



ANTHEM CHURCH
POLICY & PROCEDURE MANUAL
Updated: December 1, 2023

All employees and volunteers of Anthem Church, Inc. ("the Church") are to carry out their ministry duties under the following policies and procedures. Where the Elders have specifically adopted a policy, it will be clearly marked and noted herein.

SECTION 1: EMPLOYMENT POLICIES

PRE-EMPLOYMENT SCREENING

National and county background checks will be performed on every employee of the organization, regardless of their classification. In addition, all employees being hired on a permanent basis and scheduled to work continuously at least 20 hours per week will be screened through a credit history check.

CLASSIFICATION

Employees of Anthem Church fall into one of three classifications:

1. Full-time employees: Hired on a permanent basis and scheduled to work continuously at least 40 hours per week. Various benefits are offered to full-time employees.
2. Part-time employees (20-39 hours): Hired on a permanent basis and scheduled to work continuously at least 20 hours per week (hereby referred to as “over twenty” part-time employees). Various benefits are offered to “over twenty” part-time employees.
3. Part-time employees (under 20 hours): Hired on a temporary or permanent basis and scheduled to work less than 20 hours per week (hereby referred to as “under twenty” part-time employees). Benefits are not offered to “under twenty” part-time employees.

PAYROLL PROCEDURES

Employees are paid (2) times per month (on the 15th and last day of each month). Provided that the regular payroll date is a weekend or holiday, payroll will be made on the last business day preceding the regular payroll date.

WORK SCHEDULES

An employee’s work schedule, and any changes to that schedule, should be coordinated and approved beforehand with a direct supervisor.

CONFERENCES AND CONTINUING EDUCATION

Full and part-time employees may be granted special time away for relevant learning opportunities. These should be discussed first with a direct supervisor for specific approval.

COMPENSATION REVIEW

Under normal circumstances, all staff salaries will be reviewed one time per year in advance of the new fiscal cycle.

CHURCH PROPERTY

Employees are responsible for all Church property, tools, materials, or written information issued to them or in their possession or control. All property must be used for purposes of conducting Church business and must be returned by employees on or before their last day of work. Based solely on their discretion, the Board of Elders or an employee’s direct supervisor may gift certain items to a departing employee as a love gift (not as compensation for work performed).

FAMILY MEMBERS SERVING ON STAFF TOGETHER

Anthem Church has a history of having qualified family members serving side by side in both volunteer and paid capacities. This has been a gift and a blessing. In all of these decisions, we endeavor to avoid conflicts of interest and favoritism. To that end, candidates who are related to an existing staff member may only be added to a paid position (of greater than 10 hours/week on an ongoing basis) if the candidate is approved by the Board of Elders prior to hiring. The same issue applies to family members of Elder Board members. Only under very unusual/rare circumstances will a paid employee report directly to a relative.

CARING FOR CHILDREN WHILE WORKING FROM HOME

For the sake of a productive work environment, being the primary caregiver of a young child (typically 9 years old and younger) while being “on the clock” is not an option when working from home. All staff members are encouraged to use PTO when their children are on school breaks (fall, spring, Christmas, summer, etc.) or for field trips and special events. As well, sick time can be used whenever a child is sick or has a doctor's appointment. All other PTO and Sick Time policies still apply.

TERMINATION POLICY

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation: voluntary employment termination initiated by an employee.
- Discharge: involuntary employment termination initiated by the organization.

The employment relationship with Anthem Church is of an “at-will” nature, which means that an employee may resign from employment at any time. This “at-will” status also means that Anthem Church may discharge an employee at any time, with or without cause, for any reason, or for no reason, with or without notice, unless otherwise prohibited by law.

Resignation: At least two weeks' written notice to the Church before leaving a job is requested (four to six is preferred). Written notice should include the reason for leaving, as well as a forwarding address. The intent to resign should be communicated to the direct supervisor; resignation by the Lead Pastor is to be reported to the Board of Elders and reported by them to the Church.

Discharge: An individual's employment may be terminated with or without cause in order to maintain effective operations within the Church. If an individual's employment is being terminated, the supervisor will give the affected employee full reason for the action. Regardless of the reason, the employee will be allowed to discuss the situation with the second-level supervisor before the action becomes final if the employee so desires. The discharged employee has up to three working days to make known his/her desire to appeal.

Termination Benefits: Employees will be paid through their last day of service and will be paid for unused paid time off (prorated) provided a two-week notice is given of intent to resign. Any overused paid time off or sick time will be deducted from the employee's final paycheck (prorated). Employees dismissed for due cause will not be eligible for any termination benefits. The Board of Elders must approve any additional severance pay.

BENEFIT EXPLANATION FOR FULL-TIME AND “OVER TWENTY” PART-TIME EMPLOYEES

HOLIDAYS

Paid holidays for all full-time and “over twenty” part-time employees shall include:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Eve Day
6. Thanksgiving Day
7. Christmas Day

If any of these holidays fall on a Sunday, another day will be allocated in its place. If a holiday falls on an employee's regular day off or on a day the office is already closed, he or she may take another day off that week or the week immediately following.

PAID TIME OFF (PTO)

Full-time and “Over Twenty” part-time employees receive paid time off (for any desired purpose) and are encouraged to utilize this time as a period of rest and relaxation away from their normal responsibilities. Paid time off is allotted at the beginning of each fiscal year (July 1) even though the paid time off has not been

accrued. Paid time off is based on a standard workweek and is given based on years of service completed, as follows:

<u>Service Completed</u>	<u>PTO Days</u>
0 - 4 years	3 weeks (based on standard work week)
5 - 9 years	4 weeks (based on standard work week)
10+ years	5 weeks (based on standard work week)

- Days off need to be requested, coordinated, and approved beforehand by direct supervisor.
- Approved conferences and training events related to the staff member's responsibilities shall not be considered paid time off.
- Employees should make every effort to miss as few Sundays as possible. (No more than 4 Sundays per fiscal year and no more than 2 consecutive Sundays may be taken as paid time off without specific approval.)
- Up to (1) week (based on the standard week) may be carried over to the next fiscal year. See treatment of unused PTO days under "Termination Benefits".

SICK LEAVE

Full-time and "Over Twenty" part-time employees shall be allowed up to (1) week (based on standard work week) of paid sick days per fiscal year. Any unused sick days will rollover to the next fiscal year; however, no more than (4) weeks (based on standard work week) of sick days may be accumulated.

- Sick leave is to be reported to the direct supervisor and should be used for personal illness, medical appointments, dental appointments, or that of the employee's immediate family.
- Unused sick leave will not be paid at the end of employment.

BEREAVEMENT LEAVE

Full-time and "Over Twenty" part-time employees will be granted three (3) days paid leave when there is a death in his/her immediate family. Where distance requires extensive travel, an additional two (2) days may be granted for travel purposes. Immediate family includes spouse, children, parents, grandparents, brothers, sisters, and spouse's immediate family. If approved by a direct supervisor, additional days may be taken from accumulated vacation or sick time.

MATERNITY / PATERNITY LEAVE

Up to six (6) weeks of paid maternity leave and two (2) weeks of paid paternity leave are offered as a benefit to "over twenty" part-time and full-time employees. In addition, accumulated PTO and sick days may be used to extend this paid leave beyond the benefit period. Leave without pay may be taken for up to an additional 30 days (after allotted paid leave and accumulated PTO and sick days are gone) to recuperate from the delivery of a child or for the caretaking of the newborn. All leave time must be requested by the employee and approved by the employee's team leader. Total leave time may not exceed three (3) months without a doctor's written order and the approved exception to this policy from the Board of Elders.

MINISTRY RELATED TRIPS

Full-time and "over twenty" (20-39 hours) part-time employees are permitted one additional week paid time off per fiscal year to participate in ministry-related trips (Missions, Children's Ministry, Student Ministry, or other Anthem Church sponsored trips). Paid time off for ministry-related trips is equivalent to and based on an employee's standard work week and needs to be requested, coordinated, and approved beforehand, with team leader.

COMP TIME

Anthem Church does not offer a "Comp Time" policy that allows employees to "bank" or "save up" missed days off or time off for "extra" work time. However, if work responsibilities require an employee to work on their regular day off, they may take a different day off that week or the week immediately following. The intent

is for employees to have time off as close to the missed time off as possible. The exchanges of days off described above do not need to be submitted in writing but are to be cleared (verbally or via email) with the employee's direct supervisor.

DISABILITY

Anthem Church employees are encouraged to take advantage of the optional group long-term disability coverage that is designed to take effect in the event of a major medical problem and/or disability (e.g. heart attack, stroke, accident, etc.) which prevents the full-time or "over twenty" part-time staff member who is in good standing from carrying out his/her responsibilities for an undetermined period of time. The policy is paid for by the employee via payroll deduction.

HEALTH BENEFIT ALLOWANCE *BofE 7/09/20

The Church shall provide a benefit allowance to all full-time employees. All amounts to be determined by the Board of Elders. Employees may elect to use their benefit allowance toward any Church-provided health insurance. The Church currently provides these benefits through GuideStone, and it is the employee's responsibility to elect their preferred coverage with said company. Any amount not elected toward a specific benefit will be forfeited. Any amount of coverage elected above the established benefit allowance shall be deducted from the employee's paycheck.

RETIREMENT

Full time and "over twenty" part-time employees who are hired on a permanent basis to work continuously at least 20 hours per week may elect to defer a portion of their salary toward the Church's retirement plan. All participants are immediately and fully vested in all contributions. As an additional benefit for permanent full-time employees, Anthem Church will match an additional amount or percentage toward retirement with GuideStone. All amounts will be determined by the Board of Elders.

SABBATICAL LEAVE

Anthem Church wants its staff members to be spiritually/mentally/emotionally/relationally healthy, growing in their personal relationship with Jesus Christ, and pursuing God-honoring patterns of rest that will help them thrive in vocational ministry over the long haul and avoid burnout. Therefore, each full-time staff member with at least five (5) years of full-time employment (or as directed by the Board of Elders) at Anthem Church may apply for paid sabbatical leave. The primary purpose of the sabbatical is spiritual renewal and personal rest. Sabbaticals at Anthem are normally intended to be preventive (rather than emergency) care. Under normal circumstances, sabbatical leave will be for two months and may only be granted one time every five years (or as directed by the Board of Elders). Additional time may be approved if the applicant is pursuing purposes that extend beyond rest - additional education, speaking, writing, ministry opportunities, etc. Leave is not automatically granted and must be applied for in writing to the Board of Elders. Leave must fulfill sabbatical goals approved by both the Lead Pastor and the Board of Elders. Application for leave should be made in writing at least six months in advance and should include (1) specific starting and ending dates, (2) a clear statement of the aims and hoped-for accomplishments of the leave, (3) how it will enrich the staff members ministry, (4) approval of the request by Team Leader, (5) whether any budget is required to fulfill the goals of the sabbatical, (6) any plans to pursue Christian counseling and/or leadership coaching, (7) how all ministry responsibilities will be met while they are away, and (8) whether they intend to be present (though without responsibility) on some Sundays with their family (we recommend once each month). Since part of the planning for a sabbatical requires the determination of what tasks can be handled by other staff members or deferred until after the sabbatical or handled in some other manner, sabbaticals will not generally be approved for more than one staff member at a time from any given closely related ministry area.

PASTORAL ORDINATION POLICY

Staff members carrying the title of "pastor" at Anthem Church are individuals of the utmost spiritual, mental, and emotional maturity. In order to be considered for ordination at Anthem Church, staff members may apply in writing to the Board of Elders (via Vice-Chairman). From there, the applicant will undergo a discernment process with the Elder Board or designees. If approved, the applicant may then be brought before the church for final feedback and later commissioned in line with Acts 13 (the laying on of hands) before the entire church. At any stage in the process, it may be decided that the applicant is not yet ready for ordination and will be given reasoning and action steps for follow up. The Board of Elders reserves the right to revoke ordination for cause.

Pastoral candidates should be men/women with the following characteristics:

1. a vibrant personal relationship with Jesus Christ;
2. a solid understanding of the Bible (biblical degree recommended; having read the entire bible at least once required);
3. full agreement with, and ability to defend, Anthem Church's statement of faith;
4. an exemplary lifestyle as outlined in 1 Timothy 3:1-7 and Titus 1:5-9;
5. an ability to teach and shepherd as evidenced by preaching, small group leadership, and/or one on one discipleship;
6. a minimum of one year experience in a significant ministry capacity; and
7. a confirmed sense of calling to local church ministry (by spouse, self, and church).

Suggested Application Questions (in addition to questions about above qualifications):

- When and under what circumstances did you receive Christ as your savior?
- Describe your call to the ministry.
- What do you believe about the bible?
- What is a church? What is the purpose of the church?
- What is the significance of baptism? Who can and should not be baptized?
- What is the significance of communion? Who can and should not participate?
- What is the Biblical understanding of the Trinity? What is the role of the Father, Son, and Holy Spirit?
- How can a person begin a relationship with Jesus? Explain the NT understanding of salvation.
- What is your understanding of the use of spiritual gifts in the local church (i.e. speaking in tongues, prophecy, preaching, etc)?
- Are you in complete agreement with Anthem Church's statement of faith? Please explain.

PASTORAL HOUSING ALLOWANCE

Ministers for tax purposes are entitled under IRS guidelines to designate a portion of their salary as a housing allowance. Housing allowances must be approved in writing by the Board of Elders by December 31 for the coming tax year. The housing allowance cannot be adopted retroactively.

SECTION 2: WORKING WITH MINORS *All of Section 2: BofE 09/16/2016

All adults (18 and over) *working directly or indirectly* with minors (under 18) on behalf of the Church will meet the following requirements:

1. Adults working with minors need to have been an active participant of Anthem Church for at least six (6) months, as evidenced by their earliest documented visit to the church. All room leaders, primary teachers, small group leaders, and team leaders must also be Participating Members of Anthem Church. Membership and active participant exceptions may be granted to paid childcare workers upon careful review of references and past history.
2. Completed the basic training for protecting minors from sexual abuse via the Ministry Safe online portal, with a passing grade of at least 90%;
3. Passed a criminal background check and reference checks, and
4. Been approved as a worker by both the area leader (i.e. "Director of Anthem Kids", "Director of Student Ministries", etc.) and their direct supervisor (i.e. "Director of Ministries").

Minors ages twelve to seventeen (12-17) working directly or indirectly with minors on behalf of the church will meet the following requirements:

1. Minors working with minors need to have been an active participant of Anthem Church for at least six (6) months, as evidenced by their earliest documented visit to the church.

Minors ages twelve to fifteen (12-15) working with minors on behalf of the church may not serve as team leaders or room leaders and may only serve as the third teacher, or helper, in any room.

Minors ages sixteen & seventeen (16 & 17) working with minors on behalf of the church may not serve as team leaders or room leaders, but may be the second teacher, or helper, in a room with approval from area leader (i.e. "Director of Anthem Kids", "Director of Student Ministries", etc.) and their direct supervisor (i.e. "Director of Ministries"). Membership and active participant exceptions may be granted to paid childcare workers upon careful review of references and past history.

2. Completed the basic training for protecting minors from sexual abuse;
3. Have had a parent or guardian give signed consent for them to work with minors, in place of a background check; and
4. Been approved as a worker by both the area leader (i.e. "Director of Anthem Kids", "Director of Student Ministries", etc.) and their direct supervisor (i.e. "Director of Ministries").

No person may work with minors who has been convicted of, placed on regular or deferred adjudicated probation, received pre-trial diversion, pleaded guilty or no contest to any offense involving sexual contact or physical abuse with a minor.

Victims of molestation, abuse, assault, or a sex offense of any nature will be asked to be reviewed by a designated counselor or ministry director prior to approval.

ADDITIONAL RESPONSIBILITIES REGARDING WORKING WITH MINORS

All people working with minors on behalf of the Church will abide by the following:

1. Physical punishment of any kind is never appropriate including, but not limited to, spanking or hitting;
2. A reasonable ratio of adult workers will be maintained in all situations involving minors including, but not limited to, off-campus events and activities;

3. A minimum of two approved workers should be present at all times. When the two worker rule is impossible to keep, visible access to the room must be provided by keeping doors open and accessible. In all circumstances workers will strive to never be alone with a child (including visits to the bathroom when at all possible);
4. All workers will be trained in and given a written copy of all policies, procedures, and suggestions related to working with minors;
5. Love and respect all children, while maintaining appropriate physical contact with children, and then only in the presence of other adults. Appropriate touching will be limited to practices such as handshakes, "high fives," brief hugs, or a brief touch on the shoulder;
6. If a child abuse allegation should occur, all parties involved shall: (a) respond to each allegation in a serious manner, (b) report the allegation to supervising director AND appropriate legal entities, (c) include the parent(s) of the victim in the reporting process, and (d) cooperate fully with the civil authorities.

SECTION 3: BUDGETING

APPROVAL PROCESS

The Lead Pastor will approve the annual budget.

DEVIATIONS

Ministry Directors must not spend more than their allocated area budget without changes to the annual budget. With approval from the direct supervisor, they may adjust amounts and plans within their allocated area budget without needing to make official changes to the annual budget. All minor and macro adjustments to ministry budgets must be communicated to the designated treasurer or bookkeeper.

MID YEAR REVISIONS

Changes to the annual budget must be approved by the Lead Pastor.

MULTIPLE BIDS

All capital improvements and expenditures over \$5,000 require three bids or price comparisons (unless written approval for fewer is obtained from direct supervisor) and must be approved by the direct supervisor prior to expenditure. Approval will be noted by obtaining a signed Spending Pre-approval Form and attaching copies of bids or documentation of price comparisons.

SECTION 4: CASH/ASSET MANAGEMENT

AUTHORITY OVER FUNDS & CHECK SIGNING

Authorized check signers shall include the following: (1) Lead Pastor, (2) Treasurer, and (3) any other member of the church designated with check signing authority by both the Lead Pastor and Treasurer. While it is preferred that all checks have two signatures regardless of the amount, if a second signer is not available, one signature will suffice if the amount is less than \$500.

All payroll must be authorized by the Lead Pastor or designee—although timesheets will be reviewed by hourly employees' direct supervisor. Any change in an employee's salary must be documented and authorized by the Lead Pastor. Direct deposit is used for routine payroll dates and does not require an in-house signature. If a payroll check must be issued by manual check, it will require two signatures and may not be signed by the payee.

It is the Accountant's responsibility to manage the bank accounts and the transferring of funds (regardless of amount) between Church accounts.

CUSTODY OF FUNDS & COUNTING OFFERINGS

The Director of Ministries or delegate will develop a pool of Participating Members (not to include the Accountant) who may serve as ushers to collect the offering. The Director of Accounting will develop a similar pool of Participating Members to serve as Offering Counters.

The offering shall be collected by the Ushers, placed in a bank bag, and walked to the safe by two Ushers. The safe requires two keys to open—one is in the counting notebook, the other is held by the Director of Operations. The backup set of keys are to be held by two individuals—the Treasurer and another elder. Immediately following the final service of the day, the offering will be counted by no less than two designated Counters (the two cannot be husband and wife). The two individuals will complete and sign a Cash Receipt Sheet, placing the original in the offering notebook and leaving a copy with the cash deposit in the locked bank bag in the safe. The Accountant will prepare and make the bank deposit the next business day (or as soon as possible) and will keep the cash portion of the deposit in a locked bank bag until it is put on deposit with the bank. (See Appendix A for detailed counting procedures)

Any amounts received during the week will immediately be placed in the safe and included in the Sunday offering count at the end of the week.

The Treasurer or another person designated by the Treasurer (not to include Accountant), will monthly compare the original Cash Receipt Sheets to the original unopened bank statement to ensure funds have been properly deposited.

Online giving is through PushPay and BluePay and is sent directly to CCB where it can be recorded for giving credit. The Lead Pastor, Accountant, Treasurer—and any other person designated by the Treasurer and/or Lead Pastor—shall be the only ones with access to the financial sections of PushPay, BluePay, and CCB. The Treasurer or another person designated by the Treasurer (including the Accountant), shall receive the monthly transaction report from CCB and compare it to the deposits per the original bank statements.

RECORDING OF CASH TRANSACTIONS

The Accountant is responsible for recording all cash and financial transactions. The Accountant shall also track contributions received, providing statements to contributors on a quarterly basis and at calendar year-end for tax purposes. The Accountant will provide financial statements and reports to the Board of Elders at their regular meetings and as requested.

CREDIT CARD TRANSACTIONS

The Director of Operations or his delegate (not to include the Accountant) shall receive and review the Merchant Transaction Detail Report for the month to ensure the following: 1) charges are valid charges made by the cardholder 2) all charges appear to represent valid expenditures for budgeted items, 3) charges have the account number designated and have been approved by the appropriate supervisor.

AUDIT/REVIEW OF THE BOOKS

The Lead Pastor and the Treasurer have the authority to review any and all financial records at their discretion. In addition, the Board of Elders may request an audit or review of the financial records and accounting system by an independent party as it deems necessary or advisable.

The Treasurer or delegate (not to include the Accountant) shall receive and review the monthly unopened bank statement to ensure the following: 1) Deposits match the original Cash Receipt Sheet completed by the offering counters, 2) All checks are made payable to approved vendors and appear to represent valid expenditures, 3) Checks have been signed by authorized signers according to the policies listed above, 4) All other transactions appear reasonable, given knowledge of the organization and its current level of activity.

OPERATING RESERVE *BofE 4/24/06

An Operating Reserve shall be maintained for the purpose of assuring adequate cash is available to meet short-term deficits in budgeted giving. This reserve fund shall be maintained at a balance equal to one-twelfth of the annual budget. Any use of the reserve funds must be approved by the Board of Elders.

SURPLUS SPENDING POLICY

Fiscal year surpluses will be separately maintained in the Prior Year Equity account until the Board of Elders approves another designation or purpose for the funds. *BofE 4/23/08

BANK ACCOUNTS

No deposit with a single bank may exceed FDIC guidelines (\$250,000) without prior approval of the Lead Pastor or the Board of Elders.

PAYMENTS MADE ON BEHALF OF EMPLOYEES

Funds withheld from employee paychecks and payments made in relation to employees' compensation (retirement contributions, taxes, medical premiums, etc.) must be submitted to the appropriate parties within a reasonable amount of time. Retirement contributions will be drafted from Anthem's bank account the 5th of the following the month in which these amounts would have been paid to the employee, if not deferred.

USE OF CHURCH PROPERTY

There may be opportunities where participating members, employees or other individuals may ask to borrow church property. Unless clearly insignificant, church property should only be used to further the tax-exempt purposes of the church and only for the purposes of church-related activities (i.e. – when the church is sponsoring an event or providing significant support in the way of volunteers).

SECTION 5: GENERAL AND DESIGNATED FUNDS

The church recognizes that general and designated funds will be required to assist the church in carrying out its mission. As such, the following temporary and ongoing funds have been established, and the church welcomes contributions to them. There are additional funds that arise from time to time in addition to those listed here. Should at any time the Board of Elders vote to close any of these funds, all the money in the funds at that time will go into the general budget of the church unless otherwise directed or noted.

GENERAL FUND

Contributions made to this ongoing fund will be used for general (budgeted) operating expenses. Any gift not otherwise designated will be deposited to this fund. This includes "ALL IN" during its corresponding season.

GLOBAL OUTREACH FUND

Offerings made to this ongoing fund will be used to support church-sponsored global (international) extension projects, partnerships, and church planting endeavors.

LOCAL OUTREACH FUND

Offerings made to this ongoing fund will be used to support church-sponsored local (USA) extension projects, partnerships, and church planting endeavors.

BUILDING FUND

Offerings made to this fund will be used to improve existing facilities (including when rented/leased), purchase new facilities/property/equipment, or add new services and locations.

GIVE BACK SUNDAY

Offerings made to this fund will be used to support compassion efforts locally and globally. Generally this offering is received at our annual Give Back Sunday.

MOST NEEDED

Offerings designated as "most needed" will be used for special projects and expenses during the year.

OPERATING RESERVE

This unrestricted fund will be used to support the ministry activities of the church if cash flow becomes a problem. It is the intent that such uses be repaid to this fund within a reasonable time period. The goal of this fund is to maintain 45-60 days of operating expenses.

SECTION 6: FUNDRAISING

GLOBAL OUTREACH FUND

The church will accept donations raised by individuals who have agreed to participate in church-sponsored global impact (mission) projects. Donations must be made payable to Anthem Church (7777 S. Garnett Rd., Broken Arrow, OK 74012) and should be designated to the "Global Outreach" fund through a note in the memo line. All amounts raised will contribute toward the team or project goal, though individuals may be asked to hit certain pre-established fundraising targets. Donors may express a preference or recommendation as to whom the funds are to support; however, Anthem Church maintains the rights and authority to use funds received as it sees fit to support global impact projects. Should any person raising support have a change of plans or raise funds in excess of anticipated costs, no funds will be returned to the individual or the contributor. Instead, those funds will be maintained for the support of the remaining team or future global impact projects. Each individual will receive a list of the contributions made as a result of their efforts so that they may express their appreciation. Each donor will receive a statement regarding their tax-deductible donation no later than January 31st following the tax year in which the donation was received.

SECTION 7: GENERAL

AUDIO VOLUME POLICY

We shall operate at lower levels than OSHA allowable exposure levels and shall be in compliance with requirements to ensure a safe environment. Campus-wide, SPL meters shall be used in any room with levels reading 85dB(A)-slow or higher. Maximum levels shall be limited to 100dB(A)-slow. For any typical service (length of an hour or more), recommended levels shall be below 95dB(A)-slow.

DISTRACTED DRIVER POLICY

Anthem Church adheres to Oklahoma law in relation to the use of hand-held electronic communication devices while operating a motor vehicle on church business. In addition, when a driver is transporting any other adults or students/children on an Anthem Church related activity, the Driver shall not use a cell phone or other portable electronic device for making calls (even when using hands-free options) or any other electronic uses (texting, playing music, checking email, use of social media, etc) while the vehicle is in motion.

BENEVOLENCE POLICY

Benevolence funds are intended to be a temporary help during a time of crisis and as a source of last resort to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or personal investments. Benevolence funds are to meet or mitigate people's basic needs such as food, shelter, rent, utilities, transportation to or from place of employment (not vehicle payments), medical treatment, and prescription costs. Assistance is intended to be a one-time gift. In unusual circumstances, the church may decide to help more than one time annually. Anthem Church will write checks to pay the vendor or bill directly, e.g. rent, electricity, gas, water, sewer, etc. and not to the individual requesting assistance whenever possible. Cash should not be given as a form of assistance. All applicants are asked to fill out the Anthem Church Benevolence Form to gather and verify the information. The Benevolence team works together with the pastoral team (or delegate) to make all decisions regarding assistance.

INTELLECTUAL RIGHTS POLICY BofE 04/16/2020

Since our founding, Anthem Church has sought to encourage creativity while conserving the resources and protecting the interests of the church. Therefore, intellectual property of a scholarly or artistic nature (such as sermons, books, and music) shall be the sole property of the creator unless a specific contract with alternative provisions has been negotiated prior to the creation of the property. However, any works so created within the scope of a staff member's paid employment may (in their original form) be used and reproduced by Anthem Church without further compensation to the employee unless a specific contract with alternative provisions is agreed to by both the employee and the church. All such contracts as mentioned in this paragraph must be approved by the Board of Elders.

SECTION 8: ELDER BOARD

ELDER BOARD NOMINATIONS AND APPOINTMENTS

Scripture gives evidence of the first elders being appointed by the founders of the church. By this example, it is implied that the existing spiritual leadership of a church be intimately involved in the process of selecting elders to ensure selection is based on spiritual rather than superficial qualifications. Beyond this, there are no specific guidelines given regarding the selection process in scripture. If the Board of Elders determines that additional elders are beneficial, they shall initiate the following process:

STARTUP: Existing Elders will ask all members, officers, and elders of the Church to nominate elder candidates over a specified period of time. The members shall be provided with appropriate information regarding the biblical qualifications for elders and their responsibilities within our church.

INVITATION TO EVALUATION: From among the nominated candidates, the current Board of Elders will select potential candidates. These candidates will be informed of their nomination and invited to enter a discernment process with the Board of Elders at that time. Prospective elders will be urged to engage in personal evaluation in light of the scriptural qualifications and responsibilities of Elders (this may include an individual or group study of the qualifications). Any person may withdraw at that point if they do not desire to fulfill the responsibility of an elder or does not believe that they adequately meet the qualifications. Elder candidates should be in full support of the existing statement of faith, vision, mission, anthems, and ministry philosophy of the church.

DISCERNMENT PROCESS: The Elders shall spend time with each prospective elder to discuss the responsibilities and qualifications of Elders and to discern God's leading regarding that particular candidate. This stage in the process may also include asking current staff, participating members, and fellow small group members to share insight regarding the character and competency of the prospective Elder. Special emphasis should be paid to their character as a follower of Jesus, competency to fulfill the responsibility of an elder, and chemistry (ability to work well with) with the current Board of Elders and Lead Pastor.

APPOINTMENT: The Elders shall review the candidate(s) and make a final selection. New Elders shall be appointed only by the unanimous consent of the existing Board of Elders. Candidates not selected at this point shall be notified by the Elders, and where able, given a reason as to why they were not selected.

COMMISSIONING: The Elders will present and publicly commission all new elders before the church at a weekend service following the conclusion of the process.

SECTION 9: MINISTRY CREDIT CARDS

POLICIES & PROCEDURES AGREEMENT

An Anthem Church corporate credit card is being provided to you as a convenience to help facilitate business conducted on behalf of Anthem Church. As the credit cardholder, you are agreeing to abide by the procedures and conditions detailed below.

1. Anthem Church credit cards are to be used for Anthem Church business purposes only and are not to be used for cash advances or personal expenses. Credit card purchases may only be for budgeted items or pre-approved purchases.
2. With each credit card transaction a receipt must be obtained from the vendor, including charges via the internet or telephone.
3. It is preferable that by the end of each week, the cardholder will turn in to the accounting department all of the receipts for that week. All business related charges, returns, and adjustments must be substantiated according to the accountable plan defined by the IRS as it relates to the “who, what, why, where and when” of the business expense. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase. Before submission to the accounting department, the cardholder must attach the receipts, by taping them, to an 8 ½” x 11” piece of paper in date order. All receipts must have the appropriate account number(s), business purpose, and have authorization from the appropriate team leader—the person responsible for the budget line the expenditure is charged to.
4. A list of outstanding receipts will be placed in the cardholder’s church mailbox on or about the 1st and 15th of each month. In the event the cardholder does not have a printed receipt in possession, the cardholder should contact the vendor from whom the purchase was made to obtain a copy of the receipt. When all efforts to obtain a copy of the missing receipt are unsuccessful, the cardholder shall:
 - request from the accountant a printout of the transaction detail from the credit card website
 - Write a description of the purchase and any other required documentation as noted in above paragraph 3
 - Turn the information in to the accounting department in place of original receiptThe documentation will be reviewed to determine if the form is acceptable as a replacement for the missing receipt. If the documentation is not acceptable, the cardholder will be required to reimburse the church for the purchase and/or claim the purchase as personal income. Anthem Church is required by the IRS to include any unsubstantiated expenses not reimbursed by the cardholder as personal income to the cardholder.
5. The Director of Operations, or his designee, will review the credit card statement and attached documentation to verify the cardholder was authorized to make listed purchases and each purchase was made in accordance with the applicable budget, policies and procedures. If any documentation is missing or questions arise, the cardholder will be contacted. During this process, the Director of Operations will also review the charges of the other Directional Team members. In turn, his charges will be reviewed by another Directional Team Member and initialed on the corresponding section of the credit card statement.
6. ALL receipts should be turned into the accounting department no later than the 5th of the following month so that all charges can be reviewed before the payment is auto-drafted from the church checking account. For any receipts not turned in within 60 days, the amount of the receipt will be added to the cardholder’s W-2 and subject to withholding and employment taxes, by IRS regulation.
7. In the event of accidental personal usage, a check payable to Anthem Church for all non-business expenses must accompany the receipt when submitted to the accounting department. Non-business expenses must be identified as personal on the receipts.
8. Frequent missing receipts or receipts repeatedly being turned in after the deadline will result in the employee’s credit card privileges being subject to review.

9. If the credit card is lost or stolen or you notice fraudulent charges on your card, the cardholder will immediately notify the accounting department.
10. Cardholders should make every effort to ensure that purchases of tangible personal property do not include sales tax. Tangible personal property is property that can be touched and retained in one's possession (excludes food, entertainment, and other consumables.) Tax exempt certificates are available through the accounting department. Anthem Church also has tax exempt accounts with several vendors, a list of those are available in the accounting department as well. Sales taxes may be paid for minimal expenditures from one time vendors who refuse the exemption, but sales tax should not be paid (select another vendor) where the purchases are for more substantial expenditures or are repetitively incurred.
11. All points, rewards and other benefits obtained from the use of the credit card will be for the exclusive use of Anthem Church.

MINISTRY CREDIT CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the following credit card:
CENTRAL BANK MASTERCARD (type of credit card)

(credit card number)

I understand that improper use of this card may result in disciplinary action, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Ministry Credit Card Policies and Procedures Agreement.

I acknowledge receipt of said Agreement and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of Anthem Church and that the ministry will be liable to Central Bank for all charges made on this card.

I will strive to obtain the best value for Anthem Church when purchasing merchandise and/or services with this card.

As a holder of this ministry card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated. I will return the card to the church accountant, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, Anthem Church will be entitled to reimbursement from me of such purchases. Anthem Church shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(Church Accountant)

Appendix A: Counting Procedure Detail

Counting Cash and Checks:

Head counter, which rotates each week and passes the office keys to the next head counter, will:

1. Retrieve safe key and cash counting sheet from counting notebook in a locked filing cabinet.
2. Retrieve 2nd safe key from the Operations Pastor.
3. Open safe and remove bags.
4. Retrieve counting supply bin from the copier room in the office.

Counting Cash

5. Separate cash from checks and place in stacks by denomination.
6. Count cash and note on the cash counting sheet---the front and back of the sheet must match.
7. Make a copy of the cash counting sheet to leave in counters notebook
8. Place all cash in the green ONB bank bag along with the original cash counting sheet
9. Lock green ONB bank bag.

*All envelopes must be retained and left in the counters notebook.

Counting Checks

10. Separate checks into stacks of budget, designated giving, and activity/event checks (MDO, rent, camp, etc).
 - a. Be sure that any designated offering is noted on the memo line of the check
11. Each counter runs a tape of all the check amounts:
 - a. Subtotal budget checks
 - b. Subtotal all other checks
 - c. Total budget checks and other checks — the two tapes must match
12. Place the tapes in the other green bank bag along with the checks.
13. Lock both of the bank bags back in the safe.
14. Place copy of cash counting sheet in the counters notebook
15. Place the safe key in the counters notebook
16. Place counters notebook in a filing cabinet and lock the filing cabinet.
17. Return safe key to the Operations Pastor.

Recording the deposit:

On the next business day in the office, the accountant will:

1. Retrieve the bank bags
2. Record the cash and checks, along with online giving from the past week in CCB
 - a. Confirm that the online transactions agree to the Merchant Transaction Detail report, that the checks agree with the counters' tapes and the cash to the counting sheet.
 - b. Scan the generated reports (Fund Report, Transaction List, Merchant Transaction Detail), Cash Counting Sheet, and each check and giving envelope so that a digital record of all is created.
3. Take deposit to the bank.

Once the deposit is reflected in QuickBooksOnline (the following business day), the accountant will:

4. Use the Fund Report to split the deposit into the correct income/expense/equity accounts.