



# POLICY MANUAL

**PROPOSED UPDATED  
OCTOBER, 2023**

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**(to be included when policy manual is  
completed)**

# 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**”.
3. Full-Time (referring to employment) is 40 hours per week.

## BY-LAWS OF WILLOW CHURCH

Approvals:

June, 1992

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 majority** 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. **In the absence of a Senior Pastor, this post is held by the Head Deacon as a volunteer officer position.**

**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. **In the absence of an Administrator, this position is held by a Treasurer who is voted on by active members at a regular or special called business meeting as a volunteer officer position.**

**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 call 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 **regular Sunday** bulletin prior to any regularly scheduled business meeting.

Special called 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 person, 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.

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

Policies of Willow Church are made upon the recommendation of an individual or by the **Policies Policy Review** 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 **the** 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<sup>rd</sup> (two-thirds) of active members present.
2. Proposed amendments may be voted upon after having been presented at a previous **business** 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 **called** business meeting upon the affirmative vote of 2/3<sup>rd</sup> (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 Policy Review Committee. The Policies Policy Review Committee will evaluate the recommendation and present to the active membership for action either with or without the Policy Review 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)??? [ is this a good scripture???

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

Adoped:

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. Connecting on a regular basis with widows and widowers both attending church and those not attending church, to make sure they are cared for both spiritually and physically.
7. Maintaining harmony within the body of Willow Church.
8. 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' meeting. 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 following the request for reactivation and approval at the next business meeting of Willow Church. The request for reactivation will become part of the Deacon's 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 active 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 on the ballots provided. 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 submitting the ballots will be noon on that same Sunday.
4. A committee of deacons will tally the ballots. The ballots will first be checked for valid signatures of Willow Church active members. The nominated names 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 potential deacon candidate 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 the 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 at least 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 **inactivation** 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 inactivation 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.

#### **Church Member Assistance**

1. ~~This committee will consist exclusively of deacons and be at least 3 (three) in number.~~
2. **The deacons will represent** Willow Church in assisting the needy and alleviating **suffering hardship** **suffered by Willow Church's membership.**
3. The **deacons** ~~Church Membership Assistance Committee~~ shall make ~~its~~ **their** own investigation of individuals in need and shall in ~~its~~ **their** discretion, extend such help where it is deemed that help is needed.
4. The ~~Church Membership Assistance Committee~~ **deacons** shall encourage the members of Willow Church ~~and all church organizations~~ to work through the ~~Church Membership Assistance Committee~~ **deacons** rather than individually or through organizations.
5. **Members will be eligible for Church Member Assistance after completion of 1 (one) year of membership (membership starts on the date of business meeting that membership is voted). Members who have not completed their first full year of membership shall be encouraged to seek help from our partner assistance program run by The River of Hope OR on a case by case basis.**

#### **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 deacon 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 meetings, except the Nomination Committee. Recommendation 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 3 (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 the 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, unless this is unavoidable due to lack of alternative willing members.
7. Committee chairpersons are elected by the other members serving on a the 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 Sunday School may select 1 (one) representative from their group to serve on the Nomination Committee.
4. If no one from an Adult Bible Fellowship a Sunday School 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)~~ 6 (six) names may be submitted by each active member. The ballots will be collected at the end of the service; the deadline for getting the ballots will be noon on that same Sunday.
  - c. The Administrator and one deacons will tally the ballots and record the results.
  - ~~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 contacted and, if willing to serve, 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 called business meeting.
6. Duties:
  - a. To identify and recommend to Willow Church the standing committee nominations for election at least 14 (fourteen) days before a regular or special called 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~~ ensure 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 and/or Administrator concerning non-ministerial personnel ~~problems~~ issues and vacancies.
4. 1.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 ~~and/or Administrator.~~
6. Recommend additional church staff positions.
7. Prepare and update job descriptions ~~in collaboration with the Pastor and/or Administrator~~ and ~~organizational charts.~~
8. Review non-ministerial employees ~~positions.~~ To be used as a resource for the hiring and dismissing of non-ministerial employees.

### Events ~~Team~~ Committee

The purpose of the Events ~~Team~~ Committee is to assist with the planning and implementation of churchwide events.

- ~~1. Members elected to the Events Committee may serve for up to 3 (three) years.~~
- ~~2. To consist of 3 (three) members on an as needed basis.~~
- ~~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.~~

1. The Events Team’s purpose is to organize events on an as needed basis.
2. To consist of 3 (three) members who may rotate the “lead” position if necessary from time to time.
3. Work with the Pastor and staff to coordinate events
4. Recruit other members as needed to assist with the event.

5. To ensure the event runs as smoothly as possible,

### **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.
  1. To consist of at least 6 (six) members, one of which is a chairperson, and various subcommittees as needed.
  2. To ~~have the responsibility for~~ **oversee** the maintenance of the grounds, landscaping of the grounds, and maintenance of the parking areas.
  3. To ~~have responsibility for the~~ **oversee** the upkeep and appearance and state of repair of the buildings.
  4. To ~~inspect all Willow Church properties periodically and maintain an inventory of all equipment and furnishings.~~
  5. To refer to the Finance Committee for recommendation to Willow Church in all matters of major repair, improvements, or major equipment items of ~~\$500~~ **\$10,000** or more.
  6. To ~~make~~ **recommend** such repairs and improvements as necessary and as approved by Willow Church or included in the Willow Church budget.
  7. To see that the proper space is allotted for all organizations and make necessary adjustments to allow for growth in Willow Church.
  8. To supervise the application of policies adopted by Willow Church governing the use of all its facilities.
  9. Property and facility use policies shall be recommended to Willow Church for adoption by the Properties Committee. The policies shall be regularly reviewed and revised as needed for effective operation of the facilities.

### **Usher ~~Committee~~ **Ministry****

1. Members elected to the Ushers ~~Committee~~ **Ministry** may serve **indefinitely** ~~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 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 the Greeters 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 Team

1. Members elected to the Kitchen Team Committee may serve indefinitely up to 3 (three) years.
2. To consist of 2 (two) members.
3. This Committee's Team'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 Team

1. To consist of 2 (two) members, who will both 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)

- This committee will be activated by Willow Church when needed.
1. To consist of at least 3 (three) elected members.
  2. Members may serve for up to 3 (three) years.
  3. To rotate 1 (one) member every 1-2 (one-two) years to keep continuity of policy manual understanding.
  4. To formulate, review, and revise the policies of Willow Church when requested by the Pastor, deacons, staff or members where deemed necessary.
  5. To present to Willow Church all policy updates and amendments at regularly called or special called business meetings. ies recommended by the various committees, with or without its approval.
  6. To see that Willow Church policies are adhered to.

### Church Member Assistance Committee

1. This committee will consist exclusively of the deacons body and be at least 3 (three) in number.
2. See "Deacons/Church Member Assistance" on page [ ]

### Minister Search Committee

1. This committee will be activated by the deacons of Willow Church when needed.
2. To consist of at least 5 (five) elected members, and 2 (two) alternates.
3. Nominations by active members shall be taken in the announced Sunday morning services by ballot.
4. Up to 5 (five) 7 (seven) names may be submitted by each active member. The ballots will be collected at the end of the morning service for two consecutive Sundays; the deadline for submitting getting the ballots will be noon the end of service on that the second Sunday.
5. The Administrator and at least 1 (one) deacons will tally the ballots, along with the Pastor's secretary.
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. then the names of nominees 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.

### Project Team Guidelines



1. This ministry is open to all who wish to help others in need. This is an excellent opportunity for relatively inexperienced members to work and learn alongside experienced and skilled craftsmen.
2. The ministry is for helping those with needs who are having trouble helping themselves.
3. Volunteers will work as a team, get to know fellow volunteers, and learn new skills while helping others.
4. Help for the membership of Willow Church is the primary goal. Help outside the body as a ministry and outreach opportunity is possible if sufficient volunteers and resources are available.
5. Applicants for resources may come in through the Willow Church office, deacons, or a church member.
6. The deacon group will consider the need of the individual and if an actual need, then the deacons will refer it to the Project Team coordinator.
7. Projects for the Willow Church facility will be conveyed to the Projects Team coordinator through the Willow Church office.
8. Project Team coordinator will ensure a Project Team lead is assigned.
9. Preliminary investigation of the scope of a job will be conducted by Project Team leads. Resource availability and allocation will be determined at this point in the process.
10. Project Team leads will be responsible for job planning, volunteer recruiting, and job execution.
11. Project duration will be completed within an eight-hour work period or less. Rare exceptions may be able to be accommodated if there is a dire need with sufficient resources and labor available.
12. Accepted jobs will be transmitted through bulletin, service announcements, and email transmissions.
13. Resource sharing with other bodies of believers is strongly encouraged.

## 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 shall fill in a Commitment Card and submit it to the church office. 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. 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 Notification

Newly voted members of Willow Church will be notified by letter and invited to participate in New Member Orientation of their membership status.

### **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 by Member**

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 membership roll. Such a request should be in writing 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, **by way of the pastor and deacon body**, may terminate his/her membership by a  $\frac{3}{4}$ (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."*

The pastor and the deacon body, who have been elected by the Willow Church membership, will be empowered to act on behalf of Willow Church in the above manner to avoid a public hearing which may cause shame and embarrassment to the terminated member.

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 a complete separation of duties as far as possible 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.

### Responsible Roles in Internal Financial Controls

- a. Authorization of transactions: Administrator/Treasurer
- b. Recording of transactions: Finance Secretary (under Administrator's supervision)
- c. Custody of assets: Deacons and/or Finance Committee

**In the event of the office being understaffed due to vacation or sick leave:**

- d. If possible, all duties carried out by the absent position shall wait on the staff member's return to the office.
- e. If this is not possible, the other staff member(s) shall undertake the absent position's duties, reporting all transactions to the Senior Pastor and/or deacons and/or the Finance Committee. The returning staff member shall inspect all transactions on their return to the office.

**In the event of the office being understaffed due to anything other than vacation or sick leave:**

- f. The remaining staff member(s) shall be responsible for the duties of the vacant position(s) under the supervision of the temporarily appointed treasurer and/or deacons and/or Finance Committee.

**Responsibilities of Persons Involved in Management**

**a. 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.

**b. 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.

**c. 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.

**d. Deacons**

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

**e. 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.

**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/Director: 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~~ **Pre-budget discussion meeting** ~~scheduled specifically~~ 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. **The Budget Proposal Letter will be sent out either by email or regular mail and then there will be a Final Budget Presentation meeting, again providing an opportunity for members to ask questions and submit ideas.** ~~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 **various** committees and it affords the Finance committee **time** to make any **necessary** changes ~~before the next business meeting.~~ **before the member vote.**
5. The **church member vote by ballot** ~~final motion~~ to approve the budget will be **held** ~~made~~ during the following Sunday morning service after the Final Budget Presentation meeting ~~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 (by check or cash)

1. **Contributions** ~~Receipts~~ **received** through offerings during services will be ~~collected in the designated money bags and placed in the locked~~ **deacon's** drawer by **2 (two) persons, one usher and the Deacon of the Week, together.**
2. ~~In the workroom. After the service,~~ the Deacons **of the Week and one other person (usher/counting partner)** will remove the money from this location and count it. ~~It after Sunday services. 2 (two) people will count the money following the offerings.~~
3. All money will be deposited in the bank by the Deacon of the Week. **Contributions 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 be kept. All envelopes are given to the Finance/Pastor's Secretary or Administrator/Treasurer for recordkeeping purposes. All other unmarked envelopes may be discarded.
    - i. All checks **MUST** be photocopied and the photocopies given to the Finance/Pastor's Secretary or Administrator/Treasurer for recordkeeping purposes.
  - b. **Cash:** All cash received in a name identified envelope will be marked as CASH on the envelope with the amount also recorded on the envelope. All envelopes of this type are photocopied and the photocopies given to the Finance/Pastor's Secretary or Administrator/Treasurer **along with the original**, for recordkeeping purposes. Any unmarked envelopes should be discarded.
  - c. **Miscellaneous:** Identifiable receipts (i.e. pieces of paper that have givers' details on). All receipts of this type are given to the Finance Pastor's Secretary or Administrator/Treasurer for recordkeeping purposes.
4. All checks must be totaled, endorsed, and recorded on a balance tape. Two balance tapes should be 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. All money received will be deposited to the bank by the Deacon of the Week.
  7. 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.
  8. 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.
  9. **Receipts** Any money (either checks or cash) collected during the week are to be submitted to the Finance/Pastor's Secretary or Administrator/Treasurer (or Treasurer), who will place them in the locked deacon's drawer to be counted by the Deacons of the Week the next following Sunday.
  10. Any cash received in the office by the Finance/Pastor's Secretary or Administrator or Treasurer will be counted out by the Finance/Pastor's Secretary or Administrator/Treasurer in front of the giving party, and a receipt will be issued. The cash 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/Treasurer in the event a discrepancy over cash receipts should arise.
  11. **Receipts** Cash received for special revenue generating ministries are to be turned in at regular intervals to the Finance/Pastor's Secretary or Administrator/Treasurer in accordance with number (10) above. An accompanying calculator tape with a record of the total deposit should be included along with the signature of the initial counter.
  12. Checks received for special revenue generating ministries are to be turned in at regular intervals to the Finance/Pastor's Secretary or Administrator or Treasurer and placed in the deacon's drawer to be counted by the Deacon of the week the following Sunday.
  13. If in the event that 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.

#### **Receipt of Funds (online)**

1. All contributions/payments received online shall be cross-checked between the merchant report and Texas Gulf Bank and then recorded according to Willow Church office procedures by the Finance Secretary and approved by the Administrator/Treasurer.

#### **Receipt of Funds from WEE Place Preschool (cash or Check)**

1. Checks will be turned in to the Church Office on a regular basis.



2. Cash from WEE Place Preschool should be turned in to the Church Office on a regular basis and will be counted out by the Finance/Pastor's Secretary or Administrator/Treasurer in front of the giving party and a receipt will be issued. The cash 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 and placed in the deacons drawer; 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/Pastors Secretary and Administrator/Treasurer in the event a discrepancy over cash receipt should arrive.
3. The above WEE Place funds turned in to the Church Office will be accompanied by 2 (two) Headmaster software reports. One report will be signed as received by the Finance/Pastor's Secretary or Administrator/Treasurer and returned to the WEE Place Director and the other will be signed by the WEE Place Director to accompany the submitted funds.

### **Allocation of Contributions**

1. Willow Church will receive contributions to these items and post them to the member's giving record.
  - a. Operating budget.
  - b. Special Christian emphasis as adopted from time to time 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. This type of donation may be declined at Willow Church's discretion.
3. Gifts to charitable organizations outside of Willow Church program and parachurch groups should be sent directly to such organizations. Should a donation be made online to Willow Church for the benefit of any such organization, then the merchant's processing fees may be deducted from the donated amount prior to Willow Church submitting the remainder of the donation to such organizations.

### **Giving Statements**

1. Giving statements will be available on Willow Church's member accessible software system (currently Realm) throughout the fiscal year. Members and/or contributors can access Willow Church's software system (Realm) to print off their individual year-end giving statement.
2. Year-end giving statements will be mailed before January 31 following year-end in accordance with IRS regulations.
3. For members who do not have email access, statements may be requested from the Willow Church office.

### **Gift Material Donation Acceptance Policies and Guidelines**

1. The Donated item MUST be something that Willow Church needs, wants or will benefit Willow Church.
2. Willow Church will not receive donated items for resale. The contributor will be encouraged to sell the item(s) and donate the proceeds.
3. If a service is being donated, the person carrying out the service MUST be suitably qualified.
4. If an item is deemed to have hidden costs (i.e., transfer costs or operating costs, etc.) Willow Church shall be at liberty to refuse the donation.
5. The Senior Pastor will review and approve all material donations before acceptance.
6. Whenever possible, the contributor will be encouraged to liquidate the material item and make a cash donation.
7. 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.
8. 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.

### **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 \$25 in petty cash is kept on site.

### **Disbursements ing 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 (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 \$15,000, 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, \$15,000, the Trustees Directors must be the signatories. Only the Administrator or Trustees Directors 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 items(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.

### **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, disbursement, and outstanding obligations. A summary of that report will be made available to Willow Church at periodic business meetings.
2. All financial reports are will be available for church membership reviews upon request from the Church office.

### **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 supplies and services as required for by Willow Church in its day-to-day business, and any other approved items. contained within 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 account/designated account 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 Willow Church members/outside individual and/or organizations desiring to use church facilities and are available upon request from the Pastor or Administrator Willow Church office and are also

available through our website, [www.willowchurch.com/media/links](http://www.willowchurch.com/media/links) and resources/rental fee schedule. 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 **continuing** Members of Staff are considered taxable compensation and will be subject to payroll tax.

### **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 for purchase. The organizations/persons selling these products will be responsible for the collection of monies.
2. The sale of merchandise in support of a **Willow** Church ministry is the responsibility of the sponsoring ministry. The budget of that ministry will be charged with any deficit.

## 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 Plan**

The Loss Control Plan is attached as Addendum "B".

### **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 **by any person**.

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 **or, in the case of WEE Place workers', in the WEE Place office.**

### **Contractors**

Contractors employed by Willow Church will provide proof of public and employer's liability insurance which will be kept on file in **the** 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 Facility files in the 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~~ **potentially** 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 the 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 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.

### **Baptistery**

The baptistery 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 **and/or Youth Pastor**.

### **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 **and/or Children’s Pastor**.

### **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 and Texas State Law and their reporting requirements.

### **Federal Law**

Federal Legislation — the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C.A 5106g), as amended on January 7, 2019, by the Victims of Child Abuse Act Reauthorization Act of 2018 (P.L. 115-424) amended by the CAPTA Reauthorization Act of 2010. The complete official text of the law can be found on the website of the U.S. Government Printing Office at 42 U.S.C. chapter 67, sections 5101-5116i. The text of CAPTA, including the Adoption Opportunities program, as amended, is available on the Children's Bureau website. 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 Law requires that any person suspecting that a child or other vulnerable individual is being abused or neglected must report such incidents immediately make a report. A person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report..." Abuse or neglect can be reported at 800-252-5400 or online at [www.dfps.org](http://www.dfps.org). If there is any emergency, call 911 and then call the DFPS Texas Abuse Hotline.org 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 individual 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/Music Director

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 the Willow Church facility when in private use may lead to revocation of this privilege at the discretion of Willow Church staff.

**The loss of losing keys loaned to individuals 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 must be requested from the Administrator and obtained in person from the Willow Church office.

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 members. 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 **organizer and/or** coordinator shall assume the responsibility for preventing damage to church property and shall agree to make any restitution for damage. The activity **organizer and/or** 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 **at the Pastor's/Administrator's discretion.**

#### **Rates for Use of Willow Church Facilities**

The Rental Fee Schedule is available online at [willowchurch.com/linksandresources/generalpolicies](http://willowchurch.com/linksandresources/generalpolicies) or ~~Rates are available~~ on request from the Church Office ~~Pastor or the Administrator.~~

#### **Wedding & Events Policy**

Wedding Policy attached as Addendum "C".

#### **Funeral Policy**

Funeral Policy attached as Addendum "D".

## 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.

### 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.

**Psalms 118:1.** 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

1. The official hours of the Willow Church office are Monday through Thursday, 9:00 am to 4:00 pm. (no change)
2. A year is defined as: January 1 through December 31 inclusive.

### Pay Periods are defined as followed

1. Willow Church practices a bi-weekly pay period beginning on Monday at 12:01 Am and ending on the second Sunday at 12:00 Midnight.
2. All employees will be set up on direct deposit where possible. Paychecks will be directly deposited into the employee's designated bank account. Exceptions will be dealt with on a case-by-case basis.

### 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 who work 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.

**5. Volunteer Ministerial Staff.**

Volunteer Ministerial staff can be selected at the Pastors' discretion. These positions do not require the approval by way of a member vote as they are volunteer roles created for the advancement and development of Willow Church

**6. Volunteer Non-Ministerial Staff.**

Volunteer Non-Ministerial staff can be selected at the discretion of each department (i.e. youth, children's office).

Volunteers are not eligible for any benefits.

**Exempt or Non-Exempt Employees**

~~“Non-exempt 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. Individual job descriptions will state whether their position is Exempt or 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 Ministerial positions may include will be defined on the individual job descriptions.

**Selection of Ministerial Staff**

Selection of Ministerial Staff shall be made according to the procedures described in “STANDING COMMITTEES/Minister Search Committee (Ad Hoc)” on page [ ].

### **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~~ employ to carry out the day-to-day running of Willow Church and ~~the Willow Church 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 ~~in consultation with the deacons.~~

General non-ministerial staff will be hired by the ~~Senior~~ Pastor/~~or Deacons in the absence of a Senior 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.

## Addendum E

### Further explanation of phrases in 1 Timothy 3:12

A church helper must have only one wife ... (Good News Translation)

Let the deacons be the husbands of one wife ... (King James Version)

**These phrases don't have to be interpreted as a man can never have been divorced and therefore is automatically disqualified from serving as a deacon as has been our traditional stance to this point.**

Other translations of the Bible for 1 Timothy 3:12 use different phrases as shown below:

A deacon must be faithful to his wife ... (New Living Translation)

Servants in the church are to be committed to their spouses ... (The Message Translation)

**There are several scenarios where the church may have gone further that what the scriptures intended based on our traditional views.**

#### **Scenario 1 :**

A man was divorced before he became a believer, he was remarried and both he and his wife are believers and he has been faithful to his wife for years and faithful to the church.

**The church is holding this sin against him while God has forgiven him for all his sins by the redemptive blood of Jesus.**

There is therefore now no condemnation to them which are in Christ Jesus ... (King James Version) Romans 8:1

Therefore if any man be in Christ, he is a new creature; old things are passed away, behold all things are become new. (King James Version) 2 Corinthians 5:17

#### **Scenario 2:**

A Christian man and woman have been married for some time and the man is committed to his wife but she has sexual relations with another man and divorces him. He is heartbroken and does not want the divorce but it happens.

**This is a case where Jesus gives a cause for divorce and remarriage where the man would not be guilty of adultery. The marriage covenant was broken by the wife.**

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I tell you that anyone who divorces his wife, except for sexual immorality, and marries another woman commits adultery. (New International Version) Matthew 19:9

#### **Scenario 3:**

A married couple are both unbelievers, but at some point in their marriage, the man becomes a believer. He is committed to his wife and prays for her salvation. She is unhappy and does not want to stay married to him because he is not the man she married. He tries to keep the marriage together and does not want a divorce, but she moves out and they get divorced.

**Paul gives another reason for divorce; abandonment by an unbelieving spouse.**

If the unbelieving spouse decides that the marriage is over, then let him or her go; the believing partner is freed from the marital vows because God has called you to peace. (The Voice) 1 Corinthians 7:15

**In these three scenarios, the church may look at the current character of the man (and wife) and nominate him as a prospective deacon. They may or may not know of their previous divorce.**

**At that point the deacons and pastor examine the current character and spiritual attributes. Is this a man that is faithful to his wife? Is he a one-woman kind of man? Even if one of these three scenarios has happen in his early life, what does he demonstrate currently? The deacons and pastor decide if he will be asked to serve as a deacon. He has to be willing to be tested and committed to serve the church.**

