

CHRISTIAN FELLOWSHIP CENTER POLICY AND PROCEDURES MANUAL

TABLE OF CONTENTS

- 1.0 Purpose of CFC Policy and Procedures Manual
- 2.0 Church Services
 - 2.1 Content of Pulpit Messages
 - 2.2 Money Raising and Payment Activities Before and After Services
 - 2.3 Non-Service Related Activities During Scheduled Service Times
- 3.0 Member Conduct
 - 3.1 Conflict Resolution
 - 3.2 Gossip Rejection
 - 3.3 Elder Communications
 - 3.4 Member Business Solicitations
- 4.0 CFC Service Participant Appearance and Conduct Code
- 5.0 Utilization of CFC Equipment and Facilities for Non-CFC Ministry Events
 - 5.1 Preference for Facility Use
 - 5.2 Tables and Chairs
 - 5.3 Facilities
 - 5.3.1 Personal Activities
 - 5.3.2 For-Profit Activities
 - 5.3.3 CFC Sound System
 - 5.3.4 Kitchen Facilities
- 6.0 Member Conduct
 - 6.1 Church Discipline
- 7.0 Non-Pastoral Speaking and Instructional Classes at CFC
 - 7.1 Lay Member Preaching or Teaching at Regular CFC Services
 - 7.2 Non-Pulpit Lay Member Instruction
- 8.0 Selection of CFC Elders and Deacons
 - 8.1 Elders
 - 8.2 Deacons

CHRISTIAN FELLOWSHIP CENTER POLICY AND PROCEDURES MANUAL

1.0 Purpose of CFC Policy and Procedures Manual

- 1.1 This manual is to provide guidance for the effective operation of all ministries of the Christian Fellowship Center of Greensburg, including the Christian Fellowship Academy and High School.
- 1.2 The most recent version of this manual shall be posted on the CFC website.

2.0 Church Services

2.1 Content of Pulpit Messages

- 2.1.1 Sermons and teaching proclaimed from the pulpit must be in accordance with the written Word of God, the sixty-six books contained in the Bible.
- 2.1.2 Messages that the CFC congregation may find controversial or sensitive that are desired to be preached from the pulpit shall be prayerfully confirmed by the Elder Board prior to delivery.

2.2 Money Raising and Payment Activities Before and After Services

- 2.2.1 Fund raising activities for any CFC ministries, including CFA, may only occur in the gymnasium area, not in the church foyer. Money payment activities such as for tapes or church directories may occur in the foyer.

2.3 Non-Service Related Activities During Scheduled Service Times

- 2.3.1 Activities that are unrelated to scheduled services may not be held anywhere at CFC during the scheduled service time. Example 1: Private parties may not be held in the Hearth Room during Sunday or Wednesday services. Example 2: The fields or gym may not be used for CFC, CFA, or private party games during Sunday or Wednesday services. Example 3: Junior Church activities during the Sunday morning service are related to the service and are permitted anywhere on CFC grounds that do not disrupt the service.

3.0 Member Conduct

3.1 Conflict Resolution

Disagreements between or among CFC members are to be resolved according to the model given by Jesus in Matthew 18: 15 – 17.

- The issue is to be resolved by direct interaction between the involved parties in the attitude of Christian love, humility, and forgiveness.
- If needed, Deacons may be called upon to help resolve the conflict. Again, the attitudes of Christian love, humility, and forgiveness shall prevail.
- If any issue cannot be resolved by the individuals involved even with the help of the Deacon Board, and the issue reduces the effectiveness of CFC's ministry, the matter shall be brought to the Elder Board for final resolution.

3.2 Gossip Rejection

CFC members shall not engage in gossip, defined as follows: "Gossip is the spreading of rumors, lies, half truths, and idle talk meant to sensationalize problems, hurt individuals, or discredit the ministries at CFC."

CHRISTIAN FELLOWSHIP CENTER POLICY AND PROCEDURES MANUAL

3.3 Elder Communication

Members are encouraged to call upon any Elder in times of sickness or other needs. Members that have concerns about any aspect of CFC ministries should share these with Elders, not with other members of the congregation.

3.4 Member Business Solicitation

CFC members are asked to not directly contact CFC members for the express purpose of selling goods or services. At no time and in no manner shall the Christian Fellowship Center name be used for the solicitation of goods or services for personal gain without the written approval of the Elder Board.

4.0 CFC Service Participant Appearance and Conduct Code

Anyone who has a defined role in the CFC worship service must be dressed appropriately and act in accordance with Biblical directives regarding Christian conduct. This includes, but is not limited to: the Pastor(s), Elders, Deacons, guest speakers, worship leaders, musicians, singers, anyone making announcements, and offering collectors. The intent of this code is to present a conservative appearance before the congregation that allows the focus to be on the worship of God rather than on individuals.

Suggested Appearance Guidelines

Appropriate dress for males, Sunday morning service:

1. Dress shirt with tie; suit, sports coat, or sweater optional.
2. Dress pants; no shorts.
3. Dress shoes.
4. No offensive tattoos, extreme hair color/style, or body piercings, including earrings.

Appropriate dress for females, Sunday morning service:

1. Dresses: knee length or longer; Skirts: knee length or longer; Dress pants; no shorts.
2. Sleeved top; jacket or sweater optional.
3. Dress shoes.
4. No offensive tattoos, extreme hair color/style, or body piercings, excluding earrings.

Minimum appropriate dress for males with a formal role in Sunday or Wednesday night Bible study:

1. Collared shirt - no T-shirts.
2. Casual or dress pants; neat jeans; no shorts.
3. Shoes.
4. No offensive tattoos, extreme hair color/style, or body piercings, including earrings.

Minimum appropriate dress for females with a formal role in Sunday or Wednesday night Bible study:

1. Dresses and skirts: knee length or longer; casual or dress pants, neat jeans; no shorts.
2. Sleeved top; jacket or sweater optional.
3. Shoes.
4. No offensive tattoos, extreme hair color/style, or body piercings, excluding earrings.

The Elders have the responsibility to monitor the appearance and conduct of all people formally serving the congregation in a worship service. If the judgment of any administrative Elder is that the appearance or conduct of an individual could draw attention away from the proclamation of the Gospel of Jesus Christ, the individual will not be permitted to perform his or her expected service.

People who are scheduled to be on the platform or act in any of the capacities listed above are urged to consult with an administrative Elder ahead of their scheduled time if they are uncertain about whether any aspect of their appearance could preclude them from formal service participation.

5.0 Utilization of CFC Equipment and Facilities for Non-CFC Ministry Events

5.1 Preference for Facility Use

Official CFC ministries shall always have first use of CFC equipment and facilities over non-profit and for-profit use as described below. In case of a conflict between CFC ministry needs and already scheduled personal or for-profit use, every effort shall be made to accommodate the needs of the non-CFC ministry user.

5.2 Tables and Chairs

Folding tables and chairs may be borrowed for use during personal events at CFC member's homes. The availability of tables or chairs for the desired use date(s) must be approved by the Buildings and Grounds Supervisor or the Elder or Deacon in charge of this area. Tables must be returned to CFC in the same or better condition of cleanliness, as determined by the Buildings and Grounds supervisor or other designated CFC official. Table return will be at a time scheduled for inspection of table condition. A \$100 deposit must be supplied at the time tables are borrowed that may be used for cleaning, repair, or replacement of borrowed items. Remaining portions of deposits will be returned; additional fees will occur if \$100 is not sufficient to return all items to the as-borrowed condition.

5.3 Facilities

5.3.1 Personal Activities

CFC facilities may be used by CFC members for personal activities such as showers and birthday parties. Scheduling of rooms and grounds shall be approved by the Elder or Deacon responsible for Buildings & Grounds. The person requesting use of any CFC facilities shall be responsible for:

- cleaning the used areas,
- taking any trash generated to the outdoor waste containers,
- turning off lights and returning heating or cooling systems to the before-use condition,
- ensuring that all doors are locked after they leave the building.

Failure to comply with these requirements may result in a fee assessment and or loss of future facility use privileges, as determined by the Elder or Deacon responsible for Buildings & Grounds.

5.3.2 For-Profit Activities

For-profit use of CFC facilities by CFC members may be allowed at the discretion of the Elder or Deacon responsible for Buildings & Grounds. For-profit users will be assessed a fee as determined by the Elder or Deacon responsible for Buildings & Grounds. The minimum fee shall be \$75, and may be more depending upon the nature of the activity.

The responsibilities listed in 5.3.1 shall also apply to approved, for-profit users.

5.3.3 CFC Sound System

Only personnel authorized by the Music Ministry Deacon may operate the sound system, projector system, stage lights, or any other equipment controlled from the sound booth area. If these items are required for personal or for-profit activities scheduled at CFC, the person in charge of the activity must make arrangements with an authorized person to operate this equipment. The required fee for these services is \$50 for up to two hours of operation, plus \$15/hr for each hour after two hours.

CHRISTIAN FELLOWSHIP CENTER POLICY AND PROCEDURES MANUAL

5.3.4 Kitchen Facilities

The stove and griddle shall not be used for any activity not associated with official CFC ministry functions.

6.0 Church Discipline

6.1 Individuals acting in a manner that intentionally disrupts or discredits the ministries or members of the Christian Fellowship Center shall be subject to church discipline.

6.1.1 Activities Subject to Church Discipline

- Not abiding by the conflict resolution steps in 6.1.
- Spreading lies or half truths intended to discredit CFC members or ministries.
- Questioning doctrines formally stated and held by CFC, not in the spirit of discussion and learning more of God's truth, but with a spirit of dissension and animosity.
- Any activity or attitude intended to tear down, not build up, God's people at CFC or elsewhere.

6.1.2 Church Discipline Procedure

The Elder Board shall investigate all matters that may warrant church discipline thoroughly. Individuals subject to potential discipline shall be invited to meet with the entire Elder Board to review and resolve the situation.

6.1.3 Church Discipline Forms

If individuals refuse to correct their actions as directed by the Elder Board, the following actions will occur as determined by the Elder Board.

- The name of the person, the nature of the offense, and the refusal of the person to adhere to the Elder Board directive shall be presented to the congregation by an Elder during a Sunday morning worship service.
- The person shall be removed from any positions of authority in CFC or any ministry.
- The person shall have his or her membership in, or licensing by, CFC revoked.
- If the person undergoing discipline still chooses to attend services at CFC and is in any way disruptive, then a Police restraining order may be sought to prevent them from coming onto CFC property.

6.1.4 Restoration After Discipline

Upon sincere and complete repentance of the person undergoing discipline, the Elder Board may choose to restore the person to the local body of Christ worshipping at CFC. The vote for restoration must be unanimous by the full Elder Board.

7.0 Non-Pastoral Speaking and Instructional Classes at CFC

7.1 Lay Member Preaching or Teaching at Regular CFC Services

Lay members from the CFC body and outside the church may be allowed to preach or teach Biblical truths from the CFC pulpit at regular Sunday or Wednesday services under the auspices of the Senior CFC Pastor. No honorariums or fees shall be paid by CFC to these lay members.

7.2 Non-Pulpit Lay Member Instruction

Biblically based or life skills assistance classes may be presented to the general body by CFC or outside lay members as follows.

- A teaching plan shall be presented to the Senior Pastor for approval. The plan must outline the course content, instructor credentials, objective, materials to be used, number of classes, time of classes, facilities required, cost of materials, and other costs to participants. Any fees that will be charged to participants that will be paid to the presenter must be identified.
- The Senior Pastor shall present the request to the Elder Board at the next Elder Meeting with his recommendation to approve or reject the teaching request.
- The Elder Board shall determine by vote to allow, allow with provisions, or reject the teaching request.

8.0 Selection of CFC Elders and Deacons

8.1 Elders

When an Elder needs to be added to the Elder Board, candidate names shall be solicited from the CFC body. The administrative Elders shall select the best candidates from this list and submit them to the Deacon board for comment. A candidate that has the support of both the Elder and Deacon Boards shall be given the CFC Elder Questionnaire to complete prior to being interviewed by the Elder Board. Upon Elder Board approval, the candidate shall be ordained at a regular Sunday morning service as scheduled by the Elder Board.

8.2 Deacons

When a new Deacon needs be added to the Deacon Board, names of prospective Deacons shall be solicited by the Deacon Board from all CFC members. From this list, the Deacon Board shall select enough candidates to fill the needed positions. Names of potential Deacons shall then be presented to the Elder Board for authorization to contact these men and have them complete the Deacon Questionnaire.

After the Deacon Board has interviewed the potential Deacons and made their final selections, their recommendations will be presented to the Elder Board. Elder Board confirmed Deacons will then be ordained and presented to the congregation during a Sunday morning service as scheduled by the Elder Board.