



# **POLICY MANUAL**

**Approved October 20, 2019**

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## DEFINITIONS

1. Willow Drive Baptist Church of Lake Jackson, Inc., dba Willow Church is herein referred to as **"Willow Church"**.
2. Paid Time Off is herein referred to as **"PTO"**.



## BY-LAWS OF WILLOW CHURCH

Approvals:

June, 1992

July, 2019

October 20, 2019

### **Article I: Offices**

The corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act.

### **Article II: Tenants of Faith**

Willow Church is a Southern Baptist Church, congregational in form, which is affiliated with the Gulf Coast Baptist Association, Baptist General Convention of Texas, and the Southern Baptist Convention.

Willow Church subscribes to the beliefs set forth in the Holy Bible and to those scriptural principles set forth in The 1963 *Baptist Faith and Message*.

### **Article III: Voting**

Any motion brought to a vote will succeed by a 3/4<sup>th</sup> (three-fourth's) vote by the active members present (being not less than 12 (twelve) active members, unless stated otherwise) at a regularly scheduled business meeting or a special called business meeting.

Should the number of active members voting be less than the minimum, the motion shall be adjourned until the next regular or special called business meeting.

Should the motion be an urgent matter requiring immediate action, ratification may be sought at the next regular or special called business meeting.

### **Article IV: Officers**

The officers of Willow Church shall be President, Secretary and Administrator. There will be a minimum of 3 (three) directors as required by the Secretary of State of Texas. The duties of each office shall be as set forth in the Willow Church policy manual as amended based on the needs of Willow Church.

#### **Officers**

**President:** This post is held by the Senior Pastor.

**Secretary:** As recommended by the Nominations Committee and voted on by members at a regular or special called business meeting. This is a volunteer officer position.

**Administrator:** This post is held by the Administrator.

**Directors:** As recommended by the Nominations Committee and voted on by active members at a regular or special called business meeting. This is a volunteer officer position.

#### **Volunteer Officers**

1. All volunteer officers shall be active members of Willow Church.
2. The Secretary shall keep complete and accurate records of all Willow Church business which shall be approved and conducted at each Business Meeting.
3. The Directors shall be elected for 3 (three) years on a rotating basis and shall be 3 (three) in number.
4. The Directors shall serve as legal officers of Willow Church. They will be empowered to execute deeds, deeds of trust, mortgages, liens, promissory notes or other

pecuniary obligations; and to transfer, assign, and convey all Willow Church property, or any part thereof, only upon officially recorded instructions of Willow Church in a regular or special Business Meeting.

#### **Article V: Meetings**

Meetings for congregational public worship shall be held at such times and places as determined by Willow Church.

Regular business meetings shall be held quarterly for the purposes of reviewing the financial position of Willow Church and for conducting the business of the same.

Fourteen days' notice shall be provided to the congregation via the Bulletin prior to any regularly scheduled business meeting.

Special business meetings shall be notified to members as soon as possible prior to the meeting by any convenient method of communication available.

#### **Article VI: Finances**

The work of Willow Church shall be supported by tithes, offerings, and other contributions.

#### **Article VII: Dissolution Clause**

In the event this corporation shall cease to function for the purposes declared in these Articles, then, after providing for the payment of its debt, the remaining assets will not inure to the benefit of any private person or persons, but all such remaining assets shall be transferred to the control of the Gulf Coast Baptist Association, to be administered by its Executive Board, who will be responsible for the dispensing of the remaining assets.

#### **Article VIII: Amendments to the By-Laws and Articles of Incorporation**

These By-Laws and Articles of Incorporation may be amended by a 3/4<sup>th</sup> (three-fourth's) vote of the membership present at a regularly scheduled business meeting.

#### **Article IX: Policies of Willow Church**

Policies of Willow Church are made upon the recommendation of an individual or by the Policies Committee and a favorable vote of Willow Church active membership according to the following regulations:

1. Policies may be adopted, revised, added to, or amended at the first regular business meeting of the year by majority of active members present. Policies may be adopted, revised, added to, or amended at any regular business meeting only by the affirmative vote of 2/3 (two-thirds) of active members present.
2. Proposed amendments may be voted upon after having been presented at a previous meeting and provided the active membership has been properly notified of impending action at least 10 (ten) days prior to the vote.
3. The operation of any section or sections of Willow Church policies, not established by law, may be temporarily suspended at a regular or any special business meeting upon the affirmative vote of 2/3 (two-thirds) of the active members present.
4. The Pastor or his designee shall notify all employees wherever amendments affect their positions in any manner. The active membership is to be notified of changes through routine news bulletins, etc.
5. Recommendations for revision, additions, or amendments shall normally, (except in emergencies) be presented to the Policies Committee. The Policies Committee will evaluate the recommendation and present to the active membership for action either with or without the committee's recommendation.
6. The business meeting agenda shall be available for review prior to any scheduled business meeting.

## PHILOSOPHY OF MINISTRY

**Purpose** The purpose of Willow Church is to glorify God by making mature disciples who exalt the Savior, evangelize the sinner and edify the saints in their homes, work place and the world.

**Our Product:** The most important job Willow Church has as a church is to produce growing disciples. Willow Church defines a mature disciple as an ABLE believer. (Colossians 1:28-29)

- A** Abiding in Christ through the practicing of spiritual disciplines, such as prayer, Bible Study, worship, etc. (John 15:22-23)
- B** Bearing the fruit of the Spirit. (Galatians 5:22-23)
- L** Loves God with all their heart, soul, mind and strength and their neighbor as themselves. (Matthew 22:37-39)
- E** Exercises proper stewardship of their time, God given resources and spiritual gifts in order to build up the body of Christ. (Matthew 25:14-30)

### **Leadership**

The senior pastor's role and commitment is to give vision, preach the Word, train leaders and be a model ABLE disciple. He will prepare God's people for works of service so that the body of Christ may be built up and the effectiveness of Willow Church will be multiplied. Other responsibilities would be limited in order to accomplish these goals and to allow other disciples to have opportunities to use their gifts to minister. (Ephesians 4:11-12)

All Ministerial Staff will be model ABLE disciples who support and equip the members of the body of Christ. (2 Timothy 2:2)

All lay leaders will be ABLE disciples. They will develop and model their ministry skills in order to prepare God's people for works of service. (Ephesians 4:11-18)

Willow Church members' roles are to become ABLE disciples (Colossians 1:10). This involves disciple-making, ministering to others (Galatians 6:9-10), witnessing to people around them (Acts 1:8) and other works of service. Willow Church recognizes all spiritual gifts as being vital in building a healthy, disciple-making church. It is equally important to do ministry as it is to equip others to do ministry (1 Corinthians 12).

Initially, the disciple-making community consists of youth leaders and adult bible study leaders and teachers, shepherd group leaders and worship team leaders. This community will take part in monthly or bi-weekly leader training to constantly sharpen the gifts God has given them. As this proves effective, Willow Church will involve other ministry leaders.

### **Ministries**

The purpose of every ministry of Willow Church is to produce and further develop ABLE disciples. All of Willow Church's ministries will be evaluated by their effectiveness in making ABLE disciples by the Pastor and leadership community. All evaluations will be done in the context of love. Those ministries that are

ineffective in producing ABLE disciples will be encouraged and equipped to become more effective or will be lovingly discontinued.

Evangelism is the responsibility of everyone and should be carried out in a variety of ways. It is the starting point and indispensable to all disciple-making.

Willow Church will offer small groups and other ministries at multiple commitment levels to develop sequential growth for disciples.

Willow Church will establish an infrastructure for disciple-making by maintaining a healthy balance between:

1. Large groups which meet the need to experience the unity of the family of God;
2. Medium-sized groups which meet the need for fellowship; and
3. Small groups which meet the need for intimacy.

Willow Church will offer groups at different commitment levels to promote progressive growth as disciples. (1 Corinthians 12:14-26)

- Large group gatherings (celebrations) are most effective at providing corporate worship and proclamation of the Word of God.
- Medium sized groups (congregations) are most effective at providing teaching, fellowship and caring, as well as being key outreach and assimilation points for Willow Church.
- Small groups are most effective at holding people accountable personally. We offer small groups primarily to develop intimacy, which provide instruction, personal care, and individual development as disciples. Small groups may also be effective for exposure to the Gospel and as support groups for people facing common needs.

The details of all ministries will be delegated to leaders of those ministries and accountability will be maintained through monthly or bi-weekly leadership meetings. (1 Corinthians 10:13)

We will, whenever possible, allow ministries, task forces and discipleship leaders to make decisions and do ministry based on biblical principles related to their area of responsibility.

### **Methods**

Willow Church will at all times, have an intentional strategy to develop each aspect of our purpose.

Willow Church is committed to the principle of multiplication of ABLE disciples by evangelizing, discipling, training, and deploying faithful ABLE disciples to ministry.

The primary method of growing ABLE disciples is the decentralized small group.

Accountability is an indispensable part of making disciples.

Willow Church will promote the belief that its most important identity and ministry takes place in the home and community rather than just at Willow Church's facility.

### **Implementation**

This philosophy of ministry will be as binding as our policies and can be amended in the same manner as our policies.

## DEACONS

Adopted:

May, 1997

October 20, 2019

### Duties

In accordance with the model given in the New Testament church, deacons are to be the servants of Willow Church and ministers to the members. They are to cooperate with the Pastor in carrying out his Ministerial duties. Specifically, they are charged with:

1. Leading Willow Church in achievement of its mission.
2. Proclaiming the gospel to all.
3. Advancing Willow Church spiritually and keeping watch/care over the members.
4. Assisting with Willow Church ordinances.
5. Assisting in caring for the needy in Willow Church and community.
6. Maintaining harmony within the body of Willow Church.
7. Discipling of believers.

### Groups of Deacons

There will be two groups of deacons in Willow Church. These are:

1. **Active Deacons:** They are expected to attend all regular and called deacons' meetings. They will serve in the various tasks that need to be done to carry out the duties of the deacon body.
2. **Inactive Deacons:** A deacon may request to become inactive at any time. An announcement of the request to become inactive will be a part of the Deacons' Report at the next business meeting of Willow Church. Inactive deacons may request to return to the service at any time. Reactivation requires approval by 2/3rds (two-thirds) of the deacons present at the regular Business Meeting following the request for reactivation and approval at the next Business Meeting of Willow Church. The request for reactivation will become part of the Deacons' Report and will require approval by 2/3rds (two-thirds) of the members present and voting at the next regular Business Meeting of Willow Church in order for the reactivation to be complete.

### Qualifications of Deacons

1. A deacon should be the kind of person described in Acts 6:3 and in 1 Timothy 3:8-13.

*Acts 6:3: "...who are known to be full of the Holy Spirit and wisdom."*

*1 Timothy 3:8-13: "...must also have a good character and be sincere; they must not drink too much wine or be greedy for money; they should hold to the revealed truth of the faith with a clear conscience. They should be tested first and then, if they pass the test, they are to serve. Their wives also must be of good character and must not gossip, they must be sober and honest in everything. A church helper must have only one wife and be able to manage his children and family well."*

2. In doctrine he must be sound, believing in (1) salvation by grace, through faith in Jesus Christ; (2) the divine inspiration of the Holy Scriptures; (3) the virgin birth of Christ, the only begotten Son of God; (4) the blood atonement of Jesus Christ on the cross for the salvation of all believers; (5) the resurrection of Jesus Christ from the dead; (6) the second coming of Christ; and (7) the ordinances of believers' baptism and the Lord's Supper are to be performed as memorials and symbols and not as sacraments.

3. He should be in agreement with Willow Church's Covenant and a tither.

### **Elections**

The scriptural method of selecting deacons, found in Acts 6:1-8, places the responsibility for selection of deacons on the church body. The testing call for 1 Timothy is the responsibility of the active deacon body.

### **General**

The number of deacons should not exceed one deacon for each 35 (thirty-five) active members of Willow Church.

A person must be a member of Willow Church for at least 6 (six) months before becoming eligible to serve as deacon.

### **Method of Election**

1. The deacon body will determine when additional deacons are needed.
2. A forthcoming deacon nomination shall be announced at least 2 (two) weeks before it is to be held. The active deacons will prepare a newsletter to Willow Church members which will (as a minimum) include the following:
  - Spiritual, Scriptural, and additional church requirements of a deacon.
  - Names of members who have previously been elected as deacons by Willow Church, listed as currently active or inactive.
  - Date the nomination of individuals to serve as deacons is to be held.
  - 2 (two) ballots suitable for writing names (no more than 5 (five) of individuals that members think embody the qualities of a deacon. The ballots are to be signed on the back by the members.
  - Method of receiving absentee balloting. This will generally be a box in the Willow Church office. Mailed ballots will be accepted.
3. Nomination shall take place at the announced Sunday morning service. Additional ballots will be made available in the Bulletin. The ballots will be collected at the end of the morning service and the deadline for getting the ballots will be noon on that Sunday.
4. A committee of deacons will tally the ballots. The ballots will first be checked for valid signatures of Willow Church members. Then the ballots will be turned over and the times each person has been nominated will be recorded. Those receiving clearly the most nominations shall be interviewed by the deacon qualifying committee on the basis of the qualifications of the deacon and whether they would be willing to serve as a deacon.
5. Those who qualify will be asked to serve for 3 (three) to 6 (six) months in an internship. The candidate may withdraw at any time during this period. At the end of this period, the performance of each intern will be evaluated and a vote taken by the active deacons to present the individual to Willow Church for election. If the nominee does not pass either vote, his responsibilities as intern are terminated immediately.
6. After meeting active membership requirement of 6 (six) months, a previously ordained deacon may be nominated by the deacon body. He would be expected to meet the general requirements of the office and section 5 (five) above. Letters of recommendation would be requested by the Chairman of the deacons from Willow Church or churches where the deacon had previously served and reviewed by the deacons. If all appears satisfactory, he would enter the qualification program at step 5 (five) above and follow the procedure to its conclusion.

### **Inactivation by request of Willow Church**

1. Deacons should be accountable to Willow Church. This accountability will be enforced by reelection requirements for inactive deacons and by inactivation at the request of Willow Church. The inactivation election may be called by request of a majority of the deacons or by petition signed by 75 (seventy-five) or more active members.
2. The deacon or deacons involved in the motion above or in the petition will be given the opportunity to voluntarily become inactive prior to any formal announcement of the motion or petition.
3. The motion will be presented at a regular business meeting. The inactivation motion cannot be voted on at the business meeting when it is initially presented. After discussion, a motion to delay the vote until the next Business Meeting will be made and passed. If more than one deacon is involved in the motion, the voting on the inactivation motion will be such that the vote will be taken on individuals rather than a group (unless Willow Church votes by simple majority to do otherwise). If (at the second Business Meeting) the motion to deactivate receives over a simple majority of votes from members present and voting, the deacon or deacons will become inactive and subject to the usual rules for reactivation.

### **Non-Church Member Assistance**

1. Non-church members shall be encouraged to seek help from our partner assistance program run by The River of Hope.
2. Should the non-member be unable to obtain needed assistance, each request will be assessed by the deacons on a case-by-case basis.

## STANDING COMMITTEES

### General

1. Committees are nominated by the Nomination Committee and elected by members in regular or special business meeting, except the Nomination Committee. Recommendations will be available to Willow Church 2 (two) weeks prior to the vote.
2. All committee members shall be members of Willow Church.
3. Committee members shall serve a three year term on a rotating basis unless otherwise stated, with approximately 1/3<sup>rd</sup> (one-third) of the members being elected each term (with the exception of Finance Committee and Missions Committee, whose members may serve for a term of 4 (four) years).
4. Term of committee members shall be from the month elected for 3 (three) consecutive years, unless otherwise stated.
5. After rotation from a committee, it is preferable that a person not serve on the same committee until 1 (one) year has passed.
6. A member should serve on only one standing committee at a time.
7. Committee Chairpersons are elected by the other members serving on a particular committee.

### Nomination Committee

1. Members elected to the Nomination Committee may serve for up to 3 (three) years.
2. To consist of 6 (six) members.
3. Each Adult Bible Fellowship may select 1 (one) representative from their group to serve on the Nomination Committee.
4. If no one from an Adult Bible Fellowship is forthcoming, then other members of Willow Church may be selected by the following method:
  - a. Nominations by active members shall be taken in the announced Sunday morning service by ballot.
  - b. Up to 5 (five) names may be submitted by each active member. The ballots will be collected at the end of the morning service; the deadline for getting the ballots will be noon on that Sunday.
  - c. The Administrator and deacons will tally the ballots.
  - d. The ballots will first be checked for valid signatures of Willow Church active members, then the ballots will be turned over and the times each person has been nominated will be recorded.
  - e. Those receiving clearly the most nominations shall be announced to Willow Church members in the following week's bulletin.
  - f. Should there be a tie in nominations; the Senior Pastor shall have ultimate discretion.
5. Prospective Nomination Committee members will be presented and voted on at either a regular or special business meeting.
6. Duties:
  - a. To consult with the Pastor in the nomination of these officers:
    - i. Secretary
    - ii. Directors
  - b. To consult with the Pastor for nominations to fill all regular and unexpired standing committee positions.
  - c. To recommend to Willow Church the officers and standing committee nominations for election at least 14 (fourteen) days before a regular or special business meeting.

### Finance Committee

1. Members elected to the Finance Committee may serve for up to 4 (four) years.



2. To consist of 6 (six) members and to include the Administrator who will not rotate. No member can serve more than 2 (two) years as chairman. The Administrator will not serve as chairman.
3. To prepare and present to Willow Church a budget setting forth an estimate of income and expenses each year. The proposed budget shall be presented to Willow Church no later than December, typically the first Sunday of December.
4. To take the lead in promoting the financial program of Willow Church and enlisting the members to give at least a tithe.
5. To see that disbursements do not exceed the approved budget and in the event receipts do not equal the total budget, allocate the amount available to those items which it is most essential to accomplish; also to allocate the unused portions of any item in the budget to other items in the budget when considered necessary.
6. To make regular reports to Willow Church during business meetings and keep the membership fully informed of current financial conditions.

#### **Internal Controls Committee**

1. Members elected to the Internal Controls Committee may serve for up to 3 (three) years.
2. To consist of 3 (three) to 5 (five) members that meet at least 2 (two) times per year.
3. The members of the Internal Controls Committee are not to be members of the Finance Committee or Willow Church Members of staff.
4. The primary role of the Internal Controls Committee is to independently check the financial internal controls to assure the separation of duties of those who handle and account for money. A system of internal financial controls protects the reputation of people and of Willow Church as good stewards.
5. Completing the internal controls checklist as approved by the Finance Committee and following from the book: ***“Church Finances: The Complete Guide to Managing Ministry Resources”***, at least once a year is required. In addition, suggested elements include having the bank send a second copy of the monthly account summary to the chairman of the Internal Controls Committee.

#### **Personnel Committee**

1. Members elected to the Personnel Committee may serve for up to 3 (three) years.
2. To consist of 3 (three) members.
3. To serve in an advisory capacity to the Pastor concerning non-ministerial personnel problems and vacancies.
4. To see that the personnel policies are carried out fairly and equitably with all staff members.
5. To make recommendations to the Finance Committee concerning staff salary increases upon proper job evaluations. Recommendations should be formulated after consultation with the Pastor.
6. Recommend additional church staff positions.
7. Prepare and update job descriptions and organizational charts.
8. Review non-ministerial employees. To be used as a resource for the hiring and dismissing of non-ministerial employees.

#### **Events Committee**

The purpose of the Events Committee is to assist with the planning and implementation of church-wide events.

1. Members elected to the Events Committee may serve for up to 3 (three) years.
2. To consist of 3 (three) members
3. To work with staff and Pastor in sequencing the event.
4. Ensure that each step not assigned to staff is accomplished.
5. Recruit others as needed to assist with the event.

6. Events Committee members shall be available to coordinate with, and report to, the staff member in charge as required on an event by event basis.

### **Baptismal Committee**

1. Members elected to the Baptismal Committee may serve for up to 3 (three) years.
2. To consist of at least 3 (three) members.
3. To aid and assist the Pastor in connection with the baptismal service, and to see that such services are arranged whenever there are candidates to be baptized.
4. To see that the baptistery and dressing room facilities have been properly prepared and that all baptismal garments and towels are available.
5. To meet and aid the candidates for baptism before administration of the ordinance, and see that candidates are properly cared for both before and after the administration.

### **Missions Committee**

1. Members elected to the Missions Committee may serve for up to 4 (four) years.
2. To consist of at least 3 (three) members.
3. To establish mission services and programs that would be helpful in keeping with the overall program of Willow Church and commensurate with the financial condition of Willow Church.
4. To make recommendations on budget needs for the missions section of the budget.

### **Properties Committee**

1. Members elected to the Properties Committee may serve for up to 3 (three) years.
2. To consist of at least 6 (six) members, one of which is a chairperson, and various subcommittees as needed.
3. To have the responsibility for the maintenance of the grounds, landscaping of the grounds, and maintenance of the parking areas.
4. To have responsibility for the appearance and state of repair of the buildings.
5. To inspect all Willow Church properties periodically and maintain an inventory of all equipment and furnishings.
6. To refer to the Finance Committee for recommendation to Willow Church in all matters of major repair, improvements, or major equipment items of \$500 or more.
7. To make such repairs and improvements as necessary and as approved by Willow Church or included in the Willow Church budget.
8. To see that the proper space is allotted for all organizations, and make necessary adjustments to allow for growth in Willow Church.
9. To supervise the application of policies adopted by Willow Church governing the use of all of its facilities. Property and facility use policies shall be recommended to Willow Church for adoption by the PC. The policies shall be regularly reviewed and revised as needed for effective operation of the facilities.

### **Usher Committee**

1. Members elected to the Ushers Committee may serve for up to 3 (three) years.
2. To consist of 5 (five) members which shall include 1 (one) chairman.
3. Chairman is to be responsible for arranging ushers to serve during the Sunday morning and evening services and for special services such as revivals and conferences.
4. To help work out seating arrangements for special groups, provide reserved sections where necessary, and other details of usual arrangements.
5. To watch for disturbances, talking, or acts of irreverence during the worship services and seek to tactfully handle the situation without interruption of the service.

6. To see that offering plates are in place, that there is an adequate supply of visitor cards, offering envelopes, both regular and special, sharpened pencils, and any other thing that might be needed during the service.
7. To see that there are ushers to greet all comers in the foyer.
8. To work with Greeters' Ministry to greet guests and visitors.

#### **Safety & Security Team**

1. To consist of at least 5 (five) members which shall include 1 (one) chairman.
2. Chairman is to be responsible for arranging security team to serve during the Sunday morning and evening services and for special services such as revivals and conferences.
3. See full list of duties in the Safety and Security Guidelines attached as Addendum "A".

#### **Kitchen Committee**

1. Members elected to the Kitchen Committee may serve for up to 3 (three) years.
2. To consist of 2 (two) members.
3. This committee's purpose is to thoroughly clean the main building kitchen every other month. They are not responsible for keeping the kitchen supplies stocked or cleaning out the refrigerator. They are responsible for removing or finding a home for any clutter and need to be available during the day.

#### **Funeral Meal Committee**

1. 2 (two) members will serve as chairpersons.
2. The purpose of this committee is to coordinate a meal before or after a funeral if so requested by the immediate family.

#### **Policy Committee (Ad Hoc)**

1. This committee will be activated by Willow Church when needed.
2. To consist of at least 3 (three) elected members.
3. To formulate, review, and revise the policies of Willow Church.
4. To present to Willow Church all policies recommended by the various committees with or without its approval.
5. To see that Willow Church policies are adhered to.

#### **Church Member Assistance Committee**

1. This committee will consist exclusively of deacons and be at least 3 (three) in number.
2. To represent Willow Church in assisting the needy and alleviating suffering of Willow Church's membership.
3. The Church Membership Assistance Committee shall make its own investigation of individuals in need and shall in its discretion extend such help where it is deemed that help is needed.
4. The Church Membership Assistance Committee shall encourage the members of Willow Church and all church organizations to work through the Church Membership Assistance Committee rather than individually or through organizations.

#### **Minister Search Committee (Ad Hoc)**

1. This committee will be activated by the deacons of Willow Church when needed.
2. To consist of at least 5 (five) elected members.
3. Nominations by active members shall be taken in the announced Sunday morning service by ballot.
4. Up to 5 (five) names may be submitted by each active member. The ballots will be collected at the end of the morning service; the deadline for getting the ballots will be noon on that Sunday.

5. The Administrator and Deacons will tally the ballots.
6. The ballots will first be checked for valid signatures of Willow Church active members, then the ballots will be turned over and the times each person has been nominated will be recorded.
7. Those receiving clearly the most nominations shall be announced to Willow Church members in the following week's bulletin.
8. Should there be a tie in nominations; the Senior Pastor shall have ultimate discretion.

## CHURCH MEMBERSHIP

Approvals:

05/16/1984

05/15/2011

07/14/2019

10/20/2019

### **General**

Willow Church is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains the exclusive right of self-government in all areas of the spiritual and temporal life of the church.

The membership reserves the exclusive right to determine who shall be members of Willow Church and the conditions of such membership.

### **Reception of New Members**

All applicants for membership, except in item 6 (six) below, shall present themselves to Willow Church in any of the following ways:

1. By profession of faith in Jesus Christ as Savior and Lord and requesting the ordinance of Baptism.
2. By promise of letter from another Baptist Church.
3. By statement of prior conversion experience and scriptural baptism in another Baptist Church.
4. By statement of prior conversion experience and scriptural baptism (believer's immersion).
5. By statement of prior conversion experience, requesting the ordinance of baptism.
6. The application of a person unable to attend church services because of physical disability or extenuating circumstances shall be considered on an individual basis. The Pastor (or his designee) shall report to Willow Church after the proper study of the circumstances, and Willow Church shall then take action.

Application for membership under the conditions stated above will be followed promptly by a period of training or counseling. The Pastor will be responsible for determining what (if any) training is appropriate. Arranging the appropriate training (to be done by the Pastor or his designee) is the responsibility of the Pastor. For adult applicants (age 18 and over) training will generally consist of a Newcomer's Class. Schedules for the Newcomer's Class will be printed in the Sunday bulletin. Present church members, prospective members, and applicants may attend all or part of any training session. When the training has been satisfactorily completed, the applicant's name will be given to the Willow Church Secretary for presentation at a regular business meeting for acceptance into the full fellowship of Willow Church. If the basis of the application requires baptism, baptism will normally follow the Newcomer's Class and precede acceptance into membership by the vote of Willow Church. Requests regarding the timing of baptism will generally be honored.

Applicants will be voted on individually. Should there be any dissent; the vote will be declared void. The moderator of the business meeting will immediately appoint a committee of 3 (three) deacons who are present at the business meeting to investigate the concerns that prompted the dissent. If fewer than 3 (three) are present, any deacons present will be on the committee along with other deacons to make a total of 3 (three). They will attempt to reconcile the concern(s) and report to the next regular business meeting. If the applicant still wants to be a member of Willow Church, discussion will occur followed by the vote to grant membership. The approval of 3/4ths (three-fourths) of those present and voting shall be required to accept an applicant into full church membership.

### **New Member Orientation**

Members of Willow Church are encouraged to participate in the orientation of new members. The Pastor shall be in charge of new member orientation or shall delegate that authority to another person.

### **Responsibilities and Privileges of Active Members**

Members are expected to strive toward perfection in the Christian life.

It shall be the responsibility and privilege of each active member to acquire scriptural knowledge; to make constant progress in spirituality; to show consistent Christian conduct before the world; and to strive for control and final eradication of every unholy tendency within him.

It shall be the responsibility and privilege of every active member to let his light so shine before men, that they may see Jesus in him. Also, toward those who are not connected with Willow Church, every active member should strive to be a positive witness in every way, so that the Gospel of Christ may be commended to them.

Members are deemed active if they:

1. Attend regularly; and/or
2. Give regularly

Active Members of Willow Church shall have the right to vote and hold leadership positions.

### **Inactive Members**

Any person shall be deemed to have become inactive after 12 (twelve) months of non-attendance and of not making any contributions. Inactive members will have no voting privileges, nor can they hold a leadership position, within Willow Church.

### **Reinstatement of Inactive Members**

Inactive members may be reinstated after 6 (six) months of Willow Church attendance and contributions. Reinstatement will be voted on at the next regular Business Meeting after 6 (six) months of participation.

### **Termination of Membership**

Membership may be terminated in one of the following ways:

1. Dismissal to another Baptist Church upon request of member's church letter.
2. Erasure upon becoming affiliated with a church of another faith or denomination.
3. Request to have one's name deleted from the Willow Church roll. Such a request should be in writing and followed by church action.
4. Death.
5. Withdrawal of fellowship for causes deemed proper by Willow Church.

Should a member become an offense to Willow Church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his/her covenant vows, Willow Church may terminate his/her membership by a 3/4ths (three-fourth's) vote, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.

*Matthew 18: 15-18: " Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them tell it unto the*

*church; but if he neglects to hear the church, let him be unto thee as a heathen and publican. Verily I say unto you, whatsoever ye shall bind on earth shall be bound in heaven; and whatsoever ye shall loose on earth shall be loosed in heaven."*

Any person whose membership has been terminated for any offense may be restored by a 3/4ths (three-fourth's) vote of Willow Church upon evidence of his repentance and reformation.

### **Licensing of Ministers**

When a member announces that he/she feels the call to the ministry, Willow Church, by a 3/4ths (three-fourth's) vote at a regular or special called business meeting may license him/her as an acknowledgement of his/her call to the ministry and as encouragement to make preparation for it. The Willow Church Secretary may furnish the member with a copy of the minutes or a Certificate of License as his/her credential. It is understood that the performance of civil duties by the member shall be governed by state law. Willow Church may, at its discretion, revoke such license by a 3/4ths (three-fourth's) vote at a regular or special called business meeting.

### **Ordination of Ministers**

In the event a request is made for ordination, the following procedure shall be followed:

1. Willow Church will express its approval by a 3/4ths (three-fourth's) vote of the members present at a regular business meeting after having examined the qualifications of the candidate.
2. Willow Church should form an ordaining council composed of Pastor, staff, deacons, and other ordained ministers from sister churches.
3. The ordaining council will examine the candidate concerning his fitness for the ministry and report to Willow Church.

## FISCAL POLICY

Approved:

05/07/2006

05/15/2011

09/18/2016

10/20/2019

### Purpose

Jesus spoke of stewardship more than any other subject and He frequently discussed the relationship of money to stewardship. It is, therefore, both scriptural and healthy for a church to openly and realistically consider its financial needs and resources. The stewardship process, to be successful, requires the knowledge, skills, attitudes and commitment of the people charged with the implementation of the ministries of Willow Church.

This policy manual's purpose is to collect in writing one document containing all policies related to the financial management of funds received and disbursed by Willow Church. The intent is to provide clear guidelines to staff and members related to financial issues. It is intended that the results of good financial policies will provide a higher degree of positive stewardship.

### Internal Financial Controls

What are internal financial controls? Internal controls can be defined as the procedures adopted by an organization to safeguard assets, and check reliability and accuracy of financial records, and to ensure compliance with policies.

Why are internal controls important? There are 2 (two) reasons why internal controls are important.

- a. Willow Church must maintain proper stewardship of the donated funds. The lack of internal controls sometimes results in the misuse and misappropriation (theft) of funds which greatly detracts from the reputation of many churches.
- b. to protect the reputation of the people who handle the assets (money).

What are the basic principles of internal controls? The foundation of controls is a separation of function or duties pertaining to financial activities. There are 3 (three) financial activities performed within a church:

- a. Authorization of transactions
- b. Recording of transactions
- c. Custody of assets

Separation of these duties provides checks and balances to help assure stewardship.

A few of the advantages of a good system are to:

- a. Remove temptation of misappropriation
- b. Prevent a cloud of suspicion from developing
- c. Reduce the risk of negative publicity and negative media attention resulting from a financial loss

To more effectively implement internal controls, Willow Church needs to assure more complete separation of duties with the Administrator and establish an Internal Controls Committee to check the effectiveness of controls using a checklist. ***“Church finances: The Complete Guide to Managing Ministry Resources”*** provides a checklist so that someone without financial background and training can effectively review the internal controls. The Internal Controls Committee does not replace the external audit because the external audit looks at the accounting system and not all internal controls. Independence of the Internal Controls Committee from the Finance Committee helps to



assure protection of the financial resources of Willow Church. The Internal Controls Committee might for example receive a second copy of the bank statement directly from the bank to cross check with monthly financial statements.

### **Responsibilities of Persons Involved in Management**

#### **Administrator**

The primary role of the Administrator will be to coordinate and manage all administrative functions within Willow Church along with providing administrative support to the Senior Pastor and the Ministerial Staff. In cooperation with the Finance Committee, the Administrator will ensure that necessary financial controls are in place to properly safeguard the monies and other assets of Willow Church.

The Administrator will also carry out all other duties as detailed more fully in the Administrator Job Description.

#### **Finance Committee**

The Finance Committee is responsible for the formulation of the financial policies to be followed, as well as the regular monitoring of the financial progress of Willow Church. In addition, the Finance Committee ensures that necessary financial controls are in place to properly safeguard the monies and other assets of Willow Church. In cooperation with the Administrator and/or Treasurer, the Finance Committee assists in the financial decision-making process of Willow Church.

#### **Treasurer**

The Treasurer is to administer church financial policies and procedures concerning the use of church resources. This position will be filled in the absence of an Administrator.

#### **Finance/Pastor's Secretary**

The Finance/Pastor's Secretary is to handle the daily accounting, accounts payable, contributions, payroll, and annual statements under the supervision of the Administrator or Treasurer.

#### **Deacons (DE)**

The deacons are responsible for counting the weekly Sunday contributions and depositing them in the bank.

### **Financial Policies**

#### **Financial Policy Changes**

The deletion of, addition to, or amendment of the Financial Policy is the responsibility of the Finance Committee.

#### **Budget Development Policy**

The development of Willow Church budget will be as follows:

1. The Finance Committee Chairperson or their designee will develop and provide to those affected, a schedule for submitting budget requests:
  - a. Children's Minister: for children's ministry needs.
  - b. Youth Minister: for youth ministry needs.
  - c. Preschool Minister: for preschool/Wee Place needs.
  - d. Missions Committee: for Missions payments.
  - e. Personnel Committee: Salaries for the ministerial and support staff positions only.
  - f. Pastor and Administrator: All other needs as dictated in the Budget Procedures.

2. The Administrator or Treasurer will review all requests for accuracy and then prepare the proposed budget necessary for review and evaluation by the Finance Committee.
3. The Finance Committee and other necessary parties will meet until a budget proposal is ready for final review.
4. The Willow Church body will be provided the opportunity to review and discuss the proposed budget in a special business meeting scheduled for that purpose. After the budget is presented and explained by the Administrator or Treasurer and/or Finance Committee chairperson, ample time will be provided for discussion and questions. There will be a pre-budget discussion prior to the business meeting providing an opportunity for members to ask questions and submit ideas. This provides feedback and information to the committees and it affords the committee to make any changes before the next business meeting.
5. The final motion to approve the budget will be made during the following Sunday morning services after the special business meeting. At that point, because of the prior meetings to discuss the budget, any further questions or discussion will be discouraged.
6. If the Administrator or Treasurer determines that the receipts of general funds do not support the budget needs during the fiscal year, they will alert the Finance Committee chairperson. Then, at either a special or regular meeting of the Finance Committee, the need for any necessary budget amendments will be established. The Finance Committee chairperson, Administrator or Treasurer will then meet with the Ministerial Staff to begin the process of implementing the required changes.
7. The revised budget will subsequently be presented to the Finance Committee for consideration and approval.
8. The Finance Committee will then make a recommendation to Willow Church at either a special or regular business meeting to accept the revised budget.
9. The Finance Committee has the authority to make minor adjustments of up to 1% of the total approved budget as necessary throughout the year without full member approval.

### **Receipt of Funds**

1. Receipts through offerings during services will be collected in the designated money bags and placed in the locked drawer in the workroom. The Deacons will remove the money from this location and count it after Sunday services. 2 (two) people will count the money following the offerings.
2. All money will be deposited in the bank by the Deacon of the week.
3. Receipts collected during the week are to be submitted to the Finance/Pastor's Secretary or Administrator or Treasurer, who will place them in the locked drawer to be counted by the Deacons the next Sunday.
4. For any cash received by the Finance/Pastor's Secretary or Administrator or Treasurer, a receipt will be written in triplicate; the top copy of the receipt is to be attached to the cash, or placed in a sealed envelope with the cash; the second copy will be given to the person who submitted the cash (for their records); and the third copy will remain in the receipt book as a record for the Finance/Pastor's Secretary and Administrator or Treasurer in the event a discrepancy over cash receipts should arise.
5. Receipts for special revenue generating ministries are to be turned in at regular intervals to the Finance/Pastor's Secretary or Administrator or Treasurer. An accompanying calculator tape with a record of the total deposit should be included along with a signature of the initial counter.
6. If a special deposit needs to be made during the week, the Finance/Pastor's Secretary or Administrator will count the money and make the deposit.

### **Sales of Merchandise and Services**

1. Sale of merchandise by visiting organizations/persons will normally be discouraged. However, in support of special programs, events, revivals, training seminars, etc., individuals or organizations invited by Willow Church may offer products to Willow Church membership. The organization/persons selling these products will be responsible for collection of monies.
2. The sale of merchandise in support of a church ministry is the responsibility of the sponsoring ministry. The budget of that ministry will be charged with any deficit.

### **Gifts**

Contributions of material items other than cash, securities, or checks will be handled in the following manner:

1. Whenever possible, the contributor will be encouraged to liquidate the material item and make a cash donation. The Pastor will review and approve before acceptance.
2. All tangible assets received will be acknowledged in writing by the Finance/Pastor's Secretary or Administrator or Treasurer. A receipt will be given providing only a description of the item being donated, its age and condition, and the name of the donor. Willow Church will make no attempt to assess value.
3. The Administrator or Treasurer in counsel with the Ministerial Staff will decide whether to use the material in Willow Church or to sell it. The Finance Committee will then execute the decision as required. If there is no Administrator, counsel may be obtained from other parties; i.e. deacons.
4. The donor will be encouraged to obtain an independent appraisal if the individual desires to claim credit for income tax purposes.

### **Counting Receipts**

Receipts from Sunday service offerings should be managed in the following manner:

1. 2 (two) ushers and/or deacons should place all receipts in a money bag and then take the bag and place it in the locked drawer in the workroom together.
2. Receipt bags must be received and opened in the presence of at least 2 (two) people, one of which should be a deacon.
3. Receipts should be sorted and tabulated as follows:
  - a. Checks: If the check is received in a name identified envelope with the amount written on the outside, the envelope should also be kept. All envelopes of this type are given to the Finance/Pastor's Secretary or Administrator or Treasurer for recordkeeping purposes. All other unmarked envelopes may be discarded.
  - b. All cash received in a name identified envelope will be marked as CASH and the amount recorded on the envelope. All envelopes of this type are given to the Finance/Pastor's Secretary or Administrator or Treasurer for recordkeeping purposes. All other unmarked envelopes may be discarded.
  - c. Miscellaneous identifiable receipts. All envelopes of this type are given to the Finance/Pastor's Secretary or Administrator or Treasurer for recordkeeping purposes. All other unmarked envelopes may be discarded.
4. All checks must be totaled, endorsed, and recorded on a balance tape. The checks must be copied, and two balance tapes run to ensure correct deposit.
5. Cash is counted twice and then placed in an envelope with the checks for deposit to the bank. Deposit slips must identify total cash, coins, and checks on separate lines.

6. The bank deposit slip, deposit bag serial number, and counting tape are given to the Finance/Pastor's Secretary or Administrator or Treasurer for entry into the accounting system the following business day.
7. The total deposit is carried to the bank immediately and placed in the night depository. If the deposit cannot be made that day, it is to be placed in the safe until it can be taken to the bank.

### **Depositing Money**

Deposits will be made on a regular basis at the discretion of the Finance/Pastor's Secretary and Administrator or Treasurer. Cash on hand should normally not exceed \$1,000.

### **Petty Cash**

Willow Church does not normally keep petty cash. No more than \$100 is kept on site.

### **Disbursing Receipts**

1. Monies of Willow Church will be disbursed by the Finance/Pastor's Secretary under the direction of the Administrator or Treasurer and must be in accordance with the approved budget. No funds outside of the budget will be disbursed without the prior approval of the Finance Committee.
2. Expenditures will not be made for any reason unless adequate funds are on deposit to cover those expenditures.
3. The Finance/Pastor's Secretary or Administrator will maintain an accounting ledger of all receipts and disbursements in the accounting system.
4. A purchase order or other written request will be required to request expenditures (other than salaries) for all items including approved budget items.
5. No expenditure may be made beyond the approved budget without the approval of the Finance Committee.
6. Disbursement of funds will be by check or Willow Church credit card.
7. All checks must be signed by 2 (two) bank approved check signers.
8. The signatories must review the purchase orders, written requests or invoices before signing to ensure that all approvals have been given. Approval is given by the Administrator or Treasurer. In the absence of an Administrator or Treasurer, the Finance Committee chairman will give approval.

### **Purchasing**

1. All contracts up to and including \$12,000, including those for services, must be reviewed and approved by the Administrator who must be the signatory on all approved contracts. For contracts over \$12,000, the Trustees must be the signatories. Only the Administrator or Trustees can legally bind Willow Church. Renewable contracts will be reviewed annually.
2. A current tax-exempt form, with appropriate signature, is required for submission to the vendor prior to purchases.
3. Reimbursements without a previously approved purchase order will be reviewed by the Administrator or Treasurer before payment is authorized. Willow Church will not reimburse individuals for unnecessary tax charges that would have been avoided had a proper purchase order and tax-exempt form been used.
4. The ministry initiating the purchase is responsible for materials purchased and for reporting discrepancies or problems with the delivered item(s) to the Administrator or Treasurer.

### **Investment of Church Funds**

When the Finance Committee, Administrator or Treasurer determine that funds in excess of current needs are available for investment, or in the case of designated funds (such as scholarships), the Administrator in consultation with Willow Church's financial advisor will

recommend an investment to the Finance Committee. With Finance Committee approval, the Administrator or Treasurer will implement the investment program. The following investment and accounting guidelines will apply:

1. All cash will be held in interest bearing accounts.
2. A careful record of the investments will be maintained by the Finance/Pastor's Secretary and Administrator and will be reviewed with the Finance Committee on a regular schedule or as requested by the Finance Committee.
3. Any withdrawals from investment funds require the prior approval of the Administrator or Treasurer and the chairperson of the Finance Committee.

### **Budget Surplus**

Willow Church will strive to maintain a minimum of \$75,000 fund balance. If a surplus is available at the end of a budget year, the Finance Committee will determine if those funds will be rolled into Willow Church's general fund, invested, or applied by Willow Church's designation to a specified activity or project.

### **Contributions**

1. Willow Church will receive contributions to these items and post them to the members' giving record.
  - a. Operating budget.
  - b. Special Christian emphasis as adopted by Willow Church.
  - c. Memorial or special mission funds.
  - d. Designated ministries approved by Willow Church.
2. In all cases, attempts will be made to apply designated money as desired by the giver. However, it should be noted that IRS regulations prohibit gifts given through Willow Church to specific individuals.
3. Gifts to charitable organizations outside of Willow Church program and parachurch groups should be sent directly to such organizations.
4. Giving statements will be available on Willow Church's member accessible software system (currently Realm) throughout the fiscal year. Members and/or contributors are encouraged to access Willow Church's software system to print off their individual year-end giving statement.
5. Year-End giving statements will be mailed before January 31 following year-end in accordance with IRS regulations.

### **Audit**

A full audit will be conducted of the financial records of Willow Church as deemed necessary by the Finance Committee. The auditing firm will be selected by the Finance Committee. The Finance Committee can authorize a full audit every year if needed. At the end of each fiscal year, the Finance Committee will evaluate to determine if an audit is necessary and report their decision back to Willow Church.

### **Reporting**

1. The Finance/Pastor's Secretary or Administrator shall submit to the Finance Committee a monthly and yearly detailed accounting of receipts, disbursements, and outstanding obligations. A summary of that report will be made available to Willow Church at periodic business meetings.
2. Year-end contribution statements shall be available for printing for all members with access to Realm, otherwise, year-end contribution statements shall be mailed by the Finance/Pastor's Secretary.
3. All financial reports will be available for church membership reviews.

### **Bonding and Security**

The Finance/Pastor's Secretary and any other person regularly responsible for handling cash funds shall be bonded by Willow Church. All persons are covered under one \$50,000 bond against fraudulent mishandling of funds.

### **Credit Card and Charge Accounts**

1. Credit cards in the name of Willow Church must be specifically authorized by the Administrator.
2. Credit cards can be used for gas, parking, meals, literature, medical insurance, and other approved items contained in the budget.
3. All credit card bills are reconciled monthly by the Finance/Pastor's Secretary and/or the Administrator and assigned to the appropriate budget line item.
4. Charge accounts with vendors may only be established by the Administrator with the approval of the Finance Committee.

### **Personnel Financial Records**

Financial records, including payroll and other related personnel accounts must be kept in compliance with IRS regulations and other requirements established by the Finance Committee. Personnel records are confidential and are not to be made available without the permission of the Administrator.

### **Government Reporting**

Financial reports are to be made to all government agencies as required.

### **Revenue Collection**

Any revenue producing agency or facility of Willow Church must set a revenue collection schedule that assures the necessary fees are collected in an orderly and consistent manner. Fees are to be collected in advance unless otherwise authorized by the Administrator in consultation with the Finance Committee.

### **Facility Fees**

Fees will be charged to outside organizations desiring to use church facilities and are available upon request from the Pastor or Administrator. Fees governing weddings are found in the Wedding Policy Booklet.

### **Love Offerings**

Love offerings can be made by cash, check or online and must state the donor's name and purpose of the gift.

Love offerings are considered income to the recipient and will be reported as a 1099 payment to non-staff beneficiaries.

Love offerings for the benefit of Members of Staff are considered taxable compensation and will be subject to payroll tax.

## FACILITY OPERATIONS

Approvals:

08/24/1983

05/15/2011

10/20/2019

### **Safety and Security**

Safety and Security Guidelines attached as Addendum "A".

### **Loss Control/Health and Safety**

It is Willow Church's intent to provide a safe environment for all employees, members and guests. Every attempt will be made to reduce the possibility of accident occurrence. Protection of employees, the general public, and church property is paramount.

The Administrator will be the primary person responsible for the implementation and enforcement of Willow Church's loss control/health and safety policy and will be responsible for all documentation of safety training, inspections and hazard reports required by this plan, which will be kept in the Willow Church office.

#### **General Health and Safety Policy Statement**

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to employees' and volunteers' attention. Everyone involved with Willow Church should play his or her part in its implementation.

#### **Medical Emergencies**

Medical emergencies should be handled by trained persons. Assistance from doctors, nurses and other medical personnel attending Willow Church facilities will be solicited. Based upon the severity of the medical emergency, 911 may be called.

A Defibrillator is located in the atrium behind the children's check-in desk.

#### **Information and Training**

Willow Church will provide any information and training deemed necessary for employees and volunteers in a timely manner. The Administrator will keep a record of what is provided in the Willow Church office.

#### **Contractors**

Contractors employed by Willow Church will provide proof of public and employer's liability insurance which will be kept on file in Willow Church office.

#### **Loss Control Plan Review**

The Property Committee will review the Loss Control Plan during the first month of the calendar year. The purpose of the review will be to determine if all areas of exposure are being addressed. Any new hazards or locations identified during the review will be included in the loss control plan. Annual review will be documented, following the date of the review and any new areas of exposure identified. Documentation will be maintained in the Facilities files in Willow Church office.

#### **Accident/Incident Investigation**

Accident/incident investigation should be conducted within 7 (seven) days after the accident/incident while memories are still fresh. Accident/incident investigations will be the responsibility of the Administrator using the Accident/Incident Investigation Report worksheet. All accidents/incidents will be investigated, including "near misses", as near misses actually forecast

serious injuries. Guests will be advised to report all unsafe acts or conditions to Willow Church staff or the Administrator, even if no accident occurs. After the investigation is complete, the investigator shall file the report with the Administrator and a record will be kept in Willow Church office.

#### **Accident/Incident Report Review**

The Administrator and/or Pastor shall review all accident/incident reports submitted. The review shall ensure that the form is complete and that any specified corrective action has been completed. If corrective actions were taken, the Properties Committee may review those actions for effectiveness.

#### **Area Inspection for Safety**

Use of the Area Inspection Checklist will ensure a consistent and complete review of Willow Church's building and grounds to ensure that it is maintaining a safe environment. The inspections should be conducted semi-annually for each building, parking lot, playground equipment and garage or storage building. A member of staff, a member of the Properties Committee, or designee shall conduct inspections.

Any member of the congregation may also report items needing repair to the Administrator or any member of staff.

#### **Vehicle Inspections**

Maintenance of vehicles (including non-motorized trailers) will be carried out in accordance with state guidelines and laws pertaining to the use and maintenance of such vehicles. Maintenance shall be the responsibility of the Properties Committee.

#### **Baptistry**

The Baptistry will be inspected on a regular basis by the Properties Committee for slipping hazards, loose items, leaks, cleanliness, ground faults, and working order of receptacles.

#### **Facilities for Willow Youth (Grade 7 – 12)**

Willow Youth facilities will follow the guidelines as set forth in this Policy Manual and the Willow Youth Handbook, which is available from the Willow Church office.

#### **Facilities for Willow Kids (Grade 2-6)**

Willow Kid's facilities will follow the guidelines as set forth in this Policy Manual and the Willow Kid's Handbook, which is available from the Willow Church office.

#### **Facilities for Wee Place Preschool and Nursery (Up to Grade 1)**

Wee Place Preschool and Nursery will follow the guidelines as set forth in this Policy Manual and the Wee Place and Willow Church Nursery Handbook, which is available from the Willow Church office or the Wee Place office.

#### **Reporting Suspected Child Abuse**

Volunteers are required to inform a Willow Church Member of Staff of any suspected child abuse and have a duty to cooperate in any investigation of suspected child abuse.

Willow Church Members of Staff will abide by the Federal/State reporting requirements.

#### **Federal Law**

Federal Legislation – the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42U.S.C.A. § 5106g), as amended by the CAPTA Reauthorization Act of 2010 – sets minimum standards for defining child abuse and neglect for those States that accept federal funding. Under federal law, the minimum acts or behaviors constituting child abuse and neglect by parents and other caregivers are:



- “Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation”; or
- An act or failure to act which presents an imminent risk of serious harm.”

#### **Texas State Law**

Texas Law requires that any person suspecting that a child has been abused or neglected must immediately make a report. If there is any emergency, call 911 and then call the DFPS Texas Abuse Hotline at 1-800-252-5400.

The above Federal Law and Texas State Law is correct as of the date of approval of this Policy Manual.

#### **Access Policy**

As faithful stewards of God’s resources, we affirm that properly securing the building at Willow Church is a shared obligation of the congregation and any groups/organizations that use the facilities on a temporary or regular basis. It is for this purpose that a policy to control the distribution and return of keys to the facility has been developed.

The following individuals are authorized to approve the distribution of keys on either a permanent or temporary basis:

- Pastor
- Administrator

Permanent keys may be issued to only the following individuals:

- Pastor
- Administrator
- Members of Staff
- Trustees
- Deacons
- Wee Place employees and Nursery workers, authorized by the Preschool Director
- Worship Team volunteers approved by the Worship and Outreach Pastor

In all cases, keys issued on a permanent basis must be returned to Willow Church office upon termination of employment or expiration of term of service.

Temporary keys may be issued to the following individuals:

- Willow Church members
- Organizations, groups or individuals with approved “Building Use”, as pre-arranged with the Pastor or Administrator.

These policies are intended to balance ease of building access with adequate security measures. Borrowing of keys is a privilege available to all members ages 21 (twenty-one) and older and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures in caring for Willow Church facility when in private use may lead to revocation of this privilege at the discretion of Willow Church staff.

**Losing keys loaned exposes Willow Church to financial and security risk to a minimum potential value of several thousand dollars incurred when locks must be rekeyed. Borrowers of keys must exercise great care to ensure that keys issued to them are in their control at all times.**

Keys should be requested from the Administrator.

Keys will only be loaned to members when the proposed use of the facility is consistent with Willow Church’s Building Use Policy.

The requestor must obtain the keys in person from the Willow Church office.

The Administrator will note the member's name, date of issue and area the key will be used in the Key Log. The requestor will read the Key Policy and acknowledge acceptance of the policy terms and receipt of key by signing the Key Log.

When the key is returned, the return date will be noted in the Key Log and the Administrator will sign for receipt of the key.

Keys may not be duplicated, loaned, or made available to other persons.

**Report lost or stolen keys immediately to the Willow Church office.**

The holder of a key to any portion of Willow Church assumes responsibility for the safekeeping of the key and its use. When leaving Willow Church building(s), all doors and windows must be secured.

Willow Church reserves the right to request the return of any key at any time.

**Use of Church Facilities**

Willow Church desires to permit and encourage the fullest use of all of its facilities in a manner which will serve the needs of Willow Church. Willow Church facilities are designed primarily for church purposes however, the facilities may be used by the public for meetings of educational, civic, philanthropic, or other meetings of a religious nature intended to promote the public welfare and not in conflict with church uses and church philosophy.

Willow Church facilities shall not be used for private gain or to compete with local business in any manner.

Application for use of Willow Church facilities shall be made to the Willow Church office where it will be approved or rejected. If approved, it will be scheduled on the Willow Church calendar to prevent activities conflicts.

Particular rooms or areas of Willow Church are not the private domain of any class, department or organization. Location changes shall be made whenever a change will better serve the interest of the Willow Church program.

Activities and conduct should be in keeping with the purpose for which any particular area is provided.

Persons using Willow Church facilities are to refrain from using any alcoholic beverages or drugs prior to and during any activity held at Willow Church. No alcoholic beverages may be brought to Willow Church or served on Willow Church premises at any time. It is the responsibility of the activity coordinator to be certain this policy is understood and followed by all attendees and those associated with the event in any way.

Smoking and profanity are not permitted in any of Willow Church buildings or anywhere on Willow Church property. It is again the responsibility of the activity coordinator to be certain this policy is understood and followed by all attendees and those associated with the event in any way.

The activity coordinator shall assume the responsibility for preventing damage to church property and shall agree to make any restitution for damage. The activity coordinator shall also assume the responsibility for leaving the facilities in the same clean condition and order that they were found.

All areas of Willow Church must be ready for use during Sunday School and Worship services each Sunday.

Food and drinks are not permitted at any time inside the Worship Center/Sanctuary.

**Rates for Use of Willow Church Facilities**

Rates are available on request from the Pastor or the Administrator.

**Wedding Policy**

Wedding Policy attached as Addendum "B".

**Funeral Policy**

Funeral Policy attached as Addendum "C".

## PERSONNEL POLICY

Approvals:

10/20/2019

### Equal Employment Opportunity

It is Willow Church's policy to extend equal opportunity to all qualified employees and applicants for employment, without regard to race, color, national origin, age, disability, and any other protected status under the law unless it conflicts with the religious stance of Willow Church. When necessary and in compliance with State and Federal law, Willow Church shall provide reasonable accommodation to applicants and employees with disabilities.

Existing and functioning as a religious and faith-based church, and under applicable Federal and State law, Willow Church reserves the right to employ persons who have a religious background and philosophy of ministry consistent with that of Willow Church and who, in the opinion of the Willow Church leadership, have a work history and lifestyle that is consistent with the vision and scriptural principles of Willow Church. All employment decisions will be made in compliance with applicable labor laws.

### Employment at Will

Under federal and state law, Willow Church has the right to terminate the employment relationship at any time, with or without cause or advance notice and the employee may resign at any time. This employment "at will" relationship will remain in effect throughout the employment term of any paid member of staff.

This employment "at will" relationship may not be modified by any form of oral or implied agreement. No leader or representative of Willow Church has the authority to alter this relationship and each employee shall never interpret such a person's remarks as a contract for, nor a guarantee of, continued employment.

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### Conduct

**Titus 2: 7-8.** In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.

**Psalm 119:1.** Blessed are those whose ways are blameless, who walk according to the law of the LORD.

**Titus 2:14.** Who gave himself for us to redeem us from all wickedness and to purify for himself a people that are his own, eager to do what is good.

**2 Corinthians 8:21.** For we are taking pains to do what is right, not only in the eyes of the Lord, but also in the eyes of man.

### General

The official hours of the Willow Church office are Monday through Thursday, 8:00 AM to 4:00 PM.

A year is defined as: January 1 through December 31 inclusive.

### **Categories of Employees**

Administratively, there are 4 (four) basic categories of staff existing within the Willow Church organization. There may be times that 1 (one) or more of the categories below will not be utilized.

**1. Full-time Ministerial Staff.**

Ministerial employees whose work schedule is a minimum of 35 (thirty-five) hours per week.

**2. Part-time Ministerial Staff.**

Ministerial employees whose work schedule is less than 35 (thirty-five) hours per week.

**3. Full-time Non-Ministerial Staff.**

Non-Ministerial employees whose work schedule is a minimum of 35 (thirty-five) hours per week.

**4. Part-time Non-Ministerial Staff.**

Non-Ministerial employees whose work schedule is less than 35 (thirty-five) hours per week. There are 2 (two) categories to this level:

- a) Employees working an average of 5 (five) plus hours per day, every day the Willow Church office is open. These employees will be eligible for benefits as detailed in their job description.
- b) Employees working less than 5 (five) hours per day, every day the Willow Church office is open. These employees will not be eligible for any benefits.

### **Exempt or Non-Exempt Employees**

The Fair Labor and Standards Act states:

*“Nonexempt employees are entitled to overtime pay. Exempt employees are not.”*

For the purposes of this Personnel Policy, Willow Church determines that salaried personnel are classed as Exempt; hourly paid personnel are classed as Non-Exempt, in accordance with the Fair Labor Standards Act.

### **Members of the Ministerial Staff**

The Ministerial Staff shall consist of the Pastor and such subordinate ministers as Willow Church shall from time to time add to help carry out the Philosophy of Ministry. These may include:

1. Worship and Outreach Pastor
2. Youth Minister
3. Children’s Minister
4. Pre-School Director

### **Selection of Ministerial Staff**

The Minister Search Committee should be nominated by Willow Church by a secret ballot. No more than 7 (seven) names may be submitted by each member. The top 5 (five) nominees and 2 (two) alternatives will be presented to Willow Church in a special business meeting to be elected.

The committee shall seek out a suitable Minister. Their recommendation will constitute a nomination. Any member of Willow Church has the privilege of making recommendations to the Minister Search Committee. The Minister Search Committee shall bring to the consideration of Willow Church only 1 (one) person at a time.

A forthcoming election shall be announced at least 1 (one) week in advance. Election shall be by secret ballot. An affirmative vote of  $\frac{3}{4}$  (three-fourth’s) of those present will be required to succeed.

The Minister, thus elected, shall serve until the relationship is terminated by his request or Willow Church’s request.

### **Members of Non-Ministerial Staff**

Non-Ministerial Staff shall consist of the Administrator and such subordinate non-ministerial staff as Willow Church shall from time to time add to carry out the day-to-day running of Willow Church and office more effectively. These may include:

1. Finance Secretary/Pastor's Secretary

### **Selection of Non-Ministerial Staff**

The Administrator will be hired by The Pastor and the Personnel Committee.

General Non-Ministerial Staff will be hired by the Pastor and the Administrator in consultation with the Personnel Committee.

### **Background Checks**

All employees are required to complete a background check prior to employment, and all offers of employment are subject to approval by the Pastor and/or Administrator upon receipt of a satisfactory background check.

### **Termination of Service**

#### **The Pastor**

The Pastor may relinquish the office of Pastor by giving at least 2 (two) week's notice to Willow Church by and through the Deacons at the time of resignation.

Willow Church may declare the office of Pastor to be vacant. Such action shall take place at a Special or Regular Business Meeting called for that purpose, of which at least 1 (one) week's notice has been given. The Business Meeting may be called upon the recommendation of a majority of the Deacons or by written petition signed by not less than  $\frac{1}{4}$  (one-fourth) of the active members of Willow Church. The vote to declare the office of Pastor vacant shall be by secret ballot, and affirmative vote of  $\frac{2}{3}$  (two-thirds) of the members present being necessary to declare the office of Pastor vacant. Willow church will compensate the Pastor with not less than  $\frac{1}{12}$  (one-twelfth) of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in no more than 30 (thirty) days.

#### **Other Ministerial Staff**

At the time of resignation, at least 2 (two) week's notice shall be given to Willow Church. Willow Church may declare the office of any Ministerial Staff to be vacant by the same method as that of the Pastor.

#### **Non-Ministerial Staff**

Non-Ministerial Staff may terminate their employment with Willow Church by giving 2 (two) week's notice. Non-Ministerial Staff shall be entitled to be paid for time worked.

Upon termination by the Non-Ministerial Staff member, they will forfeit their full annual PTO allowance as described in their individual Job Description, but may be entitled to any unused pro-rata PTO. This unused PTO may be taken within their 2 (two) week's notice period, but will not be paid in addition to pay for time worked; unused pro-rata PTO will be forfeited.

The Pastor and Administrator, in consultation with the Personnel Committee may decide to terminate the employment of any Non-Ministerial Staff at any time, with or without cause. Compensation of not less than 2 (two) week's salary may be paid at date of termination at the discretion of the Pastor and/or Administrator in consultation with the Personnel Committee.

### **Unused PTO**

All employees are entitled to roll over unused PTO to the next year. A maximum of 1 (one) week's worth of unused PTO may be rolled over per year. If an employee has more than 1 (one) week of PTO left in any year, the excess will not be rolled over, but will be forfeited.

### **Holidays**

The following holidays are recognized as paid Holidays and will be paid as a normal working day according to each individual employee's Job Description.

- New Year's Day
- Memorial Day
- Independence Day (This holiday will be paid if the holiday falls on a Sunday through Thursday. Should the Willow Church office extend its office working days to include Friday, then Independence Day will be a paid holiday regardless of the day it falls on.)
- Labor Day
- Thanksgiving Day (The day after Thanksgiving will not be a paid holiday. Should the Willow Church office extend its office workings days to include Friday, then the day after Thanksgiving will be a paid holiday.)
- Christmas Day

Good Friday will not be considered a paid holiday as the Willow Church office is only open Monday through Thursday. Should the Willow Church office extend its office working days to include Friday, then Good Friday will be a paid holiday.

In the event any of these holidays occur on a Saturday, the prior Friday will be considered the holiday. If the holiday falls on a Sunday, the following Monday will be considered the holiday.

The Willow Church office and all facilities are closed on the above days with the exception of New Year's Day, Independence Day and Christmas Day if they should fall on a Sunday, whereby only the Willow Church office will be closed.

Exceptions to the facility being closed will be at the absolute discretion of the Senior Pastor.

### **Leaves of Absence**

Leaves of absence include but are not limited to:

- Personal Leave
- Family Care and Medical Leave
- Bereavement Leave
- Jury Duty
- Voting Leave
- Military Leave
- Disaster Response Leave
- Worker's Compensation Leave
- Mission Trips
- Administrative Leave

#### **Bereavement Leave**

Up to 3 (three) days of pay will be given to the employee when there has been a death in the employee's immediate family (definition of immediate family to be determined by the Pastor).

#### **Other Leave Types**

All other leave types will be taken on a case by case basis by the Pastor and/or Administrator.

### **Delegation of Authority During a Leave of Absence**

Cover for any employee other than the Pastor, will be determined by the Pastor.

Cover for the Pastor will be determined by the Deacons.

### **Time Sheets**

All Non-Exempt Members of Staff are required to complete a timesheet that accurately reflects their hours worked, leaves of absence, vacations and PTO. These timesheets should be submitted to the Finance Secretary or Administrator by the end of Thursday (or last working day of the week, should Willow Church extend its office days to include Friday).

### **Overtime**

Federal labor laws require Willow Church to pay 1 and ½ (time-and-a-half) for time Non-Exempt Members of Staff work which is in excess of 40 (forty) hour per week.

Willow Church's current policy is that the maximum number of regular hours a Non-Exempt Member of Staff can work is 40 (forty) hours per week.

It is the policy of Willow Church that all Administrative office Members of Staff are able to complete their work in a normal 30 (thirty) hours or less work week.

Willow Church recognizes that there may be times that a Non-Exempt Member of Staff will be requested to work over their expected hours. If the Member of Staff's hours exceed 40 (forty) hours worked, overtime will be paid at time and a half.

Non-Exempt Members of Staff shall not work more than the hours stated in their individual Job Description or on days other than Monday through Thursday, unless prior authorization is obtained in writing from either the Administrator or Pastor.

Should Non-Exempt Members of Staff work more than the hours stated in their individual Job Description or on days other than Monday through Thursday without prior authorization as stated above, they may be subject to disciplinary action and/or immediate dismissal. In the event of immediate dismissal, no notice period will be given, no compensation will be paid for time not worked, and all unused PTO will be forfeited.

### **Payroll Deductions**

By law, Willow Church is required to deduct, where applicable, federal and state income taxes and Social Security taxes. Any other voluntary deductions from a Member of Staff's paycheck (i.e. health and life insurance premiums, et.) must be authorized in advance by the Member of Staff.

### **Garnishments**

As required by law, Willow Church is required to honor legal garnishments of a Member of Staff's wages. Willow Church will notify the subject Member of Staff of any garnishment notice received.

### **Final Paycheck**

The final paycheck for voluntarily terminated Members of Staff will be prepared in advance and will be issued to the Member of Staff after the exit interview has been successfully completed.

The final paycheck for involuntarily terminated Members of Staff will be prepared in advance and will be issued to the Member of Staff after the exit interview has been successfully completed.

### **Worker's Compensation Insurance**

Each Member of Staff of Willow Church is automatically covered by Worker's Compensation Insurance at the time of employment. Willow Church pays the entire premium.

All Members of Staff are required to report any type of work-related injury to the Administrator as soon as it occurs, regardless of how minor the injury or sickness may be. Proper first aid and/or medical attention shall be sought immediately following the injury or occurrence of sickness.



### **Pastoral Sabbatical Policy**

The Pastoral Sabbatical is a time for refreshment, growth, family and personal renewal, learning, personal and church vision and mission clarification. Prior to the Pastoral Sabbatical, the Ministerial Member of Staff will meet with and explain to the deacons his or her Sabbatical goals in case there are questions from the membership. The Ministerial Member of Staff will enlist the deacons' assistance to fill any gaps in ministry or pastoral care.

1. Pastoral Sabbaticals will be available to all full-time Ministerial Members of Staff employed by Willow Church beginning after they have completed 6 (six) years of continuous employment and then every 5 (five) years thereafter. This timing has been chosen because it is recognized that the first year of ministry is largely a year of learning.
2. Pastoral Sabbaticals will be available to part-time Ministerial Members of Staff after 10 (ten) years of continuous employment and every 7 (seven) years thereafter.
3. The Pastoral Sabbatical is independent of the Pastor's PTO for the year it is given in.
4. The Pastoral Sabbatical must be taken in the year that it is offered or the year following. Pastoral Sabbaticals are not cumulative and cannot be carried forward or combined with Sabbaticals from future years, nor can a partial Sabbatical be taken after only 3 (three) or 4 (four) years of continuous employment.
5. It is recognized that as Willow Church grows and staff remain in continuous employment over an extended period of time, it is possible that more than one full-time Ministerial Member of Staff may be eligible to take a Sabbatical in a given year. Should this situation occur, the Ministerial Staff Member with most seniority will have preference for taking his/her Pastoral Sabbatical in the year they are eligible, and the other Ministerial Member of Staff will take their Pastoral Sabbatical in the subsequent year. In any event, no more than one full-time Ministerial Member of Staff will take a Pastoral Sabbatical in a given year.
6. After the Ministerial Member of Staff has completed their Pastoral Sabbatical, it is requested that he/she share with the congregation anything they learned, accomplished, or experienced which would benefit the Willow Church body.
7. The Pastoral Sabbatical shall be for a period of 4 (four) consecutive weeks. During this time, the Ministerial Member of Staff will continue to receive their normal salary. Willow Church will pay all expenses directly related to the Sabbatical and the achievement of the pre-agreed upon goals.
8. When the Pastoral Sabbatical goals are initially prepared, the Ministerial Member of Staff requesting the Pastoral Sabbatical is to work with the Personnel Committee to develop an estimate of the costs associated with the Pastoral Sabbatical. The Personnel Committee will ensure the funding is pre-approved by Willow Church.
9. Willow Church will provide Ministerial supply/coverage for the duration of the Pastoral Sabbatical. This will be pre-arranged prior to the Pastoral Sabbatical beginning. Because of his/her knowledge of who would best be able to handle their respective duties, the Ministerial Member of Staff taking the Pastoral Sabbatical may be called upon to help arrange this supply.

### **Minister's Housing Allowance (for Full-Time Ordained Ministerial Staff Only)**

Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a church designated housing allowance paid to the minister as part of the minister's compensation to the extent used by the minister for actual expenses incurred in owning or renting a home.

Generally, housing related expenses would include rent, mortgage payments, utilities, repairs, and other expenses directly relating to providing a home.

If the minister owns a home, the amount excluded from his/her gross income as a housing allowance is limited to the least of the following:

1. The amount actually used to provide a home

2. The amount officially designated as housing allowance
3. The fair rental value of the home, including furnishings and utilities

Tax Regulations require the minister's church or other qualified organization to designate the housing allowance pursuant to official action taken in advance of the payment. Furthermore, if a minister is employed and paid by a local congregation, a designation by a nation church agency will not be effective. The local congregation for whom the minister is serving must make the designation. If none of the minister's salary has been officially designated as a housing allowance, the full salary must be included in gross income.

As a safety precaution, every minister's approved housing allowance request will indicate in the Personnel Committee's minutes that the approved current year housing allowance designation amount will continue in all future years unless changed or terminated by the committee. This procedure will serve to prove an effective housing allowance in a subsequent year in the event that the committee inadvertently fails to designate an allowance for that year.

Ministers are encouraged to amend their housing allowances during the year if any the following circumstances may arise:

1. The minister purchases a new or more expensive home
2. The minister sells a home
3. Major remodeling to the minister's home

To amend the ministers housing allowance, the following rules must be followed:

1. The amendment must be properly authorized by the Personnel Committee and appropriately documented in the committee's minutes
2. The amended amount can only apply prospectively. In other words, the new approved amount takes effect on the date it is approved, through the remainder of the year. It cannot apply retroactively to the beginning of the year or some other arbitrary date.

As mentioned above, a minister who received a housing allowance can exclude that amount from his federal income, and the portion of expenses allocable to the excludable amount is not tax deductible on his return. This limitation, however, does not apply to interest on a home mortgage or real estate taxes, nor to the calculation of net earnings from self-employment for SECA tax purposes.

### **Anniversary Recognition (Ministerial and Support Staff only)**

The Personnel Committee in conjunction with the Finance Committee will determine what Willow Church is financially able to provide towards the recognition of Ministerial Staff and Support Staff. This determination will be done during the budgeting process the year prior to the anniversary date.

Anniversary dates of the Ministerial Staff and Support Staff will be based upon completion of their 5 year increment anniversary of employment. Example: 5<sup>th</sup> year anniversary, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, etc.

*Willow Church Anniversary Recognition as recommended jointly from the Personnel and Finance Committees dated March 23, 2014:*

*"We recommend that the following policy be added to the Personnel Policies – Benefits section – of Willow Drive Baptist Church's Policy Manual."*

# **JOB DESCRIPTIONS**

## Pastor (Senior Pastor, Executive Pastor)

**Position Purpose:** The pastor is responsible to the church for providing spiritual and administrative leadership of the church; and is to use his skills in proclamation and pastoral care to meet the needs of persons in the church and community

### General Areas of Responsibility

- I. Healthy and Effective Personal Life
  - A. The Pastor shall possess the scriptural qualifications set forth in I Timothy 3:2-7: Christ is head of the His Church and Chief Shepherd of the flock. The Holy Spirit is His Administrator. A person called of God to the preaching of the Word, ordained by a Baptist Church, and called to the pastorate of a local church is the under shepherd of Christ and, under the Holy Spirit, chief executive of such a body.
  - B. Maintain personal study, reading and prayer life
  - C. The Pastor will be expected to demonstrate his interest in his own spiritual and professional growth by participating in Christian educational programs, association meetings, camp assemblies, conventions, and training schools as shall be approved and funded by the church.
- II. Healthy and Effective Church Office Relationships.
  - A. The Pastor is the chief executive and administrative officer of the church in its spiritual ministry and program, its business, and its secular affairs. Certain powers, duties, and prerogatives are to be exercised by the Pastor under the guidance of the Holy Spirit and the wise counsel of deacons, general officers, organizational officers, and the membership of the church as a whole. The Pastor, or whomever he designates, shall supervise all staff and church employees. He shall be an ex-officio member of all organizations, departments and committees.
  - B. In the event that a member of the Ministry Staff (excluding Pastor) is determined to be unfit for fulfilling their respective job and every effort has been sought to minister to said employee, the Pastor will consult the Deacons and the Personnel Committee to determine the course of action needed.

### Healthy and Effective Relationships with the Congregation

- A. The Pastor shall have in his charge the welfare and oversight of the church and shall present his plans and programs to the church. The pastor shall conduct church services, administer the ordinances, minister to the needs of the members of the congregation and the community, and perform other duties that normally pertain to the office of the Pastor. The Pastor shall have special charge of the pulpit ministry of his church, shall arrange for ministers to conduct evangelistic or other meetings and special services, and shall arrange for pulpit supply when he is absent.
- B. Below are listed specific areas of duties that can be elaborated on if you so choose. These are just examples.
  1. Pastoral Care
    - i. Member care/visitation
  2. Administration
    - i. Weekly staff meetings
    - ii. Maintain membership in local ministerial associations
  3. Worship

- i. Regularly preach & teach the Word of God
- ii. Officiate at special services such as weddings & funerals, etc.
- 4. Stewardship
  - i. Promote, educate and advocate responsible biblical stewardship in the congregation.
- 5. Outreach
  - i. Help in the assimilation of new members into the life of the congregation.
  - ii. Set example in cultivating unchurched persons

**Working Conditions:**

The position of Senior Pastor requires great flexibility in hours available for work, including evenings and weekends. The pastor should be in the office a sufficient amount of time for accessibility to members of the congregation and for regular communication with members of the staff.

**BENEFITS**

**PTO (vacation and/or sick leave):**

1. PTO is defined as (but not limited to) time off for vacations, sickness, personal leave, etc.
2. Time off will be distributed as follows: Distribution is as follows: The equivalent of 2 (two) weeks PTO. Beginning January 1 prior to the anniversary of 6 (six) years of employment, PTO will increase to the equivalent of 3 (three) weeks. Beginning January 1 prior to the anniversary of 8 (eight) years of employment, PTO will increase to the equivalent of 4 (four) weeks. Beginning January 1 prior to the anniversary of 10 (ten) years of employment, PTO will increase to the equivalent of 5 (five) weeks. First through third year, only two Sundays may be missed. After the third year a third Sunday may be included.

**Holidays**

Refer to Policy Manual.

**Service Commitment**

At least one year

# Worship and Outreach Pastor

## BASIC REQUIREMENTS

The Worship/Outreach leader will report to the Senior Pastor and must have a deep love for Jesus Christ, His people and the Bible; be a prayer warrior, rooted in the Word, enthusiastically support the vision and philosophy of the ministry of the church and regularly attend worship service. The incumbent must have a passion for music and unity in the body, be community minded and demonstrate a lifestyle of worship. The incumbent will lead the music/visual ministry in Spirit and Truth (John 4:24). A secondary role will be to develop, promote and administer outreach ministries of the church.

The incumbent leads people by right example of life in the Spirit and service of the Lord (Gal. 4:22-26). His/her faith is growing stronger as evidenced in their life fulfilling “the Great Commandment”, loving God and loving people. This is a full time position.

## QUALIFICATIONS

1. A minimum of a bachelor degree or equivalent experience
2. Strong communications skills with the staff, band and the congregation
3. Passion to “pull heaven to earth”
4. The ability to empower, utilize and develop the team
5. Must read music and be proficient on an instrument, and have a pleasing singing ability.
6. Possess a knowledge of hymns and new worship music.
7. Must be teachable, humble and respectful of authority
8. Be a team player that is trustworthy and will loyally support the other members of the church staff.
9. Must be a growing believer (ABLE – as defined by Willow booklet)
10. Pastoral Heart – able to engage the heart of the people through music and words
11. Has a passion for the church, a strong Christian faith and a deep desire to share the Good News of Jesus.
12. Shall become a member of Willow Drive Baptist Church
13. Is in agreement with the 1963 Baptist Faith and Message

## RESPONSIBILITIES

1. Worship Leader
  - a. Weekly planning and leading of two worship services
  - b. Planning and leading worship team rehearsals
  - c. Develop and mentor instrumentalists and vocalists, including youth worship leaders
  - d. Participate in staff meetings, events and training
  - e. Responsible for sound, lighting and presentation software and the teams that run these
  - f. Open to lead corporate ministry time, especially when Pastor Scott is gone
  - g. Responsible for seasonal music needs and special events
  - h. Serve as needed in other areas of ministry at Willow
  - i. Responsible for own secretarial responsibilities such as making copies, mail-outs, etc.
  - j. Responsible for the Worship portion of the budget
2. Outreach
  - a. Develop and coordinate an effective outreach ministry.
    - i. Provide development and oversight of the church’s outreach strategy
    - ii. Responsible for the Missions portion of the budget
    - iii. Assess and prioritize existing and new outreach mission opportunities

- iv. Provide support for the Greeter and Usher Ministries
- b. Responsible for connecting people in the church with the Outreach Ministries
- c. Coordinate or oversee all church wide large events.

## **BENEFITS**

### **PTO (vacation and/or sick leave):**

- a. PTO is defined as (but not limited to) time off for vacations, sickness, personal leave, etc.
- b. Time off will be distributed as follows: Distribution is as follows: The equivalent of 2 (two) weeks PTO. Beginning January 1 prior to the anniversary of 6 (six) years of employment, PTO will increase to the equivalent of 3 (three) weeks. Beginning January 1 prior to the anniversary of 8 (eight) years of employment, PTO will increase to the equivalent of 4 (four) weeks. Beginning January 1 prior to the anniversary of 10 (ten) years of employment, PTO will increase to the equivalent of 5 (five) weeks. First through third year, only two Sundays may be missed. After the third year a third Sunday may be included.

### **Holidays**

Refer to Policy Manual.

## **SERVICE COMMITMENT**

At least one year.

## **Youth Minister**

### **BASIC REQUIREMENTS**

This individual reports to the Senior Pastor. The incumbent must be a believer in Christ and the Bible, be a prayer warrior, enthusiastically support the vision and philosophy of the ministry of the church and regularly attend worship service. The incumbent will endeavor to stay spiritually sensitive to the Holy Spirit through a consistent prayer life and personal Bible study. The incumbent leads people by right example of life in the Spirit and service of the Lord (Gal. 4:22-26). His/her faith is growing stronger as evidenced in his/her life fulfilling "the Great Commandment", loving God and loving people.

### **QUALIFICATIONS**

1. A minimum of a bachelor degree or equivalent experience.
2. Be a learning individual who remains current in all aspects of Youth Ministry. This includes showing an interest in participating in Christian education programs, conferences, and training as approved and funded by the church.
3. Be a team player that is trustworthy, displays a positive attitude and will loyally support the other members of the church staff.
4. Demonstrate/support strong family values based on biblical principles.
5. Has a passion for influencing and affecting the lives of youths with the gospel of Christ.
6. Possess strong skills in the following areas:
  - a. Self starter / demonstrates initiative
  - b. Dependability
  - c. Organization
  - d. Communication
  - e. Motivation
  - f. Adaptability
7. Upon employment, the Youth Minister will become a member of Willow Drive Baptist Church.
8. Is in agreement with the 1963 Baptist Faith and Message.

### **RESPONSIBILITIES**

The Youth Minister will be an individual with proven competency and skill to plan and coordinate the ministries to students and their families including but not limited to:

1. Will serve on the Leadership Team as the Youth representative.
2. Will serve as leader of the Youth Community Team:
  - a. Team member Recruitment
  - b. Team Meetings/Communication
  - c. Team Training
3. Attend Staff Meeting and participate in leadership training opportunities.
4. Will adhere to established Youth policies.
5. Be available to counsel and pray with the youth and their parents regarding spiritual matters and student outreach.
6. Should be available for all regular church activities and special church-wide events.
7. Supervise the following staff and ministries:
  - a. Overflow Youth Bible Fellowship (Sunday a.m.)
  - b. Overflow Wednesday Nights



8. Coordinated summer activities, including but not limited to:
  - a. Youth Camp
  - b. Youth Mission Week
  - c. Fellowships
  - d. Small Groups
  - e. Retreats & Conferences
  - f. Youth Worship Team
  - g. Fundraising
  - h. Special Events like High School Senior Graduation Recognition and 'Big Day' Events
  
9. Ensure that the following responsibilities are executed:
  - a. Maintain youth area on church website.
  - b. Youth announcements and current updates in the bulletin or church newsletter (Communicator)
  - c. Maintain parent/student communication
  - d. Keep social media up to date
  
10. Recruit and coordinate the work of volunteers for the above-mentioned ministries/activities.
11. Guide and encourage department directors/leaders in directing the work of their departments.
12. Is responsible for requesting and administrating the budget items related to youth ministry.
13. Youth Minister will coordinate the use of church facilities and supplies as they pertain to the Youth ministry including but not limited to:
  - a. Purchasing supplies
  - b. Set up/Tear down for all youth activities
  - c. Keeping the room decorated, up to date, and organized
  - d. Reporting maintenance issues to the Facility Coordinator
  
14. Responsible for own secretarial responsibilities for the Youth activities, such as making copies, mail-outs, etc.
15. Medical Care including medical forms and basic knowledge of first aid.

#### **EXPECTATION OF TIME COMMITMENT**

Approximately 30 hours per week; with a minimum of 8 hours per week office time or as deemed necessary by Senior Pastor.

#### **BENEFITS**

##### **PTO (vacation and/or sick leave):**

- a. PTO is defined as (but not limited to) time off for vacations, sickness, personal leave, etc.
- b. Time off will be distributed as follows: Distribution is as follows: The equivalent of 2 (two) weeks PTO. Beginning January 1 prior to the anniversary of 6 (six) years of employment, PTO will increase to the equivalent of 3 (three) weeks. Beginning January 1 prior to the anniversary of 8 (eight) years of employment, PTO will increase to the equivalent of 4 (four) weeks. Beginning January 1 prior to the anniversary of 10 (ten) years of employment, PTO will increase to the equivalent of 5 (five) weeks. First through third year, only two Sundays may be missed. After the third year a third Sunday may be included.

**Holidays**

Refer to Policy Manual.

**SERVICE COMMITMENT**

At least one year.

## **Children's Minister**

### **BASIC REQUIREMENTS**

This individual reports to the Senior Pastor. The incumbent must be a believer in Christ and the Bible, be a prayer warrior, enthusiastically support the vision and philosophy of the ministry of the church and regularly attend worship service. The incumbent will endeavor to stay spiritually sensitive to the Holy Spirit through a consistent prayer life and personal Bible study. The incumbent leads people by right example of life in the Spirit and service of the Lord (Gal. 4:22-26). His/her faith is growing stronger as evidenced in his/her life fulfilling "the Great Commandment", loving God and loving people.

### **QUALIFICATIONS**

1. A minimum of a bachelor degree or equivalent experience.
2. Be a learning individual who remains current in all aspects of Children's Ministry. This includes showing an interest in participating in Christian education programs, conferences, and training as approved and funded by the church.
3. Be a team player that is trustworthy, displays a positive attitude and will loyally support the other members of the church staff.
4. Demonstrate/support strong family values based on biblical principles.
5. Has a passion for influencing and affecting children's lives with the gospel of Christ.
6. Possess strong skills in the following areas:
  - a. Dependability
  - b. Organization
  - c. Communication
  - d. Motivation
  - e. Adaptability
7. Upon employment, the part time children's minister will become a member of Willow Drive Baptist Church.

### **RESPONSIBILITIES**

The Children's Minister will be an individual with proven competency and skill to plan and coordinate the ministries to children and their families including but not limited to:

1. Will serve on the Leadership Team as the Willow Kids representative.
2. Will serve as leader of the Willow Kids Community Team.
3. Will adhere to established Willow Kids policies.
4. Be available to counsel and pray with children regarding spiritual matters.
5. Should be available for all regular church activities and special church-wide events.
6. Supervise the following staff and ministries:
  - a. Sunday School Willow Kids Live
  - b. Children's alternative to second service worship Praise House/Children's Choice
  - c. Midweek activities Breakout & Kid's Quest
7. Coordinated summer activities
  - a. Children's Camp

8. Ensure that the following responsibilities are executed:
  - a. Maintain Willow Kids area on church website.
  - b. Willow Kids announcements and current updates in the bulletin or church newsletter (Communicator)
  - c. Maintain/organize the children's supply areas
    - i. Those that are utilized by children 1<sup>st</sup>-6<sup>th</sup> grade
  - d. Special Events
    - i. BBQ Fundraiser
    - ii. Hallelujah Festival
    - iii. Special needs that arise during revivals/conferences (Sword & Spirit Conference)
9. Recruit and coordinate the work of volunteers for the above-mentioned ministries/activities.
10. Guide and encourage department directors/leaders in directing the work of their departments.
11. Is responsible for requesting and administrating the budget items related to children' ministry.
12. Children's Minister will coordinate the use of church facilities and supplies as they pertain to children's ministry including but not limited to:
  - a. Purchasing supplies
  - b. Reporting maintenance issues to the Facility Coordinator
13. Responsible for own secretarial responsibilities for Willow Kids such as making copies, Willow Kids mailouts, etc.

**EXPECTATION OF TIME COMMITMENT**

Approximately 15-20 hours per week; 8 hours per week office time or as deemed necessary by Senior Pastor.

**BENEFITS**

**PTO (vacation and/or sick leave):**

- a. PTO is defined as (but not limited to) time off for vacations, sickness, personal leave, etc.
- b. Time off will be distributed as follows: Distribution is as follows: The equivalent of 2 (two) weeks PTO. Beginning January 1 prior to the anniversary of 6 (six) years of employment, PTO will increase to the equivalent of 3 (three) weeks. Beginning January 1 prior to the anniversary of 8 (eight) years of employment, PTO will increase to the equivalent of 4 (four) weeks. Beginning January 1 prior to the anniversary of 10 (ten) years of employment, PTO will increase to the equivalent of 5 (five) weeks. First through third year, only two Sundays may be missed. After the third year a third Sunday may be included.

**Holidays**

Refer to Policy Manual.

**SERVICE COMMITMENT**

At least one year.

## **Preschool Director/Minister**

### **BASIC REQUIREMENTS**

This individual reports to the Senior Pastor. The incumbent must be a believer in Christ and the Bible, be a prayer warrior, and enthusiastically support the vision and philosophy of ministry of the church. The incumbent will endeavor to stay spiritually sensitive to the Holy Spirit through a consistent prayer life and personal Bible study. The incumbent leads people by right example of the life in the Spirit and service of the Lord (Gal.4:22-26). His/her faith is growing stronger as evidenced in his life fulfilling “the Great Commandment”, loving God and loving people.

### **QUALIFICATIONS**

The Preschool Director/Minister must:

1. Be a team player that is trustworthy and will loyally support the other members of the church staff.
2. Demonstrate/support strong family values based on Biblical principles.
3. Be adaptable and display a positive attitude.
4. Possess strong skills in working with others.
  - a. Dependability
  - b. Organization
  - c. Communication
  - d. Motivation
  - e. Adaptability
  - f. Ability to ensure confidentiality
  - g. Proven ability to educate and mentor volunteers and paid staff
5. Upon employment, the preschool director/minister will become a member of Willow Church

### **RESPONSIBILITIES**

The Preschool Director/Minister will:

1. Be an individual with proven competency and skill to plan and coordinate the following ministries to preschoolers and their families including but not limited to:
  - a. Sunday Morning Bible Study/Worship Ministry for Preschoolers
    - i. Maintain the nursery/preschool program at the same level as needed for the WEE Place licensing requirements.
  - b. Midweek Activities
  - c. Coordinate childcare (for any church activity that requires child care supervision)
2. Be available to counsel and pray with children regarding spiritual matters.
3. Serve on the Leadership Team as preschool representative
4. Serve as leader of preschool community team
5. Oversee Preschool Staff/Childcare including:
  - a. Hiring/discharging paid staff/volunteers pending consultation with the Administrator
  - b. Providing orientation for all new workers
  - c. Conducting reviews

- d. Providing annual training
  - e. Recruit, coordinate, and train the work of volunteers.
6. Accountable for meeting preschool ministry budget, for preparing periodic budget reports as requested by the Administrator for drafting yearly budget proposals, and for requesting and administrating all budget items related to preschool ministry.
  7. Work alongside the WEE Place Assistant Director in coordinating the use of preschool facilities and supplies including:
    - a. Overseeing cleaning toys and sheets
    - b. Purchasing supplies and snacks
    - c. Reporting maintenance issues to the Facility Coordinator
    - d. Maintain appropriate inventory of supplies
  8. Should be available for all regular church activities and special church-wide events, with rare exceptions.
  9. Ensure that the following responsibilities are executed:
    - a. Maintain up to date preschool information area on church website.
    - b. Announcements and current updates in the bulletin and church newsletter
    - c. Special Events
      - i. Hallelujah Festival
      - ii. Special needs that arise during revivals/conferences
  10. Responsible for own secretarial responsibilities such as making copies, mail-outs, etc.

**EXPECTATION OF TIME COMMITMENT**

Approximately 30-35 hours per week; 8 hours per week office time or as deemed necessary by Senior Pastor.

**BENEFITS**

**PTO (vacation and/or sick leave):**

- a. PTO is defined as (but not limited to) time off for vacations, sickness, personal leave, etc.
- b. Time off will be distributed as follows: Distribution is as follows: The equivalent of 2 (two) weeks PTO. Beginning January 1 prior to the anniversary of 6 (six) years of employment, PTO will increase to the equivalent of 3 (three) weeks. Beginning January 1 prior to the anniversary of 8 (eight) years of employment, PTO will increase to the equivalent of 4 (four) weeks. Beginning January 1 prior to the anniversary of 10 (ten) years of employment, PTO will increase to the equivalent of 5 (five) weeks. First through third year, only two Sundays may be missed. After the third year a third Sunday may be included.

**Holidays**

Refer to Policy Manual.

**SERVICE COMMITMENT:**

At least one year.

## **Administrator**

### **BASIC REQUIREMENTS**

The primary role will be to coordinate and manage all administrative functions within Willow along with providing administrative support to the Senior Pastor and the Ministerial Staff. This position will average 30 hours or less per week.

The administrator will report to the Senior Pastor and will work closely with the church Ministerial Staff. The administrator will interface regularly and co-operatively with other staff members, ministry leaders and the congregation. This will require the ability to work effectively in a team environment.

The incumbent must be a believer in Christ and the Bible and enthusiastically support the vision and philosophy of ministry of the church. The incumbent will lead people by right example of life in the Spirit and service of the Lord (Gal. 4:22-26). Their faith is growing stronger as evidenced in his life fulfilling "the Great Commandment", loving God and loving people.

### **QUALIFICATIONS**

1. A minimum of a bachelor degree in business with preferred accounting background or equivalent experience.
2. Prior experience working and/or directing facility maintenance is desirable.
3. Ability to work on their own initiative and be able to set and achieve goals and objectives
4. Be a learning individual who remains current in all aspects of worship and church business administration. This includes showing an interest in participating in Christian education programs, conferences, and training as approved and funded by the church
5. Be a team player that is trustworthy and will loyally support the other members of the church staff
6. Demonstrate/support strong family values based on Biblical principles
7. Is a strong communicator, adaptable, and display a positive attitude
8. Possess strong skills in working with volunteers
9. Be able to maintain confidentiality as required
10. Be a person of high integrity
11. Possess good organizational skills and coordinate multiple projects at the same time
12. Have a working knowledge of Microsoft applications: Word, Excel, Power Point
13. Proficiency in Microsoft Access and Publisher is a plus
14. Familiarity with ACS software a plus
15. Shall be or become a member of Willow Church

### **RESPONSIBILITIES**

1. Financial Administration
  - a. The Administrator is responsible to provide leadership in establishing and maintaining sound business practices for the church
  - b. Willingness and ability to manage compliance of non-profit law
  - c. Oversee the annual budget preparation and present financial reports at church business meetings
  - d. Work with the Finance Committee to prepare and manage the church Budget
  - e. Serve as resource person regarding legal and business matters of the church
  - f. Administer contracts and leases regarding the church
  - g. Annually study the insurance program and make recommendations, if required

- h. Maintain current bookkeeping procedures and ensure financial transaction are handled with integrity
  - i. Maintain all church insurance policies, acquisitions and claims reporting
  - j. Work with the certified public accountant during the annual audit
  - k. Become subject matter expert with ACS
2. Staff Administration
- a. Hire or terminate support staff in consultation with the Pastor and/or Personnel Committee
  - b. Manage support staff including employee development and performance management
  - c. Oversee payroll and employee benefits including government compliance
  - d. Maintain records on church staff personnel
  - e. Be responsible for supervision of all non-ministerial staff, including work flow, supervision for projects, regular meetings to schedule calendar items and days off, condition of their equipment, and level of supplies, etc.
  - f. Ensure applicable policies and procedures are understood by church staff and their volunteers
3. Property & Equipment Administration
- a. Establish and maintain records of equipment and facilities
  - b. Administer policies and procedures concerning the use of all church properties and facilities
  - c. Develop and implement processes and schedules to ensure church property and equipment are maintained
  - d. Provide priorities, direction and oversight for volunteers and contractors working on church properties and equipment
  - e. Ensure equipment and facilities are at a high working and appearance standards at all times
  - f. Maintain volunteer and contractor call-out list for emergencies regarding church equipment in order to support church activities
  - g. Responsible for compliance of all laws and regulations affecting church property
  - h. Maintain schedule for use of all facility buildings and equipment
  - i. Develop and maintain the Emergency Preparedness Plan for the church
  - j. Oversee the security of the church
4. General Responsibilities
- a. Support the senior pastor as required in (or by) addressing membership needs
  - b. Oversee the establishment and implementation of church policies and procedures
  - c. Conduct annual review of all policies and procedures
  - d. Serve as staff liaison to all committees
  - e. Lead the Committee on Committees
  - f. Serve as staff liaison to Usher Team and Greeter Team Leaders
  - g. Liaison to Brazosport Christian School
  - h. Oversight of church communication avenues
  - i. Perform other duties as assigned by Pastor
5. Time requirements to be on-site
- a. Sunday           0730-1330
  - b. Monday         0800-1500
  - c. Wednesday     1800-2100
  - d. All remaining hours will be agreed to with Pastor
  - e. It is conceivable that the week will be more than 30 hours during the school year and less than 30 hours in the non-school weeks
  - f. There is an expectation that each Sunday morning the facility will be ready for people arriving for worship and Sunday School. There are Saturday events at the church and the facility preparation after those events can occur on Saturday, after the last event, or Sunday morning prior to 0730



## **BENEFITS**

### **PTO (vacation and/or sick leave):**

- a. PTO is defined as (but not limited to) time off for vacations, sickness, personal leave, etc.
- b. Time off will be distributed as follows: Distribution is as follows: The equivalent of 2 (two) weeks PTO. Beginning January 1 prior to the anniversary of 6 (six) years of employment, PTO will increase to the equivalent of 3 (three) weeks. Beginning January 1 prior to the anniversary of 8 (eight) years of employment, PTO will increase to the equivalent of 4 (four) weeks. Beginning January 1 prior to the anniversary of 10 (ten) years of employment, PTO will increase to the equivalent of 5 (five) weeks. First through third year, only two Sundays may be missed. After the third year a third Sunday may be included.

### **Holidays**

Refer to Policy Manual.

### **SERVICE COMMITMENT:**

At least one year.

*Willow Church Administrator description as amended and approved at Special Called Business Meeting: September 17, 2017.*

# Finance/Pastor's Secretary

## Job Description

### BASIC REQUIREMENTS

**PURPOSE OF THE JOB:** The Finance/Pastor's Secretary for Willow Church is primarily responsible for keeping the books for the church, developing various financial reports and preparing and filing documents with various government departments as needed. Requirements for the position include being a responsible and trustworthy Christian individual, experienced in financial record keeping and familiar with the legal requirements of "not-for-profit" organizations.

**QUALIFICATIONS:** Must be a Christian and have at least five years of bookkeeping experience in a "not-for-profit" organization. The incumbent must be trustworthy and eligible to be bonded. An extensive understanding of the laws and regulations pertaining to non-profit organizations is essential. The person filling this role must be a member of an evangelical Christian church, but to ensure their impartiality, they must not be a member of Willow Church.

**FINANCIAL DUTIES:** Work in ACS Technologies' Financial Suite (process bills, payroll, etc.)

1. Maintains contribution records for all people giving offerings including cash offerings given through envelopes.
2. Prepare financial statements when requested for presentation to the church.
3. Prepare and mail personal contribution statements (quarterly or annually).
4. Keep current records on payroll.
5. Prepare and submit quarterly and end-of-year payments and reports to the Internal Revenue Service.
6. Prepare and issue W-2 forms to all church employees.
7. When applicable, assist the Administrator (or Finance Committee) with audits when requested by the Finance Committee.
8. Keep an itemized account of all receipts, contribution records and expenditures.
9. Reconcile all church bank accounts each month.
10. Submit required financial or related reports to government offices (Social Security, Workman's Compensation, etc).

**OTHER DUTIES:** Assisting Pastor with correspondences dealing with various church wide events

1. Serve as Pastor's personal secretary
2. Print labels and envelopes for the newsletters, mail-outs, etc.
3. Work in ACS Technologies' Realm
4. Keep the computer data bases current with member information
5. Answer telephones and greet members of the public that personally enter the office or that telephone the church office.

**OTHER IMPORTANT INFORMATION:** This position requires 30 hours per week, 8am to 4pm (with 30 minutes unpaid lunch break), Monday through Thursday. The incumbent reports administratively to the senior pastor of the church and functionally to the administrator. This position receives benefits outlined in the Policy Handbook.

### **BENEFITS**

**PTO (vacation and/or sick leave):**

1. PTO is defined as (but not limited to) time off for vacations, sickness, personal leave, etc.
2. Time off will be distributed as follows: Distribution is as follows: The equivalent of 2 (two) weeks PTO. Beginning January 1 prior to the anniversary of 6 (six) years of employment, PTO will increase to the equivalent of 3 (three) weeks.

**Holidays**

Refer to Policy Manual.

## **GENERAL**

### **Childcare**

Childcare will be provided free of charge for any group meeting on a Sunday or Wednesday morning between the hours of 9:30 AM and 12:30 PM, and Wednesday evening between 6:30 PM and 8:00 PM.

### **Small Group Childcare Reimbursement**

To assist Willow Church's families with childcare for small groups meeting at any other time than described above, a reimbursement to help offset the cost of childcare will be provided.

# **ADDENDUMS**

## **ADDENDUM “A”**

### **Safety and Security Guidelines**

#### **Overview**

Willow Church is a Christ centered church and welcomes everyone through its doors. Today’s environment requires that the whole of the church body be prepared for a variety of threats and security emergencies. Developing appropriate guidelines for the sole purpose of creating a safe and secure worship environment is essential. The initial step in developing safety and security awareness is to ensure that the church body is informed and knowledgeable to the extent possible. Congregants should maintain general awareness and report suspicious individuals or situation.

#### **Purpose**

The Administrator and the Safety and Security Team serve as representatives of Willow Church and share responsibility for the safety and security of the congregation. As the first line of protection, they identify actions and/or situations that need to be brought to the attention of the senior church leadership to improve safety and security.

#### **Responsibilities**

The Safety and Security Team along with Members of Staff, Deacons, Ushers and volunteers are to continuously and purposefully observe persons and immediate areas for safety and security concerns. Their responsibility is to make a reasonable evaluation of any suspicious person(s) and the potential for disruption or harm. For disruptive person(s), appropriate action could be verbal engagement and/or soliciting assistance from Willow Church members who are Law Enforcement or professional security or trained Willow Church Staff. If the situation elevates to the possibility of ill intentions, the Pastor, Deacon of the Week, Ushers, Safety and Security Team and/or other Members of Staff will normally make the decision to call 911. In an extreme emergency, any person may make that call.

#### **Command Center**

In the event of a crisis, a command center may be set up in the Willow Church office and shall be manned by at least 1 (one) Safety and Security Team member to coordinate with members, law enforcement and any other entities or persons as appropriate.

#### **Safety and Security Team**

##### **Purpose**

Willow Church Staff and/or leaders are the most critical layer of protection during worship services or other events.

The Administrator will coordinate with the chairman of the Safety and Security Team to ensure trained members of the Safety and Security Team are available before and during services or other events. If unable to schedule any members of the Safety and Security Team, Members of Staff or volunteers will be notified that no one is assigned as the Safety and Security Team.

##### **Responsibilities**

The Safety and Security Team are key personnel for dealing with a viable threat during worship services or other events.

The Safety and Security Team should position themselves in the foyer to greet congregants. During worship services, they should position themselves at the best location for observing and monitoring activity.

Where there is more than 1 (one) Safety and Security Observer available, 1 (one) should patrol throughout the facility to check for any suspicious persons or disruptions.

### **Greeters**

In addition to the responsibilities outlined above, Greeters should:

1. Introduce themselves to the Safety and Security Team
2. Approach and verbally engage person(s) entering the facility both before and while a worship service or event is in progress
3. Survey the parking lots for suspicious activity
4. Other monitoring duties as assigned

### **Firm/Friendly Engagement**

If a situation such as a disruptive individual arises in the worship service or suspicious persons/activities are found elsewhere on Willow Church facilities, it should be dealt with in an assertive manner. Engage quickly to determine if a security response is necessary. 2 (two) persons are better than one for dealing with any situation.

Do not react in a hostile, humiliating or excessively fearful way; be professional and polite as questions posed to a disruptive or agitated individual can either increase or decrease the chances that the individual will calm down. Non-threatening questions that result in a response other than “yes” or “no” may provide tactical information about the individual’s emotional or mental state (talk to the Safety and Security Team for examples of helpful questions).

### **Worship Service Disruption**

If an individual causes a disturbance in the sanctuary during the worship service, a deacon or member of the Usher Team should move to a location close to or surrounding the individual causing the disturbance in order to contain and/or de-escalate the situation.

The Safety and Security Team should attempt to escort the individual out of the Sanctuary or follow the instructions of the Pastor from the pulpit. If at any time the individual appears to threaten the safety of the congregation, the individual needs to be escorted outside and Law Enforcement summoned.

### **Active Shooter Situation**

An active shooter is an individual or individuals who actively engage in killing or attempting to kill people in a confined and/or populated area, typically through the use of firearms. The event is unpredictable, evolves quickly, and Law Enforcement is usually required to control and end the situation.

#### **Response**

1. **Run**  
Evacuate the location if possible  
Move away from the violent intruder  
Predetermine escape route(s) and/or exits
2. **Hide**  
Hide horizontally in an area out of the shooter’s view  
Block/lock entry to your hiding place  
Silence your cell phone

### **3. Fight**

Fight as a last resort and only when your life is in imminent danger

**SEEK HELP: Call 911 when is it safe to do so. Provide the following information:**

- Location of the violent intruder
- Number of Violent intruders
- Description of intruders including physical features, clothing, race, gender
- Number and type of weapons held by intruder
- Number of potential victims and/or hostages at the location

### **Fire Alarm/Warning System**

Willow Church has a fire alarm system. In case of fire or other emergency requiring evacuation, the alarm will sound.

When the alarm system sounds, all persons should exit the building by the nearest exit, by walking and remaining calm, and being mindful of those that need assistance.

### **Fire, Bomb, Earthquake**

These emergency situations may require immediate evacuation. If they occur during worship times, ushers and deacons will direct attendees to exit to the far edge of the east parking lot (if safe to do so). Persons exiting the main sanctuary via the north or south glass doors should go to either the west or east parking lot, whichever is considered safest. If any of these situations occur when children are being cared for, do NOT go and retrieve your child(ren).

Children will be cared for by Members of Staff and volunteers, and have their own evacuation policies and procedures which you can request from the Member of Staff in charge of your child's age group.

### **Violent Intruder**

In case of a violent intruder, call 911. Members of Willow Church Staff, including the Safety and Security Team, will make every effort to lock doors leading into as many areas of the facility as possible. The intent is to isolate the intruder to a small area until Law Enforcement arrives.

Refer to the Department of Homeland Security guidance in the Active Shooter section of the Physical Security Plan above. Specifically, review the "Run, Hide, Fight" responses.

### **Severe Weather**

In the event of severe weather requiring shelter, Members of Staff and/or deacons and ushers will guide attendees and all persons in the facility to the designated storm shelter area, being the "Ark Room" (the main room in Wee Place/Nursery).

### **Hurricane Preparedness**

- Pastor and Administrator are to contact all members on the Willow Church Hurricane Contact list to ensure coordination throughout the event.
- Select a team of 4 – 8 (four to eight) people to prepare Willow Church facilities in the event of a hurricane.
- The Finance Committee and Administrator shall determine how to maintain payroll during the hurricane event.
- All office computers need to be removed to a protected place off the premises.
- All equipment and furniture needs to be off the ground where possible.



- All financial records in the storage room MUST be off the ground or removed to a protected place off the premises.
- All electronic equipment must be unplugged.
- All heads of departments (Administration, Music, Youth, Children's and Wee Place) are to ensure that all of their equipment, both electronic and non-electronic, is protected or removed to a protected place off the premises.
- Remove items that can spoil from the refrigerators in all kitchens.
- Move loose playground equipment inside.
- Move trailer into the barn.
- Move everything from rooms with outside windows to the center of the building.
- Move everything out of the atrium into the office hallway.
- Place adequate water receptacles in any areas where there are known leaks.
- Make sure everything is locked up.
- Appoint a team to return everything to its original place.

### **Emergency Shelter Guidelines**

Should Willow Church be asked, or volunteer, to become an emergency shelter, the Shelter Field Guide FEMA P-785 publication will be referred to for set up, operation and closure procedures.

### **Child and Youth Safety**

Child and youth safety procedures are available from the Member of Staff in charge within your child's age group.

In the event a child (or disoriented senior) becomes missing while on Willow Church property, family will be notified as soon as possible and available staff and volunteers will begin a coordinated search. The Staff Member in charge of the age group of the missing person will serve as search coordinator until such time as Fire or Law Enforcement arrives. When located, the search coordinator and/or Law Enforcement will be notified immediately.

### **Evacuation of Facility**

The decision to evacuate the building or grounds will be initiated by Willow Church leadership. Designated evacuation points for fire alarms, bomb threats, and similar emergencies are the *far edge of the east* and *far edge of the west* parking lots. In the event of a violent intruder, persons should move further away to safety, and establish rally points in the office complex next to Brazosport Christian School or across Willow Drive. Remember to:

- Assist children and those adults with limited mobility
- NOT attempt to get in your car and drive away
- NOT block entry to Willow Church grounds for emergency vehicles
- Make a written list of all the evacuees in your group

### **Vehicle / Parking Lot Security**

Willow Church parking lots are monitored by various means during services. The most effective deterrent to prevent theft and vandalism as well as to identify other suspicious activity is an informed and aware congregation. Other security includes:

- Safety and Security Team
- Greeters

Any suspicious activity in the parking lots should be reported to the Safety and Security Observers or to a Willow Church Staff Member.

**DO NOT confront suspicious activity by yourself**

If possible, record a description of the vehicle, tag number and occupants.

## **ADDENDUM “B”**

### **Wedding Policy**

#### **Wedding Policy Statement**

We believe marriage is a good creation of God and marriage within the Church as a rite and institution is tied directly to our foundational belief of God as the creator who made both male and female. We also regard marriage as a sacred institution which images the wonderful bond between Christ and the Bride of Christ. To us, marriage is more than a contract between two persons. It is a covenant grounded in promises between a man and a woman which finds its divinely intended expression in the “one flesh” union of husband and wife. Therefore, we only authorize and recognize heterosexual marriages.

#### **The Minister**

All weddings performed at Willow Church must be approved by the Pastor. If the Pastor is performing the ceremony, it is recommended that the Pastor’s secretary (FPS) is contacted as soon as possible in order that times can be arranged for pre-marital counseling, wedding rehearsal and the wedding ceremony. Arrangement for counseling should be made at least 8 (eight) weeks prior to the wedding ceremony. Both bride and groom are required to attend these sessions.

In consultation with the Pastor, a minister from another church or another denomination may perform the ceremony. The visiting minister may perform the ceremony only if the bride and groom have gone through pre-marital counseling with him/her or his/her designee. Pre-marital counseling must consist of at least 3 (three) sessions.

#### **Wedding Fees**

Wedding fees are available on request from the Pastor or the Administrator.

#### **Arrangements**

All wedding dates must be requested through the Pastor’s secretary (FPS) and placed on the Willow Church calendar before any public announcements are made. Dates are not secured on the calendar until the deposit has been paid. Emphasis is given to scheduling the wedding as far in advance as possible, giving dates and times for the rehearsal, ceremony, reception and facilities desired.

After carefully reading through the “Wedding Policy” contained herein, the application should be completed and turned in to the Pastor’s secretary (FPS) with the required deposit. At this point the wedding will be scheduled on the Willow Church calendar. All completed paperwork should be turned into the Willow Church FPS at least one month before the ceremony date and all fees are due at that time.

A Wedding Coordinator will be assigned to minister to the bridal party throughout the planning process of all activities scheduled at Willow Church to ensure that Willow Church policies are followed and assist in making the wedding as worry free as possible. Meetings are to be scheduled in advance to determine the involvement of the Willow Church Wedding Coordinator. The Willow Church Wedding Coordinator is not to be mistaken as a wedding planner, but rather to serve as a liaison between the bridal party and Willow Church.

Weddings are not scheduled on Sunday’s or Wednesday’s. Weddings are not scheduled earlier than 10 AM and no later than 8 PM, unless with the Pastor’s approval.

#### **Conduct**

Since a wedding is a worship service, members of the wedding party and families are expected to conduct themselves at all times in a manner befitting that of a place of worship. It is the

responsibility of the bride and groom to familiarize all members of the wedding party with the policies of Willow Church.

### **Musicians and Music**

The music playlist must be approved by the Worship Pastor for all weddings.

Music is a very important part of the wedding ceremony and should at all times be music which is suitable for a sacred occasion. Should the couple desire to have a soloist, they should carefully choose this person and the music to be sung. Willow Church has competent soloists who may be used if so desired. A list of soloists is provided in the Wedding Policy Booklet. All arrangements with, and payments to, these individuals are the bride and groom's responsibility.

Because of the sophisticated nature of the sound system, all persons MUST use Willow Church's Sound Technician to run all such equipment. The Sound Technician will be available at both the rehearsal and the wedding ceremony. Please make arrangements with all soloists to be at the rehearsal so the Sound Technician is able to coordinate with the soloist(s) at that time and it will not be necessary to set up additional practice times.

### **Decorations**

The flowers and other decorations for Willow Church are the responsibility of the bride and groom. Those in charge of decorating will observe the following Worship Center policies. If there are any questions, please check with the Wedding Coordinator.

1. Attachment of decorations shall be made with padded holders so the pews, railings, furniture or any permanent fixtures in the Worship Center are not damaged. Attachment of decorations by gluing, pinning, taping or nailing to the pews, furniture or permanent fixtures is prohibited unless approved by Willow Church's Wedding Coordinator.
2. All signs, posters or decorations removed for the wedding must be replaced as found.
3. Tables, chairs and other furnishings that are moved must be returned within 2(two) hours after the wedding, exactly as they were before being moved.
4. Altar furniture may be moved only under the direct supervision of the Sound Technician. Plants and/or instruments may not be moved except by the Sound Technician. Please consult with Willow Church's Wedding Coordinator and/or Sound Technician if the need arises.
5. All candles and candelabras must have protective furniture and/or floor covering under them. All candles must be extinguished immediately following the service, using only candlesnuffers. This is to prevent melted wax from being blown onto furnishings and carpet.
6. If the Worship Center is being used during a special holiday season, seasonal church decorations may not be altered.
7. No real flower petals are to be dropped directly onto the carpet as they stain when stepped on. Only silk petals may be dropped by flower girls/boys and must be picked up following the ceremony.
8. If arrangements have been made by the wedding party to leave the floral displays in the Worship Center or any part of Willow Church, please inform the Wedding Coordinator.
9. If the wedding party would like to donate any purchased equipment or decorations to Willow Church for future wedding, services, please speak to the Wedding Coordinator.
10. All outside equipment, wedding decorations including flowers, must be removed within 2 (two) hours following the service.
11. Any persons (including florists) decorating any room in Willow Church are expected to return the room to the same condition in which they found it before they began

decorating, unless previous arrangements have been made through the Wedding Coordinator.

12. The Sound Technician is responsible for the set-up and removal of the stage (altar) area. Details can be made in advance with the Wedding Coordinator or during the rehearsal with the Sound Technician.
13. The wedding party will make arrangements to decorate for the wedding service with the Wedding Coordinator.

### **Photography**

Willow Church is happy to cooperate in every possible way in the photographic record of the wedding however, Willow Church is primarily concerned that this is a worship service and photography of any kind is carried out with dignity and devotion at all times.

## ADDENDUM "C"

### Funeral Policy

1. Due to Brazosport Christian School and Willow Church's Wee Place Preschool, Monday through Thursday weekday funerals are only available at 10 AM and the parking lot must be cleared by 12:30 PM. Friday funerals are available 9 AM – 1 PM and the parking lot must be cleared by 2:30 PM. Evening weekday funerals may begin after 4 PM.
2. Saturday services are held at the funeral home.
3. Sunday services are available after 3 PM.
4. For church members, a light funeral meal is either provided at the church immediately after the 10 AM service or interment service. Evening meals are usually taken to the home of the deceased.
5. Please discuss with the Pastor compensation rates for a/v personnel, janitor, and musicians.
6. The family is responsible for creating and printing a funeral program.
7. All audio and video material must be given to a/v personnel in a finished electronic format on a USB drive - MP3 (music) and MOV and MP4 (video). All slideshows must be prepared and given to a/v personnel in Microsoft PowerPoint. All videos & slideshow presentations done during the service can be no longer than 7 minutes. Videos done prior to the service can be any length. A/v material needs to be received at least an hour before the service.
8. A/v equipment is run by Willow approved personnel. Any church instruments and microphones requested to be used during the service need to be agreed upon ahead of time by Willow approved personnel.
9. Music is screened by a/v personnel. Anything deemed inappropriate will not be played.
10. The casket is closed prior to the service.
11. Depending of the time available, there may not be a congregational pass by at the end of the service. The family is welcome to visit with guests in the atrium once the casket is loaded into the hearse.