

Pleasant Chapel Community Church

Bylaws

Article 1.

Section 1. The name of this church shall be Pleasant Chapel Community Church doing business as Pleasant Chapel Community Church.

Section 2. Although Pleasant Chapel operates independently and is not subject to the control of any other organization, we seek to cooperate and partner with other like-minded churches, through ministries that continue in the commission of Christ.

Article 2. Identity and Purpose

Pleasant Chapel Community Church is people who are finding repurposed life in following Jesus Christ. We are responding to his forgiveness, mercy, and grace as we work to fulfill His command to build his kingdom by making disciples of Jesus Christ.

Pleasant Chapel Community Church seeks to provide a place where all are welcome to connect with God by exploring faith and growing in their relationship with Jesus. We provide opportunities for people to worship and be in fellowship with other followers, support one another in life, help those in our communities who are in need, and share the Good News of Jesus with others.

Article 3. What we believe

Section 1. *About God.* We believe in the one true, holy and living God. He is infinite in power, wisdom, justice, goodness and love, and rules with gracious regard for his creation and salvation of humankind, to the glory of his name. We believe he reveals himself as the Trinity: Father, Son and Holy Spirit, distinct but inseparable, eternally one in essence and power.

- We believe the Father is the Creator and Sustainer of all things. The Father can be intimately known by knowing the Son, Jesus.
- We believe in Jesus Christ, truly God and truly man, in whom the divine and human natures are perfectly and inseparably united. He is the eternal Word made flesh, the only begotten Son of the Father, born of the Virgin Mary by the power of the Holy Spirit. He lived, suffered and died on the cross. He was buried, rose from the dead and ascended into heaven to be with the Father, He shall return. He is eternal Savior and Mediator, who intercedes for us, and by him all people will be judged.
- We believe the Holy Spirit is co-equal with the Father and Son as God. He is present in the world to make people aware of their need for Jesus Christ. He also dwells in followers of Christ in order to provide them with power for living, understanding of truth, and guidance to do what is right. He enables followers with gifts and resources to serve and participate in his kingdom. He convinces the world of sin, of righteousness and of judgment.

Section 2. *About Scripture.* We believe the Bible reveals the Word of God. The Bible is God's revelation about himself to humankind and is to be the rule and guide for faith and practice.

Section 3. *About Humankind.* We believe God’s special creation is humankind, male and female, bearing his very image. Humanity’s original purpose is to bring glory to God in fellowship with him. Sin’s effects pervade and corrupt all of creation and all of life including cultural, social, and religious life. All humans inherit sin, are inclined to sin, and are lost without the saving grace found in entrusting one’s life to Jesus Christ and receiving forgiveness he provides by his sacrificial death. Because God created humankind in his own image, and that Christ died for humanity, we believe that all persons possess dignity and worth.

Section 4. *About the Church.* The church is the community of all followers of Jesus Christ. Jesus is the head of the church, whose mission is to make disciples and spread the love of Christ. Followers of Christ should actively engage in the local church to worship Him, to know Him, to pray, to make new disciples, to grow to maturity in faith, and discover and utilize their personal gifts in the life of the church.

Section 5. *About Hope.* We believe that God’s plan includes the giving of new life to those who choose to receive the forgiveness found in his sacrificial death of Jesus Christ. New life has real purpose and meaning in Christ here and now as well as an eternal life in the presence of God in the future. We believe in the return of Jesus in glory to bring this age to an end bringing judgement to Satan, unbelievers, and all evil. We believe true followers of Christ will receive a glorified body to be made present with God and with all of the believers from all ages.

Section 6. *About the Sacraments of Baptism and Communion.* Sacraments are special *means of grace* that exceed human understanding. From our traditions, we recognize baptism and communion as sacraments. For us, baptism marks the initiation into the church and signifies the beginning of the process of salvation for the individual. Communion is our response to Jesus’ command when he said, “Do this in remembrance of me.” We participate in the meal Jesus shared with his disciples on the night before his arrest and crucifixion. It is then we remember what he has done for us, confess our need for him, and proclaim our hope found in him. For more information regarding the church’s understanding of the sacraments see the Appendix.

Section 7. *About Human Sexuality & Marriage.* It is not the purpose of Pleasant Chapel’s polity to make statements regarding the church’s position on every current social or cultural issue. However, because of the current nature of the disaffiliation from the UMC and because human sexuality is such a divisive and yet ambiguous problem within the church, the following reflects the church’s belief.

Pleasant Chapel welcomes all people to explore and grow in Christian faith, to connect with this family of fellow followers of Jesus Christ, and to participate in the church’s ministries. All are accepted and all are affirmed as people who have sacred worth and bear the image of their Creator. Accepting and affirming, however, do not mean all behaviors correctly reflect the image that followers of Christ are to bear (this is the basic reason many churches have struggled with the issue of human sexuality). Followers of Christ are called to live holy lives that reflect the goodness of our Creator.

We believe that human sexuality is a gift from God to be expressed within the covenant of marriage between one man and one woman. Expression not in the marital covenant is sexually immoral and is

therefore not condoned, celebrated, or promoted by Pleasant Chapel. For more information regarding the church's understanding of human sexuality see the Appendix.

Article 4. Membership

Section 1. Membership into Pleasant Chapel is a step in the journey of faith of the individual who joins. Those who desire to unite with Pleasant Chapel in membership shall become a member upon taking vows declaring the Christian faith through appropriate services of profession of faith and membership. The service calls potential members to:

- confess Jesus Christ as Savior and put their whole trust in his grace, and promise to serve him as their Lord;
- profess their agreement and belief in the basic truths of the church;
- commit to God by committing to this local body of fellow followers of Jesus Christ;
- acknowledge they are vital to the overall health of the body;
- pledge their prayers, presence, resources, skills and their service to God through this church;
- submit to the spiritual authority of the local church.

Section 2. Membership of new persons is a step in the journey of the existing members of the church. Existing members

- commit to uplift and support the new members and welcome them into this community of faith;
- provide the space and opportunity for new members to grow in Christ in discipleship, fellowship, and ministry.

Section 3. With membership comes the privilege to serve on committees and vote in congregational votes.

Section 4. Children and infants baptized are *baptized* members. Professing members are *voting* members.

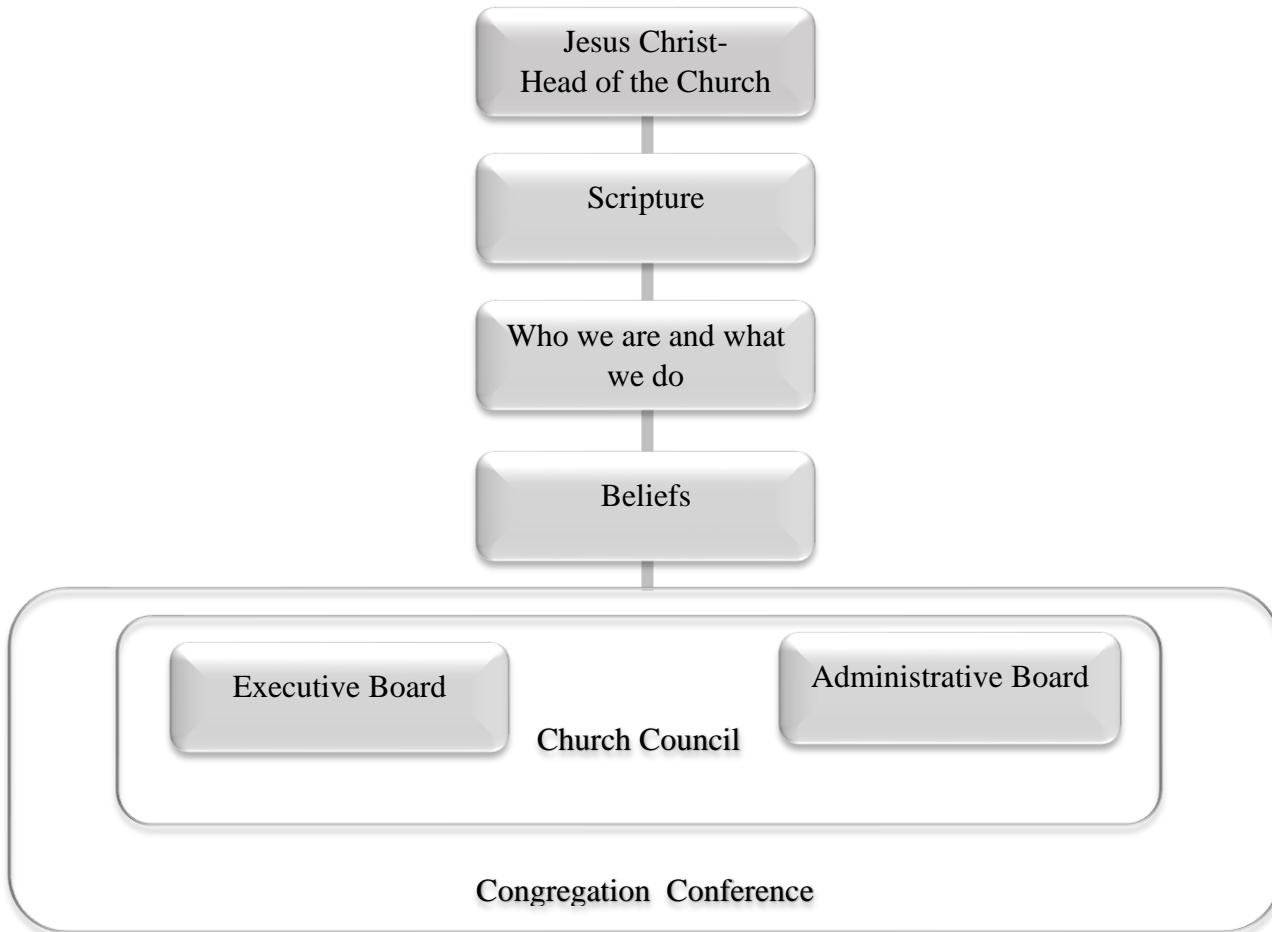
Article 5. Government

Section 1. Organization

Pleasant Chapel Community Church acknowledges Jesus Christ as its head. Scripture, guided by the Holy Spirit, is the guide in matters of faith and church order.

The members of Pleasant Chapel entrust the leaders they choose to govern the church. Leadership, under the guidance of God, governs issues of ministry and business within the church. Pleasant Chapel is governed by the **Church Council** – the Executive Board, the Administrative Board, and the senior pastor. Those matters considered to be of major importance will be presented to the Church Council for approval, such as major financial decisions, changes to the Bylaws, capital improvements, nominations, and staff changes. The **Congregational Conference** is the entire voting members of Pleasant Chapel and meets when necessary to review annual budget, approve nominations, changes to the Bylaws, and for financial decisions valued greater than 20% of the budget which have been approved by the Church Council.

Organization of Pleasant Chapel Community Church



Section 2. Committee (Board) Membership and Meeting Procedures

¶ 1. Committees are made up of people from Pleasant Chapel Community Church who have been nominated by the *Connections Team (Nominations)* and approved at the annual Congregational Conference. Committee members serve a 3 year term and must sit out 1 year before being re-nominated.

¶ 2. A target number for the Administrative and Executive boards is 12. There should be 10-12 church members and no more than 2 non church members on the Boards. There should not be 2 or more people on the same committee (board) from the same family.

¶ 3. A Chairperson and Secretary will be selected by each committee at the beginning of each year.

¶ 4. Each Board should meet at least quarterly. Meetings should be conducted using Parliamentary Procedure. A simplified guideline for Robert's Rule of Order can be found in the Appendix. Minutes should be recorded and stored electronically.

¶ 5. In order for a committee or board to meet, quorum (minimum attendance) is required. A quorum for Pleasant Chapel is 2/3 membership or greater present. In order for a motion to be

passed a positive vote of 2/3 or greater of those present is required. Proxy (or virtual) participation is acceptable.

Section 3. Serving in a leadership role in Pleasant Chapel is a very important responsibility which requires a great commitment from each member for their time, their abilities, and of their faith. Members acknowledge this commitment for their term of service by agreeing to the Board Covenant Agreement. The agreement can be found in the Appendix.

Section 4. Executive Board

The Executive board deal in matters more *spiritual* in nature. The pastor (staff) reports to this board. Sunday, midweek, and special services are this board's responsibilities. Discipleship, spiritual development, social and service events are also maintained by this board. Members of this committee will commit individually and collectively to

- The prayerful leadership of the ministries of Pleasant Chapel.
- The pastoral care and spiritual direction of the congregation.
- The careful management of church programs, ministry, and staff. This includes the responsibility to hire, license pastors to preach, review (and remove if necessary) staff including pastor, appoint teachers, ministry teams and directors, etc.

¶ 1. The job descriptions for pastors and staff, their selection processes, and review, renewal, and removal procedures may be found in the Appendix.

¶ 2. Requirements to teach/supervise children/youth (this is linked to the Administrative Board policy on Security/Safety) may be found in the Appendix.

Section 5. Administrative Board

The Administrative Board deals in matters more *physical* and *administrative*. Property and grounds, the maintenance of the property, building projects, finance, safety/security, and media (A/V, Webpage, Facebook, etc.) are the responsibility of this board. Members of this committee will commit individually and collectively to

- The careful management of church property and assets.
- The careful stewardship of church finances.

¶ 1. See Appendix for Finance Policies which include Committee description and selection process, reporting process (annual, monthly, etc.), offering collection process, budget development / approval process, definition of fiscal year, and spending procedures (who and how much?).

¶ 2. See Appendix for Security/Safety Policies and Procedures.

¶ 3. See Appendix for Building / Property use Policy.

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Creeds

Creeds serve to affirm the core beliefs of the Christian faith. They have been used as profession of personal faith before baptism, as a response to heretical teaching, and to bring unity to the universal body of believers. Included here is the Apostles' Creed and the Nicene Creed.

Apostles' Creed

I believe in God, the Father Almighty,
maker of heaven and earth;

And in Jesus Christ his only Son, our Lord;
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, dead, and buried;*
the third day he rose from the dead;
he ascended into heaven,
and sitteth at the right hand of God the Father Almighty;
from thence he shall come to judge the quick and the dead.

I believe in the Holy Spirit,
the holy catholic** church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting. Amen.

The Nicene Creed

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father;
through him all things were made.
For us and for our salvation
he came down from heaven,
was incarnate of the Holy Spirit and the Virgin Mary
and became truly human.

For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory
to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son,
who with the Father and the Son
is worshiped and glorified,
who has spoken through the prophets.
We believe in one holy catholic* and apostolic church.
We acknowledge one baptism
for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come. Amen.

Sacraments

The word “Sacrament” comes from Greek *mysterion* meaning mystery. Sacraments are special *means of grace* that exceed human understanding. In the Catholic Church, there are seven sacraments. At the Reformation only two were kept as sacraments: baptism and communion.¹

Baptism for John Wesley was a part of the lifelong process of salvation. He saw spiritual rebirth as a twofold experience in the normal process of Christian development -- to be received through baptism in infancy and through commitment to Christ later in life. Salvation included both God’s initiating activity of grace and a willing human response.²

From our tradition, salvation is regarded as a lifelong process during which we must continue to respond to God's grace. The process begins with God and his grace that comes before, called prevenient grace. For those in the church who have children, God is already at work on the child through the church. Baptism is the initiation into the church. We believe that baptism is a gift from God (and because it is not completely understandable is mystery, a sacrament). He is the central to the service of baptism. When an infant is baptized, the service calls for the reaffirmation of belief by parents and the congregation and challenges them to foster a Christ-centered environment for the child. Baptism, for us, is an initiation into a process which requires, at some point, the individual’s own acceptance of that God’s grace, the receiving of the forgiveness found in Christ, and an ongoing commitment to be his disciple. When an adult is baptized they confirm their personal choices to receive the forgiveness from Jesus Christ, repent from sin, and continue to follow him obediently. Pleasant Chapel recognizes varied understanding of baptism and therefore allows for the flexibility of when/how baptism is exercised leaving that decision to the individual or the parents/guardians.

Communion is the second sacrament. John Wesley said, “It was the judgment of many of the ancient Fathers, that we are here to understand the sacramental bread also; daily received in the beginning by the whole Church of Christ, and highly esteemed, till the love of many waxed cold, as the **grand channel whereby the grace of his Spirit was conveyed to the souls of all the children of God.**”³

Communion for us is our response to God’s invitation to participate in the meal Jesus ate with his disciples the night before his crucifixion. As we participate in this meal, we have the opportunity to confess, remember the forgiveness found in Christ, and give thanks to what He has done for us.

All are welcome to receive communion in this church. From our tradition we state, “Christ our Lord invites to his table all who love him, who earnestly repent of their sin and seek to live in peace with one another.”⁴

¹ P. 59-60.

² By Water and Spirit, UMC.

³ The Sermons of John Wesley - Sermon 26 “Upon Our Lord's Sermon On The Mount: Discourse Six” Section 3.11.

⁴ UMC Book of Worship”

Guideline for Service of Baptism

Brothers and sisters in Christ: Through the Sacrament of Baptism we are initiated into Christ's holy Church. We are incorporated into God's mighty acts of salvation and given new birth through water and the Spirit. All this is God's gift, offered to us without price. Through confirmation, and through the reaffirmation of our faith, we renew the covenant declared at our baptism, acknowledge what God is doing for us, and affirm our commitment to Christ's holy Church.

On behalf of the whole Church, I ask you:

Do you renounce the spiritual forces of wickedness, reject the evil powers of this world, and repent of your sin?

I do.

Do you accept the freedom and power God gives you to resist evil, injustice, and oppression in whatever forms they present themselves?

I do.

Do you confess Jesus Christ as your Savior, put your whole trust in his grace, and promise to serve him as your Lord, in union with the Church which Christ has opened to people of all ages, nations, and races?

I do.

The pastor addresses parents or other sponsors of candidates not able to answer for themselves:

Will you nurture these children (persons) in Christ's holy Church, that by your teaching and example they may be guided to accept God's grace for themselves, to profess their faith openly, and to lead a Christian life?

I will.

The pastor addresses candidates who can answer for themselves:

According to the grace given to you, will you remain faithful members of Christ's holy Church and serve as Christ's representatives in the world?

I will.

The pastor addresses the sponsors:

Will you who sponsor these candidates support and encourage them in their Christian life?

I will.

The pastor addresses the congregation, and the congregation responds:

Do you, as Christ's body, the Church, reaffirm both your rejection of sin and your commitment to Christ?

We do.

Will you nurture one another in the Christian faith and life and include these persons now before you in your care?

With God's help we will proclaim the good news and live according to the example of Christ. We will surround these persons with a community of love and forgiveness that they may grow in their trust of God, and be found faithful in their service to others. We will pray for them, that they may be true disciples who walk in the way that leads to life.

Prayer

Christian Name(s), I baptize you in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Now it is our joy to welcome our new sisters and brothers in Christ. Through baptism you are incorporated by the Holy Spirit into God's new creation and made to share in Christ's royal priesthood. We are all one in Christ Jesus. With joy and thanksgiving we welcome you as members of the family of Christ.

Guideline for Service of Communion

Christ our Lord invites to his table all who love him, who earnestly repent of their sin and seek to live in peace with one another. Therefore, let us confess our sin before God and one another.

Merciful God, we confess that we have not loved you with our whole heart. We have failed to be an obedient church. We have not done your will, we have broken your law, we have rebelled against your love, we have not loved our neighbors, and we have not heard the cry of the needy. Forgive us, we pray. Free us for joyful obedience, through Jesus Christ our Lord. Amen.

All pray in silence.

Leader to people:

Hear the good news: Christ died for us while we were yet sinners; that proves God's love toward us. In the name of Jesus Christ, you are forgiven!

People to leader:

In the name of Jesus Christ, you are forgiven! Leader and people: Glory to God. Amen.

The Lord be with you.

And also with you.

Lift up your hearts.

We lift them up to the Lord.

Let us give thanks to the Lord our God.

It is right to give our thanks and praise.

On the night in which he gave himself up for us, he took bread, gave thanks to you, broke the bread, gave it to his disciples, and said: "Take, eat; this is my body which is given for you. Do this in remembrance of me." When the supper was over, he took the cup, gave thanks to you, gave it to his disciples, and said: "Drink from this, all of you; this is my blood of the new covenant, poured out for you and for many for the forgiveness of sins. Do this, as often as you drink it, in remembrance of me." And so, in remembrance of these your mighty acts in Jesus Christ, we offer ourselves in praise and thanksgiving as a holy and living sacrifice, in union with Christ's offering for us, as we proclaim the mystery of faith.

Christ has died; Christ is risen; Christ will come again.

Pour out your Holy Spirit on us gathered here, and on these gifts of bread and wine. Make them be for us the body and blood of Christ, that we may be for the world the body of Christ, redeemed by his blood. The pastor may raise hands. By your Spirit make us one with Christ, one with each other, and one in ministry to all the world, until Christ comes in final victory and we feast at his heavenly banquet. Through your Son Jesus Christ, with the Holy Spirit in your holy Church, all honor and glory is yours, almighty Father, now and forever.

Unison Lord' Prayer

Invitation to receive the elements.

Statement on Sexuality

It is not the purpose of Pleasant Chapel's polity to make statements regarding the church's position on every current social or cultural issue. However, because of the current nature of the disaffiliation from the UMC and because human sexuality is such a divisive and yet ambiguous problem with the church, the following reflects the church's belief.

Pleasant Chapel welcomes all people to explore and grow in Christian faith, to connect with this family of fellow followers of Jesus Christ, and to participate in the church's ministries. All are accepted and all are affirmed as people who have sacred worth and bear the image of their Creator. Accepting and affirming, however, does not mean all behaviors correctly reflect the image that followers of Christ are to bear (this is the basic reason many churches have struggled with the issue of human sexuality). Followers of Christ are called to live holy lives that reflect the goodness of our Creator.⁵

We believe that human sexuality is a gift from God to be expressed within the covenant of marriage between one man and one woman. This reflects what was originally created as good by God and invites humans to participate in the ongoing creative work through human reproduction.⁶

Sin causes a perversion or distortion of that which was created as good. Jesus came to restore that original goodness. When questioned and tested about marriage and sexuality, he referred back to that which was designed as good.⁷

⁵ **1 Thessalonians 4:1–7 (NIV84)** *Living to Please God* **4** Finally, brothers, we instructed you how to live in order to please God, as in fact you are living. Now we ask you and urge you in the Lord Jesus to do this more and more. ²For you know what instructions we gave you by the authority of the Lord Jesus. ³It is God's will that you should be sanctified: that you should avoid sexual immorality; ⁴that each of you should learn to control his own body in a way that is holy and honorable, ⁵not in passionate lust like the heathen, who do not know God; ⁶and that in this matter no one should wrong his brother or take advantage of him. The Lord will punish men for all such sins, as we have already told you and warned you. ⁷For God did not call us to be impure, but to live a holy life. *See also 1 Peter 2:9, Romans 12:1, 1 Corinthians 6:19.*

⁶ **Genesis 1:27–28 (NRSV)** ²⁷ So God created humankind in his image, in the image of God he created them; male and female he created them. ²⁸ God blessed them, and God said to them, "Be fruitful and multiply, and fill the earth and subdue it; and have dominion over the fish of the sea and over the birds of the air and over every living thing that moves upon the earth." *See also 1 Timothy 4:4, 1 Corinthians 6:15-20*

⁷ **Matthew 19:3–9 (NRSV)** ³ Some Pharisees came to him, and to test him they asked, "Is it lawful for a man to divorce his wife for any cause?" ⁴ He answered, "Have you not read that the one who made them at the beginning 'made them male and female,' ⁵ and said, 'For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh'?" ⁶ So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate." ⁷ They said to him, "Why then did Moses command us to give a certificate of dismissal and to divorce her?" ⁸ He said to them, "It was because you were so hard-hearted that Moses allowed you to divorce your wives, but from the beginning it was not so. ⁹ And I say to you, whoever divorces his wife, except for unchastity, and marries another commits adultery."

Human marriage is to reflect the relationship between Jesus and his bride, the church.⁸

Therefore, where there is to be an expression of the gift of sexuality, it is to be within the covenant of marriage between one man and one woman. The UMC Book of Discipline encourages the teaching of “sex education consistent with Christian morality, including faithfulness in marriage and abstinence in singleness.”⁹

Any expression outside of “faithfulness in marriage and abstinence in singleness” is non-God honoring. (This includes more than merely same-sex activity such as pornography, lust, non-marital cohabitation, abuses, addictions, pedophilia, etc.)

For many, because of the desires of the flesh, the pressure of our culture, or the innate nature of self, we acknowledge obedience is difficult. But the Spirit is great and enables us to live in fidelity to that which he has commanded.

⁸ **Ephesians 5:25–27 (NRSV)** ²⁵ Husbands, love your wives, just as Christ loved the church and gave himself up for her, ²⁶ in order to make her holy by cleansing her with the washing of water by the word, ²⁷ so as to present the church to himself in splendor, without a spot or wrinkle or anything of the kind—yes, so that she may be holy and without blemish. See also Ephesians 5:25-33, Revelation 19

⁹ UMC Book of Discipline ¶ 162.

Meeting Administration

The following is a simplification of Parliamentary Procedure which should be used in committee meetings, Church Council, and Congregational meetings.¹⁰

A summary of Robert's Rules of Order

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Parliamentary Procedure is a time tested method of conducting business at meetings and public gatherings.

Parliamentary procedure usually follows a fixed order of business.

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Reports.
5. Unfinished business.
8. New business.
9. Announcements – Set next meeting date.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

Motion process

1. A member obtains the floor and makes a motion
2. A different member seconds the motion or the Chair will call for a second.
3. If there is no second to your motion it is lost.
4. The Chair states the motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing the motion before the membership for consideration and action.
 - b. The membership then either discusses the motion, or may move directly to a vote.
 - c. Once the motion is presented to the membership by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding the motion

¹⁰ More detail to Parliamentary Procedure and Robert's Rules of Order can be found at https://toastmasters.arizona.edu/sites/default/files/roberts_rules_0.pdf or <https://robertsrules.com/>

- a. The time for the motion's presenter to speak in favor is at this point in time, rather than at the time he/she present it.
 - b. The motion's presenter is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. The motion's presenter may speak again only after other speakers are finished, unless called upon by the Chair.
8. Putting the Question to the Membership
- a. The Chair asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted

Voting on a Motion:

There are various methods of voting depending on the situation.

- 1. By Voice -- The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
- 2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- 3. By General Consent -- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- 4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.

Leadership Covenant

Thank you for serving God alongside other followers of Christ of Pleasant Chapel Community Church in a leadership position. The kingdom of God can grow in this community because of your leadership in this church. Leading also provides you an opportunity for your own spiritual growth.

Leading carries with it responsibilities of representing the values of this church as well as representing Jesus Christ. All followers of Christ bear that responsibility, but for leadership this is especially true during the time you serve in this leadership role. Think of the church as a baseball team. The team is continuously participating in the game, but there is the unique time of being *at bat*. It is then that the player is more focused and more intentional. Similarly, during this time of serving in leadership, it is especially important to be deliberate about our work as we step up to the plate.

Therefore, members in leadership positions are asked to endeavor to:

Love God and love people. The greatest commandment is found in the Gospels:

Matthew 22:37–40 (NRSV) ³⁷ He said to him, “‘You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.’ ³⁸ This is the greatest and first commandment. ³⁹ And a second is like it: ‘You shall love your neighbor as yourself.’ ⁴⁰ On these two commandments hang all the law and the prophets.”

Grow in personal discipleship. We are called to “make disciples” (Matthew 28:19). That means we are to continue to be those disciples; continuously learning and transforming. We do this by frequently seeking God’s voice in Scripture, in prayer, in confession, in presence in church, and in fellowship with other followers. We are to remain in him and he in us, it is then we will bear fruit.

John 15:4–5 (NRSV) ⁴ Abide in me as I abide in you. Just as the branch cannot bear fruit by itself unless it abides in the vine, neither can you unless you abide in me. ⁵ I am the vine, you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing.

Resist the works of the flesh and pursue those of the Spirit. We are to be holy people and a reflection of Jesus.

Galatians 5:19–23 (NRSV) ¹⁹ Now the works of the flesh are obvious: fornication, impurity, licentiousness, ²⁰ idolatry, sorcery, enmities, strife, jealousy, anger, quarrels, dissensions, factions, ²¹ envy, drunkenness, carousing, and things like these. I am warning you, as I warned you before: those who do such things will not inherit the kingdom of God. ²² By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, ²³ gentleness, and self-control. There is no law against such things.

Work toward fulfilling the mission of this church which is the commission given by Jesus:

Matthew 28:18–20 (NRSV) ¹⁸ And Jesus came and said to them, “All authority in heaven and on earth has been given to me. ¹⁹ Go therefore and make disciples of all nations,

baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.”

Everything this church does should be in the context of that commission. It therefore is

- less about my opinion and more about His truth;
- less about a program and more about His people;
- less about our will and more about His will;
- less about what is familiar or comfortable and more about His mission.

To do this I will be attentive to the voices and needs of this church and this community. I will also be prayerfully seeking God’s will for the direction of this church and its ministries.

By signing below, I commit to pursue each of these statements of covenant as I serve this church.

Name (printed) _____

Signature _____

Date: _____

Pastor Selection/Review/Contract

The Executive Board has the responsibility selecting, reviewing, setting the salary and benefits, and removing the pastor(s).

The Selection Process

The Executive Board may serve as the Search Committee or appoint a separate Search Committee comprised of members of their own board, along with other at-large members of the congregation. The search committee should be comprised of individuals that are a cross section of the congregation as a whole. Search Committees usually number from 5-7 individuals.

The main objective of the Search Committee is to search for an appropriate pastoral candidate to recommend and present to the Executive Board for a final decision. The Executive Board (and not the Church or Charge Conference) hires the pastor. The Executive Board provides the spiritual leadership *for* the church and therefore represents and acts as God's will *for* the church. The Charge Conference will participate in the commissioning and licensing the selected pastor.

Basic responsibilities include:

- Review and evaluate resumes as well as research prospective candidates
- Represent accurately the history and profile of the church to prospective candidates
- Schedule and conduct interviews with prospective candidates

Searching

1. Develop a list of prospective candidates.
2. Review resumes. Study and pray over the resumes from the prospective candidates. Prioritize resumes to determine the order in which you will make contacts. It is a good practice to get several references before contacting the person.
3. Maintain confidentiality. Items discussed during your meetings and interviews are to remain confidential. Respect the privacy of any candidate you contact.
4. Update the Congregation. Keep the congregation informed about the process. Use bulletins, public announcements, and newsletters to give concise reports. Be careful to respect the issues of confidentiality with any candidate under consideration.
5. Make Contacts. It is recommended that a representative of the search committee contact a potential candidate (e.g., letter, email or phone). Be sure to identify yourself and your church and explain how you got the person's name. Share some basic information about the church. Try to ascertain whether the person is willing to receive a church packet. If so, ask them to prayerfully review the materials and consider meeting with the committee for an interview. Set a deadline for their response.
6. Send the Church Packet. For those who respond positively, send them your church packet of materials. Don't forget to include your personal contact information (phone, email, etc.).

7. Schedule the Interview(s). As potential candidates respond with their willingness to interview, promptly set a convenient time and place for the interviews. Include time to tour the church facilities.

8. Do Your Homework. Check references on each person you plan to interview. Solicit a sermon online or DVD or arrange to send representatives to discretely visit his church to hear him preach.

Interview

1. Conduct a Thorough Interview. Some guidelines:

- Structure the interview with start and stop times, but be sure to allow adequate time for interaction, questions and answers, and prayer.
- Cover the candidate's expenses (travel, lodging, and meals).
- Carefully review the resume and have candidate and spouse share their testimonies.
- Ask strategic questions. Some possible interview questions (additional interview sample questions found in the Appendix):
 - i. How did you come to the Lord?
 - ii. At what moment did you realize you were called to ministry, and why as a pastor or leader?
 - iii. How would you define ministry? Leadership?
 - iv. What Christian leaders/pastors do you read, listen to, or follow?
 - v. Who is your favorite theologian and why?
 - vi. Can you share an example of how you have handled a tragic situation that has directly or indirectly affected members of your congregation?
 - vii. Explain a time when you have felt pushed beyond your capabilities as a leader, and how you overcame this difficulty.
 - viii. What is a God story that you tell in order to encourage others?
 - ix. Share an example of how you have handled someone on your team, or in the congregation, not living according to biblical principle. (Listen for grace and love in their response, while looking to the Bible for truth.)
 - x. How do you describe your approach to reflecting the love of Christ to people who are not accustomed to coming to church services, and have not decided to do so?
 - xi. Can you tell me a little bit about your own relationship with the Lord, and your personal devotional time?
 - xii. How do you balance the needs of your family and self with those of a congregation?

2. Answer Questions During the Interview. No doubt, ministry couples will have questions of their own. Initiate that kind of exchange so they do not feel awkward in asking questions. Here are a few common questions that potential candidates may have:

- What ministry goals does the church have?
- What are the church's strengths and fruitful ministries?
- What aspects of ministry most need to be addressed?
- What qualities are most important to you in a pastor?
- How do you see the role of the pastor's spouse?

- What changes need to happen for the church to fulfill its mission and vision?
- What is the compensation package for the pastor?

3. Agree on a Candidate. After conducting your interviews, seek a clear consensus as which person should be invited to candidate. Contact the individual to find out if he is willing to accept the position. This means that, if the recommendation of the search committee is approved by the Executive Board, the candidate will accept the position.

4. Present Decision to the Board. In cases where the Executive Board appointed a Search Committee separate from themselves, when that committee has completed its work, it will present a report of its work to the Executive Board. That Board will then make the final decision to hire the prospective pastor.

5. Do not leave other prospective candidates “hanging”. If you were in contact with other prospects, contact them promptly to let them know they are no longer under consideration.

6. Prepare a compensation package.

Pastor Application

PERSONAL CONTACT INFORMATION

First Name		Last Name	
Title		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address		City/State/Zip	
Phone Fax		Email Address	

PERSONAL INFORMATION

Date of Birth		Employer	
Occupation		Work Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Retired <input type="checkbox"/> N/A
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	If married, how long?	
Do you have children?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list their names and ages.	1 st Child: 2 nd Child:
3 rd Child:		4 th Child:	
5 th Child:		6 th Child:	
7 th Child:		8 th Child:	

What is your current Church name?	
What is your role there?	

Please list the churches you have previously been affiliated with (if any), denomination, dates attended and reason for leaving:

In past 5 years, have you held positions of leadership either inside or outside of the church? If yes, please specify by naming position, church...

Yes No

Are you currently serving in any other ministries at your church? Yes No - If yes, what are they?

LEADERSHIP INFORMATION

Discuss your leadership style

What interests and excites you the most about serving in this church as pastor?

--

SPIRITUAL BACKGROUND

Please share your conversion experience (describe your journey of faith). Please be as specific as possible.

How has your personal relationship with Jesus Christ impacted your life?

Review Pleasant Chapel’s Belief Statements and respond to your alignment theologically. (Do you differ in any way in your own theology)

What do you consider to be your personal strengths?

Please provide a URL of a video of a sermon you delivered (or provide media with a video sermon)

--

PERSONAL REFERENCES

Company name		Home Phone	
Address		Cell Phone	
City, State ZIP Code		E-mail	
Company name		Home Phone	
Address		Cell Phone	

City, State ZIP Code		E-mail	
Company name		Home Phone	
Address		Cell Phone	
City, State ZIP Code		E-mail	

AGREEMENT

By submitting this application, you authorize Pleasant Chapel to make inquiries into the personal references that you have supplied.

SIGNATURE

Signature		Date	
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Pastor Job Description

The Senior Pastor of Pleasant Chapel Community Church will lead the church in faith formation and proclaiming the good news of Jesus Christ. Sermons should be biblically based, engaging, and practical. The Senior Pastor is a servant-leader and team builder being able to motivate and work with other staff, boards, and members to grow in faith, build a sense of family, and reach out to the community.

The Senior Pastor will welcome those seeking a church experience and developing a deeper relationship with God. This leader will be forward looking helping to define our mission and where God is leading the church.

RESPONSIBILITIES

- Preaching/Teaching/Worship
 - Provide dynamic and applicable preaching of God's word on Sunday mornings and special services).
 - Work with the music team to plan cohesive worship services which include music, liturgy, Bible reading, and prayer.
 - Responsible for prayer, preaching, and administration of the sacraments during the church service.
 - Lead and promote spiritual formation within the church.
- Pastoral Care - Partnering with other members to provide pastoral care for the sick, elderly, and suffering.
 - Offer prayer and counseling to people who face crises or difficult circumstances. - Be available and accessible to members of the congregation through the use of the church office, appointments, and visitation.
 - Conduct funerals, weddings, and baptisms, and provide related pastoral care including premarital counseling.
- Administration and Leadership
 - Articulate and promote the vision and mission of our church to the congregation and community.
 - Attend and report at meetings of Administrative and Executive Boards.
 - Be a member of the Executive Board involved in the administrative oversight of the church.
 - Lead staff and hold staff meetings on a regular basis.
 - Provide general oversight to Ministry Teams.
 - Help build community within the church.
 - Promote inclusive, participatory, and intergenerational ministries encouraging members to use their gifts to serve the church and help others grow in faith.
 - Support Christian education.

- Outreach
 - Carry out the mission and vision of the church by reaching out to our community with the love of Christ.
 - Provide prayer and encouragement to the missionaries we support both locally and around the world.
 - Clerical responsibilities – oversee media
 - Monthly newsletter
 - Weekly bulletins
 - Sermon/Service video editing and publishing
 - Facebook/Webpage/Electronic calendar maintenance
 - Plan and organize worship services

- The Senior Pastor is accountable to the Executive Board in doctrine, life, and pastoral duties and is required to submit reports regularly.

- An annual performance evaluation will be completed.

- Members of staff will report to the Senior Pastor.

QUALIFICATIONS

- Bachelor’s degree in Bible/Ministry. Master of Divinity preferred
- Pastoral ministry and leadership experience in a church preferred
- Demonstrated love of God and the church, and a person of prayer
- Committed to ongoing personal, spiritual, and professional growth
- Is theologically in agreement with the beliefs of the church as found in Articles 1-4 in the Bylaws and will teach, preach, and act in manners that reflect those beliefs.
- Strong interpersonal skills and ability to relate to people of all ages and backgrounds
- Dynamic preaching which is Biblical, clear, and relevant to both believers and non-believers
- Visionary leader who can work with the boards, staff, and congregation to define and implement a vision
- Pastoral heart willing and able to come alongside to comfort and counsel hurting, confused, and broken people
- Ability to interact with people outside the church and to promote the mission and vision of the church

Process of Evaluation

The Executive Board (or a subset of the Board) shall conduct an annual review of the Pastor. The review process should:

- Be completed within the following schedule:
 - Review Evaluations – Board Members and Pastor Self Evaluation August

- Board Recommendation to retain or remove Pastor September
- Compensation/Benefit Agreement September
- Communicate with Finance Committee September
- Finance Committee publish annual budget October
- Congregational Conference October
- Include reviews from the leadership of the congregation which should focus on the main areas described in the Job Description
 - Preaching / Teaching / Worship leading
 - Pastoral Care
 - Administrative Leadership
 - Outreach
- Include the Pastor's self-evaluation
- Be goal oriented (review of the previous goals and the establishment of new goals)

The evaluation shall be presented to the Executive Board for approval followed by a motion to retain or remove the pastor for the following year.

Annual Review of Salary and Benefits

Following the evaluation process, the Executive Board and the pastor will discuss any changes in salary and/or benefits. The Board will move to set the pastor's salary/benefits for the following year. The Board will communicate any changes to the Finance Committee.

Pastoral Contract

The parties to this agreement are Pleasant Chapel Community Church and _____ herein referred to as church and Pastor.

RESPONSIBILITIES

Pleasant Chapel Community Church hereby contracts with _____, Pastor, to perform the usual pastoral duties and responsibilities including, but not limited to the following:

1. The Pastor is being initially hired for 20 hours minimum per week for the performance of Pastoral duties and responsibilities. (Work hours include sermon preparation and Sunday worship.)
2. The Pastor shall direct the ordering of all worship services of the church as set forth in the By-laws of the Pleasant Chapel Community Church. The Pastor shall officiate and participate in the regularly scheduled weekly Sunday worship service, except when on vacation or authorized leave.
3. The Pastor shall direct the performance of the Sacraments of Baptism and Holy Communion, as set forth in the Bylaws of Pleasant Chapel Community Church
4. The Pastor shall perform, at her/his discretion, the rites of Holy Union or Holy Matrimony.
5. The Pastor shall direct the performance of the rite of attaining membership in Pleasant Chapel Community Church.
6. The Pastor shall perform, at his/her discretion, the rite of Funeral or Memorial Service, as set forth in the Pleasant Chapel Community Church Bylaws.
7. The Pastor shall be the spiritual and administrative leader of the church and shall work in a spirit of cooperation with the Executive Board.
8. The Pastor shall be an advisor to the spiritual education program of the church.
9. The Pastor will personally perform hospital, jail, and home visitation. The Pastor shall organize and supervise a pastoral care program to see to the pastoral needs of the congregation. Members of the congregation may perform visits if needed.
10. If there are planned worship services or events the Pastor shall not ordinarily take the following as time off: Easter, Christmas Eve (the 23rd for Service) or Day.

11. The Pastor shall serve as personnel director of all paid and volunteer staff.
12. The Pastor shall serve as Moderator of the Church Council in accordance with Pleasant Chapel Community Church Bylaws.
13. The Pastor shall be responsible for the performance of such other duties and responsibilities as may be set forth and agreed to between the Pastor and Pleasant Chapel Community Church
14. The Pastor agrees that she/he will at all times faithfully and to the best of her/his ability perform all the duties herein described.
15. Primarily the Pastor shall work diligently “**to equip the people of God** for works of service, so the body of Christ may be built up until we all become mature, attaining to the whole measure of the fullness of Christ,” (Eph. 4:11-13)
16. The Pastor is required to take a minimum of 3 credit hours (*or equivalent*) of continuing education per year which is included in the Pastor’s expenses budget.

TERMS OF EMPLOYMENT

1. In order to balance the needs of the congregation and the needs of the Pastor, the Pastor shall be entitled to the following leave:
 - a. Four weeks paid vacation annually, dates to be affirmed by the Board of Directors. (A week is based on the current number of contracted hours per week.) Five weeks of vacation annually beginning with the tenth year of full-time service. No more than one week may be carried over to the next year. The Executive Board and (or) Pastor will ensure that the pulpit is filled during Pastor absence.
 - b. After each five years of service, for a full time Pastor, they will be eligible for a paid sabbatical of 45 days. This time is for reflection, education, writing, and renewal.
 - c. Should the Pastor become ill or disabled to the extent that the Pastor cannot perform her/his customary pastoral duties and responsibilities for two weeks, the Executive Board will temporarily fill the pulpit until the pastor is able to return.

In the event the Pastor shall, during the term of this contract, become totally disabled, which disability lasts or is expected to last, for a period of at least six months, either party shall have the option to terminate this contract.

2. Review - It is understood that open and honest feedback will be shared with the Pastor within the monthly Executive Board meetings. The Executive Board of Directors will conduct a written annual Board performance review.

3. Compensation and Benefits - The Pastor's compensation shall be established through the church's budgetary process and will be negotiated between the Pastor and the Executive Board.

a. The Pastor shall be paid every two weeks.

b. Pleasant Chapel Community Church shall pay the Pastor's continuing professional education expensed up to the amount set forth in the budget.

c. The Pastor shall be reimbursed all professional expenses. The dollar limits shall be set during the budgetary process and a receipt must verify each expense.

d. The Pastor shall receive additional benefits as may be approved during the budgetary process and set forth in the budget. Future considerations - retirement plan, life insurance, dental insurance.

4. Resignation - Should the Pastor resign from her/his duties she/he shall give a minimum of one month written notice to both the Executive Board. If she/he gives the required notice and has worked for more than one year she/he will receive all salary and benefits due up to the effective date of resignation.

5. Termination - In the event that the Pleasant Chapel Community Church removes the Pastor pursuant to the Bylaws of Pleasant Chapel Community Church, employment may be terminated without notice.

TERMS OF EMPLOYMENT

The hours, salary and benefits will be negotiated and modified as part of the budgetary process of the church. All salary and benefits are to be paid by Pleasant Chapel Community Church.

On this _____ day of _____ in the year of our Lord _____ all parties, in Christian love and mutual respect, set forth their signatures as acceptance of the above terms and conditions.

Pastor Date _____

Clerk, on behalf of the Board of Directors of Pleasant Chapel Community Church.

Service for Commissioning of a Pastor

You are called to build up Christ's church, to proclaim God's Word, to declare forgiveness through Jesus Christ, to call publicly on the name of the Lord on behalf of God's people, and to celebrate Christ's holy sacraments, baptizing and presiding at the Lord's supper.

You are to build up and equip those with whom they work, show the gospel of God's grace in word and deed, share people's joys and sorrows, encourage the faithful, recall those who fall away, help the sick and the dying, and serve with the whole church in its ministry to the world.

The Executive Board has discerned God's call to _____ for the ministry of pastor. We thereby authorize _____ for ministry which includes the teaching the church's beliefs and practices, pastoral leadership, the organization of corporate worship, and evangelism and service beyond this gathered congregation.

I present _____ for commissioning as a pastor while serving Pleasant Chapel Community Church.

_____ we rejoice that you have come today declaring your willingness to participate in Christ's ministry as pastor of our church. In serving as a pastor in Pleasant Chapel Community Church, you are reaffirming your baptism, declaring your allegiance to the crucified and risen Lord and seeking to be obedient to God's will. And so I ask you now:

_____, do you confess Jesus Christ as Lord?

I do.

Do you believe that you are called by God through the Church to this ministry?

I do.

Do you receive the witness to Christ in the Holy Scriptures of the Old and New Testaments; and do you undertake to proclaim from these, the gospel of Jesus Christ in word and deed?

I do.

Will you seek to live and work within the faith and unity of the one true church?

I will.

Will you endeavor to show love and compassion in the name of Christ to all among whom you serve?

I will.

(To the congregation) Will you accept _____ as a pastor of Pleasant Chapel Community Church?

We will.

Will you encourage her/him in love and support her/him in this ministry, serving with her/him the one Lord Jesus Christ?

We will.

And will you pray for _____ as he provides leadership for you and for this congregation?

We will.

May God give you strength to fulfil these promises; and to God be the glory in the Church and in Christ Jesus from generation to generation forever.

Let us pray, by the Holy Spirit, Lord, strengthen this your servant, and set _____'s heart on fire with love for you. Increase in _____ your gifts of grace: the spirit of wisdom and understanding, the spirit of counsel and might, the spirit of knowledge and wonder in your presence, the spirit of joy and delight in your service, now and forever. Amen.

In the name of Jesus Christ and by the authority of the Executive Board of Pleasant Chapel Community Church, we declare that _____ is commissioned as pastor and authorized for ministry in Pleasant Chapel Community Church.

Certificate of Commission to Ministry

This is to certify that

is commissioned as pastor of Pleasant Chapel Community Church and thereby authorized as minister of the Gospel of Jesus Christ.

Pleasant Chapel Community Church empowers the rights and privileges of a licensed minister which includes the authority to solemnize marriages, perform baptisms, administer communion, and provide spiritual leadership for the congregation of Pleasant Chapel Community Church.

Executive Board Chair

Date



Additional Interview questions

1. Please tell us about the ministry you are in right now.
2. Tell us the nature of your personal devotional life.
3. As you look back, what has happened in your ministry that has been most fulfilling?
4. What in your present situation is disappointing to you?
5. From what you have seen about our church, is there anything that seems particularly challenging?
6. How would you describe your methods of leadership? What leadership style do you naturally gravitate toward?
7. What is your understanding of the church and its mission in the world?
8. What are some priorities by which you would carry out ministry?
9. What is your position on such issues as style of worship, small groups, style of music, traditional structures, spiritual warfare, etc.?
10. How have you handled disappointment in your life?
11. How do you handle people who disagree with you?
12. How would you go about introducing changes that you deem to be appropriate to ministry?
13. What do you consider to be your specialty in ministry?
14. How did you choose the ministry as a vocation?
15. As you look back over your life, where do you see yourself making critical choices?
16. What are the current growth points in your spiritual walk with the Lord?
17. How have your own faith and theological views changed since you entered college?
Since you entered ministry?
18. What are your views on _____? (Choose any theological or social issues which are important to your congregation.)
19. Describe the process you go through when you are preparing a sermon.
20. What is your preferred practice with regard to pastoral visitation? What is your objective, what do you do, what makes you decide to make a visit?
21. What emphasis do you place on pastoral counseling?
22. What role does your family play in your practice of ministry?
23. What issues do you see as the most important ones facing the church right now?
24. How do you understand the role of the minister in church administration?
25. What approaches to a congregation's financial stewardship do you prefer?
26. If you were to become the pastor of this church, what are some of the things you would try to do during the first year here?
27. How do you maintain your own spiritual health? Your emotional health? Your physical health?
28. How do you prefer to work with the Church/Elder Board? The Deacons? The Trustees?
29. How do you allocate your time including personal/family time? Describe a typical day in your schedule.
30. What title do you prefer?
31. What feelings, needs, and expectations do you have about paid staff?
32. What opportunities do you see at our church and how do they fit with your interests and gifts?

33. How do you determine what priorities to put on tasks you must do?
34. What do you consider the pastor's main priorities to be?
35. Share one or two areas of ministry you personally struggle with.
36. What plan do you have for personal and professional growth?
37. How do you like to spend your free time?

Finance

Safety/Security

The mission of Pleasant Chapel is to make disciples of Jesus Christ. It is important to provide a space where people can come and feel safe and secure as they work at fulfilling that mission. Because we live in a fallen world, there are many things that the church needs to plan for in the case that the safety and security of the church (or activities outside the church) are threatened.

Because of our location and the delayed response time of professional emergency support, our church needs to be proactive in dealing with all possible situations.

Included here are guidelines for emergency situations. These need to

- 1) Be reviewed frequently. The Church Council will need to determine who manages the Safety and Security policies and guidelines. (probably the Safety and Security Team, chairperson...see below)
- 2) Applied to the congregation. The congregation should be made aware of the safe and secure measures being put in place.
- 3) Practiced. It has been recommended that the safe and secure procedures be practiced or drilled frequently.

Site Assessment Recommendations

The Committee on Safety met several times and attended a safety meeting organized by Huntington County Sheriff's Department and the Indiana State Police. The committee also had representatives from the Sheriff's Department and the Roanoke Fire Department come to Pleasant Chapel for an assessment of the facilities for the purpose of making recommendations to help develop safety and security plans and procedures.

From the committee and from insights from the Sherriff and Fire Departments, the following recommendations are made:

A. General Recommendations

1. In order to properly lead the church in the event of any type of emergency, it is important to have a lead team of individuals that know critical pieces of information (location of fire extinguishers, current weather conditions, etc.) and procedures when an event occurs (evacuation methods, first aid procedures, etc.).

- The Committee on Safety recommends the development of a Safety and Security Team who is trained in all emergency situations and is present at church events. This most likely would be an augmentation of our team of ushers.

B. Recommendations from Sheriff's Department (Notes from meeting with Chief Deputy Chris Newton from Huntington County Sheriff's Department on May 3, 2018)

1. Doors

- a. All doors locked during service
- b. Will need crash bars on doors
- c. East single door is a problem - replace with steel

- The Committee on Safety recommends the installation of appropriate door hardware for the purpose of locking exits during services.

July 7, 2019- The process of upgrading the doors has started.
This needs followed through with the Trustees

2. Children's Classroom

- a. Should be lockable
- b. Emergency exit may be north window
- c. Safety and Security Team needs to know when children are present in these locations.

- The Committee on Safety recommends installing locks on children's classroom doors.

July 7, 2019- Door hardware has been purchased. Check installation.

3. Video Surveillance

- a. 4-6 cameras installed monitoring doors and parking areas.

- The Committee on Safety recommends installing a camera system accessible by the Safety and Security Team.

July 7, 2019-2 of the four cameras are installed. The additional two need to be installed.

Video recording needs to be purchased.

Andy Amick, Phil Colclessor, Brent Hammel have access to the cameras.

4. Active Shooter

- a. In the event of an active shooter it is best to immediately evacuation to Emergency Assembly Area – Amick's Barn (this contradicts Brandon Taylor's recommendation to have people stay in the building)

- b. The Safety and Security Team is responsible to assist moving people if necessary. The team is also responsible for detaining, disabling and/or immobilizing the shooter.

- c. There are a variety of options regarding how the church defends against such an attack:

- 1. Prohibit any firearms in the church. No congregant would be allowed to carry a weapon even if they are licensed to do so.

- 2. Hire an armed security person(s) for church events.

- 3. Use congregants who are licensed and legally possess firearms to assist in the Safety and Security Team. Who is carrying a weapon (concealed) would be maintained by the pastor and kept relatively private.

4. Have a structured security team which is highly organized and public.

□ The Committee on Safety recommends the pastor develops a strategy for the potential active shooter.

July 7, 2019-The Ad Council approved the pastor to lead on the method of firearm protection. Option 3 above will be utilized. (Much more on this in discussion)

C. Recommendations from Fire Department (Notes from meeting with Brandon Taylor from the Roanoke Fire Department on June 19, 2018)

1. Exit Signage

- a. Lighted exit signs near each exit door
- b. Non-lighted exit signs directing to exit doors
 - 1. Behind pulpit
 - 2. Stairwells
 - 3. classrooms
 - 4. basement

□ The Committee on Safety recommends installation of exit signage

2. Smoke / CO₂ Detection

- a. Add smoke detectors at each level of the building
 - 1. 1 in upper level
 - 2. 2 in main level
 - 3. 3 in basement
- b. CO₂ detector in furnace area
(smoke detection may be incorporated into networked surveillance systems for remote notification ... need to check on this)
- c. Battery-backed emergency lighting on main level and basement.
(consider the number of complete darkened church events, and the number of cell phones with flashlights)
- d. Any of these systems (smoke, CO₂, and emergency lighting) MUST be frequently maintained for battery status and tested for functionality.

□ The Committee on Safety recommends the installation the necessary systems.

July 7, 2019- Three smoke CO₂ units have been installed in each floor. They use the same system as the Video Camera.

Andy Amick, Phil Colclessor, Brent Hammel have access to the alarms.

Emergency Contact Information

Emergency (911)

Church Physical Address

Pleasant Chapel Community Church

880 E 1100 N

Roanoke, IN 46783

Phone (260) 519-5324

Emergency Assembly Area (in the case of evacuation)

Andrew and Andrew Amick

703 E 1100 N

Roanoke, IN

46783

Electric Company

LP Gas Company

Area Hospitals

Parkview Huntington Hospital

2001 Stults Road

Huntington, Indiana 46750

(260) 355-3000

(800) 533-2252

Lutheran Hospital Of Indiana

7950 W Jefferson Blvd

Fort Wayne, IN 46804

Phone: (260) 435-7001

Parkview Whitley Hospital

1260 E State Rd 205

Columbia City, IN 46725

Phone: (260) 248-9000

General Evacuation Procedures

If a building evacuation is initiated, for your own safety, **YOU MUST EVACUATE** when asked to do so.

Important “**do’s and don’ts**” are:

Remain calm. Proceed as quickly as possible in an orderly manner.

Follow the instructions of the Safety and Security Team.

If you occupy an enclosed room, close the door as you leave.

Take only essential personal items with you. **DO NOT** return for coats, purses, etc., after you have left the building.

Once out of the building, proceed to the designated emergency assembly area

Our Emergency Assembly Area – Amick’s Barn

Andrew and Andrew Amick

703 E 1100 N

Roanoke, IN 46783

PARENTS, all children will be escorted by staff to the assembly area. Pick up your children here!
Do not return to the building until the “**all clear**” signal is given.

Attendance Sheet – The attendance sheet should remain with the person who takes attendance in order to be used during the case of the evacuation. It will assist in accounting for all who are present.

Exit Procedures

Depending on available exits, people should exit the building using the closest exit possible. (For example, people on the east side of the sanctuary should use the NE exit and the SE exit. People on the west should use the SW exit)

If, due to the presence of smoke, an exit is blocked the next available exit should be used.

The Safety and Security Team will assist in the event of an evacuation.

The Safety and Security Team is responsible to assist in the evacuation of those with physical limitations.

Medical Emergency

Identify congregants with medical training

Will Pleasant Chapel provide first aid, CPR, etc. type of training to the Safety and Security Team?

Fire

In the event that you discover a small fire, notify church staff as soon as possible. Staff members are trained how to use a fire extinguisher and if they feel the best course of action is to attempt to extinguish the fire, they will locate an extinguisher and without risking injury attempt to extinguish the fire. If the fire is beyond the point of a safe attempt to extinguish it call 911 immediately and do the following:

Follow the building evacuation plan.

Do not Panic, Remain Calm.

The Safety and Security Team will assist disabled persons in the building.

Isolate the fire by closing doors.

Proceed to the outside emergency assembly area. Parents know that your children will be taken to this area.

Do not break windows- Oxygen feeds a fire.

Be aware that moving your vehicle could hinder access by emergency vehicles.

Church Physical Address

Pleasant Chapel Community Church

880 E 1100 N

Roanoke, IN 46783

Emergency Assembly Area

Andrew and Andrew Amick

703 E 1100 N

Roanoke, IN

46783

Location of Fire Extinguisher

To operate Fire Extinguisher

(P) Pull Pin

(A) Aim at Bottom of Fire

(S) Squeeze Trigger

(S) Sweep Base of Fire Side to Side

Weather-Related Emergency

All Safety and Security Team should have an emergency weather app on their phone in an activated state during church events in order to become aware of any potential weather emergency.

In the case where the sanctuary is not safe due to weather, people should move to the basement. People should use the SE and SW stairs.

The SW stairs are the most vulnerable to a storm from the SouthWest. It is critical to become aware of any potential weather issue as soon as possible since the procedure to move people to the basement is slow.

The Safety and Security Team will assist those with physical needs in the event people need moved to the basement.

Person of Suspicion (not sure that is what we should call this).

One of the important things Pleasant Chapel does is to help those in need. Most needs arise from people we are familiar with and those needs are met by methods within the general church operations. However, Pleasant Chapel needs to have procedures in place in order to respond to people we simply do not know, nor do we have the means to determine if the need is genuine or simply an opportunity to take advantage of Pleasant Chapel's resources.

Similarly, there are times when people of suspicion attend a church activity (a known convicted sex offender for example). The church needs to be aware of these situations as well and handle them accordingly.

Most likely our safety and security team are the ones who will monitor and/or begin to offer assistance

When a staff member or volunteer is working alone at the church, the building should be locked. Pleasant Chapel partners with the Inter-Church Alliance and its relationship with the Roanoke Food Bank. We therefore will use these resources to provide assistance for people we do not know.

Cash or church funds are not to be given directly to people

We provide information regarding the Food Bank

We provide vouchers for gasoline at Econoasis

We provide vouchers for John's Meat Market?

Following is the information provided to a person (who is unknown) seeking assistance from the church.

FOR GAS PURCHASE ONLY - NOT TO BE USE FOR ANY OTHER PURCHASE

This voucher entitles the person who presents it to purchase \$30 (tax included) of gas only at Econoasis.

NOTE TO VENDOR: this voucher is good for only 24 hours after date/time. Members of Roanoke Inter-Church Council who sponsor this voucher include: Roanoke Brethren, Christ United Methodist, Cornerstone Alliance, Seminary United Methodist, Sunrise United Methodist, St. Joseph Catholic, Pleasant Chapel United Methodist, and Zion United Methodist Church. Only voucher sign by current minister / priest will be honored for payment.

Thank-you for assisting us in offering “a hand up” in Christian love.

Signature of applicant

Signature of minister/priest

Date _____ Time _____

Copy of Driver's license

Pleasant Chapel has partnered with several area churches to form the Inter-Church Alliance in order to provide assistance to people in need. These churches include Roanoke Brethren, Christ United Methodist, Cornerstone Alliance, Seminary United Methodist, Sunrise United Methodist, St. Joseph Catholic, and Zion United Methodist Church.

It is the goal to offer material assistance for those who are struggling financially. Hopefully the assistance provided will help ease financial burdens.

The Inter-Church Alliance does not provide money directly but does offer assistance in these forms:

1. A \$30 Gasoline voucher for Econoasis south of Roanoke on US 24. This voucher may be obtained from any of the Inter-Church churches. The voucher needs to be claimed within 24 hours of issuance and will require a photo ID.
2. Seminary UMC houses a Food Bank for essential needs (food, toiletries, diapers, etc.).
3. A meat pack is available from John’s Meat Market. Vouchers for the meat pack can be obtained at the Food Bank at Seminary UMC.
4. Additional assistance is available for utilities, shelter, etc. through the Food Bank at Seminary UMC. Application for this assistance is through Seminary UMC.

Seminary UMC 285 Seminary St. Roanoke, IN 46783 (260) 672-3167	Food Bank Claudia Houck 260-672-3018	John’s Meat Market 966 Locust Dr. Roanoke, IN 46783	Econoasis 7462 N Us 24E Huntington, IN 46750
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It is an honor to help you in your time of need.

If there is among you anyone in need, a member of your community in any of your towns, ... open your hand, willingly lending enough to meet the need, whatever it may be.

Deuteronomy 15:7-8 (NRSV)

In the Peace of Jesus Christ,

Joel Yeager
Pastor
Pleasant Chapel

Pleasant Chapel
880 E 1100 N
Roanoke, IN 46783

John's Meat Market
966 Locust Dr.
Roanoke, IN 46783

Seminary UMC
285 Seminary St.
Roanoke, IN 46783
(260) 672-3167

EconOasis
7462 N Us 24E
Huntington, IN 46750

Active Shooter

There has been many recent incidents involving an active shooter in areas that are classified as “soft targets” – those where there is people are most vulnerable such as children, people in theaters, and churches. There is also an unlikely chance that the people at these soft targets are armed. Therefore, active shooters find these places where they believe they can inflict the most damage and the most casualties. The increase in these incidents may be due to Social Media and Media. Most shooters simply looking for body count and notoriety.

Some starting points for the development of the Safety and Security Team:

- Identify congregants with military, police, or security backgrounds to be part of this team
- Maintain visual access to door
- Church staff, ushers, and greeters should receive awareness training in security.
- Though it’s important for everyone to focus on worship during a church service, leaders should have a heightened awareness of potential problems. For example, as greeters reach out to people and shake their hands, they should also be watchful for individuals who seem out of place. Strangers can be greeted, engaged in conversation, and asked if they need help.
- People with suspicious behavior should be allowed to enter the sanctuary to worship, but they should also be closely watched. Other ushers and leaders should be alerted to the situation so they’ll be ready to react if a crisis develops.
- These leaders should receive special training in how to respond to a potentially dangerous situation.
- Armed Security (dependent upon the Church Council’s decisions)
- In the event of an emergency 911 will be contacted and the Police will want to know
 - the number of shooters,
 - location of suspects,
 - types of weapons,
 - possible traps or explosives,
 - immediacy of threat, and
 - location of sensitive areas such as Sunday schools or nurseries.
 - The emergency dispatcher will instruct the caller to stay on the line in order to provide real-time information to police on the scene.

Designated 911 callers _____

Run – Hide – Fight

(There is a video on this)

Safe Sanctuary Policy

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at eliminating any potential for child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes a child welcomes me." (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6) Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "...children must be protected from economic, physical and sexual exploitation and abuse." (para. 162C)

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (ritual abuse refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From *The Book of Resolutions of The United Methodist Church*. P. 384-386)

Thus, Pleasant Chapel adopts this policy for the prevention of child abuse in our church.

Purpose

Our purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all our children, youth, and vulnerable adults.

Covenant Statement

Pleasant Chapel hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children and youth as well as all of our workers with children and youth. We will follow reasonable safety measures when selecting

and recruiting workers; we will implement prudent operational procedures in all areas of programming and care; we will train our workers with children and youth on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of Indiana law.

Staff Selection Policies

All volunteer and paid staff who work with children and youth at Pleasant Chapel will be:

At least 21 years old.

At least 5 years older than the oldest child/youth they will be supervising.

A member of Pleasant Chapel for at least 6 months.

All volunteer and paid staff who work with children and youth at Pleasant Chapel will:

Complete and sign an application and the related waivers giving permission to check references and background information.

Provide the names and contact information of 3 personal references.

Undergo a criminal background check at no expense if they will have supervisory program responsibility for children/youth. Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for preschoolers, children, youth or vulnerable adults.

Staff Supervision Guidelines

Whenever supervising activities involving children and youth at Pleasant Chapel,

Two non-related adults will be present at all times.

Children and youth will be checked in to and out of a church sponsored activity by their parent or legal guardian or people authorized by parent/legal guardian.

They will have access to a telephone, cell phone or pager when groups are at or away from the church facility

One-on-one interactions with children and youth will be with an open door and visibility to all.

Whenever Pleasant Chapel sponsors an activity involving children or youth,

Anyone has the right to visit and observe the children's/youth activity, classroom, or church-sponsored program at any time, unannounced.

All classroom and office doors will have a window or visibility from hallway or remain open while occupied.

Windows will be kept free from adornment

Whenever Pleasant Chapel transports children or youth away from the church campus,

No youth should drive to/from events
Adults should never transport child/youth by self
Approved and covered by church's insurance company
Drivers should go through same screening process as all other paid/volunteer staff

Whenever Pleasant Chapel hosts an activity involving children or youth from another church or community organization,

The groups using the church facility will follow Pleasant Chapel's Safe Sanctuaries policies and procedures

Pleasant Chapel volunteer and paid staff will be given the opportunity to attend training about Safe Sanctuary policies, procedures and child abuse issues on a regular basis.

If a suspected incident of child abuse or neglect occurs at or is revealed to a volunteer/paid staff person at a Pleasant Chapel sponsored activity, the adult in charge of the activity will

Insure the safety of the child or youth
Call the church pastor or designee
Call the County Office of DSS

Conclusion

In all of our ministries with children, youth, and vulnerable adults, this congregation is committed to demonstrating the love of Jesus Christ so that each child, youth and vulnerable adult will be "surrounded by steadfast love...established in the faith and confirmed and strengthened in the way that leads to life eternal." (Baptismal Covenant II, *United Methodist Book of Worship*, p.96).

Volunteer/Staff Your Worker Covenant Statement

The congregation of Pleasant Chapel United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) shall volunteer to work with children/youth in any church-sponsored activity.

Adult volunteers with children/youth shall observe the "Two-Adult Rule" so that no adult is ever alone with children or youth.

Adult volunteers with children/youth shall attend training and educational events provided by the church to keep volunteers informed of church policies, state laws, and information regarding child abuse.

Adult volunteers shall immediately report to their supervisor and/or the Pastor any behavior that seems abusive or inappropriate.

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children/ youth? Yes No

2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule"? Yes No

3. As a volunteer in this congregation, do you agree to participate in training and educational events provided by the church related to your volunteer assignment? Yes No

4. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to the Pastor? Yes No

5. As a volunteer in this congregation, do you agree to a limited criminal history check (at no expense) and to inform the Pastor if you have ever been convicted of child abuse? Yes No

a. Information required for the Indiana State Police Limited Criminal History Check:

i. Legal name (printed): _____
(last) (first) (middle initial)

ii. Date of birth: _____ MM/DD/YY

iii. Gender: Male Female

b. Results from the Limited Criminal History Check will be mailed directly to the Senior Pastor of Pleasant Chapel. Those results will be kept confidential and stored in a locked location

I have read this Participant Covenant and agree to observe and abide by the policies set forth above. I understand that a Limited Criminal History Check will be completed on workers who serve in any capacity (regular or occasional) with children/youth. My signature affixed below is my agreement to the Participant Covenant and to the Limited Criminal History Check.

Signature

Date

Facility Use Policy

All Pleasant Chapel Community Church property and facilities (including furniture, fixtures, and equipment) are holy and set apart to worship God, regardless of the location of the facility. Pleasant Chapel Community Church's facilities are consecrated to our religious ministry and mission because they are a provision from God. Use of Pleasant Chapel Community Church property shall be for the propagation of the Christian faith, for fellowship, witnessing, religious teaching, and charity. ~~Therefore, all use and occupancy of Pleasant Chapel Community Church property shall be limited to persons of our particular religion, the propagation of religion, or related religious purposes.~~

All activities on church property must cohere with the religious purpose of Pleasant Chapel Community Church and further its Christian mission, whether the activity has an overt liturgical religious purpose (preaching, worship services, Bible instruction, communion, baptism) or a non-liturgical religious purpose (social service, mentorship, community service, mentorship, benevolence, charity, schools). Pleasant Chapel Community Church conducts all activities in order to advance or express its Christian mission, message and viewpoint. Church facility use shall be exclusively conditioned on whether the use promotes Pleasant Chapel Community Church's mission, message and viewpoint, as all facility usage is an opportunity to glorify God. In addition, church property is exclusively reserved for persons and organizations who agree to abide by Pleasant Chapel Community Church's beliefs and bylaws.

Likewise, Pleasant Chapel Community Church facilities are not generally open to the public and may not be used by persons or groups holding, advancing, or advocating beliefs that conflict with the Pleasant Chapel Community Church's faith or moral teachings – including but not limited to Pleasant Chapel Community Church statements of faith.

Any facilities that are made available to approved non-members for usage are meant to further the Pleasant Chapel Community Church's calling to minister to others, in the vein of charity and witnessing to our faith. For this reason, Pleasant Chapel Community Church property cannot be used for purposes that contradict the church's beliefs, which would constitute a grave violation of the church's faith and religious practice, as well as degrade the Pleasant Chapel Community Church's religious integrity.

Ownership / Control

Pleasant Chapel Community Church's Administrative Board possesses the exclusive power to enforce conformity of belief. In regards to facility usage, Pleasant Chapel Community Church seeks to avoid member confusion, formal or material cooperation with evil, and scandal by associating with any conduct that contradicts its religious beliefs. Church property issues or disputes are directly related to religious doctrine and practice, as all facilities are utilized in a manner to advance or express Pleasant Chapel Community Church's Christian mission, message, and viewpoint. In the event that church facility use departs in any way from Pleasant Chapel Community Church's doctrine, mission, statements of faith, teaching or policies, Pleasant Chapel Community Church's designated religious authority shall exclusively resolve any

disputes. The Administrative Board alone may make inquiry into the religious law and usage of Pleasant Chapel Community Church facilities and is therefore essential to the resolution of the controversy.

Facility Usage Fee Rate

Pleasant Chapel Community Church is a not-for-profit corporation. Because the facility is exclusively utilized for religious and ministry purposes, it may be reserved for the below-market rate of \$350.00. The fee is intended to be used for general maintenance and cleaning of church facilities.

Guidelines and Requirements

Each individual, group, or organization utilizing Pleasant Chapel Community Church facilities (including equipment and property) is required to abide by all church guidelines, requirements and use restrictions at all times. Each individual, group, or organization is required to sign Pleasant Chapel Community Church's Facilities Usage Agreement.

Pleasant Chapel Community Church incorporates by reference its Code of Conduct, as if fully set forth herein.

Pleasant Chapel Community Church incorporates its Statement of Faith on Marriage, Sexuality, and Gender Identity, as if fully set forth herein.

Use of any controlled substances, including alcohol, tobacco products, and marijuana, is strictly prohibited on church property.

Church facilities are to be used with care and left in good, clear condition.

Licensee(s) or Invitee(s) reserving Pleasant Chapel Community Church facilities or property must confine said usage to pre-approved areas of the church property, as provided for in their Facility Usage Agreement.

Any events involving children and youth require adequate adult supervision, provided by the reserving licensee(s) or invitee(s).

Pleasant Chapel Community Church reserves the right to coordinate and schedule alternative activities and events in other church facilities.

Pleasant Chapel Community Church reserves the right to accept or deny any applicants who seek to utilize or reserve Pleasant Chapel Community Church facilities. Permission that is granted to licensee(s) or invitee(s) to utilize Pleasant Chapel Community Church facilities or property shall not be transferred or passed to any alternative individual, group, or organization without the permission of Pleasant Chapel Community Church.

Insurance and Indemnity

~~Non-member facility users will be required to provide their own general liability insurance coverage with a combined single limit of not less than \$_____ , naming Pleasant Chapel Community Church as an additional insured. Maybe hold a deposit here?~~

Any and all damage occurring to Pleasant Chapel Community Church facilities as a result of their use or reservation, shall be repaired and replaced by the licensee(s) or invitee(s), at a cost determined by Administrative Board or their designee.

All who reserve Pleasant Chapel Community Church property or facilities for use agree to release, protect, defend, indemnify and hold harmless Pleasant Chapel Community Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Pleasant Chapel Community Church facilities.

Application

All of our members, employees, and volunteers must affirm and adhere to this Facility Use Policy and church policies referenced therein to qualify for involvement with the ministry. This is necessary to accomplish our religious mission, goals and purpose.

Any non-members who wish to utilize the Pleasant Chapel Community Church's facilities must acknowledge receipt and review of this Facility Use Policy. Further, non-members must agree to conduct themselves and their event, as well as utilize church facilities, in a manner consistent with the Pleasant Chapel Community Church's purpose, ministry, Written Statements of Faith and policies, as set forth herein.

FACILITY USAGE AGREEMENT

Name of Licensee(s) or Invitee(s): _____

Address _____

Telephone Number(s): _____

Contact Person _____

E-mail Address: _____

Licensee(s) or Invitee(s)
Membership Status: _____

Description of Licensee(s)
or Invitee(s) event: _____

Date(s) and time(s) of event: _____

Purpose of event: _____

Facility/Room being reserved: _____

Facility Usage Fee: _____

I have received, reviewed and agree to adhere to all Pleasant Chapel Community Church's policies, including but not limited to the Statement of Faith on Marriage, Sexuality, and Gender Identity, Bylaws, Standards of Morals and Conduct, and Statement of Religious Authority. I have read and fully understand the Facility Use Policy and the Facility Use Agreement and hereby expressly agree to adhere to all guidelines, requirements, restrictions and other provisions set forth therein.

I request to use the church facilities for the express purpose indicated above, and will utilize said facilities in a manner consistent with these stated purposes. To the best of my knowledge, I am not aware that the reserving individual, group, or organization holds, advances, or advocates beliefs that conflict with the church's faith or moral teachings.

It is agreed and understood that this contract shall remain in force only for the term in which I comply with Pleasant Chapel Community Church policies, as set forth herein, and as long

thereafter as I comply. I understand that all facilities privileges automatically terminate if I engage in any conduct or avocation of conduct that stands in contradiction to Pleasant Chapel Community Church's stated beliefs, policies, and mission as set forth herein. I agree to notify Pleasant Chapel Community Church authority immediately upon the knowledge that church facilities or properties are being utilized in a manner inconsistent with church policies. I submit to the designated authority of Pleasant Chapel Community Church to resolve any disputes relating to church property or facility use.

Invitee(s)/Licensee Signature(s)

Title

Date

Approved by Pleasant Chapel Community Church:

Signature(s)

Title

Date

References

Articles of Faith EUB. (n.d.).

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Trader's Point Belief Statement. (n.d.).