

# **POLICY AND PROCEDURES FOR MCC-TOPEKA**

(Last amended 11/19/2013)

## **INTRODUCTION**

The mission of the Metropolitan Community Church of Topeka (the “Church”) is provide a spiritual home, a safe haven, and a house of prayer for all people. To accomplish this mission, a large number of people and other resources must be systematically directed and coordinated. The material contained in this Manual is designed to serve this purpose.

While direction is necessary, it is also recognized that the staff, members of the Church, and members of the Board of Directors must have discretion to adapt to unusual and unpredictable situations and circumstances. The intent of this Manual is to, therefore, compensate for the need for flexibility in the performance of duties while providing the guidance which is both needed and desired. In order to balance the need for direction to accomplish the Church’s mission and the need for discretion, the contents of this Manual include different types of directives as defined in the pages which follow. The directives vary in the amount of discretion permitted.

The mission of the Church, stated above, provides a broad and general explanation for the Church’s existence; the goals contained in the annual ministries plan are more specific in describing the direction of efforts which are desired.

## I - WRITTEN DIRECTIVES

In the process of working toward the Church’s mission and goals, a number of activities and situations occur repeatedly. The outcomes or results of these recurring activities can be beneficial or detrimental to the success of the Church in achieving its missions and goals. Whenever the likelihood of detrimental results are anticipated, a written directive is considered as a possible measure for directing staff and member performance towards a beneficial rather than a detrimental result. Written directives are also appropriate when it appears that such directives would contribute to accomplishing the mission and goals of the Church or improving the working environment for staff.

## II- TYPES OF DIRECTIVES

As noted earlier, different types of directives are used to provide the direction needed and also to provide the discretion staff and members need to adjust to peculiar situations. The types of directives used repeatedly in the Manual are discussed below.

### A. POLICIES

Policies identify the desired result, outcome or purpose of an activity or situation, and how it furthers the mission of the Church. They tell “what” should be accomplished whenever the specified activity or situation is encountered. If the reason for a particular result is not obvious, the policy should inform the affected person what is desired and al-

so why the result is preferred.

#### B. PROCEDURES

Procedures tell “how” policies should be accomplished. The procedures, which accompany a policy, tell how the desired result should be accomplished under normal circumstances. It is recognized that some unanticipated cases may occur where the prescribed procedures will not effectively and efficiently accomplish the desired result. For this reason, the good judgment of the staff and members is essential and staff and members are advised of their discretion to use alternative means to accomplish the specified policy result when required. Staff and members should have a reasonable explanation for resulting to procedures other than those specified, and such action should be in harmony with the mission and goals of the Church, and should not conflict with the accomplishment of other policies.

#### C. RULES

Rules are the most restrictive of directives and are written to closely regulate staff and member behavior and performance, and to give special emphasis to certain things the Board of Directors and members would have staff and members do and not do. Rules identify things which must be done and must not be done, and thereby permit no discretion on the part of the person governed by them.

#### D. OTHER DIRECTIVES

Provision for other directives are discussed elsewhere in the Manual.

#### E. APPLICABILITY

These directives are for the Church’s use only and do not apply in any civil proceeding. The directives are not to be construed as a creation of a higher legal standard of care in an evidentiary sense with respect to third-party claims. Violations of these directives form the basis for administrative sanctions within the Church only.

### III - USE OF MANUAL

The preceding pages have informed the reader of the purpose of the Manual, which, in summary, is to provide for the direction of staff and members toward accomplishment of the Church’s mission and goals in a way which permits discretion where needed. The contents which follow utilize policies, procedures and rules in fulfillment of this purpose.

The various directives are organized into chapters according to subject matter, and the reader may be aided in locating particular material by referring to the Table of Contents at the beginning of the Manual.

## **CHAPTER ONE GENERAL PROVISIONS**

### 101. DEVELOPMENT AND REVISION OF WRITTEN DIRECTIVES

Effective Date: 4/9/99

A systematic means of developing and revising written directives is required to ensure that the Manual contains only information which is a necessary or beneficial contribution to the Church's mission and goals. It is desirable that all directives be clear and concise and that there be no conflict or unnecessary duplication.

AFFECTS: All staff members and friends of the Church, and members of the Board of Directors of the Church.

PROCEDURES:

#### 101a RECOMMENDATIONS FOR DIRECTIVES

Staff, members and friends of the Church, and members of the Board of Directors may recommend the development or revision of written directives whenever it appears that such additions or changes are necessary or beneficial. Recommendations are to be submitted in written form to the Policies and Procedures Subcommittee of the Board of Directors. The Subcommittee will review recommendations, consult with the Board of Directors and determine whether to begin submitting the recommendation for adoption.

#### 101b DEVELOPMENT OR REVISION

The Subcommittee will begin development or revision of the written directives by conducting a review of the need for a directive and writing a draft directive.

The first draft of a tentative directive is to be screened by the Board of Directors or its designee and approved, rejected or reassigned for additional work.

#### 101c POSTING OF PROPOSED DIRECTIVES

Prior to the adoption of a directive, the proposed directive will be posted on the Church bulletin board for a minimum of one week, unless this requirement is waived according to the emergency provision.

101d TWO READINGS REQUIRED

Prior to the adoption of a directive, the proposed directive will be read at two Board of Directors' meetings unless the second reading of the proposed directive is waived according to the emergency provision.

101e RELATION TO THE MISSION STATEMENT

Each policy will contain an indication of how the policy is related to the accomplishment of the Church's mission statement.

101f EMERGENCY

Provisions of this directive may be waived if a two-thirds vote of the Board of Directors determines that an emergency situation exists which requires immediate action.

102. IMPLEMENTATION OF DIRECTIVES

Effective Date: 4/9/99

To accomplish their purpose, written directives must be understood and readily available for reference by affected staff and members. A methodical implementation process is required to accomplish these ends in an expeditious and economical manner.

AFFECTS: All staff members and friends of the Church, and members of the Board of Directors of the Church.

PROCEDURES:

102a DISTRIBUTION OF DIRECTIVES

Written directives, approved by the Board of Directors and affixed with an effective date, are to be distributed promptly.

If a directive affects staff, an acknowledgment form accompanies the distribution of such directives. Staff receiving directives will sign the form to indicate their receipt and understanding. If written directives are not understood, clarification should be required and the requesting person's supervisor should provide further explanation.

102b PLACEMENT OF DIRECTIVES IN MANUALS

New or revised directives are to be promptly placed in the Manual in the Church office in the location indicated by the numerical identification of the directive.

When revisions are received, superseded directive(s) are to be discarded and the revision is to be placed in the Manual.

102c PEN CORRECTIONS

The need for minor revisions are to be communicated by memoranda from the Board of Directors or its designee. Such memoranda should indicate the change to be made by striking out words or adding words to existing directives. Corrections will be initialed by designee of Board of Directors.

An acknowledgment form will accompany the memoranda and the persons will sign the form to indicate their notification, understand and compliance.

102d HISTORICAL MANUAL ACKNOWLEDGMENT RECORDS

The Board of Directors' designee will maintain a file which contains all written directives and directive changes which have been approved and issued by the authority of the Board of Directors. This file will also contain the acknowledgment sheet for each directive issued and for each memorandum requiring a pen correction.

Approved by Policy Committee: 03/28/2011  
Approved by Board of Directors: 05/17/2011

## **CHAPTER TWO CHURCH MEMBERSHIP**

### **201. MEMBERS**

After completing classes at MCC of Topeka for instruction in the beliefs and doctrines of the Church, anyone sixteen years of age or over may become a member in good standing of the Church through a letter of transfer from another congregation in the UFMCC or through affirmation of faith. Individuals from fourteen to sixteen years of age may be received into membership with the written consent of their parent/legal guardian at the discretion of the Senior Pastor. The rite of attaining membership in the Church shall be conducted by the Senior Pastor(s) or other worship leader at any regular worship service of the congregation. Members shall abide by the Bylaws of the UFMCC and of MCC of Topeka.

Members in good standing of MCC of Topeka are urged to have registered attendance at worship services at least three times in each six month period, to have identifiable financial support of the Church and to make a commitment to contribute their time and talents to the Church.

### **202. STATUS**

At least once a year, in the six months preceding the annual congregational business meeting, the Board of Directors shall review the entire membership, and may place any member who does not have registered attendance, identified financial support, definite service contribution, or expressed interest and loyalty within the preceding six (6) months to one (1) year on non-voting (i.e. inactive) status. The Clerk shall notify each such member in writing or by e-mail that he/she has been placed on non-voting status, and is not eligible to vote at any business meeting of the Church.

After such notification, a member may be restored to active status or removed from membership as set forth in the UFMCC Bylaws after meeting any requirements established by the Board. Individuals who fail to meet the criteria listed in the previous paragraph (due, for instance, to residence in an area far from Topeka not served by other MCC's), but who express the desire to remain members of the congregation shall be registered as non-voting members.

### **203. FRIENDS**

The Church may accept into its fellowship persons who, for whatever reason, feel they cannot become regular members of the Church, but who support the goals of the Church and want to be a part of the work of the Church. Such persons shall be designated as "Friends of the Church". Friends may serve on committees other than the Pastoral Search Committee and may participate in all the activities of the Church.

Partial approval by Policy Committee: 03/28/2011  
Approved by Board of Directors: 05/17/2011.  
Section 302b added 11/19/2013

**CHAPTER THREE**  
**BOARD OF DIRECTORS COMMITTEES**  
[Placement in SOPs to be determined later]

301. GENERAL PROVISIONS

All Committees of the Board of Directors report directly to the Board of Directors. Each committee should include at least one board member. Each committee should select a chair from amongst its membership; that person may be a member of the Board of Directors. The appointment of committee chairs will be ratified by the Board of Directors. The Senior Pastor is an ex-officio member of all committees. The Board member(s) of the standing committees of the Board of Directors will generally be appointed at a Board of Directors meeting soon after the election of the new Board of Directors at the annual congregational meeting. The ad hoc committees will be appointed as needed. The Board members on the standing committees, with the assistance of the Senior Pastor, will recruit members of these committees who will be approved by a majority vote of the Board of Directors. The role of the committees of the Board of Directors is to do research and make recommendations for the Board to consider. Unless the Board of Directors decides otherwise, once approval has been given to recommendations proposed by a committee of the Board of Directors, the committee will be responsible for the implementation of the recommendations.

302. BUILDING AND GROUNDS COMMITTEE

The membership of this committee includes congregants who have expertise in, or knowledge about, building maintenance and repair and grounds keeping. The purpose of this committee is to develop short and long term buildings, facilities, and grounds plan. When there is no staff hired to manage the day-to-day maintenance of the premises, the committee also will manage the care of the premises..

302a. Gift Subcommittee. The purpose of the Gift Subcommittee is to assess the appropriateness of gifts that individuals desire to donate to MCC of Topeka. This assessment is required before any gift is placed in the church building or on its grounds.

302b. Noncash Donations. The Board of Directors shall approve all noncash donations. Donors will complete a Donation form stating the item's monetary value, if any. Once donated, noncash items will become the property of the church. (Section 302b added 11/19/2013)

### 303. FINANCE COMMITTEE

The Treasurer of the Board of Directors serves as the chair of the finance committee, together with congregants who have an interest or experience in accounting and/or financial management. The purpose of this committee is to develop and recommend to the Board of Directors financial operating procedures found in Chapter ---- of these SOPs and to calculate income projections, oversee the annual audit process, and other similar duties requested by the Board of Directors.

303a. Budget Subcommittee. The membership of this subcommittee includes the Treasurer of the Board of Directors, the Chairperson of the Ministry Council, the Board member who is the Chairperson of the Buildings and Grounds Committee, together with any congregants who have an interest or experience in the budget process. The purpose of this subcommittee is to assist the Finance Committee with the budgeting process

303b. Risk Management Subcommittee. The purpose of the Risk Management Subcommittee is to do an annual review of matters pertaining to risk management at MCC of Topeka and to review insurance policies, building concerns, as well as complete an annual Risk Management Audit.

### 304. FUNDRAISING COMMITTEE

The purpose of this committee is to plan and execute regular fundraising activities to benefit MCC of Topeka, consistent with the vision, mission, and strategic plan of MCC of Topeka

### 305. GRANT WRITING COMMITTEE

The membership of the Grant Writing Committee includes congregants with interest or experience in grant writing. The purpose of the Grant Writing Committee is to work in conjunction with the Senior Pastor to investigate and write grants that would be appropriate to fund the work of MCC of Topeka.

### 306. NOMINATING COMMITTEE

The membership of the Nominating Committee should include the following: a) at least one Board member who is not standing for re-election at the next annual congregational meeting; b) at least one Coordinator from the Ministry Council selected by the Ministry Council; and c) several members in good standing of MCC of Topeka. Where practical, the membership should reflect the diversity within the congregation.

The Nominating Committee should adhere to the following timeline:

- 1) July – The Nominating Committee should be appointed no later than the July board meeting.
- 2) No later than August 1, the clerk of the Board of Directors will provide the Nominating Committee with an updated roster of church members, indicating which members will have been members for at least one year by the date of the next annual meeting.

- 3) Each Sunday in August –
  - a. Members of the current Board of Directors will address the congregation on the work of the Board and will encourage those interested to make application to the Nominating Committee.
  - b. Nominating Committee members and the Senior Pastor will actively recruit prospective candidates for the Board of Directors.
- 4) Twelve weeks prior to the annual congregational meeting: The Nominating Committee will post nominating procedures and qualifications for office at the church, and will arrange for these procedures to be printed in the church services bulletin and in any regularly disseminated church announcements until the due date for applications for the Board of Directors are due to the Nominating Committee.
- 5) Six weeks prior to the annual congregational meeting: Deadline for applying to the Nominating Committee for a position on the Board of Directors.
- 6) From four to six weeks prior to the annual congregational meeting: The Nominating Committee will review each application; (if necessary, arrange for an interview with the applicant).
- 7) One month prior to the annual congregational meeting: The Nominating Committee will certify a slate of candidates at least one month prior to the annual congregational meeting.
- 8) During the month prior to the annual congregational meeting, the slate of candidates certified as qualified for office by the Nominating Committee will be printed in the service bulletin and in any regularly disseminated church announcements until elections are held.
- 9) At least three weeks prior to the annual congregational meeting, the Nominating Committee will post on the church bulletin board the candidates' statements of faith and brief statements of interest and qualifications for office.

### 307. POLICIES, PROCEDURES AND BYLAWS COMMITTEE

The Clerk of the Board of Directors serves as the chair of the Policies, Procedures and Bylaws Committee, together with a Lay Delegate, and any staff members and congregants who have an interest in the policies and procedures of the church. The purpose of the Policies, Procedures and Bylaws Committee is to add new policies adopted by the Board of Directors to the SOPs. The committee annually reviews the SOPs for updates, additions, or changes.

The Committee also will adapt the Bylaws of MCC of Topeka, if necessary, within six months of the publication of revisions to the UFMCC Bylaws.

308. STEWARDSHIP COMMITTEE

The membership of the Stewardship Committee consists of congregants who have a proven record of financial giving to the church and whose life reflects that of a good steward. The purpose of this committee is to work in coordination with the Pastor to develop and implement a year-round stewardship program.

309. STRATEGIC PLANNING COMMITTEE

The Senior Pastor serves as the chair of the Strategic Planning Committee, together with at least one other member of the Board of Directors and the Chairperson of the Ministry Council, as well as congregants who have interest or experience in strategic planning. The purpose of this committee is to assure there is a process for strategic planning in the church and to make recommendations to the Board of Directors for moving the plan forward.

310. AD HOC COMMITTEES

Other committees may be appointed as necessary to meet the changing needs of the church.

Approved by Policy Committee: 03/28/2011

Approved by Board of Directors: 05/17/2011

## **CHAPTER FOUR**

### **LAY DELEGATE(S) and ALTERNATE LAY DELEGATE(S)**

The Lay Delegate(s) attend and actively participate in General Conferences. Lay Delegate(s) and Alternate Lay Delegate(s) attend and actively participate in UFMCC Network activities. Funds for these activities shall be included in the annual budget. The Lay Delegate(s) serve as the official liaison between UFMCC and MCC of Topeka.

The Lay Delegate(s) is/are a voice for the local church at the General Conference by bringing issues of concern expressed by the congregation to the floor at conference, and by voting on conference issues. The Lay Delegate(s) is/are a representative(s) of the congregation to the General Conference and thus should vote with functional knowledge of the General Conference business based on seeking the opinions of the congregation, the congregation's elected and appointed leaders, and through personal understanding of the facts. Because details of issues may change during debate on the conference floor, it is the ultimate responsibility of the Lay Delegate(s) to vote as they discern to be the will of the congregation. It is the responsibility of the Lay Delegate(s) to keep the Alternate Lay Delegate(s) informed of all matters related to the position of Lay Delegate(s) in the event the need arises for the Alternate Lay Delegate(s) to assume Lay Delegate(s) roles and responsibilities.

When the congregation has more than one Lay Delegate, the Lay Delegates and Alternate Lay Delegates will select a Lead Lay Delegate who will carry the added responsibility of coordinating Lay Delegate responsibilities.

The Alternate Lay Delegate(s) fill the role of the Lay Delegate(s) at any point a Lay Delegate(s) is unable to fulfill his/her responsibility. In the event of a vacancy in the position of the Lay Delegate(s), an Alternate Lay Delegate(s) will immediately assume the position of the Lay Delegate(s). In the event of a vacancy in the position of Lay Delegate occurs, the remaining Lay Delegate(s) and Alternate Lay Delegate(s) shall recommend to the Board of Directors an Alternate Lay Delegate to fill the vacancy. Because of the potential need to fill in for Lay Delegate(s) or assume the position of Lay Delegate(s), it is the responsibility of the Alternate Lay Delegate(s) to remain current on matters and understanding of the will of the congregation.

#### Ministry of the Lay Delegate(s)

1. Lay Delegate(s) shall be responsible for actively monitoring communications from the UFMCC and the UFMCC Network and bringing information and resources to the Board and congregation in a timely manner and shall likewise communicate information from the church to UFMCC and the UFMCC Network.
2. Lay Delegate(s) are responsible for conducting open forums at the church before each conference. The purpose of the forums is to inform the local congregation of the conference agenda, to determine the position of the congregation on all voting

issues and to prepare for the introduction of new concerns to the floor at conference. Lay Delegate(s) are responsible for managing the submission of UFMCC By Law proposals from the congregation to the UFMCC Governing Board or it's appointed representative(s).

3. Lay Delegate(s) will attend at least six (6) Board Meetings per year and will make an effort to attend all Board Meetings. The Lay Delegate(s) shall provide a monthly report to the Board including information related to the UFMCC Network activities. The Alternate Lay Delegate(s) shall attend Board Meetings occasionally.
4. Lay Delegate(s) will present a full report to the Board after the General Conference and at the annual congregational meeting.
5. Lay Delegate(s) will share conference news with the congregation in a worship service as soon as possible after the General Conference.
6. Lay Delegate(s) and Alternate Lay Delegate(s) need strong interpersonal skills and previous experience in church leadership roles in one or more of the following areas:

Member of the Board of Directors

Chairperson or Coordinator of a Church Ministry

Facilitator and/or Representative of other church groups as approved by the Board.

## **CHAPTER FIVE BOARD OF DIRECTORS**

### JOB DESCRIPTION AND STANDARD OPERATING PROCEDURES

Effective Date: 9/10/99

#### 501. JOB DESCRIPTION

The Board of Directors shall have responsibility for all matters pertaining to the Articles of Incorporation, church property, and the finances of the Church. Board members are elected by the congregation.

#### 502. QUALIFICATIONS OF A BOARD MEMBER

To serve on the Board, a person must:

1. Be a member in good standing of MCC-Topeka, as set forth in MCC-Topeka's Policy on Church Membership.
2. Be a member in good standing for at least one year prior to being seated on the Board.

#### 503. ADDITIONAL QUALIFICATIONS

In addition, a person should:

1. Not have a spouse or significant other who is already seated on the Board.
2. If elected, resign as chair of any standing ministry in the Church.
3. Be spiritually gifted and skilled in the areas of property, personnel and financial management.
4. Show spiritual sensitivity by demonstrating love for the Church and an awareness of the Church's needs as defined by the congregation; acknowledge the witness of the congregation and accept the decisions of the congregation as the witness of the body of Christ, even if he or she personally opposed the decisions that were made; desire that the people of the Church are represented, that people's needs are met and that God's will be foremost in his or her decision-making process.
5. Be a team member who works for the common good of the Church and sees himself or herself as responsible to the Church as a whole by: a) not supporting special interest group agendas at the expense of the common good of the church; b) being sensitive to other opinions; and c) volunteering to carry his or her share of the work of the Board.

6. Be dedicated to fulfilling the mission of the church as defined by the congregation.

#### 504. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board's duties include:

1. Raising funds to support the ongoing ministries of the Church.
2. Collecting and disbursing funds in accordance with the Ministries Plan of the Church as defined by the congregation. All Board Members are expected to count and deposit offerings and miscellaneous receipts on a rotating basis.
3. Keeping adequate church records regarding membership and financial resources of the Church, as well as minutes of all Board meetings.
4. When necessary and/or appropriate, reporting Board actions to the congregation, the Elder for Region VIII and the UFMCC.
5. Being accountable to the people served by the Church.
6. Being sensitive to the needs of members of the larger community.
7. Setting policies to insure uniformity and consistency of action throughout the Church.
8. Establishing goals for the Church, prioritizing the goals and objectives of the Church and delegating the responsibility to get the work of the Church done.
9. Representing the Church to the public.
10. Establishing reporting procedures to hold paid and non-paid staff accountable.
11. Serving as a pastoral search committee (with such other members as it deems fit to appoint) in the event of a pastoral vacancy; and evaluating the pastor's performance(s).
12. Conducting periodic evaluations of program services.
13. Actively participating in at least one fund-raiser per calendar year.
14. Developing and approving the Church's budget and reviewing it periodically.
15. Managing the assets of the Church responsibly.
16. Acting in conjunction with the pastor to establish personnel policies, including benefits and leave, and reviewing them periodically.
17. Reviewing the Church's bylaws and tax exemption papers periodically.
18. Executing and overseeing all insurance policies and contracts entered into by the Church.
19. Fulfilling all Internal Revenue Service and state non-profit organization reporting requirements.
20. Implementing the witness of the congregation. The witness of the congregation may be determined first and foremost from the bylaws, contracts, budgets and other resolution which the congregation has approved by vote at a congregational meeting; secondly, from the wishes expressed in the mission statement and implemented by the ministries plan adopted by the Board; and lastly, by the petitions, requests, and grievances submitted by individual members or groups of members to the Board of Directors. If the congregation should request any action which violates the law of the land, the terms of the Church's charter of incorpora-

tion, or the bylaws of the UFMCC, Region VIII or this congregation; which violated any contract legally binding upon the congregation; or which requires the expenditure of funds which have not been given or pledged by the congregation; the Board of Directors may find it necessary to deny, modify, moderate, or delay the implementation of the witness of the congregation.

21. Support the social events sponsored by MCC-Topeka.
22. Doing all other things necessary for the management of the Church's business.
23. Serve as a Board of Directors officer if appointed.

## 505. OFFICERS OF THE BOARD OF DIRECTORS

### 505a . CLERK

The Clerk shall be an active member of the Board of Directors, who is elected by the Board of Directors to serve a one year term. Responsibilities of the Clerk include:

1. Giving proper notice of all congregational business meetings.
2. Recording the minutes of all business transacted at Board and congregational meetings.
3. Supervising the maintenance of a complete and accurate record of all members and friends of MCC-Topeka.
4. Supervising the maintenance of a complete and accurate record of baptisms, holy unions and deaths.
5. Submitting the monthly Clerk's Report at regular Board of Directors meetings.
6. Responding to correspondence from Region VIII and UFMCC.
7. Receiving petitions, particularly petitions requesting the removal of the pastor.
8. Serving as a member of the By-Laws Committee.
9. Delegating any duties to church office staff as deemed appropriate.
10. Performing any other duties as may be assigned by the Board of Directors.

### 505b. TREASURER

The Treasurer shall be an active member of the Board of Directors, who is elected by the Board of Directors to serve a one year term. Responsibilities of the Treasurer include:

1. Acting as liaison between the Bookkeeper and the Board of Directors, or performing the functions of the Bookkeeper, if no one has been appointed to that position.
  - a. Notifying the bookkeeper of any changes in pay for staff or contract services.
  - b. Notifying the bookkeeper of any special needs (i.e., checks needed, reports, etc.).
  - c. Delegating such responsibilities to the Bookkeeper as the Board deems fit.

2. Supervising the receipt and safekeeping of all funds for the Church.
3. Supervising the keeping of accurate books of accounts.
4. Disbursing funds as authorized by the Board of Directors.
5. Reporting financial matters to the Board of Directors and the congregation.
6. Serving on the Budget Committee and helping to formulate the annual budget.
7. Performing any other duties as may be assigned by the Board of Directors.

#### 505c. VICE-MODERATOR

The Vice-Moderator shall be an active member of the Board of Directors, who is elected by the Board of Directors to serve a one year term. Responsibilities of the Vice-Moderator include:

1. Serving as moderator for meetings of the Board of Directors or of the congregation, at the request of the Pastor, or in the event of the disciplining or removal of the Pastor, or in the event of a pastoral vacancy.
2. Meeting with the Moderator prior to the board meeting to set the agenda.
3. Preparing, typing, distributing, and posting the agenda prior to 9:00 a.m. the Sunday prior to the scheduled Board of Directors meeting.
4. Performing any other duties as may be assigned by the Moderator and/or the Board of Directors.

#### 506. LIABILITIES OF BOARD MEMBERS

Service on any governing body may subject members to personal liability for the body's actions. In order to protect oneself from liability, a Board member can do the following:

1. Exercise reasonable diligence and care in the affairs of the Church.
2. Act in good faith in his or her "business judgment".
3. Avoid acts that could constitute gross negligence or self-dealing.
4. Oppose any Board actions with which he or she does not agree and be sure that opposition is noted in the written minutes.
5. Place reasonable reliance on the information and reports of others but exercise prudence and good judgment.
6. Attend all Board meetings and show a valid reason for any absence.
7. Be thoroughly acquainted with the Church's bylaws and policies and procedures.
8. Keep informed of program activities.
9. Ensure that statutory and technical requirements are fulfilled (annual reports, withholding taxes, etc.).
10. Discourage transactions between the Church and members of the Board unless conducted entirely openly and with stringent safeguards.
11. Make no monetary profit at the expense of the Church and keep complete records of expenses for which he or she is reimbursed by the Church.
12. Be sure the records of the Church reflect his or her good faith efforts and consci-

entious conduct.

507. TRAINING REQUIRED

1. Attend all Board meetings in November and December after being elected, before being seated as a voting member in January of the following year. Board members whose terms are ending will remain seated until the first Board meeting in January to allow new Board members to be oriented to the operations of the Board.

508. STANDARD OPERATING PROCEDURES

Proposed Effective Date: 11/11/99

508a PROCEDURES FOR DECISION MAKING

All proposals put before the Board of Directors for its consideration will be viewed in light of the following questions:

1. Will accepting this proposal advance the Dominion of God among us? Will it allow the spreading out of the Good News of the Gospel that all people are children of God and are loved by God just as they are?
2. Will we be duplicating the efforts of a church ministry or community service that is already meeting this need?
3. Will the proposal excite, motivate and enthuse the membership to participate and get involved? Would this be a great thing for God?

Upon acceptance of the proposal as being in line with the Church's mission statement and its ministries plan, the Board will then work with the Program Coordinator of the ministry most directly concerned to find the people, staff and financial/material resources in order to accomplish the proposed action.

508b CONFLICT OF INTEREST

It is the policy of this Church that any Board Member, Officer or employee shall abstain from involvement, by voting or otherwise participating in the decision-making process in those situations where said person is deemed to have a conflict of interest. A conflict of interest is deemed to exist where:

1. The person has a substantive interest whether direct or indirect in the matter at hand, or in the parties involved.
2. The person is a director, officer or employee of the organization being dealt with; or
3. The person's spouse, children, parent or siblings are in relationships 1 and 2 above to the organization or matters at hand.

In those situations where a conflict of interest does exist or has the potential to exist, any

Board member, officer or employee shall notify the Senior Pastor(s) who shall notify the Board of Directors.

Board Members, Officers and employees are encouraged to participate actively in community and professional activities. Volunteering, political activity, membership on Boards of Directors and advisory bodies, and running for elective office are all commendable endeavors. Because staff may not always be fully aware of all inter-agency involvement, they should inform the Senior Pastor(s) of any intentions to participate in any activity which could potentially involve a conflict of interest.

#### 508c. DIRECT DEALING

It is the policy of this Board to deal directly with people regarding Church issues. The Board will refuse to deal with proposals or concerns where the proponents of such are not willing to identify themselves by name. A member who is said to represent “many others in the church” or “they” will be asked to identify by name these other individuals. Those individuals’ names, as well as the person said to represent them, must be present in person or in writing before the concern or proposal will be considered. If the individuals are not willing to represent themselves or be identified, the Board will consider the issue or concern a non-issue.

Following scriptural guidelines, persons who have a grievance or concern will be requested to take their concern directly to the person(s) or ministry group involved. If that person or group is unable to resolve the issue, then the parties may request that someone serve as facilitator to help the people involved resolve their conflict. This meeting will be held only with all parties present. If the conflict still cannot be resolved, the parties may request that the Board of Directors assist in seeking a resolution to the conflict. Again all parties involved must be present. If the Board of Directors is unable to satisfactorily resolve the conflict, either party or the Board may request that the issue be placed on the next congregational meeting’s agenda. Issues that have not gone through the above process will not be placed on the agenda and will therefore be ruled out-of-order by the Moderator at the congregational meeting.

#### 508d. CONFIDENTIALITY

Board members will discourage gossip in the Church by refusing to listen to unsubstantiated rumors or malicious allegations. It is to be expected that any Board Member may be the recipient of confidences which he/she cannot legally or in good faith reveal; but Board Members should try to avoid being placed in a position in which they must withhold information which the other members of the Board need to decide an important issue; and Board Member finding themselves in such a position should seriously consider whether they have a conflict of interest and should step aside during the discussion of that issue.

Information revealed in Executive Session is to be held in strict confidence. In very rare situations, it may be necessary to share Executive Session information with specific indi-

viduals. However, the Board of Directors must authorize disclosure of this information prior to it being shared. Unauthorized disclosure of this information is prohibited and may be grounds for removal of a Board member. If a non-Board member is involved in an Executive Session and does not have the authorization of the Board to share such information with other people and does so, such behavior will be deemed unbecoming conduct of a member.

#### 508e. PERSONAL VS. CONGREGATIONAL ISSUES

Not all issues brought to the Board of Directors are congregational issues. Because the Board serves a diverse group of people, personal issues may arise and need to be dealt with differently than a congregational issue.

If the Board deems that an issue is of a personal nature, to the best of its ability, the Board will seek to see that the person(s) who has the issue gets his or her needs met. However, the Board accepts that the Church will not be able to meet every personal need of its individual members. The Board will work to do so, as long as the issue or request does not violate UFMCC bylaws, does not violate MCC-Topeka bylaws, does not violate the mission of the Church or does not require unreasonable assurances of action that the Board cannot accept responsibility for in light of the common good of the Church. If the Board deems that an issue is personal and it feels that the Church can assist the person in getting his or her needs met, the Board will refer the individual to the appropriate ministry or staff person for assistance. The Board may choose not to reconsider personal issues from the same person(s) regarding the same content in subsequent Board meetings.

Congregational issues will be dealt with in Board meetings until resolved to the satisfaction of the congregation.

#### 508f. CONFLICT MANAGEMENT

Conflict within the church can be healthy or destructive; the direction it takes depends upon how the conflict is managed. MCC-Topeka encourages all members to express their views in constructive and growthful ways. Disagreements are expected, and resolution of disputes is desired. If disputes cannot be resolved, at a minimum it is expected that they will be managed in such a way as to minimize the impact on the church and its members.

Destructive conflict often begins and is escalated by the following behaviors: personal attacks, name-calling, starting/repeating rumors, taking sides, hiding motives, exaggeration, blind-siding, failing to speak up at an appropriate time, sulking, and attempting to enlist neutral parties into the dispute. MCC-Topeka discourages these dysfunctional behaviors.

Healthy conflict management begins with respect for one's opponent. It continues with careful listening, allowing the other party to express his/her view without interruption, sticking to the issue, apologies when warranted, seeking compromise, and above all, a

firm commitment to resolve the dispute in a manner that allows both parties to feel that the resolution has been equitable.

MCC-Topeka requests congregants to speak directly to those with whom they disagree. (No one can solve a problem he/she is unaware of.) If the disagreement persists and threatens the harmony of the church, either party is encouraged to bring the disagreement to the Board of Directors (through one of its members) or the Pastor, who will present the disagreement to the Board. The Board has wide latitude in attending to disputes. Parties in dispute are expected to abide by Board recommendations.

**Approved by Committee 01-17-2011**

**Approved by Board of Directors 02-15-2011**

## **CHAPTER SIX PERSONNEL MINISTRY**

### 601. General Provisions

It is the policy of MCC of Topeka to provide equal opportunity in employment, without prejudice or favor for or against any race, nationality, former denominational affiliation, gender, gender identity, sexual orientation, relationship status, physical ability or socio-economic status.

### 602. Personnel Director

The Senior Pastor is the personnel director of all paid and volunteer staff. All staff members, whether paid or volunteer, are accountable to the Senior Pastor and not to the Board of Directors. The Senior Pastor may delegate duties to the staff as he or she deems appropriate. The Senior Pastor may appoint congregants to a Pastor's Advisory Personnel Committee, to serve at the Senior Pastor's pleasure, to advise and assist the Senior Pastor concerning personnel issues.

### 602. Board of Directors

The Board of Directors, in accordance with the Chapter of these SOPs concerning the Board of Directors, approves job descriptions, employment contracts, and compensation agreements.

### 603. Hiring

When a temporary or permanent position is open, or is newly created, the Senior Pastor shall present a proposed job description and, if a paid position, a compensation agreement and employment contract, to the Board of Directors for approval. The number of hours for which the employee is to be paid will be agreed upon by the Senior Pastor, Board of Directors, and the employee at the time of hiring.

### 604. Termination

Termination is based on the terms of the employment contract for paid employees. If the employment contract is silent concerning termination, or in the case of an unpaid volunteer, then the employee or volunteer may be terminated or may resign at any time upon written notice. Upon termination or resignation, the employee or volunteer shall immediately return all church property and keys in his or her possession to his or her supervisor.

## CHAPTER SEVEN FINANCIAL PROCEDURES

### 701. DEFINITIONS AND SEPARATION OF DUTIES

Responsibility for the finances of MCC-Topeka are distributed as follows, in accordance with the By-Laws:

1. The Board of Directors, in addition to other responsibilities, is responsible for the financial health of MCC-Topeka. This responsibility includes the preparation of a budget for approval by the congregation, raising funds to carry out the ministries plan approved by the congregation, stewardship of the contributions of the congregation, and the allocation of those contributions in accordance with the budget approved by the congregation. The Board of Directors may delegate some of these duties, but such delegation does not relieve the Board of its ultimate responsibility for the duties so delegated, or deprive it of the authority needed to resume direct control of any delegated functions should circumstances so require.
2. The Treasurer is the officer of the Board responsible for the receipt and safekeeping of all funds, for the keeping of accurate books of accounts, for the disbursement of monies as authorized by the Board of Directors, and for the reporting of financial matters to the Board of Directors and congregation.
3. A Financial Secretary may be appointed by the Board of Directors to assist the Treasurer by maintaining giving records, preparing bank deposits, and performing such other financial duties as may be assigned by the Board. If no Financial Secretary is appointed, these responsibilities revert to the Treasurer.
4. If a Ministry-based budget has been approved by the congregation, the Board may delegate responsibility for spending the discretionary portion of the budget for each ministry to the team-leader responsible for carrying out that ministry, subject to certification by the Treasurer that such funds are available, to approval by the other team-leaders sitting in the Ministries Council, and to regularly monthly accounting to the Board of monies spent.

### 702. FINANCIAL RECORDS AND REPORTING

1. The Treasurer, assisted by the Financial Secretary, shall maintain the following records of the financial activities of MCC-Topeka:
  - a) A master set of books, constructed in accordance with generally accepted principles of accounting for non-profit corporations, in which all assets, liabilities, income, and expenditures shall be entered. If these records are maintained on a computer, they should be archived at least monthly, and the archive stored in a location separate from the computer. If the master set of books are kept as paper records, duplicates should be made and stored sepa-

rately from the originals. Duplicates and/or archives are necessary to protect MCC-Topeka against loss of vital records due to computer failure; to fire, flood, or other natural disaster; or to theft or other misappropriation.

- b) Documentation of financial operations such as the weekly ledger used by offering counters, receipts, invoices, and cancelled checks. It is not necessary, as a general rule, that duplicates of these documents be maintained, but they should be kept where they would be readily available for an audit.
  - c) Detailed records of giving by individuals; and of pledges made by them. These records are maintained by the Financial Secretary, and should be archived or duplicated just like the master set of accounts. These records are especially sensitive, and the By-Laws mandate that they should be held in strict confidentiality. (Confidentiality will be discussed more fully below.)
  - d) A cache of important financial and legal documents, such as the charter of incorporation, deeds to property, insurance policies, etc. These documents should be kept in a bank safety deposit box. Two board members shall be authorized to have access to the safety deposit box.
  - e) An inventory of all church property, prepared in cooperation with the Chairperson of the Building and Grounds Committee. This inventory should be updated at least annually, and should at a minimum include durable goods (rather than consumables) which would have to be replaced in the event of damage or theft. A videotape of such items may be created, but an inventory should also include a listing which includes the value and replacement costs of the inventoried items. Inventory documents and tapes should be kept in the safety deposit box.
2. The Treasurer, assisted by the Financial Secretary and the Clerk, is responsible for providing the following reports:
- a) a monthly report to the Board of Directors providing detailed information on the financial condition of MCC-Topeka.
  - b) a monthly report to the Universal Fellowship of Metropolitan Community Churches of offerings received, accompanied by payment of the charges assessed by the UFMCC.
  - c) a quarterly report to the UFMCC Board of Pensions of the membership, accompanied by pension payments due on the basis of reported membership.
  - d) quarterly individual reports to the members of the Congregation containing a summary of their giving for the period.
  - e) an annual report to the Congregation concerning the financial health of the

congregation, income and expenditures during the previous year, and a budget for the coming year.

- f) annual individual reports to the members of the Congregation of total giving for the year, in a form acceptable for presentation to the Internal Revenue Service.
- g) an annual report to the Secretary of State.
- h) an annual statistical report to the UFMCC.
- i) any other reports which the Board may request.

### 703. CONTRIBUTIONS

#### 703a. REGULAR OFFERINGS

1. A General Fund offering shall be taken at every regularly scheduled worship service at MCC-Topeka.
2. All offerings shall be counted by two members of the Board of Directors and logged in the ledger kept in the church office. The Board of Directors may designate other persons to assist in counting offerings if two Board members are not available to do so. After it is counted, each offering shall be delivered to the Treasurer or Financial Secretary for deposit.
3. The Board of Directors shall have the authority to designate to funds other than the General Fund any and all of an offering.
4. All donations received by MCC-Topeka will be presumed to be designated to the General Fund unless MCC-Topeka is otherwise informed in writing at the time of the donation.

#### 703b. SPECIAL OFFERINGS

1. The Board of Directors may authorize a special offering for any purpose at any worship service.
2. No more than two offerings, one of which must be for the General Fund, may be taken during any regularly scheduled worship service.
3. Individual volunteers or staff shall not solicit designated contributions without the prior approval of the Board of Directors.
4. Special offerings shall not be announced until the offering for the General Fund has all ready been collected. Exceptions will be listed in a continuing resolution each January. Where an exception to the rule has been granted, announcement of said special offering shall be made a week in advance, to allow members to plan their contributions.

#### 703c. DESIGNATED GIFTS

1. All designated or restricted contributions are subject to approval by the Board of Directors.
2. All contributions that are restricted to specific items shall be deposited to a designated account pending approval from the Board of Directors.
3. The Board of Directors may redirect restricted gifts if it is determined by the Board of Directors that the item is not needed or wanted. If the Board of Directors decides to redirect a restricted gift, the Board of Directors shall, if possible, notify the donor that the gift is being redesignated. The donor shall have thirty (30) days to notify MCC-Topeka that the redesignation is not acceptable and submit an alternative designation or request a refund. If the donor is deceased or does/cannot respond to a good faith effort to contact him/her, donations may be redirected in accordance with the doctrine of "cy pres".

#### 704. FINANCIAL EMERGENCIES

1. Authority for approving emergency expenditures and/or repairs in any amount less than \$500.00 shall be vested in the Vice-Moderator of the Board or the Coordinator of the Building and Grounds Committee after verification from the Treasurer that such funds are available.
2. Emergency expenditures and/or repairs exceeding \$500.00 shall require polling the Board of Directors.
3. Non-emergency expenditures and/or repairs shall continue to be provided for as specified in current standard operating procedures.

#### 705. DAILY OPERATIONS

1. The Treasurer shall be responsible for supervising the bookkeeping functions, and is empowered to invest excess funds at the Treasurer's discretion in accounts approved by the Board of Directors.
2. A Bookkeeper/Accountant may be chosen to deputize for the Treasurer as follows: to account for all income and expenses, pay all current, budgeted expenses and other approved expenses, and perform all other duties assigned to the Bookkeeper/Accountant.

#### 706. ACCOUNTING - PAYROLL

##### 706a. FEDERAL INCOME TAX WITHHOLDING AND FICA

1. Clergy are considered self-employed for purposes of Social Security and Medicare taxes, based on a federal statute unrelated to income tax issues.
2. Churches are not required to do any income tax withholding for clergy but they may, pursuant to a W-4 request, do voluntary income tax withholding for them.
3. Any housing allowance amounts properly set up in writing in advance are not taxable income for income tax purposes (but are subject to Social Security tax).
4. The tax status of all other staff at MCC-Topeka shall be determined according to a set of 20 criteria laid out by the Internal Revenue Service. (These criteria are included as

- an attachment.) In general, an individual who performs a paid service for MCC-Topeka cannot be considered self-employed if (1) MCC-Topeka is their principal employer (20-40 hours per week); or (2) MCC-Topeka is the only entity for which the employee performs this service; or (3) MCC-Topeka is in control of the relationship with the employee, specifying time and manner of performance of duties. (The relative weighting of the 20 criteria provided by the Internal Revenue Service is flexible, but the final determination in the event of a dispute would be made by the service itself, or by a federal court if the decision of the IRS were challenged.)
5. Employees subject to withholding must complete a W-4 form.
  6. By January 31 of each year, the Treasurer shall mail a completed 1099 Miscellaneous to all paid clergy for submission with their tax return. Other employees should be sent a form W-2.

#### 706b. GENERAL PAYROLL PROCEDURES

1. The pastor will be paid on a semi-monthly basis, usually after the 2<sup>nd</sup> Sunday of the month, and at the end of the month. All other employees will be paid at the end of the month.
2. All payroll checks will be mailed to the employees unless other arrangements have been made with the Treasurer.
3. No advances may be given to any employee without the approval of the Treasurer.

#### 706c. INCOME REPORTING TO EMPLOYEES AND THE INTERNAL REVENUE SERVICE

1. The Treasurer will prepare and sign all forms and other reports required by law to be filed with the Internal Revenue Service or any other governmental agency or to be sent to employees.

### 707. PURCHASES AND PAYMENTS

#### 707a. PURCHASES

1. Routine purchases of goods and services must be approved in advance by the Pastor and the Treasurer.
2. Staff regularly responsible for the copying of materials at Kinkos (or such other printer as may be selected) may be issued a charge card valid there. The Treasurer will then monitor the use of such cards on a monthly basis.
3. Mailing expenses are handled through a bulk mailing account at the Post Office. Staff responsible for mailing shall inform the Treasurer when the account is low and needs to be replenished; and the Treasurer shall monitor the use of the account.
4. It is anticipated that the majority of the miscellaneous expenses of the church will be paid out of the Escrow accounts, at the discretion of the Treasurer, and with the monthly oversight of the Board of Directors.
5. The Board of Directors may delegate limited discretion to the Ministries Council to authorize expenses necessary to the conduct of the ministries which are represented

- on the Council. However, the Board must first designate the total amount over which the Council has discretion, and the Treasurer must certify availability of funds.
6. The paid staff, volunteer staff and/or Program Coordinators charged with purchasing goods and services on behalf of MCC-Topeka shall be responsible for maintaining accurate records of the expenditures and, in the case of self-supporting programs, of any monies received as fees.

#### 707b. PAYMENT OF OTHER EXPENSES

1. No approval will be necessary to pay the ordinary operating expenses of MCC-Topeka. These include, but are not limited to: payroll, payroll taxes (where applicable), employee benefits, car allowances, housing allowances, insurance, utilities, copying expenses, general and region conference expenses, petty cash funds, UFMCC and UFMCC-MPD assessments, and loan payments.

## **CHAPTER EIGHT MINISTRY COUNCIL**

### 801. Objectives. Purposes. and Accountability

1. The Council is a mid-level management organization whose organization and purpose is to provide communication between the various ministries of MCC of Topeka and the Board of Directors by:
  - a. gathering and circulating information to members of the Council.
  - b. assisting the various ministries with any need or concern that may be expressed.
  - c. providing an opportunity to nurture and challenge all ministries.
2. The Ministries Council shall serve as a clearing house for information to:
  - a. prevent the over-extension and duplication of time, space, resource, talent, and finance.
  - b. communicate needs and concerns.
  - c. free the Board of Directors from the time-consuming decisions which may better be handled by the Council.
3. The objectives and purposes of the Ministries Council shall be consistent with the Mission Statement and Bylaws of the Metropolitan Community Church of Topeka.
4. The Ministries Council is accountable to the Congregation of MCC of Topeka and through its Moderator is accountable to the Board of Directors.

### 802. DEFINITION OF THE COUNCIL

1. The Council shall consist of the Ministry Coordinators from the various ministries of MCC of Topeka, including:
  - a. the Worship Ministry;
  - b. the Congregational Care Ministry;
  - c. the Hospitality Ministry;
  - d. the Christian Education Ministry;
  - e. the Children's Ministries
  - f. the Outreach Ministry;
  - g. such other Ministries as shall be established in the future by the Board of Directors;
2. There shall be a chair of the council appointed by the Pastor and approved by the board. The chair and the Pastor serve on the Ministry Council.

3. The following qualifications are required of Ministry Coordinators:
  - a. to be a member of good standing of MCC of Topeka;
  - b. the consistent giving of time, talent, and financial support of MCC of Topeka;
  - c. may not be a member or the Board of Directors or hold a paid staff position;

Ministry Coordinators are appointed by the pastor and approved by the Board of Directors for a one-year term, and may be reappointed.
4. Each Ministry Coordinator may appoint an alternate to the Council to serve in the absence of the Ministry Coordinator. The name of the alternate shall be presented to the Council for approval. The qualifications for Ministry Coordinators shall also apply to the selection of the alternate as outlined in paragraph 802-3. In addition are the following guidelines:
  - a. an alternate may only represent one area of ministry.
  - b. alternates are encouraged to attend all meetings of the Council and shall have voice, yet no vote, as long as the Ministry Coordinator is present.
5. The Ministry Coordinator may only be removed from the Council by the Pastor, with the consent of the Board of Directors, or by resignation as Ministry Coordinator.

### 803. WORSHIP MINISTRY

Mission Statement: The Worship Ministry, in conjunction with the Pastor, will plan and implement regular and special worship services, appropriate and inspiring, exercising the talents and encouraging the participation of the worshipping community.

1. The Worship Ministry shall:
  - a. plan and implement worship services
  - b. provide for the recruitment, training, scheduling and support of Laity volunteers in worship service ministries
  - c. work in consultation/ cooperation with other ministries to support them in their missions and to strive to enhance the overall quality of life for our spiritual community.
2. The Worship Ministry may be composed of the following:
  - Worship Ministry Coordinator
  - Worship Ministry Vice Coordinator
  - Children's Ministry Coordinator
  - Music Director
  - Other music staff and volunteers
  - Others as needed

3. The Worship Ministry shall meet on a regular basis in order to achieve its mission. The Worship Ministry will plan worship services at least a month in advance and preferably up to a quarter in advance. This planning shall be done by the Worship Ministry, in a cooperative manner with the Pastor's direct or indirect input. The Worship Ministry is responsible for the implementation of worship services.
4. The Worship Ministry Coordinator shall be responsible for the following:
  - a. Representing the Worship Ministry on the Ministries Council.
  - b. Heading up the planning sessions of the Worship Ministry.
  - c. Leading the Worship Ministry, insuring that it meets its mission statement.
  - d. Providing for the recruitment, training, scheduling, and support of Laity volunteers.
  - e. Work in Consultation/Cooperation with the Music Staff.
  - f. Work with the Pastor and the Pastor's staff in Consultation/ Cooperation to meet mission statement.
5. The Worship Ministry Vice Coordinator shall
  - a. Provide support for the Worship Ministry Coordinator.
  - b. Act as the Worship Ministry Coordinator in the absence of the Coordinator.

#### 804. CONGREGATIONAL CARE MINISTRY

The Congregational Care Ministry exists to provide emotional and physical support to all persons within the congregation, members and attendees.

The Congregational Care Ministry will provide for the recruitment, training and support of volunteers who care for the congregation, specifically to:

1. Prepare and maintain visitor packets for new attendees.
2. Follow-up with new attendees after visitor pack via phone communication.
3. Review attendance records and contact those who have missed services more than 3 weeks.
4. Perform hospital and home visits to those needing visitation; determined by the Pastor and Congregation Care Ministry Coordinator. Persons performing these visits will have attended a visitation class.
5. Develop and maintain an email database prayer group.
6. Assist those in need of transportation to/from church or regarding medical issues.
7. Coordinating educational seminars/workshops regarding physical needs such as seminars for retirees regarding health, nutrition, age related matters or similar needs and such.
8. Provide assistance to congregants and attendees who are in need.
9. Maintain a "Consumer Resource" contact list to be available for all congregants.
10. Provide support to the Pastor and staff.

All persons completing tasks of the Congregational Care Ministry will maintain records of their

contacts and forward to the Congregational Care Ministry Coordinator in a timely manner.

The Congregational Care Ministry Coordinator will maintain an ongoing summary list of specific ministry tasks that are being completed and present to the Pastor, Ministry Council Chair and the Board of Directors annually.

#### 805. HOSPITALITY MINISTRY

The Hospitality Ministry will provide for the recruitment, training, scheduling and support of volunteers to schedule events that provide fellowship among the congregation.

1. These social events (such as potlucks, movies, game nights, etc.) shall be scheduled for a quarter at a time, and this schedule shall be completed by the 1st month of the previous quarter. (Jan-Mar completed by October; Apr-Jun by Jan; July-Sept by Apr; Oct-Dec by July.) Copies of schedules will be presented to the Ministries Council, posted at the church and printed in the church newsletter.
2. Provide hospitality at church functions, to include recruitment, scheduling of setup and cleanup and contributors. Will maintain records of all scheduling.
3. Set and maintain a schedule for fellowship time after church including making coffee, providing treats and clean up.

#### 806. CHRISTIAN EDUCATION MINISTRY

The Christian Education Ministry is charged with the following purpose:

1. To organize ongoing classes such as Adult Bible Study and/or Book Studies;
2. To coordinate occasional seminars, including those involving invited guest speakers;

The Christian Education Coordinator shall have the following responsibilities:

1. To recruit teachers, speakers, and such aides as are necessary to conduct classes and seminars;
2. To obtain educational materials for classes, etc.;
3. To arrange details of scheduling classes, etc.

The Christian Education Coordinator, and all class leaders, should be knowledgeable of and willing to honor the wide variations in spiritual background which are to be found among the members and friends of MCC of Topeka.

#### 807. CHILDREN'S MINISTRY

The children's ministry is charged with the following purpose:

1. To provide a Sunday School program for children.
2. To provide a weekly “children’s time message” during the morning worship service.
3. To plan and execute special activities for the children.

The children’s ministry coordinator has the following responsibility:

1. Recruit and train teachers in compliance with church policy.
2. Recruit volunteers to assist with activities of the program.
3. Select and secure educational materials.

The Children’s Ministry Coordinator and all teachers and volunteers should be knowledgeable of the needs of children and have an understanding of the diversity of the families of the children involved. All materials and programs developed will be in accordance to the mission and theology of the church.

Sunday School teachers, their assistants and persons supervising children’s events or activities must have a clear background check on file in the church office. All children’s events and activities shall be supervised by at least two persons who have a clear background check. The background check will include a search of The Child Abuse and Neglect Central Registry and a search similar to the “Statewide Criminal Database Search with National Sex Offender Registry” as defined by Volunteer Select Plus (“search of database of a single state [Kansas] criminal file plus a combined search of the database Sex Offender Registries from most states and the District of Columbia”).

#### 808. OUTREACH MINISTRY

The Outreach Coordinator Responsibilities:

1. To facilitate avenues and opportunities for individual members and friends who choose to be representatives of MCC of Topeka in the public arena.
2. To facilitate avenues and opportunities for individual members and friends who choose to provide assistance to members of the Topeka community (and beyond) with needs, particularly in those areas as designated by MCC of Topeka’s mission.
3. To establish and maintain procedures for organization and community network coordination with respect to fundraising activities, ticket sales, and public presentations.
4. To continuously network with other MCC Churches and to seek out other resources in search of new ways to more effectively perform its responsibilities.

The Outreach Ministry’s Responsibilities:

1. To facilitate, cooperate, support, promote and/or assist in the organization of all public activities which put a face on MCC of Topeka.
2. To establish and maintain a list of all local merchants and public venues that self-identify as LGBT friendly, and provide safe havens for all of God’s children to be themselves.

3. To provide training for individual members and friends, as occasioned, with respect to activities which represent MCC of Topeka and its Outreach Ministry in the public arena.
4. To provide avenues and opportunities for individual members and friends for education about and involvement in Social Justice.
5. To provide education and awareness to the public with respect to MCC of Topeka's Christian Message, MCC of Topeka's mission and LGBT struggles, issues and achievements.

Approved by Policy Committee: 03/28/2011

Approved by Board of Directors: 05/17/2011;

Further amendments/revisions Approved by the Board of Directors: 11/15/2011

**CHAPTER NINE  
RIGHTS & RESPONSIBILITIES, CONFLICT MANAGEMENT AND  
RECONCILIATION**

901. INTRODUCTION

MCC of Topeka affirms and celebrates the priesthood of all believers. All are mutually responsible to one another for the work of ministry within the church. Every member of the congregation is both a servant and a leader, and has both rights and responsibilities.

RIGHTS AND RESPONSIBILITIES

- 901a. Each servant-leader has the right to be properly called, equipped, financed, trained, developed and encouraged in the performance of their ministry.

In return, one has the responsibility to grow through regular worship, prayer, study, and through careful listening to the voice of the congregation, especially as presented through the counsel of the pastor, the representatives elected by the congregation, and the servant-leaders appointed to lead specific ministries.

Furthermore, one has the responsibility to offer support and encouragement to the other servant-leaders in the congregation.

- 901b. Each servant-leader has the right to receive regular, honest, and direct feedback on their performance in leadership and ministry, including specific suggestions for improvement.

In return, one has the responsibility to give careful consideration to such advice and suggestions.

- 901c. Each servant-leader has the right to hold and to practice their own Christian theology, and to be supported as they grow and are transformed in it.

In return, one has the responsibility to respect the theologies and practices of other servant-leaders which are different from one's own; to recognize the biases and barriers created by one's own beliefs and practices; and to work towards a sympathetic understanding and tolerance of the beliefs and practices of others.

Furthermore, each servant-leader has the responsibility to focus on the needs of those to whom they minister. When situations arise in which conflicting theologies and

practices create barriers to communication, one should be prepared to ask for the help of other leaders who can deal with such situations more easily.

- 901d. Each servant-leader has the right to have an input into those decisions which directly effect their ministry, and to be kept informed of such decisions.

In return, one has the responsibility to prepare and deliver the reports or other input needed by others to make decisions involving one's area of ministry; to exercise one's ministry in a financially responsible manner; and to participate in the development of goals and ministry plans for the congregation.

- 901e. Each servant-leader has the right to be free from sexual harassment, whether expressed through coercive sexual advances or through the creation of a hostile environment focused on sexual innuendo or sexual discussions which are not pertinent to the declared ministry of the group.

In return, one has the responsibility to avoid even the appearance of sexual impropriety in the conduct of one's ministry, especially in those situations in which one is called upon to give counsel or aid, thus creating a temporary client relationship.

Furthermore, one has the responsibility to prevent the development of sexually inappropriate environments within the ministries for which one is responsible. Those who work in a ministry which has been committed to another should protest immediately if such an environment should develop within that ministry, first to the servant-leader with immediate responsibility, then, if the situation persists, to the pastor.

- 901f. Each servant-leader has the right to receive support and respect from other servant-leaders for one's relationship(s) with (a) spouse(s) or other individual(s) with whom one has a committed relationship.

In return, one has the responsibility to support and respect the committed relationships of others, and to avoid acting in ways that will disrupt or jeopardize those relationships.

- 901g. Each servant-leader has the right to expect that MCC of Topeka will exercise proper stewardship of the gifts of time, talent, and treasure which they have offered; and that they will not be pressured to give of any of these beyond the constraints and limits imposed by their own personal situation.

In return, one has the responsibility to contribute regularly of one's time, spiritual gifts, and financial resources to serve and build up the Body of Christ in our community.

- 901h. Each servant-leader has the right to have leadership which acknowledges the potential for conflict and personality clashes within the congregation, and which works to minimize the effects of these on our collective ministry.

In return, one has the responsibility to examine oneself in search of ways to overcome one's own defects and biases so that one can cooperate with those with whom one shares ministry.

- 901i. Each servant-leader has the right to have a third party assist in a ministry of reconciliation when communication and cooperation break down to the point where the ministry is adversely affected.

In return, one has the responsibility to agree to such a ministry of reconciliation when our participation is requested, either as a participant or as an impartial mediator, in order to resolve conflict and reach consensus on the future of the ministry.

- 901j. Each servant-leader has the right to disagree with others with whom one serves, and to appropriately express this disagreement directly to them without fear of censure or of exclusion from support, pastoral care, or ministry in the church.

In return, one has the responsibility to act appropriately when one disagrees with others; to express one's opinions and views without indulging in insult, vilification, or emotional outbursts designed to intimidate others; to deal directly with those with whom one disagrees; and to refrain from slander and misrepresentation.

Furthermore, one has the responsibility to ask for a ministry of reconciliation when a personal disagreement has become harmful to the ministry; and to refrain from any attempt to apply pressure through individuals who have been told only one's own opinion of a dispute. One who calls in outside parties in any role, whether as mediators or partisans, cannot appeal to confidentiality to prevent the revelation of any facts relevant to the case which might be prejudicial to oneself.

- 901k. Each servant-leader has the right to receive support, honest communication, and unconditional love from one's colleagues in ministry.

In return, one has the responsibility to offer support, honest communication, and unconditional love to one's colleagues in ministry.

- 901l. E-mail is a mechanism which communicates basic, neutral information and announcements very well. However, in most instances, e-mail is not the appropriate medium to discuss either deep concerns or serious issues that may elicit strong feelings in other people. E-mail communication is one-sided; it is very difficult to tell the "tone of voice" of the writer, and there is no way to pick up on gestures, body language or facial expressions.

- 901m. In the interest of courtesy and good communication, the Board of Directors will endeavor to acknowledge e-mail communication within 24 hours of receipt. If an e-mail is directed to an individual Board member, it is that member's responsibility to respond. If directed to all members, it is the vice-moderator's responsibility to re-

spond. It is understood that some questions or issues may need investigation and/or discussion by the entire Board of Directors, and if the issue or question cannot be answered initially, the Board member will indicate in his/her acknowledgement approximately when the question or issue will be addressed.

## 902. CONFLICT MANAGEMENT

Conflict within the church can be healthy or destructive; the direction it takes depends upon how the conflict is managed. MCC of Topeka encourages all members to express their views in constructive and growthful ways. Disagreements are expected, and resolution of disputes is desired. If disputes cannot be resolved, at a minimum it is expected that they will be managed in such a way as to minimize the impact on the church and its members.

Destructive conflict often begins and is escalated by the following behaviors: personal attacks, name-calling, starting/repeating rumors, taking sides, hiding motives, exaggeration, blind-siding, failing to speak up at an appropriate time, sulking, and attempting to enlist neutral parties into the dispute. MCC of Topeka discourages these dysfunctional behaviors.

Healthy conflict management begins with respect for one's opponent. It continues with careful listening, allowing the other party to express his/her view without interruption, sticking to the issue, apologies when warranted, seeking compromise, and above all, a firm commitment to resolve the dispute in a manner that allows both parties to feel that the resolution has been equitable.

MCC of Topeka requests congregants to speak directly to those with whom they disagree. (No one can solve a problem of which he/she is unaware.) If the disagreement persists and threatens the harmony of the church, either party is encouraged to bring the disagreement to the Board of Directors (through one of its members) or the Pastor, who will present the disagreement to the Board. The Board has wide latitude in attending to disputes. Parties in dispute are expected to abide by Board recommendations.

## 903. RECONCILIATION PROCEDURE FOR INAPPROPRIATE CONDUCT

It is the intention of this procedure to treat all persons with dignity and respect. Therefore, the purpose of any reconciliation procedure will be to restore an individual to harmonious relationship with the congregation by ending a congregant's inappropriate conduct, rather than to punish someone who engages in this conduct.

Inappropriate conduct defined: A congregant engages in inappropriate conduct if it is:

1. disloyal to the church,
2. disrespectful of other congregants (in writing, in face-to-face situations; through e-mail; or when using social media);
3. a dereliction of duty,
4. an unreasonable refusal to engage in conflict management procedures under SOP section 903a,
5. intentionally causing divisiveness or turmoil within the congregation, or

6. other unbecoming behavior disruptive to the functioning of the church.

A Board member, who has been apprised of a congregant engaging in a pattern of inappropriate conduct, shall bring the matter to the Board in executive session. If the Board determines that more information is needed concerning the alleged inappropriate conduct, the Board shall appoint two of its members as fact gatherers. The fact gatherers, together, will consult with persons who have personal information concerning the inappropriate conduct, including the person against whom the allegation was made and the person or persons making the allegation of inappropriate conduct. The fact gathering process will remain confidential and persons consulted by the fact gathering Board members shall be informed of the confidential nature of the fact gathering process. In addition, the fact gatherers shall give these individuals a copy of this reconciliation procedure. The fact gathering process shall be done as soon as practical, but in any event, must be completed within 14 days of the Board holding its initial executive session. A second executive session shall be held for the purpose of the fact gathering Board members to report their findings to the Board. It will be in the Board's discretion when to hold this second executive session, depending on the urgency of resolving the allegation of inappropriate behavior.

903a. Reconciliation Action of the Board

The Board, in its discretion, may decide that no reconciliation action is necessary. The Board will determine whether it is necessary to share this decision with the parties consulted during the fact gathering. If the Board does find, by majority vote, that reconciliation action is required because of inappropriate conduct, the Board may take any of the following reconciliation actions:

1. Request that individual(s) meet with a trained consultant, who has expertise in conflict resolution, mental health treatment, etc., when appropriate.
2. Have a discussion with the person who has engaged in the inappropriate conduct, with the purpose of developing an understanding of the inappropriateness of the conduct and receiving assurances that the person will follow alternative, appropriate conduct in future in similar situations.
3. Request apologies to appropriate individuals.
4. Restrict participation in church activities, setting out certain conditions that must be complied with before requesting that the Board reinstate any of the restricted activities.
5. Restrict access to the church property, setting out certain conditions that must be complied with before requesting that the Board allow access to the church property.

These listed reconciliation actions are not exhaustive, but are by way of example of the type of reconciliation actions that the Board may take for the purpose of ending the inappropriate conduct.

In those cases in which the Board action restricts access to the church property, the Board shall send a certified letter, return receipt requested, to the person whose access has been restricted, and the Board will go out of executive session and record this action in the official Board minutes. In all other cases in which the Board takes reconciliation action, however, two Board

members shall meet with the person who is the subject of the Board reconciliation action, to explain the Board's action. The Board, in its discretion, will also decide the extent to which its action(s) will be shared with other parties. In addition, it shall be at the discretion of the Board whether to record the reconciliation action in the official Board minutes or to maintain confidentiality of the Board action. Should the Board determine to treat the reconciliation action as confidential, the Board may reconsider this decision in those instances in which the person who is been the subject of Board action or other parties misrepresent to congregants the reconciliation action of the Board.

When a member of the church alleges that the Board as a whole, or a majority of Board members, has engaged in inappropriate conduct, this allegation shall be made to the Elder assigned to the church, who will handle the allegation within his or her discretion.

The clerk of the Board of Directors shall record all reconciliation actions in writing and file the reconciliation actions with the Board of Directors confidential files. At the January meeting of the Board of Directors, or when a new pastor attends his or her first Board meeting, the Board shall discuss, in executive session, all reconciliation actions that are in effect.

#### 904. REMOVAL

By majority vote, the Board of Directors may remove any member or friend from the rolls of the Church for disloyalty or unbecoming conduct. Upon petition for special meetings, as set forth in the Bylaws, the congregation may vote on whether to restore such a member or friend to his/her previous status at a congregational business meeting. Disloyalty or unbecoming conduct, for purposes of removal from membership or official friend status, includes:

1. Deliberate violation or undermining of MCC of Topeka policies and/or Bylaws;
2. Deliberate discrediting of the Church;
3. Breach of fiduciary duty through misuse of resources, funds and/or programs of the Church.
4. Failure or refusal to comply with Board action following a reconciliation procedure under 903a.

#### 905. LEADERSHIP COVENANT

It is essential that all individuals elected or appointed to positions of leadership within the MCC of Topeka adhere to the principles outlined in Chapter Nine, Rights & Responsibilities, Conflict Management and Reconciliation of the Standard Operating Procedures Manual. The Board of Directors will establish a Covenant for Church Leaders, making revisions as changing circumstances dictate. At the beginning of each calendar year, or upon initial appointment to a church leadership position, signed leadership covenants will be collected from individuals in the following categories: elected members of the leadership team (Board of Directors; Lay Delegate(s) and Alternate(s)); Ministries Council; Committee Chairs; Committee Members; and Paid Staff. The clerk of the Board of Directors will distribute and collect the forms, and provide for safe keeping of these church records.