



Redeemer Fellowship Church

HANDBOOK

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Elder/Deacon/Staff Covenant

1. I will ultimately look to Jesus Christ as the Head of the church. In addition, I will support and submit to my pastors (elders) as the God-appointed under-shepherds of Christ's church (Hebrews 13). I commit to support my pastors and ministry leaders in prayer.
2. I will refuse to take part in gossip and direct people to handle complaints and disagreements against others in a biblical manner.
3. I will be committed to personal evangelism and spiritual growth and consider myself a greeter and guide at all times for newcomers.
4. I will attend Sunday gatherings faithfully and support and promote the various ministries of Redeemer.
5. I will be fully invested, giving regularly and cheerfully to Redeemer and open to the Spirit's lead to giving above and beyond as God leads.
6. My Christian walk will reflect a commitment to Christ and His Word and I will be careful not to be a stumbling block to those who struggle and will guard my personal testimony.
7. I will hold my marriage (if applicable) as a higher priority than my ministry and cultivate oneness with my spouse and unity at home.
8. If I find myself struggling with personal sin, I will seek help, be accountable, and commit to recovery.
9. I will be sexually pure, committed to a life free of pornography, and avoiding any situation that might lead to an inappropriate physical or emotional relationship with anyone other than my spouse. Redeemer is committed to a biblical sexual ethic that states all sexual activity is to be limited to one man and one woman in a lifelong, monogamous Christian marriage. As a faith-based organization, any deviation from this biblical sexual ethic is grounds for non-hire, employee discipline, or termination.
10. I commit to love my brothers and sisters in Christ well both privately and publicly in such a way that Evansville and beyond will know that we are lovers of and followers of Christ (John 13:35).

Employment

Section 1

Equal Employment Opportunity

Redeemer is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical disability, mental disability, medical conditions, veteran's status, age, or any other applicable protected class so determined by federal, state, or local nature or code, to the extent required by law. This applies to all employment practices, including hiring, promotions,



training, disciplinary action, termination, and benefits. Redeemer does, however, reserve the right to employ persons who have a denominational background and philosophy of ministry similar to ours and who, in the opinion of the church, have a work history and lifestyle that is consistent with the scriptural principles, mission, and core values of the church. Any applicant must meet federal and state standards for working in the United States, either as a U.S. citizen or an alien eligible to work.

Employment at Will

Under federal and state law, Redeemer has the right to terminate the employment relationship at any time, with or without cause or advance notice, and an associate may resign at any time. This employment “at will” relationship will remain in effect throughout employment with Redeemer.

This employment “at will” relationship may not be modified by any form of oral or implied agreement. No church leader, supervisor, or church representative has the authority to alter this relationship to create an oral or implied contract for and/or a guarantee of continued employment.

Employment of Relatives

Hiring the best-qualified applicant for a church position is Redeemer’s primary objective. Relatives of Redeemer staff will be considered like any other applicant for a position opening and will not receive preferential treatment. Related staff will not be allowed to work under the direct supervision of a relative, unless special permission by the elders is granted. The reasons for this practice are due to associate morale, security, or other legitimate business reasons including possible conflicts-of-interest. If a conflict-of-interest or a management problem of supervision arises which cannot be resolved, one or both staff may be asked to transfer to another ministry department or resign.

Relatives, as used in this section, will include a spouse, grandparent, parent, child, grandchild, brother, sister, first cousin, in-law and any member of the staff’s household, whether or not related by blood. The term relative will also include those with a similar relationship which has been established through adoption or remarriage, e.g., stepchild, half-sister, etc.

Disability Accommodation

Redeemer is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

Reasonable accommodation is available to all disabled staff, where their disability affects the performance of their job functions, unless the accommodation would cause undue hardship to Redeemer or require it to compromise its beliefs, mission or core values. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.



Section 2

Staff Structure

1. Staff Elders

These are salaried pastors (elders), who are directional leaders, shepherds, and teachers that give general and specific oversight and leadership to all of the other staff positions and the entire church body. These leaders set the vision and direction to the ministry.

2. Support

These are full time and part time positions. Responsibilities are supporting ministry or operational staff. Responsibilities do not include oversight of other paid staff.

3. Coordinators

These are full time and part time positions that give leadership to specific ministries within the church. Responsibilities include maintaining a budget, coordinating primarily lay leaders to carry out a ministry function.

4. Pastoral Interns

These positions are semester long (4 months) commitment to help leaders grow in the knowledge of ministry and calling, growing in person spiritual and theological formation, and growth in practical ministry experience. These portions are temporary pastoral internships and are not considered to be permanent staff positions. These positions will be unpaid.

Employment Classifications

Paid staff at Redeemer are classified as exempt/salaried or non-exempt/hourly in compliance with the regulations under the Fair Labor Standards Act (FLSA).

1. Exempt/Salaried

Exempt staff are paid on a salary basis and are not eligible to be paid overtime.

These required are based upon the type of work the associate is performing, his/her level of authority, the amount and manner of compensation being paid.

2. Non-Exempt/Hourly

Non-exempt associate are paid a minimum hourly rate of at least the highest present minimum hourly rate under state or federal law) and for time worked in excess of 40 hours per seek at a rate of one and one-half times their regular pay rate. Paid time off used in a work week does not qualify as hours “worked” in the calculation of overtime pay. Examples of paid time off could be: vacation, holidays, sick leave, etc.



Compensation

Pay Periods

Redeemer has 12 pay dates a year, each on the first Friday of the month. Payroll is completed via direct deposit for all associates. Cash advances against payroll are not provided.

Overtime

The FLSA requires the church to pay time and a half (1-1/2) for a staff's work in a nonexempt position that is in excess of 40 hours per week (not pay period). To comply with this requirement, staff in non-exempt positions are required to report all hours worked at their regular job on their time sheet each week. Personnel in non-exempt positions are specifically not allowed to "volunteer" hours in performing their regular or similar job assignment. Since all overtime hours worked are required to be paid at time and a half, it is the responsibility of the staff to monitor and prioritize his or her work so that overtime is kept to an absolute minimum. Overtime must be approved in advanced by the staff's direct supervisor and treasury. Non-exempt associates who work in excess of 40 hours/week without advance approval shall be subject to discipline up to and including termination.

Lost/Misdirected Payroll Deposits

All staff are paid via direct deposit. Staff are responsible for ensuring that Redeemer has the correct bank routing information for their account. Staff must report lost or otherwise misdirected deposits to the treasury immediately. The treasury will determine when a replacement check/deposit can be issued.

Salary Raises

Each staff's salary will be reviewed annually by the finance team to consider adjusting the salary of the staff member.

Workplace Guidelines

Section 1

General

The purpose of these guidelines is to define Redeemer Church's general workplace expectations. Redeemer's basic rule is very simple-if any staff engages in activity detrimental to the best interests of Redeemer, its members, or its staff, he or she will be appropriately disciplined. The workplace guidelines listed in this handbook must not be considered as exhaustive or all-inclusive.

Examples of activity detrimental to the church include, but are not limited to, habitual lateness and/or absenteeism, destruction of property, fighting, reporting to work under the



influence of drugs or alcohol, stealing, insubordination, rising to perform an assignment, disclosing confidential information inappropriately or immoral conduct with minors or adults, habitual use of pornography, inappropriate use of drugs or alcohol, gossip and making disparaging remarks. This list is not all-inclusive but provides examples of improper or unacceptable behavior.

Personal Appearance and Dress Code

Redeemer invites people to attend causal in a “come as you are” atmosphere. Redeemer has a causal dress code in the building during the week. It is up to individuals and their schedules to determine what is appropriate for the day. It is expected that all staff will report for work clean and appropriately groomed.

Parking on Church Facilities

When staff are attending a function at the church involving attendees outside of the paid staff, staff should park in a way that allows the attendees to use parking spots with easiest access to the building. In general, staff members should utilize the parking spaces at the back of the building in the main parking lot.

Parking is at the staff's own risk. Redeemer will not be responsible for any forms of theft or damage to a staff's vehicle parked on or near church offices or facilities. Additionally, Redeemer will be not responsible for any personal property left in vehicles that is lost, damaged, stolen, or destroyed. Vehicles should always be locked when unattended, and valuables should be removed from the vehicles. It is the responsibility of each staff to use prudent measures in safeguarding their vehicles and personal property while on church facilities.

Each staff is encouraged to notify the church office whenever they notice a suspicious person or unusual circumstance in church parking areas.

Tardiness and Absence

It is critical that each staff works his or her assigned schedules on a punctual and consistent basis. However, the church is aware that illnesses or emergencies may occur which ounce cause the staff to miss work.

Each full-time elder staff member is required to work a minimum of 40 hours per week. Because this often involves evening and weekend time, regular day time office hours are set by that staff member in consultation with the elder board. Any changes to a staff's work hours must be approved in advance by staff's supervisor.

Staff members who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including termination.



Section 2

Staff Meetings

Every pastoral staff is expected to attend the regularly scheduled staff meeting.

Personnel Files and Records

It is critical that the church maintain current and accurate information about each staff. Staff are expected to keep the treasurer informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, etc.

Grievances and Complaints

Staff who have grievances or complaints regarding Redeemer's policies, procedures, or organizational structure issues must discuss these with their immediate supervisor. If the staff feels his or her grievance or complaint is unresolved by the supervisor, the associate can submit their concern either anonymously, in writing or in person to the board of elders. The Elders will review the matter and take the appropriate actions.

The grievance process is not available for staff to grieve decisions to terminate their employment. The process is only for existing associates to address issue of policy, procedure or organizational structure. Concerns of other types may be addressed more specifically in other policies, such as the Anti-Harassment policy.

Making Suggestions

Redeemer strongly encourages staff to share any suggestions they might have to better improve church operations or procedures. Suggestions may be submitted in writing or in person to the director of operations.

Section 3

Anti-Harassment Policy

The church is committed to providing a work environment that is free of discrimination, harassment or hostile work situations. In keeping with this commitment, Redeemer maintains a strict policy prohibiting harassment, including but not limited to sexual harassment and harassment based on gender, race, national origin, religion, age, disability, marital status or any other protected class as defined by law.

Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments that create a hostile or offensive work environment. Behavior that is not sexual in nature, but that creates a hostile or offensive work environment, is nevertheless harassment and therefore prohibited. It is important for every staff to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be considered offensive to others. In no way should the above listed examples be considered all-inclusive, but they are intended to provide examples as to what may constitute a form of harassment.



If an associate believes he or she is being, or has been harassed in any way, or has observed harassment in any way, he or she must report the facts of the incident or incidents to the Director Operations or an elder immediately, without fear of reprisal.

In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. Every complaint will be taken seriously, investigated promptly and will be held highly confidential except for those with a need to know. The church will take affirmative steps to ensure that such behavior is not allowed or tolerated. Offenders may be disciplined up to and including employment termination. No complaining party or witness will be retaliated against for participating in a complaint or investigation, unless the complaining party or witness knowingly provides false information, in which case appropriate discipline can be undertaken. All participants in an investigation will be required to keep the matter confidential and failure to do so without cause will result in separate disciplinary actions.

Appropriate Interaction Between Genders

Any private interaction between members of the opposite sex requires a third person to be present, e.g., closed door meetings, counseling, etc.

Section 4

Tobacco Use

Smoking of tobacco shall be allowed with approval of the elders in the building.

Alcohol Use

Alcohol shall be allowed with approval of the elders in the building.

Section 5

Financial Integrity

All associates are to respect the church's budget process and final adopted budget. Staff should administer the budget effectively and abide by the following financial guidelines:

1. Spend only the budget amount approved, unless prior approval from the Finance Team is received.
2. Make purchases exceeding \$500 only after receiving written approval by the Director of Business Operations and obtaining at least two price quotes.

Confidentiality of Church Information

During the course of the associate's employment with Redeemer, they may have access on a regular basis to information of a highly sensitive and confidential nature. This information will be contained in Church records, correspondence with Church members



and others, interoffice memoranda, and other similar documents. Staff of Redeemer serve in a position of trust, and they have an obligation to the Church and to those persons to whom the Church ministers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the staff and the Church and seriously erodes the confidence of others without which Redeemer simply could not effectively minister.

Information regarding Redeemer or its members, or other persons to whom Redeemer may minister, of which the staff becomes aware as a result of their employment relationship, is considered confidential information. The staff may not disclose, duplicate, or use this information except as required in the performance of their duties with the Church. Failure to adhere to these necessary standards may result in disciplinary action.

Confidential documentation must always be stored on or at a secure site. Access to this material may be allowed only to authorized individuals.

Following are several helpful tips that Church staff shall use in handling confidential information:

1. Protect confidential papers that are on staff's desk by keeping them face down when possible.
2. Safeguard confidential documents by storing them in a locked file cabinet when not in use.
3. Mark each confidential folder or envelope "CONFIDENTIAL".
4. Never leave confidential personal notes and papers on your desk when you leave for the day.
5. Shred confidential papers, notes and photocopies before they are thrown away in the trash.
6. Use passwords to store and access personal and confidential files that are stored on personal computers.

The staff's obligation to preserve the confidentiality of information acquired during their employment continues even after the Church no longer employs them. The staff may not disclose, after separation of their employment, any information which they were not permitted to disclose during their employment. Moreover, the staff may not utilize the confidential information he or she acquired while employed at Redeemer even after their departure from the Church.

Access to and Removal of Church Property

It is critical that Redeemer have access at all times to Church property. As a result, the Church reserves the right to access associate offices, work stations, filing cabinets, desks, computers, laptops, lockers and any other Church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc.



No property is to be loaned or removed from the Church grounds without the approval of the Director of Business Operations or Elders.

Removal of official Church documents or records without the express consent of the Director of Business Operations or Elders is strictly prohibited.

Issuance of Church Property and Equipment

Keys to exterior doors and/or offices of the Church will be issued to appropriate staff (and volunteers) by the Director of Business Operations or his/her designee. Church issued keys may not be used by anyone except the staff or volunteer to whom they are issued. A staff must never copy Church keys. Any Church owned property and/or equipment, e.g., keys, credit cards, laptop computers, cellular phones, etc. which have been personally issued to a staff to perform their job remains the property of Redeemer. It is the staff's responsibility that these items be used solely by the issued staff only for Church related business. These items must be returned to the office at the time of the staff's termination.

Use of Church Computers and Internet Access

The purpose of these guidelines is to maintain the integrity of Redeemer computer network. Understanding and abiding by these guidelines is essential to ensure that the system can be used without impeaching its integrity.

The purpose of Redeemer's network resources, including the Internet, is to support the numerous ministries in the achievement of their mission and goals. These resources are intended to facilitate day-to-day operations, including collaboration and information exchange within the different ministry departments and integrated ministry auxiliaries. They are also intended to expedite Church members and general public access to Redeemer and other religious information.

If there are any questions regarding the use of Church computers or Internet access, the staff should seek guidance through the Director of Business Operations or elders. Redeemer reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate.

Section 6

A. Expense Reimbursement

1. Only expenses properly substantiated according to this Policy may be reimbursed. To receive reimbursement, a staff must account to the Director of Business Operations by filing expense reports for reimbursable expenses no less often than monthly, and in no event more than 30 days after any particular expense is incurred. These reports shall provide "adequate accounting" to the Church, which means that they must provide the same kind of proof as would be necessary to substantiate a deduction taken for the same expenses on the associate's own income tax return. Accounting for expenses to



be reimbursed must be made with substantiating records, receipts, or contemporaneous personal statements of expense showing date, amount, place, business purpose, and business relationship. Reimbursement shall be made only for the amount actually incurred. In no event shall a reimbursement be for an amount greater than the actual expense incurred. In the event that reimbursement shall inadvertently be made for any amount greater than expenses accounted for, the staff receiving such overpayment shall promptly return it to the Church within 90 days of the date the associated expense was incurred, or within 30 days of the overpayment, whichever is sooner.

2. Staffs that travel as part of their job experience (conference, mission trip, out-of town meeting, etc.) will have the following expenses paid for or reimbursed by Redeemer. All expenses must be documented with receipts satisfying the above requirements and an expense report and reported to the Director of Business Operations within 30 days of travel for reimbursement.
 - (a) Air Travel: Planned and budgeted trips requiring air travel will be paid by Redeemer (coach tickets). Unexpected air travel will need to be pre-approved by the elders.
 - (b) Taxi, bus: Transportation costs incurred to take associates to and from airports to their destination and any tip expenses will be reimbursed.
 - (c) Lodging: Planned and budgeted trips requiring overnight hotel accommodations will be paid by Redeemer. It is expected that the associate will seek reasonable accommodations. Expenses covered will include the actual cost of the room and any applicable taxes.
 - (d) Meals: Redeemer will pay for the reasonable cost of breakfast, lunch and dinner (no alcohol) for the staff only during required church travel while out of town.
 - (e) Incidental expenses, water, coffee, chewing gum, etc. will be the responsibility of the staff.
3. Redeemer will reimburse staff for mileage (at the current IRS rate which is 56 cents effective 1-1-2021) when traveling to locations outside the Vandenberg County area for special training, meetings, etc. Staff must turn in an expense reimbursement request detailing the mileage and its business purpose to the Director of Business Operations within 30 days of travel for reimbursement. Travel inside Vandenberg county and the surrounding area will be considered normal associate travel expense and will not be reimbursed.

Section 7

Workplace Violence

To ensure associate and Church attender safety on Church grounds, Redeemer takes violence in the workplace very seriously.



Violence and threats of violence include, but are not limited to:

1. Any act which assaults physically;
2. Any substantial threat to harm or to endanger the safety of others;
3. Behavior or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
4. A substantial threat to destroy property;
5. Possession of any weapon or dangerous instrument (e.g., any type of firearms, certain knives, brass or metal knuckles, etc.) on Church property.

A climate of fear or intimidation will not be tolerated at Redeemer. Threatening or intimidating behaviors, acts of verbal or physical aggression and violence may be subject to severe discipline or immediate termination. Civil and criminal penalties may be pursued as appropriate. It is the responsibility of every staff of the Church to take any threat or violent act seriously, to consult with appropriate individuals and to take action as recommended by these guidelines. Perceived or actual threats to personal safety must be immediately reported to the Director of Business Operations. It is the responsibility of every associate of the Church to take any threat or violent act seriously.

Criminal Background Checks

Redeemer conducts criminal background checks of all new staff to determine suitability of employment. Redeemer also reserves the right to conduct criminal background checks of existing staff. In the event a criminal record exists, consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held, and also to the seriousness and gravity of the violation of law. A relevant job-related conviction, or other conviction the church deems relevant, serious, or grave, is grounds for termination of employment or non-selection of an applicant. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position that does not require driving. For positions that do require operation of a motor vehicle, the term conviction shall include minor traffic violations. Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination of employment or non-selection of applicant.

Section 8

Miscellaneous Responsibilities of Staff

Staff must check regularly with the Church calendar for information and direction. All events planned in church facilities must be calendared properly.



Staff are responsible for maintaining their own office or workspace in an efficient and attractive manner. Staff need to assume security and protective care of their equipment.

Staff also need to assume cleanup of their own work and activities in other joint work areas such as the copy room and kitchen areas.

Staff must turn off lights in Church facilities when an area is not in use. Any other areas to improve energy conservation, e.g., dripping faucets or leaks, should be reported to the deacons. Stewardship of Church finances and facilities must always be a priority of all staff.

Staff will be asked to assist in the cross training of other staff positions as deemed appropriate by their supervisors.

Ministry Safe-Guards

Protecting yourself and the church from the perception of, or actual, moral failure is vital. As a church staff it is especially important to ensure there are healthy boundaries between members of the opposite sex. All employees are urged to use extreme caution when ministering to the opposite sex or when communicating with a team member of the opposite sex. Since it is not possible, nor desirable, to “police” all relationships within the employees’ ministry responsibilities, certain guidelines must be adhered to when ministering to those of the opposite sex, excluding a spouse or biologically-related or adopted family member.

Some simple guidelines to follow are:

1. No two individuals of the opposite sex may meet for any reason alone while away from the office, unless both individuals are married to each other. This includes but is not limited to riding in a car, going to lunch together, having coffee, or any other occasion that would have the two individuals of the opposite sex alone together.
2. One-on-one communication is important regardless of gender, therefore certain provisions have been made at Redeemer to allow such meetings to take place. For example, most church doors are furnished with windows to allow others to see into rooms. If meeting with one other person in a room that does not have a window, the door must be left open. If a one to one meeting must occur after office hours at church, at least one additional person must be notified and be in the room of the meeting.
3. If any unmarried employee is found to be involved in a sexual relationship, Redeemer will encourage such a person to stop the relationship and reserves the right to terminate the employee immediately.
4. If any married employee is found to be engaging in an extra marital dating or sexual relationship, the Church will encourage such a person to stop the relationship and reserves the right to terminate the employee immediately.



Appropriate Interaction with Minors

Redeemer staff members will assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors. Redeemer adheres to a simple “two adult” rule. This requires that an adult is never alone with a child or youth. There must be two adults present at all times. This rule excludes biologically-related or adopted family members.

Paid Time Off Policy

Section 1

Holidays

Full-time employees will receive paid time off for the following holidays: New Year’s Eve, New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve, and Christmas Day. If a holiday falls on a regularly scheduled day off, the employee may take another day off with pay within the same calendar year. Unused holiday time will not be paid to employees upon termination.

Sick Days

Full-time employees will accrue one sick day per month and may accumulate up to a maximum of 60 days. Employees may use accrued time if they are ill or to care for sick parents or children. Unused sick time will not be paid to employees upon termination.

Bereavement Leave

In the death of a parent, grandparent, child, spouse, sibling, grandchild or in-laws, employees will be paid for three days time off. Employees may take one day to attend the funeral of an aunt, uncle, or cousin.

Vacation

1. Full-Time Salaried Employees
 - a. 1-4 years: 4 Weeks
 - b. 4-8 years: 5 Weeks
 - c. 8+ years: 6 Weeks

2. Part-Time Salaried Employees
 - a. 1-4 years: 2 Weeks
 - b. 4+ years: 3 Weeks

Employees with two or three weeks of vacation must take at least one full week: the remaining time may be taken in one-day increments. Employees with four weeks of



vacation must take at least two of the four weeks in one-week increments. Vacation time must be taken prior to August 31 of each year or it will be forfeited.

Section 2

Pastoral Staff is only allowed to take up to 4 Sundays off a year as paid time off and no more than two consecutive Sundays. All exceptions should be forwarded to the elder board for approval.

Staff are expected to be at work on their assigned days. Prior approval by the associate's supervisor and the Director of Operations is required for vacations, conferences, ministry opportunities away from Redeemer, continuing education, mission trips, etc. via email.

Once approved, make your request through the google doc form that will be available to all elders and the Director of Operations.

Section 3

Outside Speaking Engagements

Full-time pastors are allowed two "ministry weeks" each year to provide ministry (preaching, music, teaching, etc.) to other churches, groups, or organizations. These two weeks do not include conferences or missions travel.

Conference and Missions Travel

Travel associate with missions and various conferences and training should be used at great discretion as to the season of the church and home.

Section 4

Sabbatical Policy

Redeemer Fellowship Church understands the significance of equipping pastors to maintain a work-life balance so that they can effectively minister to the church, care for their families and themselves. Maintaining this focus supports the mission of the Gospel and provides employees with a balanced, healthy work environment. Biblical and theological precedent for sabbaticals can be found in Scripture (Mark 6:30-32, 7:24 and Exodus 23:11).

1. Purpose

- a. Due to the demands of ministry, a periodic sabbatical—an extended time away from work and daily routines—enables the pastor to become refreshed and avoid burnout. Just as importantly, an extended period of rest supports the long-term health of a church by helping leaders maintain mental, emotional and physical health.



- b. During sabbatical, the pastor is charged to recalibrate, that is, to evaluate the way he does ministry and create a strategy to improve his approach for the next several years of service to the church.
 - c. Pastors require rest because the demands of ministry are exhausting. Recalibration becomes necessary because returning to ministry requires a different approach: To avoid getting caught up in the previous routine or cycle that can once again lead to fatigue or burnout, and to support the continued growth and health of the church.
2. Eligibility
- a. Pastors are eligible, but not required, to take sabbatical leave after six continuous years of service to the church.
 - b. Eligible pastors may apply to take sabbatical leave for up to six (6) weeks with additional time allotted if deemed necessary by an outside advisor/counselor.
 - c. Pastors on approved sabbatical will receive pay and continued benefits during leave.
3. Eligibility & Procedures
- a. A pastor eligible sabbatical must discuss and present his reasons for sabbatical to Redeemer pastors.
 - b. The primary reason for the sabbatical is rest, re-calibration. However, activities such as pastoral counseling and coaching as well as meaningful church planning/orienting activities and/or continuing education may take place.
 - c. The pastor on sabbatical must document a re-entry plan, including his personal expectations and a strategy for moving forward and supporting activities. After a pastor's return from sabbatical leave, he will meet with fellow pastors, discussing how his peers can better support him and his designated areas of ministry moving forward.
 - d. Redeemer reserves the right to take disciplinary action against pastors who fail to conduct rest, recalibration and re-entry activities during a sabbatical leave.

Performance Standards

Section 1

Work Performance

Staff may be disciplined, up to and including possible employment termination, for poor work performance as determined by their supervisors or the elders. Examples of poor work performances are outlined below, but are not limited to:



1. Below average work in quality or quantity
2. Failure to follow supervisory instructions or abide by church policies and procedures

Misconduct and/or Behavior

Staff may also be disciplined, up to and including possible employment termination, for misconduct and/or unacceptable behavior. Examples of misconduct are outlined below, but are not limited to:

1. Acts of insubordination
2. Poor behavior or attitude, including rudeness, lack of cooperation, immoral conduct, acts of dissension within staff, acts inconsistent with church beliefs, mission and/or core values
3. Excessive absenteeism, tardiness, or abuse of break and lunch policies
4. Abuse, misuse, theft, or the authorized possession or removal of church property or the personal property of others
5. Violation of the church's use of church computer and internet access policy
6. Falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, and employment records
7. Disorderly conduct on Church property, including fighting or attempted bodily injury, the use of profane, abusive, or threatening language toward others, or possession of a weapon;
8. Violation of any law adversely affecting the Church, or conviction in court of any crime that may cause the associate to be regarded as unsuitable for continued employment;
9. Violation of the Church's alcohol, drugs, and controlled substances policy;
10. Marking or signing the time record of another associate or knowingly allowing another associate to mark or sign their time record;
11. Any offensive or inappropriate actions which could harm the integrity or reputation of the church;
12. Any immoral conduct which brings reproach upon the name of the Lord Jesus Christ and His church.

13. All staff are to serve cooperatively with other staff coordinating their respective department ministries with all other Church related programming. Staff are expected to exhibit loyalty to the ministerial staff, other staff members and the mission of Redeemer. If matters of disharmony cannot be resolved, the staff person will be given the opportunity to resign voluntarily or be involuntarily terminated.

Disciplinary Action

Because of the many possibilities that might exist in any set of circumstances, it is not practical to set out the appropriate action for dealing with every employment problem. The range of actions could be from just mentioning the problem to the employee up to and including immediate termination of employment. The Church reserves the right to enter into



any phase of discipline, at any time, depending on the nature and frequency of offenses. Furthermore, dismissal need not be preceded by one or more less-severe sanctions.

Section 2

Job Descriptions

All approved Redeemer personnel positions (full-time or part-time) must have a current Performance Profile on file prior to hiring an applicant to fill a new or vacant position. A Performance Profile serves as an organizational and ministry aid for identifying and delegating responsibilities, coordination and division of work and prevention of duplication of efforts. These descriptions are only guides and are not all-inclusive of a person's abilities or the requirements for fulfilling their position. Further, they are not intended to be used as work limitations or restrictions on associate roles. All employees are expected to be team players and to help each other and the Church within reason and workplace safety guidelines.

The Job Position Description is usually given to prospective employees during the interviewing process. It must be read, reviewed periodically and discussed with the associate's supervisor as questions arise regarding position responsibilities and authority levels.

Lead Teaching Pastor

Position Objective:

To provide pastoral leadership in the areas of teaching and strategic planning at Redeemer Fellowship Church.

Position Description:

The Teaching and Vision Pastor will be the primary teacher and preacher at Redeemer Fellowship Church. He will also be the primary leader in the area of vision for the elder board and church.

Qualifications:

1. A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
2. Commitment to moral purity.
3. Commitment to the mission, vision, values, and discipleship philosophy of Redeemer Fellowship.
4. Demonstrate excellence as a biblical teacher and spiritual leadership. Abilities:
 - (a) An ordained pastor
 - (b) A heart for the spiritual formation of those in the congregation.
 - (c) Relational skills and an enthusiastic presence for pastoring adults.
 - (d) Skilled in preaching.



- (e) Skilled in leading Bible studies.
- (f) Skilled in directing a ministry team of leaders.
- (g) Skilled in organization, administration and interpersonal relationships.
- (h) Skilled in teaching evangelism and discipleship methods.
- (i) A team player with a positive attitude.

Responsibilities:

1. Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines of Bible reading, prayer, personal worship, fasting, confession, and fellowship.
2. Be the first among equals in the elder board by setting the overall vision and strategy of the church with the guidance and assistance of the elders.
3. Spend time developing relationships with lost people so as to be personally effective in pursuing the Great Commission and helping the church to do the same.
4. Delegate ministry responsibilities to other church leaders and staff.
5. Build the necessary teams to facilitate different ministry goals at Redeemer.
6. Preach biblically faithful sermons at regular worship gathering of Redeemer.
7. Plan the ministry and teaching schedule with the help of elders and other ministry leaders.
8. Build contacts and relationships with local/regional pastors, churches, and ministries for both evangelistic and staffing purposes.
9. Set annual goals for the church in the area of evangelism, discipleship, and growth that are in line with our vision and then evaluate how those goals were attained or modified during the year.
10. Coordinate with the Director of Operations so that all administration tasks are accomplished on time.

Worship Pastor

Position Objective:

To provide pastoral leadership to the worship ministries of Redeemer Fellowship Church.

Position Description:

1. The worship pastor will be the “producer” of each worship service and special programs. Although the teaching pastor is the “director” in terms of setting the theme and overall direction, the worship pastor will oversee and coordinate all the details that a service encompasses.
2. The worship pastor is a leader who can communicate a worship vision that inspires his team and the congregation to join in the pursuit of that vision.
3. This position is a pastoral one that therefore requires the individual to serve not solely as a musical or performing arts director but also as a shepherd to the people who serve in this ministry.



4. The worship pastor will also model and teach the congregation the proper form of worship which is congregational, biblical and spirit filled.

Qualifications:

1. A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
2. Commitment to moral purity.
3. Commitment to the mission, vision, values and worship philosophy of Redeemer Fellowship.
4. Demonstrate excellence as a worship leader.

Abilities:

1. A pastor as well as a musician. This does not mean ordained.
2. A heart for the spiritual formation of those in the congregation and the worship ministry.
3. Relational skills and an enthusiastic presence for leading a church in worship.
4. Skilled in choral, vocal, and instrumental direction.
5. Skilled in organization, administration, and interpersonal relationships.
6. Skilled in the use of technology in worship and in the use of sound, lighting, computers, pro-presenter, and video projection.
7. Ability to incorporate other art forms as needed.
8. A self-starter
9. A team player with a positive attitude.

Responsibilities:

1. Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines of Bible reading, prayer, personal worship, fasting, confession, and fellowship.
2. Spend time developing relationships with lost people so as to be personally effective in pursuing the Great Commission and helping the church to do the same.
3. Build the necessary teams to carry out the worship areas of Redeemer Fellowship.
4. Plan the corporate worship services of Redeemer Fellowship in consultation with the Teaching Pastor and Elders with prayer, conceptual forethought, theological accuracy, and musical appropriateness. Ensure that all the musical and technical aspects of the service advance the theme for the day. Oversee song and choral selection, media preparation and presentation, sound and lighting enhancements, and coordination of all instrumentalists and vocalists.
5. Serve as lead worshiper in all worship services.
6. Direct all weekly activities and rehearsals necessary to facilitate worship in services.



7. Provide pastoral care for the worship teams.
8. Introduce our worship teams to worship training provided by other ministries, books, and conferences.
9. Oversee the worship department budget, organization, and volunteers.
10. Build contacts and relationships with local musicians, studios, and clubs for both evangelistic and staffing purposes.
11. Set annual goals for the worship ministry that are in line with our vision and then evaluate how those goals were attained or modified during the year.

Next Generation Pastor

Position Objective:

To provide pastoral leadership to Next Generation (Children to Students) ministries of Redeemer Fellowship Church.

Position Description:

1. The Next Generation pastor will lead ministry to children and students. He will help the church to strategize and invest resources to reach and equip children and students with the gospel.
2. The Next Generation Pastor will ensure children and students have mature believers in their lives, and inspires the church to love and treat each kid and student like they are made in the image of God.
3. The Next Generation pastor will also align leaders and volunteers to work together to reach and equip children and students with the gospel. He will shepherd the people, who serve in this ministry.

Qualifications:

1. A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
2. Commitment to moral purity.
3. Commitment to the mission, vision, values, and discipleship philosophy of Redeemer Fellowship.
4. Demonstrate excellence as a discipleship leader.

Abilities:

1. A ordained pastor
2. A heart for the spiritual formation of those in the congregation.
3. Relational skills and an enthusiastic presence for pastoring children and students.
4. Skilled in preaching.
5. Skilled in leading Bible studies.
6. Skilled in directing a ministry team of leaders.
7. Skilled in organization, administration and interpersonal relationships.



8. Skilled in teaching evangelism and discipleship methods.
9. A team player with a positive attitude.

Responsibilities:

1. Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines of Bible reading, prayer, personal worship, fasting, confession and fellowship.
2. Spend time developing relationships with lost people so as to be personally effective in pursuing the Great Commission and helping the church to do the same.
3. Build the necessary teams to carry out the Next Generation ministry areas of Redeemer Fellowship.
4. Craft core biblical truths into engaging, relevant, and memorable experiences.
5. Create consistent opportunities for children and students to serve.
6. Create ways to genuinely partner with parents in raising their children.
7. Plan the ministry schedule for Next Generation Ministries in consultation with the Elders of Redeemer Fellowship.
8. Direct all weekly activities necessary for the Next Generation ministries.
9. Introduce our leaders to Next Generation training provided by other ministries, books and conferences.
10. Oversee the Next Generation department budget, organization, and volunteers.
11. Build contacts and relationships with local/regional Next Generation pastors, churches, and ministries for both evangelistic and staffing purposes.
12. Set annual goals for the Next Generation ministry that are in line with our vision and then evaluate how those goals were attained or modified during the year

Dream Center Church Team Leader

Position Objective:

To see the vision for mentoring and work with other team members to accomplish the mission

Position Description:

1. Reports to Dream Center Staff in cooperation with the church board
2. The Dream Center in cooperation with the Christian Association of Youth Mentoring provide online training for the team leader and other team members. The online training takes approximately 28 hours over three months for team leaders and 20 hours for other team members.
3. First three months will work 5 hours/week (for training and ministry setup).
4. Then will work, 8 hrs. per month for managing the team on the Goals below.



Qualifications:

1. Lead others
2. Delegation
3. Humility
4. Communication

Goals:

1. Recruiting: Bringing on the right team members, mentors and protégés
2. Help team members recruit, screen mentors in cooperation with the Dream Center
3. Help your teamwork with the Dream Center to match approximately half of the mentors with youth at the center
4. If desired by the church, identify and match youth from the church or from community agencies with remaining mentors

Responsibilities:

1. Recognize and use God-given gifts and talents of people
2. Recruit ministry team and keep them focused on the mission
3. Work with your team to:
4. Recruit mentors and mentees
5. Work with the Dream Center to screen mentors (Mentors apply through the Dream Center's system which conducts background checks)
6. Coach mentoring relationships (Encourage, accountability, and connecting to the Dream Center to address any problems)
7. Communicate with church leaders and Dream Center staff on progress of matches
8. Report to church/ organization board/council on ministry status

Director of Women's Discipleship

Position Description:

1. Redeemer staff member works as a team with other elders, ministry leaders and volunteers to fulfill the vision and mission of the church.
2. Specific duties and areas of ministry are assigned based on giftedness, passion and abilities.
3. A desire to impact the Kingdom with an outward focus is critical.
4. Seek to leave a legacy of faith by loving people and engaging our culture to the glory of God.
5. Responsible for College ministries with a focus on Women.
6. Volunteer development and building of necessary ministry teams.
7. Working with Church Leaders to Disciple and Shepherd Women in the Church.
8. Working with Church Leaders to Evangelize to Women at the University of Southern Indiana and the city of Evansville.



9. Design, develop and implement the church's collegiate women's discipleship program.
10. Overseer and mentor to the Women's Leaders to grow and increase participation in the program.
11. Connecting people with their giftedness and opportunities to serve.

Qualifications:

1. Bachelors' degree or equivalent experience. 1-3 years of experience in a church preferred.
2. Passionate about personal spiritual growth and maturity.
3. Gifted in Teaching and Shepherding Women
4. Ability to develop teams and new ministries.
5. Strong written and verbal skills with ability to think outside the box.
6. Creativity in research and development of new discipleship opportunities including the use of technology.
7. Skilled in casting vision, listening, interaction with people and delegating.
8. Able to work with diverse groups from different ages, genders and seasons of life.
9. Teaching skills.

Director of Operations

Position Objective:

To provide support to pastoral team and the church as a whole by maintaining the bookkeeping, taxes, event calendars, sermon content management, and human resources components of the church.

Position Description:

1. The Director of Operations performs or oversees the key business functions of the church including personnel, financial, and administrative operations.
2. Position reports to the Lead Pastor/Board of Elders

Qualifications:

1. Education Requirements: Bachelor's Degree in Business or equivalent experience
2. Prior professional or management experience preferred
3. Proficient with QuickBooks, Excel, and Word
4. Web design or content management experience preferred
5. Must be organized, detail-oriented, able to provide feedback effectively, and capable of analyzing a particular process or program and suggesting ways to improve it
6. Must show initiative and be able to work without constant supervision or direction



7. Must be/become a member of the church and remain in good standing
8. The Director of Operations shall exhibit the ability to relate amicably to and effectively work with a broad spectrum of personalities within the church and congregation
9. Must be living a life in accordance with having a vibrant relationship with Jesus Christ
10. Must agree with information presented in the handbook and support the bylaws of Redeemer Fellowship Church

Responsibilities:

1. Human Resources/Personnel
2. Oversee and support Redeemer Fellowship Church (non-pastoral) staff members and/or contractual vendors (Janitorial, Grounds, Pest Control, Fire and Security, etc.)
3. Maintain employee vacation days within the calendar year
4. Coordinate with payroll accountant to update staffing information and rate of pay changes
5. Ensure that payroll taxes are being paid, signed, and mailed in a timely manner and filed appropriately
6. Financial
7. Count offering, manage data entry on church contributions, and make weekly bank deposit
8. Prepare and mail annual end of year giving statements for all church contributors
9. Organize credit card purchases, check requisitions, and reimbursement requests with appropriate documentation and follow-through
10. Ensure all bills and invoices are paid
11. Enter credit card charges and reconcile all accounts
12. Organize bi-annual finance team meetings to review the budget and make necessary adjustments
13. Oversee systems related to accounting practices (QuickBooks) and annual budgeting processes

Administrative

1. Provide W9s and 1099s to companies for services provided
2. File annual property tax exemption forms
3. Regularly look for ways to improve, initiate, or change processes to ensure the church is operating as efficiently and effectively as possible and then create and initiate a plan to put those improvements into place
4. Communicate key events and information to the church
5. Communicate the budget/finances consistently and effectively with the Elder Board, church members at quarterly member meetings, and the various ministry leaders
6. Maintain/track facility issues, repair history, insurance, warranties, etc.

Website Content Management



1. Prepare and upload sermons weekly to Subsplash, SoundCloud, and the church website
2. Create graphics for website/social media content
3. Routinely update app and website with upcoming event

Spiritual

1. Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines of Bible reading, prayer, personal worship, fasting, confession, and fellowship.
2. Spend time developing relationships with lost people so as to be personally effective in pursuing the Great Commission and helping the church to do the same.
3. Regularly attend Redeemer Fellowship Church services and support other church programs
4. Must be committed to maintaining and operating with the upmost Christian
5. integrity

B. Performance Evaluations

Staff will receive their first written performance evaluation after approximately 12 months from the date of hire, and approximately every year thereafter, unless otherwise stated in the Terms of Employment. The evaluations will be performed by the employee's immediate supervisor. If an associate reports to more than one supervisor, then all supervisors shall be involved in the review process.

The purpose of the performance evaluation is to inform the staff how well they are doing, while considering their length of time in the position in relation to the performance requirements for the position. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. The associate will also be provided space on these evaluations to make personal comments, as they deem necessary.

Section 3

Terminations

1. Voluntary Termination

- a. A voluntary termination is a termination that is initiated by the associate (also known as resignation).
- b. Associates should give at least a two-week written notice to their immediate supervisor and the Director of Operations before leaving their job.
- c. This courtesy will allow their supervisor enough time to adjust working schedules and secure a replacement.



- d. Redeemer may ask a staff member who is leaving voluntarily to take their leave effective immediately.
2. Involuntary Termination
 - a. An involuntary termination is a termination that is initiated by Church management for any reason.
3. Layoff
 - a. A layoff is a termination of employment that results from changing ministry conditions which necessitate a reduction in staff.

Social Media Policy for Elders, Staff, and Elder's Wives

Section 1

Overview

Redeemer generally views creating or contributing to personal websites, blogs, social networks, message boards, virtual worlds, and other kinds of social media positively. One of our core identities as Christians is to be “missionaries,” and social media, while very destructive when used carelessly, can be a powerful tool for helping us engage people missionally when used with wisdom. We recognize the desire of many of our employees to participate in online community and encourage this form of networking and idea exchange.

With that being said, whether you are posting from a personal account or from your church account, as members, deacons, pastors, and Christians, you represent not only Redeemer, but the global “Big C” Church. For many people, the first impression of Christians and/or Redeemer is going to be your social media presence. In this technology driven age, we’ve been given an amazing gift of reaching more people in more ways than ever before. From Facebook to Twitter to Pinterest, we have many platforms to share the gospel of Jesus. We want to steward that gift well by being Spirit-led, Christ-centered, and discerning about how we share our lives through words and photos. Our priorities on social media should be to share the gospel, help disciple Christians, foster community, and ultimately encourage people to attend church.

Guidelines

1. Please Do:
 - a. Share Scripture and other words of encouragement.
 - b. Share stories, testimonies, and events going on at Redeemer.
 - c. Share posts from pastors and/or team members at Redeemer.
 - d. Interact with your followers, care for your followers, pray for your followers. Tell your people you prayed for them!
 - e. Ask your supervisor or a pastor how to best answer theological questions.



- f. Post photos during or right after each service of the life around your church.
 - g. Whenever we have baptisms, post a few photos of the baptisms. Everyone loves baptisms photos!
 - h. Share what God has been teaching you and the church staff.
 - i. Encourage your congregation in reflecting Jesus in community, mission, and worship.
 - j. Ask questions. If you want to spur conversation about a topic, think about open-ended posts and questions, not opinions. But please be sure the questions are non-overtly controversial or potentially divisive in nature.
2. Please Do Not:
- a. Post or share content that contains profanity, celebrates the abuse of drugs and alcohol, or that is pornographic.
3. Other Considerations:
- a. Don't cuss, or use other language that may be considered inappropriate by many in our congregation.
 - b. Use discretion when speaking of liberties (alcohol, tobacco, gambling, etc.).
 - c. Be careful about who you link to, retweet, follow, or "like." A link is a quasi-endorsement.
 - d. If you are using someone else's content, make certain they are credited for it, and that they approve of you using it. Don't use copyrighted material without permission.
 - e. You should secure permission when posting photos and videos of others, and should never post photos and/or videos of minors that include any type of identifying information.
4. Questions to ask before posting:
- a. How does this point to Jesus and the gospel and support the mission of the church?
 - b. What are you trying to accomplish with this status/tweet?
 - c. Do you want this to be public record in thirty years?
 - d. Could this be misrepresented, taken out of context, and used to malign your character or the church's?
 - e. Worst-case scenario: how could this information be used?
 - f. Don't just seek to make a point. Ask, "Am I making a difference?"

Rules of Engagement

Never miss a chance to say something positive. If you have a chance to tweet, update a status, "like," share, or comment on something great that's happening at Redeemer or that someone said about Jesus, the church, or serving, make the most of it. Whether you're responding to a snarky comment, frustrated with a vendor, or trying to decide if you should write about something that's bothering you, you'll never regret taking the high road (and sometimes that road is not saying anything at all).



Don't be a Negative Nancy. On the other side of the coin, stay away from saying anything negative. Social media is never the place to air grievances or rant, and negativity kills the positive momentum of our church. Also be mindful of how things that you say could be perceived as negative even if you don't necessarily mean them that way. Don't incite controversy; incite edification.

Think before you post. As a leader at Redeemer, you are very much a "public figure." The nature of your position means that people are going to associate your private statements, opinions, and interactions online with Redeemer. As a pastor, spouse of a Redeemer staff or staff of Redeemer, you may be seen by our members, attendees, and outside parties as a representative of our church. That means that while you may view your online presence as a personal project, many readers will associate you and the views you express with us.

Remember that what you write is public. You should always assume that it will be read by your boss, your co-workers, church volunteers and attendees, other church leaders, your parents, your children, your spouse, and the attorney for the person who does not like you. Ask yourself if you are comfortable with all of these people reading what you plan to post. Be careful that what you write would not impair your ability to work with your staff team, lead your volunteer teams, speak with credibility to other churches, or represent us in the community.

Remember that most conversations and opinions are best expressed in person. Social media is not the wisest place for debates and ongoing conversations that are argumentative in nature. Especially when the people you are interacting with are members of your church, private message them and request a personal meeting. Sarcasm does not usually translate well, so be careful how you use humor. In short, don't use email, instant messaging, or texting for hard conversations.

Respond to accusers in private, not public. Arguing, maligning, and even teaching in public forums like Facebook, Twitter, or blog comment sections can quickly get very tricky, and it's very difficult to engage these people/defend yourself in a way that doesn't end up hurting the reputation of Christ and his Church, especially to the nonbelievers who are critically watching

Christians bicker and debate on Facebook. When these things happen, it's better to first deal with the person privately, in love, and as a friend according to Scripture. Public responses should be a last resort, and only in extreme circumstances after seeking wise counsel, knowing that to many onlookers you are speaking as the voice of Redeemer.

As a general rule, don't argue or debate with people online. Pray for critics. Only engage with antagonists out of love and to clarify or correct something that is wrong. Otherwise, use the rule "if you engage you will enrage" and stay out of it.



Do not post on social media when your emotions are high. Take a break for 24-48 hours. If you don't, you will likely regret it later. Also remember that others are often posting in the throes of their own anger and emotions. It is usually best not to engage them then.

Remember in everything you post, you are shepherding people. Do not allow your posts to hinder someone's spiritual growth or distract them from the Gospel. Avoid subjects that you will know cause unrest and conflict with members of your congregation. If your posts will affect the way they view you as a pastor, or cause them to potentially lose respect for you, avoid the post so as to best display humility and honor the people in your congregation. Understand some members of your congregation likely have a different view than you. Is your post worth the disunity that may follow? Redeemer is deeply committed to unity among our congregation. The pastors and staff of Redeemer should lead by example. Also, be aware that your political or social opinions may cause disunity with other churches in the community. If a topic you want to post is "your opinion" and you know it may cause frustration among people in your church, share your thoughts with the pastoral team before you post.

Offend people with the Gospel, not your personal opinions. It's important to remember that as a leader at Redeemer, we're given a greater platform to express ourselves, and the things that we say/post are taken with more weight than they might be otherwise. With this greater platform comes a greater responsibility for the message we're sharing. Are we using this platform to magnify Christ, or might the things that we post be a stumbling block to non-believers?

Remember that non-believers are watching your posts very carefully and critically, so try to view your posts through their eyes, even if their perceptions are unfair. How does that political rant point a non-believer who disagrees with you to Christ? Would liking a page supporting a public figure's "freedom of speech" seem like bigotry to a struggling homosexual who has been attending for a couple of weeks? Could complaining publicly about the need for welfare reform alienate the struggling single mother living on food stamps who desperately needs the Gospel? Are you pointing them to the Gospel? Do they walk away from your post more inclined to want to visit your church?

Don't distract from the primary mission of Redeemer. Be on the lookout for things that will distract from the mission of Redeemer. You might post something that is 100% accurate and true to our beliefs that can still draw unwanted attention to the church and take substantial time to manage and explain. If you're in doubt, you're surrounded with strong leaders who'll be happy to help you figure out whether something falls into that gray area.

Don't say things that are demeaning or belittling to those who disagree with you. Avoid words like, "dumb, ignorant, uneducated, uninformed, etc." or "you're an idiot."

Maintain confidentiality. Ask permission before reporting on conversations or meetings that are meant to be private or for internal use only. Do not disclose any information, pictures,



or videos that are confidential or proprietary to Redeemer. This includes information that will become public, but has not yet been announced or posted.

Respect Your Time. All time and effort spent on social media (unless it is directly related to a ministry event, sermon, or mission of Redeemer) should be done on your personal time and should not interfere with your job duties or work commitments. Keep in mind, many of the people following you on social media also pay your salary (if you are on church staff). Do your posts or pictures give the appearance that you are “playing” when you should be “working?” For many, perception is reality. Go out of your way to be above reproach in this regard.

Remember you are a pastor (if applicable). Our primary calling is “prayer and ministry of the Word” (Acts 6). In the same way that we are not to “domineer” over our people in the pulpit, community group, or personal conversation, neither are we to “domineer” over them via social media (1 Pet. 5:3). Instead, we are to be humble, gracious, kind “examples to the flock,” modeling after our Chief Shepherd, the Lord Jesus (1 Peter 5:3-4). We are called to be experts in God’s Word and can only speak authoritatively when we are speaking that which is clearly grounded in God’s Word. We are not the final word or authority on political, social, or sports- related matters, and should not post in such a way that our people perceive this as our intent.

Take routine (perhaps quarterly) sabbaticals from social media.

Remember to be modest. Don’t post personal pictures of yourself or spouse in revealing clothing, including swimsuits. Give careful thought to what the picture and where it is taken might suggest to the viewing audience.

Intellectual Property (IP) Policy

Section 1

Introduction and Definitions

The growth and maturity of Redeemer, and the culture of excellence in designing and creating fresh content in teaching, sermon series, worship songs, children’s education materials, and ministry-related books is making Intellectual Property (IP) a complicated issue. Pastors are increasingly authoring books, worship teams producing music, and staff are participating in public and paid speaking engagements. The interplay between tax and copyright law means that Redeemer must be careful in handling the ownership of IP created by its employees. This complication can also serve to distract Redeemer’s leadership from focusing on the mission of the church.



God has called, assembled, and gifted many talented staff for the work of Redeemer. Intellectual property is being created that has a range of for-profit marketability. The challenge is to sort out whom legally and philosophically should and can own the IP and how to wisely address this ownership.

IP Defined

In law, IP is an umbrella term for various legal entitlements that attach to certain names, written and recorded media, and inventions. The term implies that intellectual works are analogous to physical property. Any creative work that is fixed in a “tangible medium of expression” is automatically subject to copyright protection. Accordingly, sermons, worship songs, books, curriculum and even technological works are copyrighted the moment such work is typed, written, recorded or used.

IP Ownership

The initial owner of the copyright is the author or creator of the work. However, under copyright law, in the case of a work made for hire, the employer is considered the author, and unless the parties have agreed otherwise in a written instrument signed by them, the employer owns all of the rights comprised in the copyright. A work made for hire is a work prepared by an employee within the scope of his or her employment. That means that Redeemer owns the works created by church employees during the scope of their employment. Determining whether something was created in the scope of employment requires the examination of such facts as whether the work was created on or off church premises, whether it was created using church equipment, and the scope of the employee’s job title and responsibilities.

Copyright ownership has become particularly important because of the relatively recent addition of “intermediate sanctions” for transactions that benefit insiders of nonprofit corporations, including churches. In the past, the only tool available to the IRS for breaches of regulation was the rarely used revocation of tax-exempt status. The passage of newer legislation (Section 4958 of the IRS Code) now allows the IRS to impose “intermediate sanctions” – penalty taxes – when a church (or other nonprofit organization) engages in an “excess benefit transaction” with a “disqualified person”.

An excess benefit transaction is any arrangement at other than fair market value, whether it is excess compensation, a loan at below-market interest, or the free or discounted transfer of copyright ownership. A “disqualified person” is anyone who was in a position to “exercise substantial influence” over the affairs of the organization in the five years ending on the date of the transaction. If an organization enters into an excess benefit transaction with a disqualified person, the disqualified person is assessed a penalty tax in an amount equal to 25% of the excess benefit. If the transaction is not rescinded, an additional 200% penalty tax is imposed. Any member of the organization’s governing body or officer that knowingly approves of the transaction is also penalized 10% of the transaction amount, up to \$20,000.



Section 2

Theological Considerations

I Timothy 5:18 states “For the Scripture says, ‘You shall not muzzle an ox when it treads out the grain’ and ‘The laborer deserves his wages.’” Staff content creators are earning a wage and if they are putting in extra hours they may earn additional income for their efforts.

Matthew 21:12 reads “And Jesus entered the temple and drove out all who sold and bought in the temple, and he overturned the tables of the money-changers and the seats of those who sold the pigeons.” (Also Mark 11:15 and John 2:15). If IP is treated or handled “below-reproach” this will be the flagship verse for many.

Luke 16:13 “No servant can serve two masters, for either he will hate the one and love the other, or he will be devoted to the one and despise the other. You cannot serve God and money.” In the conversation of IP, pride and greed are temptations that we should be on guard against. As Redeemer grows, we face increasingly complex issues that need to be wisely addressed for the namesake of Jesus, the health and vitality of the church, and the upright reputation of its leadership.

Section 3

Overarching Principles

As a church, our mission is to reach people with the Gospel, build them up as the Church, and release them into the world. It is the responsibility of leadership to ensure we remain steadfastly focused on the mission and avoid the pitfalls and distractions that success and commercial viability can offer. It is also the responsibility of leadership to navigate complex matters (like IP) so that content creators are treated legally, consistently, and equitably while protecting and preserving church resources.

We desire to remain above reproach in our dealings with all people, including staff, members, rulers, and government institutions. We also strive to honor and glorify Jesus by being wise stewards of the resources he provides, including intellectual property. That means that Redeemer may, at times, decide to retain ownership of IP when it is in the best interests of the church.

Redeemer also desires to function and operate excellently as a church and as such, is open to transfer intellectual property to content creators so they might be fairly and legally compensated for their created works. In these occasions, the transfer of copyright ownership consistent with the provisions of law requires transfer at fair market value.

Redeemer desires to distribute free content to churches, particularly member churches of Harbor Network, wherever possible. At times, it may be necessary to recoup content distribution costs in order to fund Redeemer’s capacity. Conversely, for commercial (non-



ministry) opportunities, we seek to obtain full market price in order to use revenues to fund design, development, and production costs for ministry purposes.

The complexities of intellectual property issues can be addressed on a case-by-case basis. A written agreement between the church and the staff member, crafted before the content is created, can allow a determination of copyright ownership is not left to subjective interpretation. A written agreement cannot change the nature of a “work made for hire”; however, it can change the effect of the relationship.

The eldership team is the proper governing body at Redeemer to make IP ownership or transfer decisions. A certain elder may be delegated express duties to administer the approved IP policy and negotiate separate agreements with content creators per the example agreement in Appendix A.

There will be opportunities and scenarios where Redeemer staff may create IP unrelated to and outside the scope of their employment. This would allow ownership of the content to remain with the content creator. If a staff member desires to follow this approach, he or she may request the elders or assigned elder to prepare a signed Agreement per the example agreement in Appendix A. The following criteria must be met to enable this scenario:

1. All content created must occur during non-work hours, and using personal resources, and
2. Content created must be outside the scope of the staff member’s employment and not a project, initiative, or function included in the member’s job description or Ministry Action Plan.

Use of Redeemer resources at any stage in the creative process will negate the agreement and cause the work to become the property of Redeemer under the works made for hire doctrine.

There is another special case where staff may have created content prior to their Redeemer employment and brought it to the workplace for use by Redeemer. The ownership of this property remains with the content creator.

It is an imperative that all staff, both current and future, are aware of and agree to the Redeemer IP policy as a condition of employment. The policy applies only to Redeemer staff members and not to volunteers.

Section 4

Policy

The following policy statement will be placed into the Redeemer Handbook. All current and future staff will be requested to acknowledge understanding and approval of this policy by written receipt.



“In the event that an employee’s job responsibilities require the creation of intellectual property, unless otherwise agreed to in writing between such employee and the Church, any intellectual property created by an employee in performance of their respective job duties shall be owned by Redeemer as a “work-made-for-hire” under the Copyright Act of 1976. As such, Redeemer retains all rights to the use, duplication, distribution, and sale of such materials.”

Section 5

Policy Implications / Applications

Redeemer encourages and values the creativity and development of staff, particularly in furthering God’s Kingdom through content creation of preaching pastors, worship pastors, and other ministry/operations pastors. Below are three scenarios for how this policy applies to: 1) preaching pastors preparing and delivering sermons and writing books, 2) worship pastors creating worship lyrics and music, performing the selection, and recording it for both ministry and commercial purposes; and 3) ministry/operations pastors producing manuals, books, graphic presentations, websites, etc. of Redeemer ministry works.

Scenario 1 - Preaching Pastors

Type of IP Created	Copyright Owner	Scope of Employment	Comments
Sermons, messages, notes, online, scripts, etc	Individual	Prepare and deliver sermons for XX Sundays per year	This is a direct ministry purpose and Redeemer benefits from the Biblical instruction provided
Sermon recordings	Redeemer	This is a Redeemer prerogative (and cost) to capture and preserve sermon content; the physical recordings are the property of Redeemer	The individual retains ownership of the underlying copying to the IP on the recording, but Redeemer receives royalty free, perpetual license to use for ministry purposes.
Type of IP Created	Copyright Owner	Scope of Employment	Comments
Books or curriculum for commercial purposes	Individual	Writing activity performed outside of assigned duties	Individual responsible for all facets of writing, editing, producing, printing, marketing and distribution



Scenario 2 - Worship Pastors

Type of IP Created	Copyright Owner	Scope of Employment	Comments
Lyrics and music	Individual	Job is to lead worship and not create new songs	Another direct ministry purpose and Redeemer benefits from the corporate worship
Worship performance	Individual	Worship performance is part of job	Redeemer receives royalty free, perpetual license to see live recordings for ministry
Sheet music and chord charts - commercial purposes	Individual	Not part of the job and developed outside of the job	Individual responsibility for all facets of this activity
Redeemer album projects for ministry purposes	Redeemer	Some support staff are assigned responsibilities to produce recordings for ministry purposes.	Whenever Redeemer provides the resources to record, sell, market, or promote CDs or digital albums for purposes, Redeemer owns that album and individuals own each song.
Commercial album projects	Individual	Outside of the scope of employment and conducted outside of assigned duties	Individual responsibility for and handles all facts of this project.
Personal and/or commercial (non Redeemer) performances and concerts	Individual	Outside of the scope of employment of assigned duties	Individual responsibility for and handles all facets of this project



Scenario 3 - Ministry/Operations Pastor

Type of IP Created	Copyright Owner	Scope of Employment	Comments
Books or Curriculum for ministry purposes	Redeemer	Staff member hired for the specific function	As long as the actives are for ministry purposes it is crystal clear.
Books or curriculum for commercial purposes	Individual	Writing activity performed outside of assigned duties	Individual responsible for all facets of writing, editing, producing, printing, marketing and distribution.
Website or internal software application for ministry purposes	Redeemer	Staff member hired for the special function	As long as the actives are for ministry purposes it is crystal clear.
Web articles and Redeemer sponsored communications	Redeemer	Staff member hired for the special function	As long as the actives are for ministry purposes it is crystal clear.
Graphic Design	Redeemer	Staff member hired for the special function	As long as the actives are for ministry purposes it is crystal clear.



Facility Use Request Form

Name of Person Requesting Use: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Are you a member of Redeemer Fellowship Church? Yes No

Purpose of Request:

Birthday Party Baby / Bridal Shower Organizational Meeting: _____

Other: _____

Requested Date of Facility Use: _____

Start Time _____ End Time _____

Space Requested: Worship Center Kitchen Fellowship Hall Parlor

Kid's Ministry Area Outside Property

Office Use Only

Approved Denied

\$25 Security Deposit Received

Comments



Church Facility Reservation Policy

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith, as explained in "The Baptist Faith and Message 2000." To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the church's faith.
2. I understand that the church does not allow its facilities to be generally available to the public and that my use of these facilities is subject to the Elders' approval. This approval is conditioned, in part, on my agreement to uphold the requirements in this "Church Facility Reservation Policy," which I have signed below.
3. I understand that I will be financially responsible for any damages to the church facilities resulting from this use of facilities.
4. I understand that I will be responsible to clean any area that was utilized during my reservation of the church facilities and will submit a \$25 Security Deposit along with this application. This includes: sanitizing tables and counter tops, cleaning all dishes and putting them away, sweeping or vacuuming the floors, mopping if necessary, removing all trash from trash cans and replacing trash bags, and generally leaving the facility the way I found it (or better).
5. I acknowledge that the \$25 Security Deposit will be returned to me after my event is over and an inspection is made to determine that the space(s) used has been properly cleaned and put back in order. If it is determined that the space(s) used was not cleaned and put back in order, then the \$25 Security Deposit will be retained by Redeemer.

Regulations for using the facility:

1. In cases where candles are used during the event, some type of cloth or skirt must be placed around the base of the candle stands in order to prevent potential carpet stains. Additionally, candles must be enclosed in glass. No open flames are permitted in the facilities.
2. No alcohol may be served or brought into the building without the express permission of the Elders.
3. In the case where music is played, there is a zero-tolerance policy for any music containing obscene, explicit, or foul language.

Applicant's Signature

Date



Wedding Request Form

Name of Bride: _____ Name of Groom: _____

Date of Rehearsal: _____ Time of Rehearsal: Start _____ End: _____

Date of Wedding: _____ Time of Wedding: Start _____ End: _____

Responsible Party Name: _____

Address: _____

Phone: _____ 2nd Phone: _____

Email: _____

Please indicate below which rooms / services you are requesting to use:

- Sanctuary for Rehearsal and Ceremony \$150.00
- Clearing of stage of instruments / equipment \$50.00
- Sound Booth for Rehearsal and Ceremony \$50.00
- Fellowship Hall for Rehearsal Dinner or Reception \$50.00 (\$25 will be returned upon clean up to Redeemer Standards)

Total Due: \$ _____

I, , have read, fully understand, and agree to the conditions stated in the Redeemer Wedding Policy. I hereby assume financial responsibility for any and all damages that may occur to the facilities of Redeemer during any point in time during, before, or after the wedding rehearsal and ceremony. I acknowledge that this responsibility entails not only damage that might occur by the wedding party themselves, but also by any guests that may be on the premises during any of the festivities.

signature of individual assuming responsibility

signature of couple desiring to wed (if different)

signature of couple desiring to wed (if different)

Date signed

Date signed



Wedding Policy

At Redeemer, we consider the institution of marriage to be among the greatest of those ordained by God. The Scripture sets forth very clearly the purpose and meaning behind marriage; needless to say, it is a purpose and meaning entirely different from that so commonly found in the 21st century. According to the apostle Paul, the one-flesh union between a man and a woman (marriage) was designed specifically to point us to another marriage that has already taken place – the marriage between Christ and His church. (Ephesians 5:31-32). Apart from the literal words given in Scripture, perhaps there is no greater picture of the Gospel of Jesus Christ in the entire world other than that which is found in the institution of a Christ-centered marriage.

Wedding ceremonies and marriages, above all, are not about the bride and groom, they are about Christ and His Gospel. As a result, at Redeemer - a church under the headship of Jesus Christ (Ephesians 5:23) - we can only support and show our approval of weddings that we are fully convinced will bring glory to Christ.

- A. Who can get married at Redeemer?
 1. Members (and their immediate family) and regular attenders of Redeemer only are considered eligible for using our facility.
 2. For those interested in being married at Redeemer, the first thing they must do is schedule a time to meet with a pastor.
 3. Following this initial meeting and upon the pastor's prayerful discretion, Redeemer reserves the right to allow or disallow anyone to be married at Redeemer.
 4. While a particular wedding may be permitted to take place at Redeemer, the pastor still reserves the right to accept or decline his own participation in the wedding ceremony.
 5. In the case of a Christian and a non-Christian wanting to marry one another, it should be assumed ahead of time that the wedding would not be permissible at Redeemer (2 Corinthians 6:14).
 6. Furthermore, in cases where couples are co-habiting (living together) or same-sex couples, the wedding could not take place at Redeemer, nor would the pastors of Redeemer be able to participate in the ceremony.
- B. What must I do to be married at Redeemer?
 1. Not only must the couple meet with a pastor of Redeemer (or another appointed staff member or elder) on an initial basis, but they must also participate in pre-marital counseling that has been approved by the pastoral staff.
 2. If a pastor from Redeemer is performing the ceremony, the couple must go through the pre-marital classes offered by an elder at Redeemer.



3. In cases where a pastor from Redeemer is not doing the ceremony, the pastor at Redeemer would in most cases be unavailable to lead the pre-marital counseling.
 4. At the conclusion of any provided counseling, the pastor still reserves the right to disallow the wedding to take place at Redeemer (while the wedding may have been initially been approved at the first meeting, it may happen that something is discovered in counseling that would prevent the marriage from being viewed as permissible).
- C. Who may officiate the wedding ceremony?
1. In some cases, a pastor other than Redeemer's may be permitted to officiate a wedding ceremony at Redeemer.
 2. Again, however, this pastor must first contact the pastoral staff of Redeemer.
 3. As with the approval of the counseling from another pastor, the wedding may or may not be permitted to take place under any given pastor.
- D. Who will set up the sanctuary for the ceremony?
1. The sanctuary chairs and equipment on stage are not to be moved without express permission from the Pastor of Worship.
 2. If the stage needs to be cleared of instruments and equipment, there is a fee for this.
- E. Who will run the sound booth?
1. No one other than a trained member of Redeemer's worship team is allowed in the sound booth area.
 2. If sound / music is desired for the ceremony, a member of the tech team will be made available for rehearsal and ceremony for a fee.
- F. Who is responsible to clean the church following the wedding and/or reception?
1. A cleaning deposit will be required.
 2. This deposit will be refunded if cleanup is done in accordance with Redeemer's standards.
- G. Are there any other regulations for using the facility?
1. Request for weddings at Redeemer must be made at least 3 months prior to the desired wedding date.
 2. A written application must be completed and any associated fees must be paid prior to the date being booked in the church calendar.
 3. In cases where candles are used during the ceremony, some type of cloth or skirt must be placed around the base of the candle stands in order to prevent potential carpet stains.
 4. No alcohol may be served or brought in the building with the exception of the bride and groom "toast" unless given permission by the elders.
 5. In the case where music is played, either during the wedding ceremony, and/or reception, there is a zero tolerance policy for any music containing obscene or foul language.



- H. What are my next steps if I want to use Redeemer for my wedding?
1. Contact the church office between 8:00 am and 3:00 pm Monday through Friday to fill out a request form, pay any associated fees, and schedule an initial meeting with a pastor.

We are honored that you would consider the use of our facilities on your special day. It is our hope that we will be able to work with you in bringing about a God honoring and Christ-centered marriage!

Background Check Consent Form

A. The Value of a Background Check:

Protects our children. Protects you, our leader/teacher volunteer. Protects the church. Ministry support.

B. Explanation:

This background check will search for a criminal history. It is our intent to find out more about our leaders for the integrity of Redeemer Kids and Student Ministries at Redeemer. The information contained in this consent form will be treated with confidentiality and respect. It will be stored under lock and key and no one will have access without proper authorization. This consent form is not intended to offend or pass judgment in any way, but rather to create an environment that is safe and secure. Please be assured that this does not eliminate the possibility of your service in our ministry.

The information contained in this application is correct to the best of my knowledge. I grant permission for Redeemer Fellowship Church to perform a background check with the Administrative Office of the Courts or the Indiana State Police and the Child Abuse Website.

Applicant's Name (please print) _____

Applicant's Social Security Number _____ - _____ - _____

Applicant's Signature _____

Witness _____ Date _____



Children's Ministry Statement of Conduct

I understand that by being involved in the Children's Ministry at Redeemer Fellowship Church I am making a commitment to the following responsibilities:

- I will maintain my personal relationship with Jesus Christ through devotional Bible reading, fellowship with other Christians, and make an effort to be involved in a small group or discipleship group at Redeemer Fellowship Church.
- I will regularly attend worship services.
- I will pray regularly for the children for whom I am responsible.
- I will cooperate in a spirit of unity and loving support with the Elders, Children's Ministry Team, and support staff/volunteers.
- I will arrive at my place of ministry on time and be well-prepared, striving to present God's Word clearly.
- I will make every effort to attend all volunteer meetings and enrichment classes offered.
- I will provide a fun and safe environment for the children to whom I minister.
- I will conduct all of my interactions with children in such a way that glorifies God, honors Jesus Christ, honors Redeemer Fellowship Church, honors and respects each child's parents/guardians, and honors and respects each child.
- I will make every effort to conduct myself in a way that is above reproach knowing that the parents/guardians of the children, Redeemer Fellowship Church, and God have placed these children into my care each time I serve in the Children's Ministry in any capacity and my conduct is a reflection of Redeemer Fellowship and a reflection of God.

I understand that personal information will be held confidential by the professional church staff and Children's Ministry Team.

I have received and read the Policy and Procedure Handbook for Redeemer Kids and I agree to abide by all policies.

I acknowledge that Redeemer will initiate a Background Check, through which I will receive an email with a link to the Background Check website. I acknowledge that when I receive the email, I will walk through the steps provided and fill out the necessary forms in a timely manner to consent to and finalize the Background Check process.

I have reviewed the above Statement of Conduct and agree to abide by all of the responsibilities listed.

Print Name

Signature

Date



Children's Ministry Policies and Procedures

Redeemer's Mission Statement: We exist to be a church for all generations.

Purpose of our children's ministry:

Our children's ministry, Redeemer Kids, is our church's method of teaching the Gospel to kids of all ages in our church, encouraging them to put their faith in Jesus and follow him. God gives parents and His church the task of teaching our children about Him. In church, volunteers fulfill this task by teaching the Bible stories, pointing the kids to Jesus, keeping them safe, loving each child, talking about our own relationship with Jesus, and praying for them (in and out of class).

Each week, our volunteers teach children the gospel, give kids the opportunity to hear the gospel from other adults in the church, allow kids to see that the gospel is real as it is lived out in their leaders' lives, show kids that they are loved by God and by the church, provide a welcoming environment that shows kids they are welcome in the kingdom of God, create a positive association between kids and the church, and pray for the kids.

Qualifications for Volunteers:

- Volunteers in the Children's Ministry will be members in good standing at Redeemer Fellowship Church or actively pursuing membership.
- Volunteers will submit to a background check.
- Volunteers will sign the Children's Ministry Statement of Conduct.

Check In & Out Procedures for Redeemer Kids:

- Until such a time as is determined by the Children's Ministry Team, registration of children during the Sunday morning worship gathering will not be required. Once the determination is made that registration needs to occur, then this Policy and Procedure will be update to reflect current practices.
- Every Sunday morning, one of the teachers for Redeemer Kids will be present at least 15 minutes prior to the start of the service and remain upstairs to meet and greet new families with children.
- The teacher/greeter will let the family know where the classrooms are and give a tour if desired. They will also inform the family of the following
 - Children age PreK – 5th grade will remain upstairs with the family until they are dismissed prior to the preaching of God's Word. At which time the children will head downstairs to their classrooms accompanied by the teachers.
 - Children in 6th grade and over will remain with their family for the entire service.
 - Families are more than welcome to keep their kids with them during the entire service if desired.



- At the end of the service, (during the final song or the announcements) the children will be dismissed from their classes to head back upstairs to sit with their families.

Check In & Out Procedures for the Nursery:

- Every Sunday morning, one of the teachers for Redeemer Kids will be present at least 15 minutes prior to the start of the service and remain upstairs to meet and greet new families with children. The teacher/greeter will let the family know where the classrooms are and guide families of nursery age child down to the Nursery.
- Nursery workers will arrive at least 15 minutes prior to the start of the service and remain until families have picked up their children.
- For new families, Nursery workers will have the parents/guardians fill out the Child Information Form.
- These forms will be hung up and displayed for easy access and visibility.
- Each Information Form will need to be reviewed by the child's parent/guardian every 3 months as children grow and change quickly.

General Classroom Security:

- All Redeemer Kids Teachers and Nursery workers will have completed an application submitted to the Children's Ministry Team for review and have submitted to a background check prior to working in any children's ministry position.
- Redeemer Kids Teachers and Nursery workers will wear nametags at all times.
- A team of two or more volunteers will staff all classrooms. Under no circumstances is a child to be left in a classroom unattended during the worship service.
- One adult should never be alone with a child.
- Head counts of all children should be made whenever the class or portion of the class leaves the classroom for any reason (including restroom trips and the assembly).
- Children's ministry volunteers should NEVER take photographs of children and post them online.
- In case of a fire or a fire alarm, the teachers are responsible to account for all children and lead them out the nearest door as quickly as possible. Take the class to the barn/shed that is along the gravel drive off the corner of the parking lot, and wait for parents outside in that location. A sign is posted in the nursery with a picture of this plan.



Sickness Policy:

- Parents are asked not to bring their child to children's ministry programming if one of the following conditions exists or has existed in the last twenty-four hours:
 - Temperature of 100 degrees or higher
 - Vomiting
 - Diarrhea
 - Severe Coughing
 - Colored nasal drainage
 - Pink eye
 - Head lice
 - Undiagnosed rash
 - Open skin lesions
 - Any infectious disease
- If a child shows signs of sickness including, but not limited to, all listed above, service coordinators should contact the parents and ask that the child be removed from the children's ministry area.

Food Policies:

- A snack of water and goldfish or animal crackers will be served to children oneyear-old and up.
 - is the responsibility of the classroom teacher to ensure that allergy alerts for their classroom are printed and posted before feeding the snack to children.

Restroom and Diaper Policy:

- Older children should go the bathroom independently with an adult aware of their location.
- Depending on child's age/maturity, an adult may need to monitor the hallway to watch the child go to/from the bathroom.
- Younger children/toddlers should be escorted to/from the bathroom by an adult.
- The adult should remain in the outer area of the bathroom where they are visible.
- If a child asks for assistance, the adult can assist the child as needed, however, no adult should ever be alone with a child.
- In order to never have one-on-one situations, another adult or older child can be the 3rd person to go with the group.
- In order to keep the nursery well-staffed, nursery volunteers should ask a volunteer from the Redeemer Kids room to escort toddlers to the bathroom for them (again, with an older child/ 3rd person).
- A female should escort the children.
- Additionally, diaper changes need to occur when both teachers are in the nursery.

Sanitation & Hygiene:

- The very nature of childhood behavior can create an environment that has the potential to spread infection. Therefore, it is our commitment to try and maintain the safest, cleanest atmosphere possible to ensure the health and welfare of all children.
- A disinfectant spray will be used to sanitize all areas that are routinely in contact with children,
- Such as diaper changing stations, toys, cribs, mattresses, walkers, etc., after each service and during the session if needed.
Objects to be disinfected include tables, chairs, toys, teaching pictures, blocks, cribs, shelves, walkers, swings, doorknobs and changing surfaces.
- These items should be disinfected after each session or, if appropriate, after each use by an individual child (such as a toy that has been mouthed by a child).
- All children's areas (nursery, kids classroom, etc.) will be swept and/or vacuumed and the trash taken out of the trash cans and emptied into the larger trash cans after every session.

Children's Ministry Volunteer Application Form

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Marital Status: Single Married Divorced Widowed

Spouse's Name: _____

Are you a member of Redeemer Fellowship Church? _____

If yes, how long? _____

If no, are you actively pursuing membership? _____

I acknowledge that I have received, read, and agree to the Redeemer Children's Ministry Policy & Procedure: (initial) _____

I agree to submit to a background check and have filled out the Background Check Consent Form: (initial) _____

Do you have any previous experience leading or teaching a class or small group?
(Not required) _____

Do you have an age preference to work with? _____

Would you like to be a Lead Teacher or Helper? _____

Why do you want to volunteer in the Children's Ministry?