash and vacuumed if necessary.**

_____ **I have re-fueled van.**

Signature of borrower _____ **Date** _____

Please list any problems with van:

