



NLAG POLICIES AND PROCEDURES MANUAL

[Abstract](#)

This document is intended to convey the operating procedures, policies and guidelines at New Life Assembly of God (NLAG). It is provided to communicate the established standards for effectively carrying out the Vision, Mission, and ministries of NLAG.

2022 Edition

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Introduction

The Goal:

Many times, questions arise concerning ministries, programs, facility use, etc. In order to help create clarity and consistency, the following document has been created as a reference point. Please understand that these are normal church policies and procedures, however, not all are hard and fast rules. There may be times when the Lead Pastor and the church board, through general consensus, may together feel that circumstances dictate a different approach is necessary other than what is stated in this manual. We want to remain flexible enough in some areas in order to minister to individual circumstances and needs, yet at the same time, we want to set a standard for proper operations. The following are the Policies and Procedures concerning areas where questions may arise, or where we feel clarification needs to be made.

Manual Maintenance

A. Writing or Revising a Policy and Procedure

Policies and Procedures are what *you do*, not what you *say you do*. To write a policy, we must answer the following questions within it: why should it be done this way and what's in it for the reader? To write a procedure, we must answer the following questions within it: who shall do what by when?

B. Policy and/or Procedure Maintenance

The Lead Pastor and the church board will be responsible for maintaining the NLAG Policies and Procedures Manual. This documentation is to be seen as a living document and shall be reviewed at least annually.

C. Policy Writing Assignment

The Lead Pastor and the church board may assign a board member(s) to draft new or revise policies and procedures. If needed, the Lead Pastor can appoint a non-board member(s) to assist the board member(s) in drafting a policy and procedure. This individual shall be an active member in good standing.

Policy Approval Process

A. Reviewing Policies and Procedures

Upon reviewing a new or edited policy and procedure, and after reaching a general consensus, the church board will ratify the policy and procedure by a majority vote.

B. Approved Policies and Procedures

The Lead Pastor will present, in written form, any new or edited policies and procedures to the congregation no later than two weeks after adopting the policy and/or procedure. Any new or edited policy and/or procedure shall also be reiterated during the Annual Business Meeting of that year.

Cemetery Grave Markers

Maintaining Grave Marker Cleanliness

Cemeteries are a very visual part of our community and are by design, meant to honor those who have passed from this life to the next. To ensure that we maintain that honor for the families of those who are resting on our grounds, and so our community can enjoy the visual aesthetics of our

property, our Facilities Director shall maintain the visual appearance of our cemetery by carrying out our grave marker guidelines.

A. Grave Marker Guidelines

- (a) No glass containers, or glass decorations.
- (b) Funeral and/or Holiday flowers/decorations will be removed after ten (10) days.
- (c) Live plantings or decorations in the way of mowing will be removed.
- (d) Flowers may be planted only if:
 - I. The sod is removed.
 - II. The area is annually mulched and seasonally weeded.
 - III. Areas not regularly maintained will be cleaned and reseeded with grass.

B. Burial Arrangement Process

- (a) The family and/or the funeral home shall first contact the Lead Pastor of NLAG before burial arrangements are made and/or to confirm service date(s) availability.
- (b) The Lead Pastor shall fill out his or her part of the Cemetery Burial Report and notify the President of the Cemetery Association of the burial details.
- (c) The President of the Cemetery Association shall then be responsible for finalizing the Cemetery Burial Report, as well as making the necessary arrangements in conjunction with the Facilities Director and the family or funeral home.
- (d) The Cemetery Burial Report, as well as a copy of the Record of Internment shall be filed under the appropriate name for our records upon internment.

Conflict Resolution and Arbitration

Conflict is inevitable. In fact, it's one of Jesus' promises (John 16:33). The goal here is to help individuals to navigate the conflict in a respectful and godly manner. Those in conflict can expect an opportunity to resolve their conflict if they each approach this process with a humble, teachable heart and attitude. Arbitrators shall use the mediation process entitled: *G.O.S.P.E.L.* by Ken Sande of Peacemakers.

A. The arbitrator will open the meeting with the following:

- (a) Open with prayer.
- (b) Define *conflict*: "A difference in opinion or purpose that frustrates someone's goals or desires."
- (c) Explain the Four Sources of Conflict. Arbitrator: *there are four sources of conflict...*
 - I. Misunderstandings from poor communication – *Joshua 22:10-34*
 - II. Differences in values, goals, gifts, calling, priorities, expectations, interests, or opinions – *Acts 15:29; 1 Corinthians 12:12-31*
 - III. Competition over limited resources – *Genesis 13:1-12*
 - IV. Sinful attitudes and habits that lead to sinful words and actions – *James 4:1*

(d) Explain the Root Cause of Conflict: *...unmet desires in the heart – James 4:1-3; 1:19*

B. The arbitrator will take both parties through the G.O.S.P.E.L. guideline:

(a) G – Greetings and Ground Rules

- I. Ground Rule #1 – We will speak respectfully – no interruptions.
- II. Ground Rule #2 – We will speak the *truth* in *love*. Not hostile or aggressive.
- III. Ground Rule #3 – Individuals will focus on their own responsibilities.
- IV. Ground Rule #4 – We will *not* discuss this matter with outsiders.
- V. Ground Rule #5 – Anyone may request a break at any time.
- VI. Ground Rule #6 – No one will walk out before a resolution.
- VII. Ground Rule #7 – Parties will make the final decision on the resolution.
- VIII. Ground Rule #8 – Turn off or silence all cell phones and put them away.

(b) O – Opening Statements

- I. Brief statement of hopes and expectations for the meeting from each side.

(c) S – Story Telling

- I. Each participant in mediation shares their story of the conflict, *one at a time*.
- II. Arbitrator must take detailed notes and pay careful attention to body language, tone, and willingness of participants to take responsibility.
- III. Participants should also take notes on notepads.
- IV. Arbitrator should ask the one offended: *What's on your mind?*

(d) P – Problem Clarification

- I. The clarifying of issues comes from the mediation participants.
- II. The arbitrator can ask clarifying questions like *What I hear you saying is that you feel (BLANK)... Is that an accurate statement?*
- III. List problems or issues that need to be addressed. Look for patterns or repeated information.
- IV. Narrow the conflict down to its root cause by asking yourself: *which of the Four Sources of Conflict do I hear the most?*

(e) E – Exploring Solutions

- I. Brainstorming of solutions to the problems or issues listed must be done one at a time.
- II. Ask questions like: *What have we done in the past to fix this? What have we missed? What is confusing? What have we never tried before? What if...?*

III. Allow for hope and a plan for the future to emerge. Listen for and build upon common goals.

(f) L – Leading to Agreement

- I. How do we finish a conflict well? We have to ask ourselves: *have I said the final 10%?* The final 10% is defined by: *any other issues that you would like us to discuss? What else do you wish you would've said or expressed?*
- II. It's relatively easy to say 90% of what's bothering you in a disagreement. However, root issues, questions, motives, and spiritual concerns reside in the final 10%. Don't rush to end the meeting. Make sure there's closure.
- III. These topics are hard for us to address, so we settle for "speaking some of the truth in love"
- IV. Ask yourselves: *Did I do all that I could to restore the relationship?*
- V. Following the confrontation, make sure you maintain contact with the other individual—ask if he or she needs to hear anything else. Perhaps you did some damage of your own during the disagreement.
- VI. Never forget that the goal is reconciliation rather than victory!

C. The arbitrator will encourage each participant to follow the Seven A's of Confession:

- (a) Address Everyone Involved – *Psalms 32:5; 41:4* – heart sin only affects you and God vs. A social sin affects others. Each person needs to know *whom* to address.
- (b) Avoid If, But, and Maybe – these words shift blame and responsibility to others.
- (c) Admit specifically – detailed and specific: *I admit that I...*
- (d) Acknowledge the Hurt – express sorrow for how you have hurt the other person.
- (e) Accept the Consequences – *Luke 15:19; 19:8* – this demonstrates true repentance.
- (f) Alter Your Behavior – share with the person *how* you will be altering your behavior in the future with the help of the Holy Spirit and leadership accountability.
- (g) Ask for Forgiveness – give time for the process of forgiveness for each item.

D. The arbitrator will ask each person to pray for the other party. The arbitrator will end.

Facilities

The physical presence of the church in the community stands as a symbol of faith and hope. It is a meeting place and a center from which worship and equipping through ministry programs can emerge.

A. Facilities and Maintenance Director Responsibilities:

The Director of Facilities and Maintenance or an assigned board member will coordinate with the outside party or department holding the event concerning all details: the set-up, clean-up, style of the facility, the audio-visual needs, childcare, kitchen use, etc.

The job of the Director of Facilities and Maintenance must be viewed as extremely important. A clean visual representation of the facilities helps people feel more comfortable and welcome when pulling onto our church property and entering the building.

(a) **Qualifications:**

- I. Be a committed Christian living in accordance with the Word of God.
- II. Agree with the doctrinal statements of the church and abide by the bylaws of our church.
- III. Be teachable. Willing to receive and give instruction and constructive feedback.

(b) **Administrative Requirements:**

- I. Must be in good physical condition in order to carry out tasks of labor.
- II. Must be experienced in maintaining large-capacity facilities.
- III. Must be willing to delegate work and organize staff and volunteers within this ministry.
- IV. Must communicate with the Lead Pastor when needs arise.
- V. Must organize and delegate these responsibilities to other board members as needed.
- VI. Must maintain a list of contacts for vendors, plumbers, contractors, electricians, etc.
- VII. Must seek the approval of the Official Board if monthly expenditures exceed \$100.00.

(c) **General Responsibilities** *(but are not limited to the following):*

- I. Keep and maintain all keys that pertain to New Life Assembly (facility and assets). Assign keys to individuals based on the approval of the Lead Pastor.
- II. Maintain the temperature and lighting of the facilities to best conserve energy.
- III. Maintain the grounds by mowing, watering, weeding, trimming, landscaping, picking up litter, and snow removal/salting.
- IV. Oversee paid and volunteer staff as they assist you in carrying out the weekly tasks (below).
- V. Replace light bulbs when needed.
- VI. Replace furnace and/or vent filters annually.
- VII. Organize and oversee 3-4 all church work days annually.
 - a. Make sure the dates are submitted to the church admin at the beginning of the year so that they are on the calendar and that they do not conflict with other events.
 - b. Make sure that when staff and volunteers show up—they are given clear instructions/directions.
 - c. Make sure that all needed materials are purchased and on-site before the work day.

- d. Make sure there is plenty of water and snacks (or meal) for the workers.
 - VIII. Maintain a well-stocked supply of needed materials to maintain the facility (ex. tissues, toilet paper, sanitizer for cleaning, sanitizer for hands, etc.).
 - IX. Maintain the church vans (ex. Inspections, gas, general maintenance, etc.).
 - X. Remove items stored in open areas, not allowing them to become eyesores.
- (d) **Ensures Weekly Cleaning Tasks are Completed**
- (e) **Perform Other Duties as Assigned by the Board**

B. General Assets

The following guidelines will be followed to avoid conflicts and to ensure members can enjoy the assets of NLAG.

(e) Equipment Use

A member in good standing may borrow folding chairs and tables that are not in use in the fellowship hall and/or classroom(s) for private use. The equipment must be returned in the same condition and in time for the next scheduled service. All items should be signed out with The Director of Facilities and Maintenance and returned clean and placed in their proper storage area following their use. The private use of NLAG grills, computers, projectors, portable sound systems, etc. off-site is prohibited.

(f) Van Use

The driver of any NLAG van must be a member in good standing and approved by the Lead Pastor.

- I. Responsibilities:
 - a. The driver(s) of the van(s) must be 23 years of age or older.
 - b. Have a valid Pennsylvania driver's license.
 - c. Have a reasonably clean driving record for the past ten (10) years.
 - d. Ensure that all seat belts are worn by the passenger(s) and driver(s).
 - e. The driver(s) shall obey all traffic laws. No exceptions.
 - f. The driver(s) will also be responsible for any fines given to them during their use of the van(s), except for mechanical failure.
- II. Reservations: All van reservations must be made by a Team or Group Leader at least two weeks before the date of its use. Team or Group Leaders must check with the Church Admin for van availability. If available, the Team or Group Leader will need to fill out an Event Form for approval. Upon approval, the Team or Group Leader will need to pick up van keys and return them to the Director of Facilities and Maintenance.

- III. Clean-Up: It is each department's responsibility (not the driver's responsibility) to pick up the litter inside the vehicle upon their return to the church.
- IV. Accident: In case of an accident, every reasonable and prudent effort should be made to assist the persons involved. If the injury appears serious in any respect, an ambulance should be summoned to take the injured person(s) to the hospital. A full report of the accident by all witnesses will be obtained promptly, together with their names and addresses. The driver should call for the police and remain until they arrive. The name, address, license number, insurance policy number, and insurance of the others involved in the accident must be obtained at the site. The vehicle should not be moved until the police officer gives his approval to do so. Furthermore, the driver should call the Team or Group Leader to notify him or her of the accident. After they have a clear understanding of the accident, the Lead Pastor or a church board member shall be notified promptly.

The improper, careless, negligent, destructive, or unsafe use or operation of NLAG vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including the discharge from employment or Team responsibility. The personal use of the NLAG vans is prohibited.

C. Keys

The Director of Facilities and Maintenance is responsible for all facilities and/or building keys. Upon the approval of the Lead Pastor, a key will be issued with the following understanding:

- (a) When the temporary use of the key is no longer needed, it will be returned.
- (b) Keys will not be given to any other person for any reason.
- (c) No unauthorized person will be given entrance to the building, room, or area for any event without the person responsible for the key.
- (d) Any person unlocking the door(s) will be responsible for re-locking them.
- (e) In the case a key is lost or misplaced, the Director of Facilities and Maintenance will be notified immediately.
- (f) A record shall be kept by the Director of Facilities and Maintenance of any key that is loaned or issued. The number of keys in circulation must be kept to the absolute minimum and no duplication is permitted unless the church board unanimously agrees.

Any person unlocking the building must be authorized by the Director of Facilities and Maintenance. The last person leaving the building must take time to check all doors, restrooms, lights, etc. when leaving the premises for the day. If you are the last person to leave, never assume anything; make sure doors are locked and lights are off.

D. Material Donations

Material donations (i.e., books, clothes, home décor, toys, housewares, etc.) are not to be brought to NLAG for distribution unless asked for by the Lead Pastor and/or a Team Leader for a specific event. Items found lying around will be placed in the foyer for one week with the assumption they are lost. If said items are not reclaimed, they will be removed.

E. Safety and Protection

(a) Suspicious Activity

If you suspect a suspicious person wandering the church grounds or inside the building, do not approach the individual(s) by yourself. It would be best to let the Lead Pastor, or a church board member, and/or a Team Leader know your concern so that the matter can be handled accordingly.

(b) Personal Property

Sometimes people who attend NLAG leave personal items, sometimes of great value, in the building and/or on the property. We will make every attempt to keep our building and property secure, but we cannot and do not assume responsibility for these items. Liability for loss or theft of items is assumed by the owner.

F. Use of NLAG Property and/or Facilities

All requests for use of NLAG facilities (i.e., weddings, planned funerals, or family events) must be submitted to the NLAG Admin and approved by the Lead Pastor before the event is placed on the NLAG calendar. Event forms are available at the welcome table. All funeral requests that require immediate interment (i.e., not planned) need to contact the Lead Pastor for his/her consultation.

General Rules:

1. Smoking is not permitted anywhere in or around our church buildings.
2. Alcoholic beverages may not be served at any event on NLAG property.
3. Music with profanity and/or crude lyrics is prohibited in or around our facilities
4. A member reserving the facility for a third party is prohibited.

It is the responsibility of the event holder to see that their guests observe these policies. All approved rentals from non-members/non-full-time NLAG attendees require a \$25.00 security deposit at the time of approval that will be returned by hand or mail no longer than one week after the event *if* the facility is left clean. The church properties must be left in the condition in which they were found. A cleaning check-out list will be provided to the renter making the reservation to fill out and leave on the kitchen island or in our church mailbox after leaving the pavilion.

(a) Fellowship Hall Rental

Non-members/Non-full-time NLAG attendees:

- I. Rental of the Fellowship Hall will be \$50.00.
- II. Approved requests will be for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.
- III. These fees help cover the cost of deep cleaning, lighting, and the heating/cooling of the space.

Church members/Full-time attendees:

- I. Approved requests will be for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.

- II. Those who wish to use the kitchen for a non-church-related activity will be encouraged to make an appropriate donation to cover the cost of the building usage but this is not required.

(b) Kitchen Use

Safety Rule: Children under the age of sixteen (16) are not permitted to be in the kitchen.

Non-members/Non-full-time NLAG attendees:

- I. Approved requests will be for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.
- II. No cooking is permitted in the kitchen. The use of the kitchen for staging and serving catered or pre-prepared food is permitted for a \$25.00 fee. This fee helps to cover the cost of deep cleaning, lighting, and the heating/cooling of the space.
- III. NLAG is also not responsible for providing any supplies used for eating, drinking, and/or serving.

Church members/Full-time attendees

- I. Approved requests will be for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.
- II. The use of NLAG's electric stove is permitted. Personal cooking appliances (*i.e., crockpots, etc.*) are also permitted to be brought into the kitchen for cooking. Additional NLAG cooking appliances are not permitted to be used for non-church-related events. Nor is NLAG responsible for providing, eating, drinking, and/or serving supplies.
- III. Those who wish to use the kitchen for a non-church-related activity will be encouraged to make an appropriate donation to cover the cost of the building usage, but this is not required.

(c) Pavilion Rental

Non-members/Non-full-time NLAG attendees:

- I. Rental of the Pavilion including access to the inside restroom facilities will be \$50.00 for a five (5) hour rental.
- II. Rental of the Pavilion NOT including access to the inside restroom facilities will be a \$30.00 fee.
- III. These fees help cover the cost of maintaining the space.

Church members/Full-time attendees:

- I. Approved requests will be for a five (5) hour rental of the Pavilion to give the patron time to set up, hold the event, and clean up.
- II. Members/Full-time attendees may request access to the inside restroom facilities. Those who wish to use the inside restroom facilities will be

encouraged to make an appropriate donation to cover the cost of the building usage, but this is not required.

(d) Sanctuary Rental

Non-members/Non-full-time NLAG attendees:

- I. Rental of the Sanctuary will be \$100.00.
- II. Approved requests allow for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.
- III. These fees help cover the cost of cleaning, lighting, and heating/cooling of the space.

Church members/Full-time attendees:

- I. Approved requests will be for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.
- II. Those who wish to use the Sanctuary for a non-church-related activity will be encouraged to make an appropriate donation to cover the cost of the building usage, but this is not required.

(e) Funerals (not planned)

Non-members/Non-full-time NLAG attendees:

- I. As a courtesy to our community, we will not charge grieving families for the use of our facility. However, those who wish to use the facilities will be encouraged to make an appropriate donation to cover the cost of the building usage, but this is not required.
- II. Use of the facilities shall include the sanctuary and bathrooms.
- III. The fellowship hall may also be used upon request, and the kitchen may be used for staging and serving catered or pre-prepared foods and drinks. The use of the kitchen to prepare a meal is prohibited. NLAG is also not responsible for providing any supplies used for eating, drinking, and/or serving.

Church members/Full-time attendees:

- I. As a courtesy to our church family, we will not charge grieving families for the use of our facility.
- II. Use of the facilities shall include the sanctuary and bathrooms.
- III. The fellowship hall may also be used upon request, and the kitchen may be used for staging and serving catered or pre-prepared foods and drinks.
- IV. Upon request, the use of the kitchen to prepare a meal is permitted. NLAG will also provide all supplies used for eating, drinking, and/or serving.
- V. Upon request, NLAG will also see to it that a meal is prepared for a time of reflection and fellowship following the committal.

Financial

A. Benevolence

The purpose of this policy is to establish the conditions for which the Lead Pastor and church board of NLAG may authorize and disburse funds that are classified as benevolence. Benevolence disbursements will only be approved to provide for the basic necessities of life to needy persons.

(a) Needy Persons Defined

- I. Benevolence funds typically are established to assist people in need. People do not have to be totally destitute to be needy. Rather, merely lacking the resources to meet basic necessities qualifies. The income tax regulations define *charitable* to include relief of the poor and distressed or of the underprivileged. The regulations define *needy* as being a person who lacks the necessities of life involving physical, mental, or emotional well-being, as a result of poverty or temporary distress.
- II. Needy persons include a person who is financially impoverished as a result of low income and lack of financial resources, a person who temporarily lacks food and shelter (and the means to provide for it), a person who is a victim of civil disaster (such as civil disturbances), a person who is temporarily not self-sufficient as a result of a sudden and severe personal or family crisis (such as a person who is the victim of a crime of violence or who has been physically abused). The following are IRS-approved giving to the needy:
 - a. Food
 - b. Clothing
 - c. Medical Emergency Treatment
 - d. Housing
 - e. Utilities

(b) Emergency Benevolence Defined

Frequently people will stop by a church or make telephone calls to a church requesting immediate financial assistance. NLAG will not disburse monies for immediate requests. Only emergency situations will be considered for immediate disbursement. *Emergency* shall be defined as situations in which substantial and imminent personal tragedy could exist if help were not provided.

(c) Process

- I. A Benevolence Request form must be obtained from the church board Secretary, completed, and returned to the church board Secretary for each benevolence fund request.
- II. A member of the church board will contact the person requesting assistance to determine the extent, scope, urgency, and validity of the request. A minimum of seven days is desired for non-emergency requests. Exceptions to a minimum of seven days would be made for approved emergency situations as described above. Preference will be given to members in good standing and persons who attend New Life Assembly on a regular basis.
- III. If approved by the church board, a check will be made payable to the vendor or payee. Cash will not be given to an individual or family to pay for

items such as rent, utilities, medical care, etc. The Treasurer will maintain a record of each Benevolence Request Form identifying who requested for assistance, the amount given, and the date and explanation of the assistance. The report of the giving will be given to the church board at their next meeting.

(d) Guidelines

This general policy governs the release of benevolence funds to those requesting support or help. This policy is a guide, and the Lead Pastor and/or the church board may decide to do something outside of this policy if after prayer and thought, they collectively decide that a situation warrants extra support. Help will be determined by the following:

- I. **Non-attenders:** Those requesting support must schedule an appointment with the Lead Pastor or a board member. Payment or support will be given directly to the creditor or need. No money will be given directly to the individual or family. The maximum gift should not exceed \$25.00. New Life will help a maximum of two times per individual and/or family.
- II. **Active attendees but are non-members:** Those requesting support must schedule an appointment with the Lead Pastor or a board member. Their annual giving and previous requests for support will play a part in the decision process. Payment or support will be given directly to the creditor or need. No money will be given directly to the individual. The maximum gift should not exceed \$50.00. New Life will help a maximum of two times per individual and/or family.
- III. **Active Members but are sporadic givers:** Those requesting support must schedule an appointment with the Lead Pastor or a board member. Their annual giving and previous requests for support will play a part in the decision process. Payment or support will be given directly to the creditor or need. No money will be given directly to the individual. The maximum gift should not exceed \$100.00. New Life will help a maximum of two times per individual and/or family.
- IV. **Active Members who are consistent givers:** Those requesting support must schedule an appointment with the Lead Pastor or a board member. Their annual giving and previous requests for support will play a part in the decision process. Payment or support will be given directly to the creditor or need. No money will be given directly to the individual. The maximum gift should not exceed \$250.00 or exceed half their tithe for a given year. New Life will help a maximum of two times per individual and/or family.

B. Expenditure Requests

A Team Leader may request and submit an Expenditure Request Form to the church board Secretary to spend non-budgeted monies from the NLAG general fund. NLAG will not reimburse a Team Leader for expenses incurred on behalf of the church that are not properly approved or substantiated. The Team Leader submitting the request must allow a minimum of one month for a request approval by a majority of the church board prior to spending non-budgeted monies.

C. Cash Storage

All monies collected that belongs to NLAG should be immediately given to the church Treasurer in a marked envelop. This would include offerings, special activities monies, petty cash, etc. The church Treasurer will be responsible for all deposits to be made. Money should not be kept at home, in offices, or in desk drawers.

D. Credit Cards

The credit card will be controlled and assigned by the church Treasurer. After the purchase has been made, please return the credit card to the church Treasurer as soon as possible along with the receipt(s). The receipt(s) must be turned in upon returning the card! The individual using the card is responsible for all charges placed on it while it is in their possession. Any unapproved purchase(s) will need to be returned and/or reimbursed to NLAG to cover the charge(s). Should an employee accidentally use a church credit card for a personal purchase, that employee has 14 days to reimburse the church, or the amount of purchase will be deducted from the employee's next paycheck.

E. Departmental Budgets

These budgeting guidelines are established so that annual expenses do not exceed projections. The Team Leader shall submit his/her proposed, itemized projection by November for the following year. The Team Leader is responsible to keep spending within the limits of the approved budget. The proposed, itemized budgets of all teams will be analyzed and adjusted to fit within the overall church budget.

F. Fundraising

NLAG does not depend upon fundraising to support its ministries. It depends upon followers of Jesus, through the giving of tithes and offerings, to meet its financial obligations. We do recognize, however, from time to time, that departments within the church need a source of income for special projects on which they may be working towards. Therefore, we permit these groups to conduct one fundraising event each year. Each team that desires to plan a fundraising event shall complete and submit to the church admin an Event form for approval.

G. Reimbursements

NLAG will reimburse monies for any preapproved expense incurred on behalf of the church. The church will reimburse the Team Leaders or members for actual out-of-pocket expenses that relate directly to church-related expenses only. To request a reimbursement, fill out and submit the Reimbursement Request form. This form must be approved and signed by the Lead Pastor and the Team Leader prior to submission to the church Treasurer. NLAG will not reimburse a Team Leader or member for expenses incurred on behalf of the church that is not properly approved or substantiated. All receipts and other documentary evidence used by a Team Leader or member to substantiate expenses incurred on behalf of the church shall be retained by the church. The Team Leader or member should, at his or her election, make copies of such evidence for their records. All expenses submitted for reimbursement must be turned in within thirty days. NLAG will not reimburse expenses older than thirty days. Checks are issued on Sunday of each week.

Inclement Weather

The intent of this policy is to ensure the safety of NLAG's guests, members, volunteers, and staff, as well as to provide for effective communications regarding our programs and activities during severe

or hazardous weather. We encourage all church members, guests, and staff to observe all safety precautions by staying off the roads during extremely dangerous weather conditions.

A. Guidelines

- (a) Inclement Weather shall be defined as: severe or harsh weather that has the existence of rain or abnormal climatic conditions (i.e., hail, snow, extreme cold, high wind, severe rainstorms, flooding, etc.), by virtue of which it is unsafe and/or unreasonable for people to be out in these conditions.
- (b) If Perry County Public Schools are closed or dismissed early because of inclement weather, all mid-week NLAG activities will be canceled for that evening. If school is on a break and Perry County is under a Winter Storm or Severe Weather warning by the National Weather Service through 7 pm Wednesday evening, all activities will be canceled.
- (c) If Perry County is under a Winter Storm or Severe Weather warning by the National Weather Service through 9 am Sunday morning, all Sunday activities will be canceled. Please *Like* and *Follow* our church Facebook page so you can watch the Lead Pastor preach LIVE at 11 am.
- (d) Cancellations will be posted on the following platforms: the NLAG website, Facebook page, and local news stations. Please check these platforms before putting you or others at risk.

Operational Forms:

We believe that God is a God of order and that He has placed structure, or an organizational framework, in everything he created. Therefore, the organization of the church has a significant impact on the work and activities of the church. The following organizational documents allow our church culture to run more efficiently.

A. Event Form (Personal or Departmental):

Any person or group planning an event, on-site or off-site, that requires the resources of New Life Assembly must fill out and submit an Event Form for approval. Both members and non-church members will adhere to the following procedure:

- (a) Request an Event Form from the New Life Admin.
- (b) Completed and submit the appropriate side of the form:
 - I. Off-Site: complete the front page.
 - II. On-Site: complete the top of the front page and fill out the back page.
- (c) Please allow a minimum of seven (7) days for request approval.
- (d) Upon approval, the event holder will be contacted and the NLAG calendar will be updated.
- (e) If the desired time and/or date conflicts with another event, the event holder will be notified and encouraged to find an alternative time and/or date.
- (f) All event holders that are approved must follow the *Use of NLAG Property and/or Facilities Procedures*.

B. Expenditure Request Form:

See Financial Section B.

C. Inspection of Records Request Form Policy and Procedure:

Any church member has the right to reasonably request, for a proper purpose, to inspect the: membership register, books and records of account, and records of the proceedings of the members, directors and any other body of NLAG according to Title 15, 5508.b and 5508.c of Pennsylvania law. The church members will adhere to the following procedure:

- (a) Request an Inspection of Records Form from the Church Board Secretary.
- (b) Completed and submit the form to the Church Board Secretary.
- (c) Please allow a maximum of four (4) business days for a request-response from the Church Board Secretary.
 - I. Upon approval, the member requesting the inspection will be contacted and a date will be set for the records to be picked up.
 - II. A processing donation of \$2.00 per page that is printed shall be given to NLAG above the member's regular tithes and offerings. The donation shall be given to the church treasurer before the documents are released to the member requesting the inspection.
 - III. Upon request, the member requesting the inspection may meet with the officers (i.e., Chairman, Secretary, and Treasurer) of NLAG to review the documents with them. A date will be settled on by the requesting member and the Church Board Secretary.

Any member that chooses to exercise their lawful right to review and inspect our records shall comply with the request specifications of Title 15, 5508.b and 5508.c. of Pennsylvania law. Any examination of these records must be held in strict confidence and the contents of said records are not to be duplicated, distributed, and/or discussed with anyone as they may contain sensitive information about other members and/or undecided church business. Violators could be subject to dismissal from NLAG for unethical behavior.

D. Invitational Request Form Policy and Procedure:

No person will be allowed before the church board in an official board meeting without an approved *Invitation Request Form* from the church board. The church will adhere to the following procedure:

- (a) Any and all concerns, ideas, or opinions from members of the congregation that requires a decision to be made by leadership, must first be discussed privately with the Lead Pastor or a church board member via email, phone call, or in a face-to-face meeting.
- (b) If the matter cannot be easily resolved, the Lead Pastor will bring the matter to the church board with all of its pertinent information for further discussion. If the matter is brought to a church board member first, they must bring the matter to the Lead Pastor for his or her advisement. If the matter is not easily resolved, the Lead

Pastor will bring the matter with all of its pertinent information to the church board for further discussion. If the church board feels that the information is sufficient to make a decision, the Chairman will call for a vote on the matter and will follow Board Operations, Section 2.

- (c) If the person presenting the matter still feels their request has not been fully heard or understood, they may request an *Invitation Request Form* from the current church board Secretary and submit it back to the current church board Secretary. After receiving the *Invitation Request Form*, the Chairman will then present it to the church board to discuss. If the church board feels the information is still sufficient to stand behind their initial decision, the Chairman will call for a vote on the request and the request form will be returned as denied. The person will then be notified by a designated representative of the final position of the church board. The Chairman and the Official Board will follow Board Operations, Section 2.
- (d) If the Official Board feels they need more information or clarification, the Chairman will call for a vote and the *Invitation Request Form* will be approved. The current church board Secretary will inform the person and a time slot will be made for them to come and give clarification at the beginning of the next official board meeting.
- (e) After each church board member and Chairman have had a chance to seek clarification, the Chairman will ask the person to leave, so the church board can deliberate. The Chairman will then call for a vote on the matter. The decision will be the final position of the church board and will follow Board Operations, Section 2. The person will then be notified by a designated representative of the final position of the church board.
- (f) In the case of a disciplinary issue, a special meeting will be convened for such a purpose (Article IX, Section 8, A, a).

E. Project Proposal Form Procedure:

Any person or group wishing to plan a project that would add or subtract to the assets of New Life Assembly must fill out and submit a Project Proposal Form for approval. The church will adhere to the following procedure:

- (a) Request a Project Proposal Form from the current church board Secretary.
- (b) Completed and submit the form to the Church Board Secretary.
- (c) Please allow a minimum of one month for request approval.
 - I. Upon approval, the project leader will be contacted with their next steps.
- (d) All project leaders that are approved must follow the Facility Use Procedure. As well as coordinate their efforts with the Director of Facilities and Maintenance.

F. Reimbursement Request form

See Financial Section G.

Amendments to this document

The Policies and Procedures in this manual may be amended by the Lead Pastor or the church board at any regular church board meeting by a majority vote of the membership present, provided the proposed amendment has been presented to all of its members two weeks prior to the date of the church board meeting. The Chairman will then call for a vote on the amendment. The decision will be the final position of the church board and NLAG. If the amendment passes, the Chairman will send a revised edition to each church board member no later than one week following the time of the decision. The Chairman will also inform and print the revised page that was amended for the NLAG members.