

**COMMUNITY FELLOWSHIP OF CHRISTIANS**  
**POLICIES AND PROCEDURES**  
**July 23, 2020 DRAFT**  
**Updated September 15, 2020**  
**Approved by Board October 18, 2020**

**MISSION STATEMENT**

Using the Bible as our guide, we endeavor to . . .

1. Honor God through our worship, praise and prayer.
2. Teach and nurture through God's Word that all may be mature in Christ, discovering our gifts and using them in ministry.
3. Reach our community, our nation and our world for Christ.
4. Create a caring and growing fellowship where all are welcome.

**STATEMENT OF FAITH**

CFC adheres to the Apostle's Creed as our statement of faith.

**PASTOR**

The Pastor should be consulted before scheduling speakers or using any study material.

**OFFICERS OF THE BOARD**

- 1) Quorum – Per Article VII, Section 5 of the Constitution, a Quorum will consist of a majority of Board members. The Board of Directors consists of 11 members (Article VII, Section 1 of the Constitution), so a Quorum would be six (6) members or a majority of filled positions.
- 2) Absentee Voting Methods – An e-mail will be sent to all Board Members unable to attend. A follow-up call will be made to ensure the Board Member received the e-mail. In those cases where a Board Members does not have access to e-mail, a telephone call will be used to obtain the member's vote. Vote received via e-mail or telephone will be tabulated and recorded by the President (or his designated alternate).
- 3) If a Board Member misses more than 2 consecutive meetings, they can be removed from their position by a quorum of the attending Board Members.

**SECRETARY**

- 1) Record non-financial transactions (Minutes) – Complete and e-mail to President within five (5) working days.
- 2) Annual Membership Roster – To be kept current and published annually (after Congregational vote on Board of Directors) or upon request from the Board of Directors.
- 3) Committee members and years served spreadsheet are to be kept current and published annually (after Congregational vote on Board of Directors) or upon request from the Board of Directors.

### **TREASURER**

- 1) The annual Contribution Letter information is generated by the Treasurer and sent out with the Secretary's help.
- 2) Two (2) people should take the offering to the library after offering and before counting. One (1) of these people should be armed/or a security personnel.
- 3) Three (3) people should be in the room when counting the offering. Two (2) counters and the Treasurer or his/her designated alternate.
- 4) No pass throughs to be included in the offering.
- 5) Receipts must be itemized and totaled before receiving payment.
- 6) Treasurer Authorization - With the approval of the Board of Directors and Congregation, the Treasurer is also authorized to endorse, deliver, assign, hypothecate, pledge, mortgage and otherwise encumber any property, real or personal, of said corporation as collateral or security for repayment of any indebtedness or obligation.

### **COMMITTEES**

- 1) If a Committee Chairperson misses more than 3 consecutive meetings, they can be removed from their position by a quorum of the Board Members.

### **Deacons**

- 1) Assist the Pastor with the spiritual care of the church and help implement programs and services considered necessary for an effective ministry.
  - A. Deacon of the Week:
    - a) Scripture Reading, as requested by the pastor.
    - b) Prayer before the service with other deacons and the pastor.
    - c) Be available at the front of the church after services (others available where needed).
  - B. Greeting and Ushering:
    - a) Provide greeters and ushers for the Sunday Service.
    - b) Pass out guest registrations during the service.
    - c) Make sure the candles are lit and flowers are on alter table.
    - d) Make sure the platform is orderly.
    - e) Have drinking water on the podium for pastor.
  - C. Banners: The deacons are responsible for putting up the correct banners in the sanctuary.
  - D. Lead the congregation with the Pastor in the area of Christian stewardship.
- 2) Assist the Pastor in the preparation and administration of the ordinances.
  - A. Ordinance Assistance:
    - 1) Provide elements.
    - 2) Assist the pastor with communion.
    - 3) Assist the pastor with baptism.

- 3) Assist the Pastor in visitation: visits of the sick, shut-ins, or members who may need of counsel or other assistance.
- 4) Supervise the work of the church for the needy in the community and missions, and they are authorized to expend a maximum designated amount and special gifts and offerings.

A. Benevolence

- 1) Help members, family, or those "passing through" in need of gas or food to help them get to their destination.
- 2) A benevolence fund request form is available for those with greater needs. The requests are reviewed by the deacons. The following are guidelines:

a) Church Family

- (i) No amount over \$300 per incident
- (ii) Not to exceed \$500 per year
- (iii) No cash given
- (iv) Help given a maximum of two times per year

b) Transient

- (i) \$20 gas, in person, card, or voucher
- (ii) Food box if needed
- (iii) One night's stay at motel of our choice if needed

B. Missions

- 1) The deacons will decide on the missions to be supported and will recommend to the budget committee an amount for each mission. A 3-tier system has been set up by the deacons based on the relationship of the mission to the church. Limits of support to each mission is based on the tier.

a) First tier is family

- (i) Missionaries that attend the church and/or family members
- (ii) The maximum support amount is \$250/month

b) Second tier is friends or relatives

- (i) Missionaries that are friends or relatives of church members
- (ii) The maximum support amount is \$200/month

c) Third tier consists of all the rest

- (i) Any worthy missions or missionaries who we wish to support provided that
- (ii) They adhere to the mission support criteria
- (iii) The maximum support amount is \$150 per month

**Trustees**

1. The Chairperson of the Trustees shall keep a set of numbered master keys.
2. There shall be no duplication of keys by anyone except the Chairperson of the Trustees (an alternate Trustee in absence of the Chairperson).

3. Keys shall remain in the possession of the person to whom issued only as long as actively used for the carrying out of duties of a specific position. When no longer required for the position, all keys shall be returned to the Chairperson of the Trustees.
4. A permanent file shall be kept up to date including the name of the person holding the key, the type of key, the date issued, and the signature of the person accepting responsibility for the key. This record shall be available in the Church office.
5. There shall be a person on watch during Sunday service to monitor the front door and parking lot. In the case the person on watch needs assistance, he/she shall signal predetermined individuals. Emergency services may be called if deemed necessary (911, sheriff, fire department, ambulance).
6. It is recommended the front doors be kept locked when working alone in the building. At the discretion of the Chairperson of the Trustees, items may be loaned at the request of Church members, or non-members such as other churches or organizations, for special events with the understanding that all items will be returned in the same condition as loaned, and any damaged items will be repaired or replaced at the expense of the borrowing party. A list will be kept of loaned item(s), date out, and date to be returned.
7. All significant work affecting the building or grounds shall be coordinated through the Chairperson of the Trustees.
8. Any purchases made from the Trustee budget in excess of \$25 shall have prior approval from the Chairperson of the Trustees, or in the event he/she is not available, the President.
9. Any non-essential projects may be presented to the Board for approval.

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### **CFC Rules for Building Use**

*The following rules are for those using the building for other than normal church activities:*

Church members or associate members generally will not need to fill out a Building Use Application or need a contract. However, the trustees, the activity scheduler, and the pastor should be consulted to avoid any conflicts.

Non-members must fill out an application to be reviewed by the trustees, pastor, and possibly the board members. A contract, if needed, will then be made. (See Building Use Application and Contract below).

No activity is allowed that is in conflict with our church's religious beliefs or good conduct. It should be clearly stated on the "CFC Building Use Application" (form below) what activities and purposes are intended.

The user will have a person designated as “in charge” during the event. In addition, CFC may appoint someone to oversee the event.

No use of CFC’s equipment is allowed without prior consent, including but not limited to, kitchen appliances, coffee machines, office equipment, sound system, musical instruments, and the like. No uses of CFC’s supplies are allowed without prior consent such as food items, paper, etc.

It is recommended that a pre- and post-meeting walk-through be performed to confirm no damage other than normal wear and tear has been committed. Any defects should be identified.

A reasonable fee will be charged for damage done during the event and may be taken out of the damage deposit, if imposed.

Areas not agreed for use such as, but not limited to, the office, shall not be entered.

The person “in charge” shall make sure the building is in the same condition as before unless other arrangements have been agreed to.

The user’s event may be canceled or shut down if it is clear the activities violate a reasonable standard of conduct or stated reason for use.

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**Community Fellowship of Christians**  
**Lake George, CO 80827**  
**Building Use Policy**  
***Adopted by the board on January 23, 2012***

1. CFC property will be used for church-related activities and other activities as approved by the Board of Trustees or Directors. The CFC Trustees or the Board of Directors may allow or deny use for any reason.
2. For CFC members, notification (no application required) will be needed to avoid scheduling conflicts for:
  - Normal church-related activities, such as church meetings, choir practice, etc.
  - Weddings and social events (birthdays, anniversaries, etc.) for members/associate members

The Pastor, office manager and trustees should be the persons to notify. As a courtesy, the board should be notified.

3. For non-members, an initial application is required to be filled out stating what activity or purpose the user intends including what building, rooms, equipment (CFC or user provided) are to be used. The "Rules for Building Use" will be included with the application.
4. The Trustees and the pastor will review the application and determine whether to approve or deny it. The Trustees will decide what fees, deposits, insurance, if imposed, will be\*. The Trustees also will decide on other stipulations such as supervision and clean-up.
5. The approved or rejected application will then be forwarded\*\* to the CFC Board of Directors. The BOD may override or modify the Trustees' decision. If no reply is received within 24 hours of receipt, the Trustees' decision will be considered confirmed.
6. If approved, the CFC Board of Directors, the pastor, and the office manager will be informed of the request to assure there is no conflict in scheduling. When the Trustees and the applicant come to an agreement, the office manager will be informed of the event(s) to put on the calendar.
7. A pre- and post-check of the premises may be performed by a CFC representative. Notes should be made of damage/defects other than normal wear and tear. Safety issues also should be considered.
8. Offices and other rooms should be locked up and/or sensitive or valuable items secured if considered necessary. Areas may be declared "off limits" to the user.

\*Factors determining fees, etc.

Is the activity for personal use or community service?

Is the applicant a member, associate member, recommended or known non-member, or an unknown applicant?

What supervision by CFC and the user is required?

How many people are involved?

What activities are going on?

What equipment, CFC-owned or otherwise, is to be used?

How much/many utilities are used (cold weather means more gas and electric)?

How much clean-up will be needed?

What special consideration such as snow removal, traffic direction, etc. should be considered?

Could there be excessive wear and tear?

\*\*Delivered by person to the president or emailed to the BOD

**Community Fellowship of Christians  
Building Use Information Form**

Date of application \_\_\_\_\_

Name of persons wanting to use the building:

\_\_\_\_\_  
*User/applicant and complete address*

Contact person \_\_\_\_\_ (phone number) \_\_\_\_\_ to  
coordinate the details of usage.

Is there a CFC contact to oversee and to unlock/lockup the building during the event?

\_\_\_\_\_  
What is the event?

\_\_\_\_\_  
Which building is to be used?

\_\_\_\_\_  
What parts of the building are to be used?

\_\_\_\_\_  
Date(s) and times the building is to be used

\_\_\_\_\_  
Will kitchen, sound equipment, or such be used?

\_\_\_\_\_  
Will special cleanup be required?

Note: Dates and times requested cannot be granted until a confirmation there are no previously scheduled activities.

**Community Fellowship of Christians  
Building Use Application/Agreement Form**

Date of application: \_\_\_\_\_

This agreement by and between  
Community Fellowship of Christians (hereafter referred to as CFC)  
39633 West Highway 24  
Lake George, Colorado 80827  
And

\_\_\_\_\_  
*User/applicant and complete address*

will take effect on (date/month/year) \_\_\_\_\_ starting at (time) \_\_\_\_\_ and ending at \_\_\_\_\_.

Whereas, Owner owns premises located at 39633 W. Hwy 24, Lake George, Co 80827 which are usually used for *church related activities*, and Whereas, User/applicant desires to use the premises for: (*Clearly state what building is to be used, what areas are needed, what the purpose of the usage is, what equipment/appliances are to be used, etc*)

\_\_\_\_\_ is the contact person for the user to coordinate the details of usage.

Include phone number

***Applicant should fill out the above and return it to CFC or its representative.***

\*\*\*\*\*

***Do not write in space below, including signatures, until an agreement is made.***

Owner's terms and conditions:

\_\_\_\_\_  
\_\_\_\_\_

It is therefore agreed by and Between the Parties:

1. Owner agrees to let User use the above described premises for the above described purpose on

\_\_\_\_\_

*Times and days of usage*

\_\_\_\_\_ is the contact person for the owner and

\_\_\_\_\_ is the contact person for the user to coordinate the details of usage.

Include phone number

2. User agrees to pay CFC \$ \_\_\_\_\_ for the use of the premises.

Breakdown of costs if needed:

- \_\_\_\_\_
- \_\_\_\_\_
3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

**4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically based religious institution.**

5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

6. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The user will provide a certificate of insurance to the owner at least seven days prior to the date upon which the user begins to use the above described premises. The certificate of insurance will indicate that user has made owner an "additional insured" on User's policy with respect to the use by user of the above described premises.

7. User agrees to hold harmless, indemnify and defend Owner (including owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using

the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

8. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

9. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

10. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.

11. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.

12. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Owner's signature (print and sign) and position

User's signature (print and sign) and position

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Community Fellowship of Christians Safety and Security Policy

Updated November 2018

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## Community Fellowship of Christians Safety and Security Policy

Updated November 2018

1. **Mission Statement:** Community Fellowship of Christians wants to provide a welcoming, safe and helpful environment for all who enter our building.
2. **Safety and Security Committee:** The committee will develop and revise policy and procedures that pertain to the safety and security of Community Fellowship of Christians.
3. **Health and Safety Team: Health/Safety (HS) Team-*first response team***  
This is a team of watchpersons and hopefully an organized 1<sup>st</sup> responder to a situation. They will, as a team, watch over the congregation looking for the unusual; someone in medical or emotional distress, or maybe just someone needing assistance. There will be someone, with a radio, at the front door or in the lobby watching over the parking lot, watching for late comers, and assisting those outside the sanctuary during the service. If more assistance is needed, a team member may be called by radio or other means. The team should expect to attend occasional meetings to talk over and train for different situations that may arise.

There should be around 10 members on the team.

There should be 3 from team on duty on a typical Sunday.

From the team, one will be a greeter at front door with radio and two inside the sanctuary with radio.

The HS Team should receive training. All training should be documented showing attendees and topics.

- When to call 911 and how to communicate the problem.
- Who is best to perform medical 1<sup>st</sup> aid or CPR until help arrives.
- Evacuation and lockdown procedures
- Communication: Radios/walkie talkie, phone, code words for clarity and problem.
- Threat assessment:
  - We should have occasional training on how to evaluate and handle potential threats.
  - Do we have properly positioned team members?
  - If the threat is a person, who are they? Where are they (outside, hallways, sanctuary) and how does the team approach? Why are they here if not for worship? What kind of threat are they? Are they armed? Do they appear to be on drugs or off medication? What is the age and physical condition? Can the person be redirected and talked down?
  - Disruptive or threatening individual:  
A “*hands off*” approach should be used in all but the direst situations. Have a presence of team members. Call 911 if necessary. Try to de-escalate the confrontation. Try to keep the person calm until professional help arrives. Physical force should be used only as a last resort and only the amount needed to remove the threat.  
Note: The use of force is not a requirement of someone on the HS team. It is a personal decision depending on circumstances and many factors including your skill, physical ability, and your level of commitment.

4. **Limited access to building:** All exterior doors should remain locked except for brief intervals when supervised. All the exterior doors have panic bars to allow exiting whether locked or not. There is a doorbell at the front door if needed.

5. **Camera Surveillance:** Cameras are installed on the outside and inside. Monitors are located in the office and sound booth.

6. **Evacuation/ Lockdown:** **In the case of emergency call 911.**

Evacuate the building because of fire, smoke, noxious fumes, or other life/health threatening situations. In an evacuation situation, HS team members should assist occupants to the nearest exit. If possible, make sure all are accounted for. Check restrooms and interior rooms.

Lockdown the building in the event there is a danger from the outside, such as a gunman. In case of a lock down, close blinds, windows, and interior doors. Consider relocating to interior areas away from windows.

7. **Fire Prevention:** **In case of an emergency call 911.** A general fire threat assessment should be performed on occasion. Smoke detectors, emergency lights, exit lights, and fire extinguishers should be kept in good order. In the event of a fire, smoke, or other noxious fume evacuate to the nearest exit. If possible check building to make sure all have evacuated.

8. **Medical:** **In case of an emergency call 911.** If there are qualified persons available, CPR and 1<sup>st</sup> aid should be administered until EMTs arrive. There is an AED in the front lobby if needed. There is a first aid kit in the kitchen.

9. **Childcare:** All attendants will submit to and pass a background check before attending to children. This will include all attendants/volunteers at church sponsored events such as Sports Camp. Documentation will show identification such as a driver's license, the source of the background check such as from the CBI, and any other document showing a prior background check such as a Colorado Conceal Carry permit. A sexual offender registration list from Teller and Park County will be part of the background check. The documentation will be kept in a binder and updated periodically.

Check in/ out: A strict policy of checking in and out will be observed by the Adult(s) in Charge of the nursery, Sunday school or other childcare activity. It should be made clear to all that the same person (parent or other responsible party) will drop off and pick up the child unless other arrangements have been made. This will be noted on the sign in sheet. A name tag on the child is recommended and a ticket stub for both the child and parent/or other responsible party can be used.

A sign in/out sheet will be used showing the date, time, child name, parent or other's name, and any pertinent information such as allergies/medical/behavioral conditions, and any custody or other problems. Parents should be encouraged not to drop off sick children.

The rules/policy will be posted outside of the nursery and children's room.

No child will be left unattended. Help/assistance may be called if needed. The hall restrooms will be checked and cleared before the child enters while the caregiver remains in the hall. If the child needs assistance there should be more than one responsible adult present unless the parent is assisting. There should be a radio/walkie-talkie in the nursery and Sunday school room and other spaces such as the library if used.

#### **Kitchen Use**

1. Use of the kitchen for weddings, funerals, or special events will be cleared with the Trustees Chairman and CWF President and placed on the church calendar well in advance of the date desired.
2. Each group using the kitchen shall appoint a clean-up committee in advance of the activity to be responsible to see that it is cleaned and put back in order. The clean-up committee includes men and women.
3. All dishes, pans, etc., are to be put away clean and in proper order. Coffee pots are to be cleaned and thoroughly dried.
4. All counters and tables are to be washed and no food of any kind left out.

5. Food that must be left in the refrigerator should be identified as to the owner or group responsible for it.
6. After use, anyone using this facility shall see that all lights in the building, including restrooms, are turned off, and all windows and doors are closed and locked.
7. Kitchen Coordinator Responsibilities: Oversee the use and organization of the kitchen, assisting other groups if needed, and notifying the Chairperson of the Trustees of supplies needed. This position shall be an appointee by the Trustees. The Kitchen Coordinator may or may not be a Trustee.
8. Each group using the kitchen shall be responsible for clean-up.

The Church reserves the right to accept or decline donations of a monetary and/or non-monetary nature.

#### **Finance Committee**

- 1) Reimbursements – Committee Chairperson, Board Member or Pastor must initial receipts for their budgeted area of responsibility for reimbursement prior to payment by the Treasurer.
- 2) A detailed monthly spreadsheet of Budget versus Actual will be put on the Church Bulletin Board for congregational viewing and will be made available at each quarterly meeting for the Board Members.