

# Egm policy Manual

## Introduction:

The egm policy manual serves as a general statement of EverGreen Ministries' (egm) policies and procedures. Egm's policies and practices are continuously reviewed for updating and egm expects to change them from time to time. Therefore, you should always check with a council member for the most current policies.

The Council of egm reserves the right to make any changes by adding to, deleting or modifying any policy described in this Handbook at any time without prior notice (except where bylaws or church order stipulate otherwise). The Council of egm also reserves the right to interpret these policies and procedures.

This Handbook and the policies and procedures contained in it supersede any and all prior past practices, oral and written representation, policies or statements regarding the practices and policies of egm. Should any provision in this Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Manual, but only that particular provision.

No provision in this manual is intended to create a contract between the council of egm and any of its members.

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## Structure Policies: Biblically Based

The structure of EverGreen Ministries seeks to be faithful to the Biblical images of the church, Biblical principles, and to the purpose of EverGreen.

### Biblical Images:

- a) **Church is a family** – Hebrews 2, 1 Timothy 3: *Implication:* Parents (the mature members of the family) lead the family. Other members are built toward maturity.
- b) **Church is a body** – 1 Corinthians 12.27: as a body it functions on the basis of Spiritual gifts, not elected offices.  
*Implication:*
  - If you are gifted for a ministry you are empowered to carry it out within the set parameters of the church There is a strong central control over the vision of the church, but all the day to day decisions are made by the people involved in the ministry area.
- c) **Church is a fellowship** – Acts 2, 1 Corinthians: *Implication:* a structure that builds harmony rather than causing division

### Biblical Principles:

- a) **Those who are Spiritually mature lead.** Spiritual Maturity is based on the principles of 1 Timothy 3:1-13, Titus 3:6-9
- b) **The role of “pastors” is to train and equip members for ministry** Ephesians 4.12,
- c) **Members are to do the ministry of the church based on their spiritual gifts.**
- d) **Focus on ministry rather than meetings.** As many people as possible involved in doing ministry, as few as possible doing administration.

### Structure Notes:

Council, Elders, Deacons, and Senior Pastor operate per the approved council policies document, the church by-laws and the church order.

#### Congregation:

1. Empowered to do the ministry God is calling them to.
2. Votes on annual budget, Council members, Pastoral Care Elders, calling of Senior Pastor, acquisition of real property and related indebtedness.
3. New Ministries may be started by anyone in the congregation under the following guidelines:
  - They are to fit EverGreen’s vision, values and theological stance.
  - They are to be approved by the appropriate staff member
  - If money is needed for the ministry it must be requested through the appropriate staff member
  - They must maintain high ethical, spiritual, and moral integrity.

#### Selection Process:

1. Council members and Pastoral Care Elders will be selected on the general guidelines of 1 Timothy 3, Titus 1 and Spiritual Gifts. The congregation will be involved in suggesting names, in voting on an overall slate of possible Council members and Pastoral Care Elders. Final selection will be by lot.
2. Paid staff members will be hired on the basis of Spiritual Gifts, Passion, Personality, Leadership Aptitude and other appropriate qualifications.

3. Leaders of different areas of ministry (e.g. s small group leaders, teachers) will be selected by the heads of the ministry areas and approved by the appropriate staff member.

## Finance Committee:

The role of the finance committee is to carry out the administrative tasks associated with the budget of EverGreen.

### Tasks of Finance Committee:

1. Counting and depositing collections
2. Keeping records of people's giving
3. Issuing receipts to people in timely manner
4. Assuring that bills are paid in a timely manner
5. Submitting a monthly financial report (including over budget items) to the Council, staff members, and ministry heads.
6. Setting EverGreen's collection schedule
7. Arranging for the Taking of Offerings
8. Informs Council committee chair and pastor if giving of an individual has fallen off or is very poor.
9. Ensures an annual audit of the books is completed.
10. Appoints a church treasurer

## Leadership Requirements and Commitment for Council Members

### Leadership Requirements

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The church is to be led by those who are Spiritually Mature and Gifted for Leadership. The understanding of these requirements is laid out in the Bible in 1 Timothy, Titus, and Romans. Recognizing this EverGreen has the following requirements for leadership at the Council and Pastoral Care Elder level:

⇒ Leaders will meet the spiritual maturity requirements of 1 Timothy 3 and Titus 2. A summary of the Timothy requirements are:

- \* **Above reproach:** no pattern of sin in life that would bring accusation
- \* **Husband of one wife:** if married a faithful spouse
- \* temperate: leaders must be enslaved to nothing, free from excess
- \* **self-controlled:** makes decisions with wisdom, based on God's word and not personal preference
- \* **respectable:** leaders must demonstrate a well-ordered life and good behavior.
- \* **hospitable:** leaders must have an open heart toward guests and members of the church.
- \* **able to teach:** leaders must be able to communicate the truth of God in an understandable and gracious way
- \* **not given to drunkenness:** leaders must be free from addictions and willing to limit their liberty for the sake of others.
- \* **gentle:** leaders must be tender and gracious, they must be free from a quick temper
- \* **not quarrelsome:** doesn't cause divisions in the church (1 Corinthians 3.1-3; Galatians 5:20-6:2), doesn't argue for the purpose of getting their own way.
- \* **not a love of money:** does not have a constant hankering for more of this world's goods, is a model of joyful generosity
- \* **manage his family well:** leaders must have a healthy family life
- \* **not a recent convert:** leaders must not be new believers, they must show a mature and growing faith (cf. Hebrews 5:11ff)
- \* **a good reputation with outsiders:** leaders need to be well respected by unbelievers, and free from hypocrisy

⇒ Leaders will have the gift of leadership. This gift may be discerned in the following ways:

- \* The person has demonstrated leadership qualities (has led a ministry, shown vision for that ministry, has called others to follow God's voice in that ministry and they have followed that faithful call) in some area of the church's ministry.
- \* Through the Discover Your Gifts Survey
- \* Through a role as a small group leader
- \* Through an interview with the potential leader

⇒ Leaders will fully support the mission and focus of EverGreen

## Leadership Commitment

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To be a leader in the church of Jesus Christ is to give up one's rights. These rights are surrendered to God and to his people for the purpose of seeking the lost and growing the found (Matthew 28:16ff). Knowing this I make the following commitment as a leader at EverGreen:

I Commit to lead people in growth in Christ by:

- Growing and deepening my relationship with God
- Setting an example in faith, life, and speech that others can follow ("Follow my example as I follow the example of Christ." 2 Corinthians 11.1)
- Setting an example of the importance of worship by being faithful in worship attendance at EverGreen
- Setting an example of the importance of growing in the gifts God has given by continuing to grow in leadership skills.
- Setting an example of faithful leadership by carrying out my duties as a Council member or Pastoral Care Elder quickly and cheerfully.
- Setting an example of the importance of growing in my faith.
- Setting an example of joyful generosity by giving in a way that causes me to increase my trust in God (2 Corinthians 8:1-5)
- Setting an example that lost people matter to God by being part of the outreach efforts of EverGreen.

I Commit to lead EverGreen forward by:

- Obeying God first and so serving his people best (Galatians 1.9ff).
- Remaining faithful to and promoting the mission and focus of EverGreen.
- Representing Christ and his Word to the People of EverGreen
- Refusing to be a part of factions or dissension in the church and seeking to bring healing where they arise (using Matthew 18 guidelines)

I Commit to lead EverGreen according to God's Word and the Teaching of the Christian Reformed Church as is spelled out in the form of subscription.

## Communication and Contact

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Communication and contact in EverGreen's structure is based on principles taken from Matthew 18\*. Using these principles the following procedure is to be followed:

In matters of individual ministries:

1. Whenever possible, bring your concern to the person involved (teacher, small group leader, staff member etc.)
2. If your concern is not addressed go to the ministry head.
3. If your concern is not dealt with ask the staff member responsible for that that area to go with you to meet with the ministry head.
4. If you are still not satisfied with the answer you have received you may request that the Staff member involve a pastor in the on-going discussions.
5. If you continue to be unsatisfied you may appeal your concern to the Administrative Elders.

In Council, Elder, Pastoral Care Elders, and Deacon Matters:

All concerns about an issue that the appropriate body deals with directly are to be submitted in writing with possible solutions to that body. The body will either invite the person to a meeting for further input or send members of that body to talk with the person about their concern.

Important notes:

1. All council, elders, pastoral care elders, and deacons meetings are open. Anyone may attend a meeting at any time to listen to the discussions. Each body reserves the right to go into executive session at any time if it believes there is a need to do so.
2. Each body, in abiding by the principles of Matthew 18, ordinarily will not address an issue that deals with an individual ministry or person until the proper channels have been followed.
3. Each body may set aside time at it's meetings to hear the input and concerns of EverGreen Members about its work. To take advantage of this time simply follow the procedure outlined above.

\*Matt. 18:15-17 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church...."

## Procedures for Congregational Meetings

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### *Biblical Basis—Attitude at a Congregational Meeting*

1. **Matthew 18:15** "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. 16 But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'"

*Principle: Go first to those who are directly involved*

2. **Ephesians 4:1** As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. 2 Be completely humble and gentle; be patient, bearing with one another in love. 3 Make every effort to keep the unity of the Spirit through the bond of peace.

Principle: we should do what makes for unity in the whole congregation rather than disunity.

3. **Galations 5:13-21** You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature ; rather, serve one another in love. 14 The entire law is summed up in a single command: "Love your neighbor as yourself." 15 If you keep on biting and devouring each other, watch out or you will be destroyed by each other. 16 So I say, live by the Spirit, and you will not gratify the desires of the sinful nature. 17 For the sinful nature desires what is contrary to the Spirit, and the Spirit what is contrary to the sinful nature. They are in conflict with each other, so that you do not do what you want. 18 But if you are led by the Spirit, you are not under law. 19 The acts of the sinful nature are obvious...hatred, discord, jealousy, fits of rage, selfish ambition, dissension's, factions 21 and envy...I warn you, as I did before, that those who live like this will not inherit the kingdom of God.

Principle: Factions and divisions in the church are against God's will. The leadership should work as best it can to prevent factions and divisions and not allow them to disturb the church body at large.

Church Order Matters:

Article 37: Congregational Meetings

The council, besides seeking the cooperation of the congregation in the election of office bearers, shall also invite its judgment about other major matters, except those which pertain to the supervision and discipline of the congregation. For this purpose the council shall call a meeting at least annually of all members entitled to vote. Such a meeting shall be conducted by the council, and only those matters which it presents shall be considered. Although full consideration shall be given to the judgment expressed by the congregation, the authority for making and carrying out final decisions remains with the council as the governing body of the church.

1. The Purpose of Congregational Meetings

Article 37 lists two purposes of congregational meetings the election of officebearers and judgment about other major matters.

- a. Election of officebearers

Prior to the making of these nominations the council may give the congregation an opportunity to direct attention to suitable persons (Art.4).

- b. The judgment of the Congregation

The council shall also invite its judgment about other major matters. The congregational meeting gives the council opportunity to seek the judgment or advice of the members on various matters, such as the program of the church, evangelistic outreach, community relations, and other matters.

It should be noted that only matters placed on the agenda by the council may be considered at a congregational meeting.

- c. Business Specifically Excluded

Article 37 makes it clear that matters which pertain to the supervision and discipline of the congregation must be excluded from the congregational meeting.

## 2. The Council's Role at Congregational Meetings

Article 37 indicates several responsibilities regarding congregational meetings which belong to the council:

### a. Calling Annual and Special Meetings

For this purpose the council shall call a meeting at least annually. Congregational meetings may or must be called more often when the occasion warrants it. Article 37 specifies that a congregational meeting must be held at least once a year.

### b. Conducting the Meeting

Ordinarily the president of the council or an officebearer designated by the council presides at the congregational meeting.

### c. Setting the Agenda

Only those matters which the council presents shall be considered. Matters which a member wishes to have considered must first be presented directly to the council, and the council will determine whether or not and in what form the matter will be presented to the congregation.

## 3. Participation in Congregational Meetings

### a. The Nature of the Congregational Meeting

Congregational meetings are more than advisory. In them the congregation helps to govern the church and exercises a measure of authority. That the congregational meeting has a limited authority is evident from the fact it acts under the leadership and control of the council. In the right of approbation (i.e. warm approval) we also have an act of helping to govern the church.

### b. Adopting and Implementing Decisions

Although full consideration shall be given to the judgment expressed by the congregation, the authority for making and carrying out final decisions remains with the council as the governing body of the church.

In order for decisions made at a congregational meeting to become final, the council must adopt them as its own. If for any reason the council cannot do so or feels it unwise to do so, it should defer action and seek a more appropriate course to be presented to the congregation at a later meeting. This may well be the wise course when an important decision is made by a narrow majority.

### c. Members under Discipline

Synod has ruled that members under discipline have no right to vote at congregational meetings (Acts of Synod 1982, p.23).

### Congregational Meeting Procedures:

1. All matters for congregational meetings will be given to the congregation two weeks prior to all congregational meetings. Opportunity will be given via normal channels for input to be given to the council.
2. In all but the most unusual of situations all amendments or changes from the congregation on a given proposal or budget will be submitted to council prior to the congregational meeting. Those amendments may be distributed to the congregation to be voted on, adopted by the council as a part of the given proposal or budget or not accepted by council if it deems the amendment to be not in line with Biblical standards or unwise.
3. Voting and discussion procedures will be determined by council prior to each congregational meeting. The procedures will be designed to minimize factions and divisions in the congregation.
4. The only new motions accepted from the floor at congregational meeting are (see Article 37 or the church order on matters considered):
  - a. A motion to defer action on the given proposal or budget
  - b. A motion to table the given proposal or budget
  - c. A motion to cease debate and call for the vote

## Alcohol Policy:

### *Background:*

Wise and mature decision makers will learn a number of things as they deal with the issue of alcohol use.

First, they will recognize that alcohol has been considered a gift of God by both Jews and Christians down through the centuries.

Second, they will recognize that it is to be treated as a gift, to abuse alcohol is to destroy it as a gift. John Calvin warned, “If a man knows that he has a weak head and that he can not carry three glasses of wine without being overcome, and then drinks indiscreetly, is he not a hog?”

Third, they will wisely know something—where the line has to be drawn for them in the sand. As in so many matters of prudence, we all have different places where we have to draw the line in the sand. Whether we are dealing with matters of sexuality or material goods, viewing violence or alcohol we all have different levels at which we can participate and still be making a mature, God pleasing decision. If you are an alcoholic, the line in the sand comes before you touch a drop of alcohol and for all of us the line is before we abuse God’s gift by becoming drunk—but in between those two spots there is room for wise and prudent decisions that honor God.

Fourth, those who choose to drink also take the time to recognize their own hearts in the matter. Because of the way alcohol is often treated in our society—a way of showing that you are cool or rebellious or part of the in crowd, a way of declaring your independence in high school, those who drink always take the time to ask, “why am I doing this? Is this to show that I’m still rebellious? To show that I’m cool? Is it to show that I’m not uptight like those teetotalers?” Is it, as Michael Horton writes, “that we are behaving selfishly and with an immature delight in offending others. ... (A)ctively seeking to offend someone for the purpose of putting oneself on a pedestal is sinful”. Those who drink make as certain as they can that they are doing so simply out of grateful hearts, enjoying the gifts of God, and not because they get to show they are cool, or rebellious, or because they want others to notice that they are cool and rebellious.

Fifth, those who consume alcohol also have a responsibility to fellow believers who are struggling with alcohol abuse. We must seek to limit our consumption when it will cause our fellow believer to stumble. Further, we are always to remember that our enjoyment of this gift is never to be more important

than our consideration and care for each other.

*Policy:*

1. Alcohol may be a part of EverGreen sponsored gathering when:
  - a. The people sponsoring the event have thoughtfully reflected on the above materials concerning alcohol consumption and taken those materials into consideration in planning the event.
  - b. The people sponsoring the event have sought counsel from wise leaders (e.g. members of council, the pastors, staff members, other recognized spiritually mature leaders in the congregation) as to the advisability of having alcohol at the event. (The decision to have alcohol at an event is never to be made only by the ministry personnel sponsoring the event.) Some matters that may come into the discussion:
    - i. Are there members of the ministry who can not attend or will not attend because they struggle with alcohol abuse or addiction?
    - ii. Are there members of the ministry who may be in a stage of recovery where we would give offense to them by having alcohol available?
    - iii. Are my own issues with alcohol such that it would be wiser for me not to have a gathering with alcohol?
    - iv. Do people in my ministry believe they need to have alcohol to have a real party or to be able to “loosen up” so they can have a good time or talk to others. If so, does this reflect a unhealthy dependence on alcohol that we should not foster at this gathering.
    - v. Will there be members of the ministry who feel “left out” and not a full member of the ministry because they do not drink (e.g. are there children in the ministry who will feel that they are not really members because the adults can do something they can not).
    - vi. Have past events sponsored by this ministry shown that members of the team handle alcohol in a God honoring way?
    - vii. Will there be children present, if so, what impact will drinking at the gathering have on them?
    - viii. Have there been complaints about inappropriate drinking at past events (either in this ministry or another ministry)? What prompted those complaints and how can we wisely deal with those concerns at this event?
    - ix. Has drinking been too great a focus at past events of this ministry? Why has it been such a focus and how, if we decide to allow alcohol, can that focus be changed?
    - x. Is the desire for alcohol at this ministry event a reflection of an immature or rebellious spirit?
2. When it is planned to have alcohol at an EverGreen gathering that includes children, parents are to be informed and given an opportunity to give their input.
3. Out of concern for those who are in recovery from addiction to alcohol, when there will be alcohol at an EverGreen gathering those who are going to attend must be informed prior to the gathering.
4. When alcohol is consumed at an EverGreen gathering, those drinking must willingly be open to the wisdom and correction of others as to their level of drinking and their words and attitudes displayed about drinking.
5. If alcohol consumption gets out of hand it is the responsibility of the leaders at the event (the personnel sponsoring the event, council members, pastors, staff members, others respected in the congregation) to end the drinking and remind those in attendance of using this gift of God in a proper way.

## Church Discipline:

All church discipline will be carried out in accord with the regulation of the Christian Reformed Church Order.

## Marriage Guidelines:

God in his Word tells us that marriage is to be for a lifetime with one partner (Genesis 2:22-25; Proverbs 5:15-23; Matthew 19:1-9; 1 Corinthians 7:10-11). Such lifetime marriages are to be a constant moving toward one flesh (Genesis 2) where the marriage partners grow in love, knowledge, care, and celebration of each other (Ephesians 5:22-33; 1 Corinthians 13; Song of Songs 2).

God's desire that marriage be for a lifetime means that marriage partners must take seriously building strong and loving marriages. Such marriages are not an optional pursuit, something that is done when there is time or inclination but one of the central ways in which we express our love and obedience to God. To allow one's marriage to slowly die, to have a marriage that isn't seeking to grow in love and oneness, to refuse to invest time in making your marriage reflect the love of Christ for his church and his church for him is sin. Therefore, all marriage partners must make it a priority in their lives to find ways to build their marriages that truly reflects God's desires.

Knowing that building strong marriages begins at the beginning EverGreen requires that all those married by the ministry staff of EverGreen go through premarital preparation as prescribed by EverGreen's leadership.

EverGreen Ministries also seeks to support God's design for marriages and stands ready to help couples find ways to build their marriages into God honoring, Christ centered marriages. EverGreen carries out this pledge by preaching God's desires for marriage, helping couples find resources for building marriages, and reaching out to couples whose marriages are going through difficult times.

EverGreen acknowledges that due to the influence of sin in our world, including its influence on God's children, certain conditions such as physical, emotional, or sexual abuse come to exist in some marriages. The results of such conditions make it unsafe, if not impossible to continue living in the marriage relationship. We recognize that under such conditions it may become necessary for one of the marriage partners to separate for a time to provide a safe climate to investigate the possibility of reconciliation.

As a church, responsible for the nurture of God's people, we expect that anytime of separation be used by the marriage partners to examine themselves,

working with a Christian counselor, to determine what part they played in the breakdown of the relationship. Although one partner may have been the aggressor, we believe that each person plays a part in the development and breakdown of a marriage. We also believe that every marriage is repairable if both partners honestly desire reconciliation. God's love can overcome sinful traits in our lives if we make ourselves open to the working of His Spirit in our personal lives.

However, we do not believe that God requires us to live in an abusive relationship. This would interfere with our spiritual growth and would certainly do damage to any children in the family. It is because of this that separation is sometimes necessary. This separation, however, introduces a dangerous condition. Often separation causes a cessation of hostilities which causes emotional relief and decreases the desire for reconciliation. Therefore, separation should only be done as a last resort, with spiritual accountability to a mature Christian and under the supervision of the church's leadership.

Furthermore, when a separation does occur the leadership of EverGreen may find it necessary to ask the marriage partners to step out of ministry for a time. The decision to ask the partners to step out of ministry is based on a number of factors including:

1. The need for time to work on issues from the marriage and/or rebuilding the marriage.
2. The reason for the separation.
3. The impact that continuing ministry will have on the body of Christ at EverGreen and it's witness to the community.
4. The willingness of the each partner to work on the issues that caused the breakdown.
5. The willingness of each partner to work towards forgiveness, repentance, and reconciliation.
6. The openness of each partner to work through Biblical issues with church leadership surrounding separation/divorce before filing for divorce.

When a person is asked to step down from ministry the leadership of EverGreen will tell the person why he/she has been asked to step down and also outline what needs to be done in order to be restored to ministry positions.

The concern of EverGreen Ministries is for the spiritual growth and well-being of those whose marriages are struggling, the restoration of struggling marriages, the good of the body of Christ at EverGreen, and its witness to the world. Since different factors influence each of these matters EverGreen leadership will deal with each case on an individual basis and not on a set of hard and fast rules.

In no way should this statement be taken to allow abuse or unfaithfulness or to hold anyone in an intolerable situation. It is intended to speak out against the value of the world which so easily allows for divorce if one encounters problems in their marriage.

Nor is this statement a call to keep the struggles of our marriages quiet out of fear that we will not be accepted or perhaps be asked to step out of ministry for a time. EverGreen is committed to providing a safe atmosphere through small groups, caring leadership, and other opportunities where we can speak truthfully and honestly about our marriages so that we can move them toward wholeness.

Divorce is rampant in our society. As a church of Jesus Christ EverGreen Ministries stands with her Lord in calling his followers to a higher standard of holy living, vow keeping, and marriage building. As we do so we deeply desire to walk with those whose marriages are hurting and even shattered – knowing that our Lord is a God who heals and brings new hope.

## Emergency Procedures:

**Service/Event Cancellation:** Services or meetings will be canceled if a tornado watch or warning is not lifted 1 hour prior to a worship service, meeting or scheduled event. If a service/meeting is in progress when a watch is declared the service will continue. If a warning is declared the service will be dismissed.

**Week-day programs:** Week-day programs will be cancelled when the Hudsonville school district cancels school due to weather. If weather clears and driving conditions are favorable, ministry leaders may choose to have their program.

**In Case of Fire:** Follow emergency procedures and exit the building. Call 911 to report the fire. If you are a ministry leader, take a head count before releasing any minors to their parents.

**In Case of Personal Injury:** Utilize the First Aid Kit if injury is minor. If the injury requires immediate medical attention, call 911 first. If a parent or guardian is not available, the ministry leader must accompany the minor. Bring with you a copy of the minor's permission/release form. Make every effort to contact the parent or guardian. Complete an "Incident Report." Contact the ministry director within 12 hours.

## Baptism of Infants

Before a child is baptized the elders will meet with the parents to explain the meaning of baptism and the role parents have in raising their children in the Lord.

## Profession of Faith Procedure

1. Welcome calls
  - a. When a person requests to join EverGreen the Pastoral Care Elders will meet with him/her.
2. Welcome Calls and Profession of Faith
  - a. When a person makes profession of faith/commitment/reaffirmation at a welcome call four things must happen:
    1. They express a commitment to and an understanding of Jesus Christ.
    2. The team will report on the profession to the following Pastoral Care Elder's meeting.
    3. The Pastoral Care elders pass the name(s) on to the secretary who arranges for a public profession of faith.
  - b. A picture is taken of the new member(s) and is given to the secretary who places it on the new members board at the appropriate time.
3. Professions of faith of baptized members
  - a. The Pastoral care elders will hear the profession of faith.
  - b. They will use the profession of faith guidelines as a helpful outline for the profession.

### The Profession of Faith Interview

#### Our Goal

To know that the person has a relationship with Jesus Christ, a basic (spiritual age appropriate) knowledge of the Christian faith, and a desire to be part of the church.

#### Our Means

Questions will be asked concerning

1. Jesus Christ
  - a. their understanding of Jesus Christ,
  - b. how he connects to their lives,
  - c. what his death and resurrection mean
2. God the Father
  - a. their understanding of the Father as creator and sustainer of the world
  - b. their understanding of the Father's relationship to the Son and thereby to us (God sent Jesus in love)
3. Holy Spirit
  - a. their understanding of how the Holy Spirit has brought them to this point of profession
  - b. their perception of how the Spirit has gifted them to work in the church
  - c. specific ways that the Spirit has helped them grow spiritually, in obedience and character.
4. Church
  - a. their perception of the place of the body of Christ, believers in their lives.
  - b. the value of corporate worship in their lives

- c. the importance of being part of a local body of believers
5. Heaven and Hell
- a. their perception of who goes where and why

## Newsletter Guidelines

1. egm's newsletter will ordinarily be limited to six pages (12 pages front and back). If it is going to be longer than this the committee needs to contact their liaison and tell why that month's issue needs to be longer.
2. When editing the newsletter to keep it within the parameters of 6 pages that the following priorities be followed:
  - a. Information about EverGreen and its ministries is given first priority.
  - b. Articles by EGM members about service projects they have gone on, articles etc. be given second priority.
  - c. Lighter features
  - d. Information about evening offering organizations
  - e. special events, concerts, educational opportunities
  - f. News that can be garnered from other sources (such as Right to Life, Bread for the World, etc.) In no case should this type of information take up more than 1 page (front and back) in any issue of the Newsletter. Furthermore it should not reflect either the left or the right wing of the political spectrum but rather reflect a Biblical perspective on issues of importance in our day. The newsletter can not become a forum for a certain group or organization's political perspective. When questionable issues arise the liaison's should be contacted.

## Library Guidelines

The purpose of the egm library is to building a community of learning that loves God with its mind. The following guidelines will be followed in building that community of learning.

1. The emphasis on materials in the library will be on materials that help people grow in faith and in loving God with their minds.
2. The library will have a section dedicated to materials that teach the reformed faith.
3. Materials that do not reflect the teaching of egm are allowed in the library for the purpose of broadening our understanding of the world. These materials will be marked as not reflecting egm's stance with reference to where the reader can learn egm's perspective.
4. The library will contain secular as well as religious materials. Ordinarily these materials will have information on questions to ask or places to find information that will assist the "reader" in evaluating the materials from a Christian perspective.
5. The Library team will develop a checkout system for all materials.

## Building Use

**BACKGROUND:** EverGreen Ministries desires to use its facilities in ways that bring glory to God while effectively and efficiently utilizing the space He has provided us. This desire includes being good stewards with the costs associated with operating the facility and the type of activities carried out at the facility. EverGreen Ministries desires to reach out to the community it serves by giving community groups the opportunity to rent the facility for their meetings and/or activities that support the Biblical foundation that EverGreen Ministries is built on.

- I. This policy applies to all groups and individuals of EverGreen Ministries (EGM) who would like to use the church facilities, equipment, tables, and chairs.
- A. MASTER CALENDAR
1. Ministry leaders will communicate with the Building Coordinator (BC) to help create a master calendar with all scheduled activities throughout the year. This will include communicating:
    - a. What part of the facilities will be used
    - b. When it will be used (date and time)
    - c. What equipment will be used (if any)
    - d. Any necessary opening up, which may include unlocking the door(s), turning lights on, checking the thermostat, or other related facility items
    - e. Set up and take down procedures
    - f. Clean up (See BUILDING CLEANUP CHECKLIST)
- B. ACCESS TO FACILITY
1. Limited to general office hours, scheduled activities and worship.
  2. There will be a limited number of keys made available to those with specific responsibilities involving access to the building. (i.e. staff, council, janitor, ministry leaders... These keys will be returned after term/employment has ended.)
    - a. Making copies of the keys will be the responsibility of the BC – a master list of those with keys will be kept.
- C. MAKING ARRANGEMENTS FOR USE OF FACILITIES, EQUIPMENT, TABLES, CHAIRS
1. Arrangements must be made with the BC prior to moving any furniture or items in the sanctuary.
    - a. The requesting party is responsible for putting room(s) back in order.
  2. Arrangements must be made with the BC to set an appropriate time for preliminary arrangements such as floral and table decorations.
  3. The use of the nursery or classroom(s) must be approved by the BC.
  4. Priority of regularly scheduled EGM functions shall always take precedence in use of the facilities and/or equipment.
  5. Use of keyboards, drums or other EGM instruments by persons other than regular pianists/musicians must be approved by the Director of Music.
- D. BUILDING USE GUIDELINES
1. The facilities must be cleared by 6:00 pm on Saturday, unless special permission is granted by the Senior Pastor via the BC.
  2. The sound equipment ordinarily is not to be taken out of the building. It may be used only under the supervision of an EGM Sound Technician.
  3. Use of the facilities includes only those facilities requested.
  4. Any damage to the facilities or EGM items within them must be immediately reported to the BC.
  5. There will be NO SMOKING in any part of the church premises.
  6. There will be NO ALCOHOLIC BEVERAGES on any part of the church property.
  7. Ordinarily no rice or confetti-like items are allowed to be thrown in the facilities.
  8. EGM shall not be held responsible for property that belongs to any individuals or groups that is left any where on the church property.
- E. KITCHEN USE GUIDELINES
1. Anyone using EGM kitchen/café area(s) is responsible for leaving it clean and in good condition.
  2. Anyone or group using EGM kitchen/café area(s) is asked to bring their own supplies.

- a. This includes items such as plastic tableware, cups, coffee, etc...
3. Any used towels, dishcloths, and tablecloths must be taken home, washed and returned within two weeks time.
4. Large items such as roasters, coffee pots, may be used by ministries at offsite locations. All items and must be returned within 48 hours. Request for offsite use must be cleared through the church office.
5. Dishes, pots and pans are not to be loaned out.

## Sexual Abuse/Harassment

Sexual harassment is a form of discrimination in violation of Title VII of the Federal Civil Rights Act of 1964, Title IX of the 1972 Education Amendment, and EverGreen Ministries policy.

Sexual harassment includes, but is not limited to, any unwelcome sexual advance(s), request(s) for sexual favors and other verbal or physical contact of a sexual nature when:

1. Submission to such contact is made explicitly or implicitly as a condition of; or
2. Submission to, or rejection of, such advances is used as a basis for a serving decision;
3. Such conduct interferes with an individual's ability to serve or creates an intimidating, hostile or offensive working environment,

### Reporting:

While EverGreen Ministries encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor or one of the pastors immediately, even if you are not sure the offending behavior is considered harassment. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for privacy of everyone involved. However, confidentiality cannot be guaranteed. Any volunteer or staff members found to have harassed a fellow employee, volunteer, or subordinate will be subject to disciplinary action, up to and including an end of their affiliation with egm. EverGreen will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse action will be taken for a volunteer making a good faith report of alleged harassment.

When the situation warrants EverGreen or the person harassed may request the involvement of the Classis Georgetown Abuse Response Team. This team will carry out its work in line with its mandate and protocols.

EverGreen accepts no liability for harassment of one volunteer or staff member of another person. The individual who makes unwelcome advances, threatens or in any way harasses another is personally liable for such actions and their consequences. EverGreen may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.