

AGAPE' METROPOLITAN COMMUNITY CHURCH

Standard Operating Procedures

Standard Operating Procedures

Policy Number	Policy Name
10.01	Policy and Procedure Development for SOPs
10.02	Personnel Committee Policy
10.03	Special Accounts Policy
10.04	Proposals for Board Consideration Policy
10.05	Membership Database Policy
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10.07	Security and Alarm Policy
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17.03	Children and Youth Ministry Policy
17.04	Prevention of Child and Youth Abuse Policy
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17.07	Record Retention Policy
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POLICY and PROCEDURE DEVELOPMENT POLICY

I. PURPOSE

To outline the basic format and content guidelines for the development, writing and approval of Church related policies and procedures so that everyone in the church can understand the process.

II. DEFINITION

Polices/procedures can be defined as approved guidelines and/or policy covering any area of Agape' MCC operations and/or community related areas that is approved by the Board of Directors. No policy or procedure can be approved that is in direct conflict with either or both the Local Church Bylaws or MCC Bylaws.

III. PROCEDURE

- A. Any person(s) can individually or jointly write a policy/procedure for an identified need.
- B. The following is the required format for procedures and/or policy submitted for approval:
 - 1. Statement of Purpose
 - 2. Definition Statement
 - 3. Policy/Procedure Statements to be contained under the heading of policies.
- C. All policy/procedure draft statements are to be submitted to the Clerk of the Agape' Board of Directors no less than two weeks prior to the next regularly scheduled Board meeting. The Clerk will add the policy to the Board of Directors agenda. The Board will review the policy, amend the policy as needed and either approve or reject the final version of the policy/procedure.
- D. All approved policy/procedure documents will be dated with the approval/revision date.
- E. All approved policy/procedure documents will be assigned a 4 digit policy number consisting of the following fields:
First 2 digits: Current Year / Last two digits sequential document number.
- E. All approved policy/procedure documents will be signed by either the Moderator or Vice Moderator and the Clerk of the Board of Directors.
- F. The policy may be revised by the Board of Directors at some later date.
- G. The policy may be rescinded by the Board of Directors at some later date.
- H. All policies/procedures will be reviewed annually beginning in March by the Clerk of the Board of Directors to see if any changes are required. All proposed revisions must be approved or rejected by the Board of Directors (BOD) and noted in the Board Meeting Minutes. Any revision to the Policy Manual will contain the date of the BOD meeting when the revision was adopted. The Board's minutes for that meeting will include complete statements of any new, rescinded or amended (reflecting both removed language and new wording) policies or procedures. A rationale may also be included in the Board minutes.

IV. POLICY LIFE CYCLE

The life cycle of a policy is defined as:

1. A policy need is identified by the congregation, Pastor, Board of Directors or Ministry/Program leaders.
2. A draft is created by the staff and reviewed by the Board of Directors; input is sought from those most affected.
3. Once in final form it is presented to the Board of Directors for approval.
4. The policy is distributed and added to the Policy Manual by the Clerk of the Board of Directors.
5. The policy may be revised by the Board of Directors at some later date.
6. The policy may be rescinded by the Board of Directors at some later date.

V. GUIDING DOCUMENTS

The legal corporate documents of the denomination and local church.

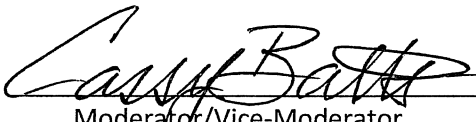
A. MCC (UFMCC) Bylaws:

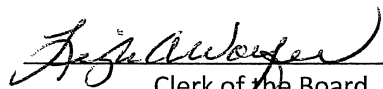
<http://ufmcc.com/download/mccbylaws/UFMCC%20Bylaws%20as%20of%20June%202010.doc>

B. Agape' MCC Bylaws:

<http://www.agapemcc.com/sites/default/files/pdfdocs/AGAPEBYLAWS-Approved2013.pdf>

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

PERSONNEL COMMITTEE POLICY

I. PURPOSE

The purpose is to define the Personnel Committee and outline their responsibilities.

II. DEFINITION

This policy defines the way in which the Personnel Committee is appointed, who the Members are and their role within the community.

III. PROCEDURE

The Personnel Committee is an ad hoc committee consisting of the Senior Pastor, Vice Moderator of the BOD and appointed community Member(s) that have experience with the type of position being interviewed for. The member(s) are appointed by the Pastor with approval from the BOD.

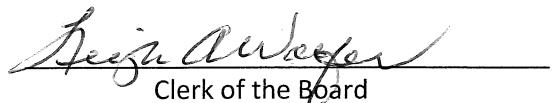
The Personnel Committee is chaired by the Vice Moderator.

IV. Function

The function of the Personnel Committee is to assume a human resource role as needed to support the staff and volunteers of the community. Functions include but are not limited to drafting and/or revising personnel policies for board approval, reviewing job descriptions and hiring protocol, establishing and reviewing staff salaries and benefits package. The committee will ensure all state and federal laws are followed.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

SPECIAL ACCOUNTS POLICY

I. PURPOSE

The purpose is to establish policy governing non-activity in designated funds. The intent of this policy is to empower the BOD to effectively manage their administrative charge as determined by the Church congregation.

II. DEFINITION

This policy sets out the length of time for non-activity in a special fund before the fund is disposed of for non-activity.

III. PROCEDURE

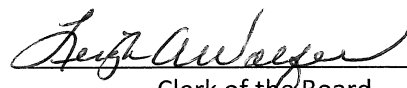
A. When no activity occurs for a period of one year, the Treasurer will determine the sources of the fund and may contact the donor for permission to use the fund for another purpose.

If the source of the donation is unidentified or the identified donor cannot be contacted, the Treasurer may recommend other uses of the funds to the BOD.

B. Additionally, if monies are donated for specific projects and the BOD determines that the funds cannot be expended for the originally stated purpose (i.e. canceled mission trip), the BOD may vote to reallocate these funds for other uses as determined by the BOD.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

RECOMMENDATIONS AND/OR PROPOSALS FOR BOARD CONSIDERATION POLICY**I. PURPOSE**

The purpose is to provide requests to the BOD in a timely manner to facilitate reasonable access to and consideration of each request by the BOD prior to action being taken.

II. DEFINITION

This policy defines the procedure of submitting all recommendations and/or proposals for BOD consideration.

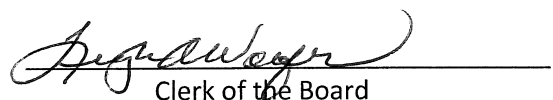
III. PROCEDURE

A. Recommendations and/or proposals for consideration by the BOD must be in writing and must be presented in the format of Form Agape-1, "Proposal for Board Consideration". Each request must be written and given to the Clerk of the BOD who then will provide copies to the remaining BOD for review.

B. Each BOD Member will be responsible for reviewing the Request prior to the BOD meeting at which time the Request will be discussed and voted on or tabled to the next meeting.

C. The Clerk of the Board will notify the person(s) from whom the recommendation and/or proposal was received the decision of the Board.

Authorized By:


Moderator/Vice-Moderator
Clerk of the Board

AGAPE' MCC
RECOMMENDATIONS AND/OR PROPOSAL FOR BOARD CONSIDERATION

Recommendation/Proposal (please include rationale):

Advance Funding Needs:

Advertisement Needs:

Expected Staff Involvement and/or Responsibilities:

Facility Use (with plan for preparation and cleanup):

Designation of Proceeds (if applicable):

Signature of Requestor / Date

BOD Approval / Date

MEMBERSHIP DATABASE POLICY

I. PURPOSE

The purpose is to identify procedures for maintaining an accurate membership database.

II. DEFINITION

This policy articulates the weekly, monthly and semi-annual procedures of maintaining an accurate and current database of Members.

III. PROCEDURE

A. Weekly:

1. Data entry clerk will record attendance from Sunday pew sheets correcting/updating information as recorded or as passed by the BOD, Worship Team or Pastoral Staff.
2. Data entry clerk will record financial contributions from information provided by the BOD.

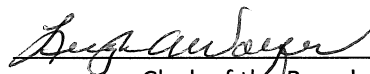
B. Annually:

1. BOD will review the database report of activity of members/friends/regulars and visitors.
2. The Clerk of the BOD will keep a file of the names removed for two years.

Authorized By:



Moderator/Vice-Moderator



Clerk of the Board

SECURITY CODE AND KEY ACCESS POLICY

I. PURPOSE

The purpose is to provide accessibility into the building by those who are called into God's service.

II. DEFINITION

This policy defines who are to be provided a Church building key and alarm access code and the responsibility and care with said key and code.

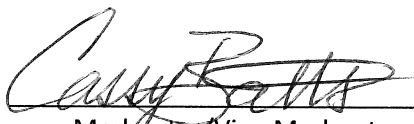
III. PROCEDURE

- A. The following classifications are authorized to possess and use a master key and alarm access code.
 - 1. Pastor(s) including student clergy
 - 2. Board of Directors
 - 3. Worship Coordinator
 - 4. Security Team Lead
 - 5. Property and Grounds Team Lead
 - 6. Church Cleaning Crew Lead
 - 7. Kitchen Staff Team Lead
 - 8. Others as approved by the BOD.
- B. The following classifications are authorized to possess and use a Social Hall Key and alarm access code.
 - 1. Property and Grounds worker(s)
 - 2. Sunday School Teachers
- C. All keys to exterior doors:
 - 1. Are not to be duplicated except by authorized persons. (i.e. BOD, Property Manager, and/or the Senior Pastor)
 - 2. Must be signed for (key and alarm code).
 - 3. **Are not to be loaned to anyone.**
- D. Special use keys and special alarm code.
 - 1. A key will be available for special use (Holy Unions, Memorial Services, etc.) from a designated BOD member.
 - 2. Request for a key will be in writing (Form-Agape 1 "Request for Key and Alarm Code" is available at the Church office or from the responsible BOD member)
 - 3. Non-Members must have approval from the BOD.
 - 4. The key is to be picked up no more than one day prior to use and returned the next business day after use.

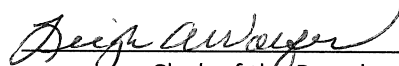
IV. KEY ASSIGNMENTS

Key distribution records are to be maintained by an elected member of the Board of Directors. Security codes records are to be provided/maintained by the Security Alarm Administrator. Anytime there is a change to the assignments (key and/or code), a copy of the updated list shall be provided to the Sr. Pastor and the BOD.

Authorized By:



Moderator/Vice-Moderator



Clerk of the Board

Agape' MCC Key Agreement Form

I acknowledge receipt of the key listed below and assume full responsibility for its proper use until returned to the Agape MCC key control personnel. In particular, I agree to not duplicate any key(s) owned or controlled by Agape' MCC. I will not loan, barter, sell or give the keys to anyone.

Issue Date: _____ Alarm Code Assigned Date: _____

Signature: _____

A. Return of Key(s)

A key issued to a member of Agape' MCC or Agape' MCC staff remains the property of Agape' MCC and must be returned upon the member/staff's departure. Key(s) issued must be returned to the key control personnel noted above.

B. Lost or Stolen Key(s)

Lost or stolen keys present a significant security problem. The loss or theft of key(s) must be reported promptly to the key control personnel and the Sr. Pastor. Replacement keys will be made only upon receipt of a new request. Monetary fee of \$10.00 may be assessed.

**** Keys are issued to the holder and must never be loaned or transferred. ****

To be filled out by Key Control Personnel:

Assigned Date: _____

Issued by: _____

Position: _____

Received by: _____

Position: _____

Return Date: _____

Signature: _____

Alarm Code Removal Date: _____

Key Information:

_____ Master Key

Key Identification # _____

_____ Social Hall Key

Key Identification # _____

Agape' MCC Key Assignment Control Sheet

Key #	Name	Date Issued	Date Returned
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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SECURITY AND ALARM POLICY

I. PURPOSE

The purpose is to provide the procedures to follow upon entering and exiting the buildings.

II. DEFINITION

This policy defines the general procedure for turning the security alarm on/off when entering/exiting the premises and how to silence/reset the fire alarm if activated.

III. PROCEDURE BUILDING ALARM

- A. Upon entering the door to the Agape Sanctuary or the Agape Social Hall, there is a 60 second timer to enter the security code and disable the alarm.

If the system is not disarmed within the 60 second timer the alarm will go off. Once the alarm sounds, there is a 90 second window in which the correct security code can be entered. If this is performed correctly the alarm will stop and the panel will reset. If the above is **NOT** completed in the allotted time, ADT will call the Church and ask for the "secret" code word; please be prepared to answer the phone and provide this code word. Upon leaving the premises, ensure all doors are locked, lights are off and thermostats are reset to their appropriate setting. When setting the alarm enter your alarm security code and press away. There is a 60 second timer to exit and lock the door.

Whenever the system is armed, the exit delay begins. If an entry/exit door or interior zone is faulted when the exit delay ends (e.g., exit door left open), the system sounds an alarm and starts the entry delay timer. If the system is disarmed before the entry delay ends, the alarm sound stops and the message "CANCELED ALARM" or "CA" is displayed on the touchpad, along with a zone number indicating the faulted zone. No message is sent to the Customer Care Center. To clear the exit alarm condition, the open zone must be made intact; to clear the display, enter your code plus OFF. If the system is not disarmed before the entry delay ends, and an entry/exit door or interior zone is still open, the alarm sound continues and an "exit alarm" message is sent to the Customer Care Center. The message "EXIT ALARM" or "EA" is displayed on the touchpad, along with a zone number indicating the faulted zone. To stop the alarm, the system must be disarmed (code plus OFF); to clear the display, enter the security code plus OFF a second time. An "exit alarm" also results if an entry/exit door or interior zone is faulted within two minutes after the end of the exit delay.

- B. If you are notified by ADT that the alarm has been activated, please respond quickly and be prepared to meet the emergency responders at the building. The alarm company has a list of contacts and will contact the BOD in the order provided.
- C. If for any reason the alarm cannot be reset then please notify ADT by calling (800) 874-1179.

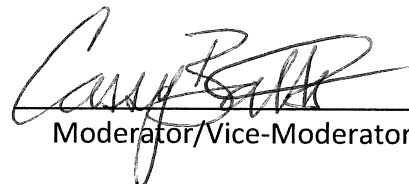
IV: CODES FOR THE ALARM SYSTEM


OFF: Enter [Code] + OFF
AWAY: Enter [Code] + AWAY
STAY: Enter [Code] + Stay
INSTANT: Enter [Code] + INSTANT
CHIME ON: Enter [Code] + CHIME
CHIME OFF: Enter [Code] + CHIME OFF
BYPASS: Enter [Code] + BYPASS + 2 Digit Zone Number

V. PROCEDURE FIRE ALARM

When the fire alarm is activated, it **DOES NOT** automatically dispatch the fire department; 911 should be contacted if deemed necessary. Should an alarm be determined to be a "false alarm", press the "Silence" button on the numerical pad in the corner of the fire alarm box. Once the unit silences, press the "Reset" button then close and lock the box. The Fire Alarm Box, is located on the South wall of the Social Hall just to the left of the doors as you enter the hall.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

CONTRIBUTOR RECORDS POLICY

I. PURPOSE

The purpose of this policy is to provide identification, location, access and specific use for documentation of Agape' MCC contributor records and statements.

II. DEFINITION

This policy defines the use, storage and access to contribution records.

III. PROCEDURE

A. Contributor records are located in the following areas:

1. BOD Office and Pastor's Office computer hard drives.
2. Backup copy is kept on the cloud service provided by Servant Keeper.
3. Hard Copy (copies of contributor checks and cash offering envelopes) in the Board of Directors (BOD) Office.

B. No records are to be removed from the Church property for storage or updating.

C. Direct access to contributor records are authorized for:


1. Treasurer and Vice Treasurer
2. Pastor
3. Records Administrator

D. Contributor information will be provided by the Treasurer or Records Administrator to the following for the stated purpose:

1. Individual contributor's requesting contribution statements
2. Clerk of the BOD for membership review as required by MCC By-Law. (see note 1)
3. Stewardship Team Leader, as directed by the Pastor for designated use.

Note 1: For Church Roll review, only the names and attendance dates shall be provided

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

EXPENDITURES REIMBURSEMENT POLICY

I. PURPOSE

The purpose is to establish policy governing the reimbursement of expenditures made on behalf of the Church.

II. DEFINITION

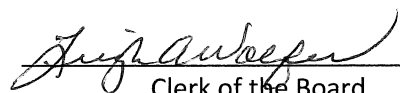
This policy sets out the guidelines to follow to be reimbursed for approved Church expenditures.

III. PROCEDURE

- A. All expenditures must be approved in order for that person making the expenditure to be reimbursed.
- B. All requests for approval must be in writing on Form Agape-2 "Request for Funding/Reimbursement" or Form Agape-3 "Request for Budgeted Funds" and must be submitted at least one week in advance of the expenditure.
- C. The request must be approved by the Treasurer and the Senior Pastor or the Vice-Moderator.
- D. Requests for reimbursements which do not have prior approval for the expenditure will not be honored.
- E. No one shall enter into a verbal agreement, written agreement or contract in the name of Agape' MCC without prior knowledge, consent and authority to do so by the BOD.
- F. Only authorized persons designated by the Sr. Pastor or Treasurer are allowed to charge items to the Church credit card.
- G. Purchases made for the Church but not requiring reimbursement will be required to fill out Form Agape-4 "Gift in Kind Donation" and turn it in to the Treasurer for the contribution records.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

AGAPE' MCC
REQUEST FOR FUNDING/REIMBURSEMENT FORM

Date: _____

Payee: _____

Address: _____

Email: _____

Phone #: _____

Date Check Required: _____

Program Use: _____

Items to be purchased: (Attach Receipt or list items below):

Total Amount to be Reimbursed: \$ _____ *

Approved by: _____

Sr. Pastor or Vice-Moderator

Treasurer

*** Expense for TAX is NOT reimbursed. Please see the Treasurer or Vice-Treasurer for Tax Exemption Letter to be provided to the business prior to purchase.**

AGAPE' MCC
REQUEST FOR BUDGETED FUNDS FORM

Date: _____

Payee: _____

Address: _____

Email: _____

Phone #: _____

Date Check Required: _____

Program Use: _____

Items to be purchased: (Attach Receipt or list items below):

Total Amount to be Reimbursed: \$ _____ *

Approved by: _____
Sr. Pastor or Vice-Moderator_____
Treasurer

*** Expense for TAX is NOT reimbursed. Please see the Treasurer or Vice-Treasurer for Tax Exemption Letter to be provided to the business prior to purchase.**

AGAPE' MCC
RECEIPT OF GIFT IN KIND DONATION FORM

Date: _____

Name: _____

Address: _____

Email: _____

Phone #: _____

Description of item(s) donated (please provide receipt if you have one):

Donor's Estimated Value of Donation: \$_____

Agape' MCC thanks you for your donation and support of our ministries. Because of your support, we are able to reach out to many in need within the Fort Worth Community.

If the estimated value of your donation exceeds \$500, we suggest that you itemize on a separate sheet of paper and keep it with a copy of this form for your records.

Please note that Agape' MCC has not provided the donor with any tangible goods or services in consideration of this donation. Agape' MCC is a non-profit recognized as a 501(c) (3) organization by the IRS. Your donation is tax-deductible, please visit www.irs.gov for Charitable Contribution Guidelines.

Treasurer_____
Date

MEMBERSHIP POLICY

I. PURPOSE:

The purpose of this policy is to outline the procedures for church membership and to determine active status as defined by MCC By-Laws.

II. DEFINITION:

This policy provides a step by step process of encouraging individuals to maintain active membership status and the support for individuals who require a change in commitment or are unable to maintain their commitment to active membership.

III. PROCEDURE:

A. The Clerk of the BOD presents complied information from the Attendance Records to the BOD in the third quarter of each year.

1. A member who does not have registered attendance, identified financial support, definite service contribution and demonstrated interest and loyalty within the preceding period of six (6) months to one (1) year may be removed from the list of members in good standing and moved to friend status or inactive status. The Clerk of the BOD will inform the Member by way of either the Friend Letter or Inactive Letter. (See attached)

2. A former Member may be restored to the list of Members in good standing after completing a membership class and participating in the Rite of Membership.

B. Members may be removed from active membership by a majority vote of the BOD for disloyalty or unbecoming conduct on the part of the Member. The member may appeal the decision to the Agape' BOD. The decision of the Agape' BOD is final.

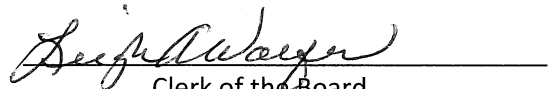
C. Members may request transfer of active membership from an MCC congregation.

D. Members may be removed from active membership by:

1. Individual request
2. Inactivation process
3. Transfer of membership to another Church
4. Death of the individual
5. Disciplinary action

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

BENEVOLENCE FUND POLICY

I. PURPOSE

The benevolence fund is established with the purpose of meeting people's basic needs. The Benevolence fund has no budget for either income or expense. The fund receipts consist entirely of designated giving, and its expenses consist of funds disbursed at the direction of the Agape' Board of Directors or an appointed Benevolence Committee.

II. DEFINITION

This policy provides a process to administrate benevolence funds. This policy references IRS 501C3 guidelines to ensure fund requests and disbursements are made per IRS 501C3 guidelines and in keeping with the Agape' MCC's spiritual practice of kindness.

III. GENERAL INFORMATION

IRS 501C3 Benevolent Fund compliance guidelines:

- Distributions are to be from a general fund or benevolence fund.
- Distribution assistance shall be paid directly to the service providers (rent, mortgage, utilities, etc.).
- Contributions should be made to the benevolence fund, not any specific individual or family.
- Maintain written records of all disbursement of funds.
- Develop adequate criteria to determine individual need.
- Document the need including external verification for larger amounts.
- Assign personnel or a committee to approve requests.
- Include reasonable limits of support per person during a specified time period.
- Determine the kinds of needs that will receive support. Typical assistance is allowed for basic needs: food, shelter, clothing and medical.

Confidentiality

All matters should remain within the confines of the Board of Directors, Agape Staff Clergy or if applicable, Benevolent committee members.

Funding

The only regular source of income for the Benevolence fund is through special or designated offerings. Members of the congregation, however, shall not be encouraged to give to the benevolence fund in lieu of giving to the general fund of the church.

Disbursement

The benevolence fund is intended as a source of last resort, to be used when a family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. It is intended to be a temporary help during a time of crisis.

Assistance from the benevolence fund is intended to be a one-time gift. In unusual circumstances, the Board of Directors may decide to help more than once. Under no circumstance is a gift from the benevolence fund to be considered a loan. No gift may be repaid, either in part or in full, in money, or in labor.

If the recipient desires to give to the church later, this individual should be encouraged to give directly to the general fund of the church. At the discretion of the Board of Directors, the individual may be informed that the fund accepts designated giving, but only if the person understands this is not a payback of what originally was given.

Basic Qualifications for Recipients

Recipients of funds disbursed from the benevolence fund at the direction of the Agape' BOD include but are not limited to:

1. Church members
2. Regular attendees
3. Agencies that provide for community services to those in need
4. Other considerations will be at the discretion of the Agape' Board of Directors

IV PROCEDURE

Disbursement Criteria

The stated purpose of the benevolence fund is to meet peoples' basic needs, such as:

- Lodging (eviction notice)
- Utility (termination notice)
- Food
- Clothing
- Medical treatment
- Transportation (repossession notice)
- Funeral expenses

Assistance from the benevolence fund shall not exceed **\$150** per person or family per request. Requests shall be limited to 3 occurrences in a 12-month period with a total limit of **\$250**. In very unusual circumstances, families and individuals who need substantial funds (over \$250) and who can make a life-changing decision can continue to be assisted up to whatever limit the Board of Directors deems appropriate. Such cases should be reviewed carefully and, when appropriate, additional accountability should be sought.

Benevolence Request Process

Source of Request

A Request for Assistance application must be completed by the person requesting help or by the church leader who is assisting the person in need.

Processing the Request

1. All requests shall be referred to the Treasurer who will appropriately investigate and document the request including the completion of the Application Form.
2. The information shall be brought back to the Board of Directors in a timely manner for approval. The approval process can be provided via group email if a live meeting is not conducive.
3. The person making the request is informed of the decision by the Treasurer or Pastor.
4. The check is written and disbursed directly to the vendor rather than to the individual requesting assistance.

Policy Exceptions

The Treasurer shall inform the Pastor and Board of Directors of any recommendation for a policy exception.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

Agape' MCC Application for Benevolence Funds

Personal Information:

Date: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (day): _____ Phone (cell) _____

Email: _____

Request:

Funds needed for payment of: ☐ Mortgage/Rent ☐ Utilities ☐ Medical ☐ Food ☐ Transportation

☐ Other: Please explain _____

Total amount requested (please provide amount): \$ _____ Date needed by: _____

Please state a brief summary of your need:

For Authorized Use Only:

Date approved: _____ Funds Approved By: _____ Email: _____ Meeting: _____ Phone: _____

Disbursement Paid to: _____

Vendor Address: _____

Check Dated: _____ Check Number: _____ Amount: _____

Check given to: _____ **OR** Check Mailed: _____

Anti-Bullying, Harassment and Intimidation Policy

POLICY OVERVIEW

I. PURPOSE:

It is the purpose of Agape' Metropolitan Community Church to promote positive relations among its community and especially to oppose bullying, harassment, and intimidation (BHI) in all of its forms by all members of the church community. Agape' MCC believes that every individual deserves to gather in a safe and comfortable environment so that physical, social, emotional, intellectual and spiritual growth can take place.

II. SCRIPTURAL BASIS

Jesus taught the Greatest Commandment: first, love God with all of your heart, mind, and strength, and secondly, to love your neighbor as you love yourself. (Matthew 22:37, 39) Further, Jesus has given the Golden Rule as direction: "Treat others just as you want to be treated." (Luke 6:31) At the heart of following Jesus' command is a commitment by the staff of Agape' MCC to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take immediate action in stopping the bullying behavior(s). Agape' MCC embraces a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

III. DEFINITION of Bullying, Harassment, and Intimidation

A conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. It is not about anger, nor about conflict; is it about contempt --- a powerful feeling of dislike toward someone considered to be worthless/inferior/undeserving of respect.

BHI always includes these three elements:

- Imbalance of power --- the bully can be older, bigger, stronger, more verbal, higher on the social scale, a different race, the opposite sex, or a large number of kids banded together.
- Intent to do harm --- the bully means to inflict emotional harm and/or physical pain, expects the action to hurt, and takes pleasure in witnessing the hurt.
- Threat of further aggression --- both bully and bullied know that the bullying can and probably will occur again. When bullying escalates unabated, a fourth element is added:
- Terror --- systematic violence used to maintain dominance.

IV. SUMMARY of Rules Concerning BHI

The church will be a safe sanctuary for all. We prohibit acts of BHI as well as active or passive support of BHI. All staff and volunteers who work with children and youth will be expected to demonstrate appropriate behavior; treat others with civility, kindness, and respect; and refuse to tolerate BHI.

V. GUIDELINES for Responding

A. Agape' Metropolitan Community Church will practice zero tolerance toward bullying.

B. Leaders will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).

C. Leaders demonstrating bullying behaviors will be subject to a conference and review with the Sr. Pastor and Vice-Moderator with an action plan given to address needed behavior changes. Follow up review(s) will take place at intervals determined by the Sr. Pastor. Severity of the staff bullying action may result in immediate dismissal from leadership and /or church membership.

D. Youth demonstrating bullying behaviors will be subject to the following discipline process.

1. Address the situation with appropriate apologies given
2. Loss of privileges to be determined by the parents and/or the Pastor
3. Inform parents
4. Parent/ Sr. Pastor/Youth conference
5. Referral: counseling as recommended by the Pastor and/or Vice-Moderator
6. Suspension-because of refusal of counseling
7. Proper Authorities will be notified when criminal intent is obvious or when the situation warrants such action.

VII. STRATEGIES for Church Leadership

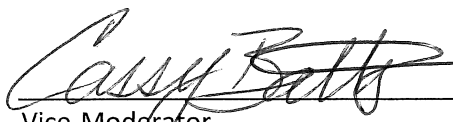
1. Each church leader needs to examine his/her own behavior.
2. Recognize bullying behavior
3. Relationships of staff to staff, staff to leaders, and leaders to parents and leaders to students needs to be addressed.
4. Consistently confront inappropriate comments, jokes, and gestures.
5. Make expectations clear.
6. Listen, validate, and intervene when bullying occurs.
7. Consistently enforce consequences for bullying behavior(s).
8. Give as much attention to the target and witness as to the bully when addressing bullying behavior(s).
9. Differentiate between "reporting" "tattling" and "gossiping." Reporting is necessary to conflict resolution. Gossiping prevents conflict resolution.
10. Empower the youth to report bullying.

11. Know when and be empowered to intervene.
12. Model good behavior by using good communication, anger management and conflict resolution skills.
13. If bullying is physical, get the attention of a member of the Security Team* or Board Member** immediately.
14. Help to physically remove target from situation. (i.e. walk them away from the situation)
15. Call 911 if violence escalates.
16. Fill out a report that includes: I saw_____ I heard_____ I did this_____

* Security Team should be notified first if incident occurs if security is present for an event.

** If security is not present, then the Board Member or Pastor should be notified.

Authorized By:


Vice-Moderator


Clerk of the Board

Attachment 1

**Agape' Metropolitan Community Church
Incident Report Form**

Incident Date/Time: _____
Reported by: _____

Police Case File Number: _____
Police Officer Name: _____

Describe the incident:

List names of individuals involved and their role in the incident:

Action Plan/Action Taken:

CHILDREN AND YOUTH MINISTRY

I. PURPOSE

It is the goal of Agape' Metropolitan Community Church to provide high quality, fun children's and youth programming that teaches the principles of Christianity and critical thinking in a supportive environment. It is our goal to provide Sunday school classes, for children and youth ages 0 – 18 and membership classes for our youth beginning at age 12. Outings, youth mission trips and other events may be scheduled as needed or desired.

II. DEFINITION

For the purpose of these policies, caregiver means the minor's parent or legal guardian, or the adult who the parent/guardian has entrusted with the care of his or her child.

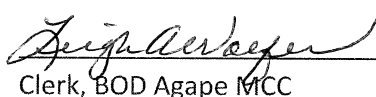
III. GENERAL INFORMATION

1. A parent/guardian must give written permission for his or her child to participate in any event offered by our Children's and/or Youth program.
2. Children's/Youth events will occur only when the leadership can assure that there will be at least two committed and trained adult leaders/supervisors for every 15 youngsters in attendance.
3. A teacher will avoid being alone in a room with a single student, whenever possible. A teacher should not send an older student off with a younger student to a room by themselves.
4. The door of the classroom will be left open (provided it is not an outside door) if there is not a window in the door.
5. If a young child needs assistance in the bathroom, a teacher should assist. The child is to be asked what assistance is required. The door of the bathroom will be left slightly ajar.
6. If a child is distressed, seems uncomfortable or requests to join a caregiver, the caregiver will be asked to come to the classroom or the child will be taken to the caregiver.
7. If a child is hurt, the caregiver will be notified immediately if any first aid is required. If the injury is life threatening, the teacher will ensure that emergency services and the caregiver are notified immediately. In all other circumstances, the caregiver will be notified directly after the event/class/worship service, as appropriate. In all cases, an accident report will be completed with one copy to the caregiver and the other to the leader of the Children's and Youth Ministry.

8. If a child is at church without a caregiver, a consent form signed by the parent/guardian must be on file. The Sunday School Team Leader and present BOD members must be notified verbally.
9. Corporal punishment is prohibited.
10. Children who exhibit unruly behavior will be taken outside the classroom, asked to correct the behavior and will have consequences of future unruliness explained to them.
11. If the child continues to behave in an unruly manner, the child is to be taken to his or her caregiver, and the teacher will talk privately with the caregiver or follow up with a phone call to the parent/guardian. The teacher will advise his/her Team Leader of the child's behavior and the follow-up action taken.
12. If the child exhibits a behavior problem over a period of time, the Team Leader with a member of the Board of Directors and/or the Senior Pastor, will discuss the situation with the parent.
13. In the case of a teacher being under the age of 18, an adult, aged 18 or older, must be present. Teachers must be at least 16 years of age.

Authorized by:


Vice Moderator, BOD, Agape MCC


Clerk, BOD Agape MCC

PREVENTION OF CHILD AND YOUTH ABUSE

I. PURPOSE

The congregation of Agape' Metropolitan Community Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church.

II. DEFINITION

This policy provides statements that reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

III. GENERAL INFORMATION

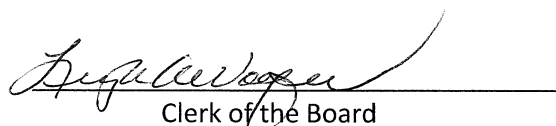
The following is the policy of Agape' Metropolitan Community Church (Agape' MCC) as it relates to the Children / Youth / Young People's ministry. Children / Youth / Young People are defined as persons below the age of 18:

- Adult volunteers who work with children and youth shall attend regular training and educational events provided by the church to maintain current knowledge of church policies and state laws regarding child abuse.
- Adult volunteers serving with children and youth shall review and sign the Leadership Covenant.
- Background checks shall be conducted, at the expense of Agape' MCC, for all persons, whether paid or volunteer, who work with children or youth. Initially, full background checks will be conducted for each person. Volunteers who are absent from the church for more than four months with no contact shall be re-screened before resuming work with children/youth.
- The Pastor and the Board Member(s) responsible for Risk Management shall be responsible for reviewing background checks and determining whether or not persons will be allowed to work with children/youth. The following items appearing on background checks shall merit disqualification from working with children: violent crimes, crimes against children, felony convictions, weapons misdemeanors, or recurring crimes.
- All volunteers working with youth or children are required to have been actively involved in Agape' MCC for a minimum of six (6) months.

- All teachers and advisors must observe the "two adult" rule which requires that there always be at least two adults, neither related to each other nor from the same household, present when supervising one or more students/children/youth.
- Volunteers should immediately report any behaviors that seem abusive or inappropriate to their Team Leader(s) or if not available, a member of the Security Team or a Board Member.
- Minors may participate in church sponsored activities for children and/or youth only with written permission from a parent, guardian or caregiver.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

Agape' Metropolitan Community Church
Leadership Background Check Application

Date: _____ **Position applied for:** _____

Name (as it appears on drivers license): _____

Date of Birth: _____ **Texas Driver's License Number:** _____

Alias Names (any other names): _____

Social Security Number: _____ (this information will remain secure).

Home Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____

Please note: This background check may review all addresses you have had for the past 7 (seven) years. Please list all addresses for the past 7 (seven) years on the back of this form.

Are you a member of Agape' MCC? _____

If not, how long have you attended Agape' MCC? _____

Are you currently employed? (circle one) **YES NO** Occupation: _____

Highest Level of Education (circle one): High School Some College College Degree

Have you ever been convicted or plead guilty to a crime? (circle one): YES NO

If yes, please explain: _____

I understand that this background check is being done to protect the church and myself. Results of this check are to be used for church personnel reasons and will only be available to the Board of Directors and the Sr. Pastor.

The information contained in this application is true and correct to the best of my knowledge.

I authorize Agape' MCC to request any criminal and civil record information available about me on a yearly basis. I waive my right to inspect any information provided about me by any individual or organization.

Leader's Signature

Date Submitted

Additional Address Information:

Internal Use Only:

Date Background Check Completed: _____

Background Check Completed by: _____

Church Property Incident Policy

I. PURPOSE

The purpose of this policy is to outline the procedures for reporting property damage due to vandalism or burglary.

II. DEFINITION

This policy articulates the required steps for reporting property damage or theft. The steps listed in this policy are based on recommendations from the Forest Hill Police Department and Church Mutual Insurance.

III. PROCEDURE


A. Damage to church buildings or grounds due to vandalism:

1. Ensure your safety first. Return to your car, lock the doors and call Emergency Services by dialing 911. Do not leave your car to walk the property or enter the building until the police have arrived and verified there is no safety threat present.
2. Contact one of the Agape' Board of Directors Officers and the Security Team Lead after the police have arrived and have determined no threat is present. The emergency contact list with order of contact is located by the alarm panels in both building structures.
3. The arriving Board Member is to:
 - a. Take pictures documenting all damage after the Forest Hill Police has completed their investigation.
 - b. Record the responding officer's name.
 - c. Record the Police Report Case number.
 - d. Contact the Property and Grounds and Risk Management Board Liaison to create an action plan to clean up the property damage as soon as possible and determine if reporting the damage to the Church Mutual Insurance is required.
 - e. Arrange to have the video surveillance tape reviewed and ensure a copy is provided to the Forest Hill Police Department.
 - f. Complete the Property Incident Report Form and give the completed form to the Risk Management Board Member and a copy to the Security Team Lead.

B. Intruder Breaking and Entering the church property:

1. Ensure your safety first. Return to your car, lock the doors and call Emergency Services by dialing 911. If you do not feel safe on the Church Property, drive next door to the Nursing Home and contact Emergency Services from there. Advise the nursing home staff of the break in and recommend they lock down until the police have arrived and established no threat is present. Under no circumstance should anyone enter the church buildings prior to the arrival of the police.
2. Contact either one of the Agape' Board of Directors Officers or the Pastor and the Security Team Lead **after** the police have arrived on the property and determined no threat is present. The emergency contact list with order of contact is located by the alarm panels in both building structures.
3. The arriving Board Member is to:
 - a. Walk the property with the Forest Hill Police officer and Security Team Lead (if present) to document property damage and document missing items.
 - b. Take pictures documenting all damage after the Forest Hill Police have completed the investigation.
 - c. Record the responding officer's name.
 - d. Record the Police Report Case number.
 - e. Contact the Property and Grounds and/or Risk Management Board Liaison to create an action plan to clean up the property damage as soon as possible and determine if reporting the damage to the Church Mutual Insurance is required.
 - f. Request the Security Team Lead arrange to have the video surveillance tape reviewed and ensure a copy is provided to the Forest Hill Police Department.
 - g. Complete the Property Incident Report Form (Attachment 1)
4. Should it be determined that an insurance claim is to be filed, the Risk Management BOD Member, the BOD Clerk or the Vice Moderator shall contact the insurance company within 24 hours of the incident. The claim information form will need to be completed prior to contacting the insurance company (Attachment 2). Any subsequent contact with the insurance company is to be documented on the Insurance Tracking Form attached to this document (Attachment 3).

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

**Agape' Metropolitan Community Church
Property Incident Report Form**

Incident Date/Time: _____

Police Case File Number: _____

Reported by: _____

Police Officer Name: _____

Type of incident (check all that apply):

Burglary: Sanctuary Building _____ Fellowship Hall _____ Storage Building _____

Vandalism: Sanctuary Building _____ Fellowship Hall _____ Storage Building _____

Grounds Damage _____

Other (please explain in detail) _____**Describe the property loss/damage in detail:** _____

Has surveillance video been provided to the FHPD? Yes _____ No _____ N/A _____

Have pictures been taken of the damage? Yes _____ No _____ N/A _____

Has the building repair been scheduled? Yes _____ No _____ N/A _____

Has the building repair been completed? Yes _____ No _____ N/A _____

Was Church Mutual Ins. contacted?
(if yes, continue form) Yes _____ No _____ N/A _____

Church Mutual Claim Tracking Information

Claims are to be filed within 24 hours of an incident or one business day.

Church Mutual Claim Reporting: (800) 554-2642 (select Option 2)

The following information is required to file a claim:

Date of Claim: _____ Email: _____

Reported by: _____ Title: _____

Phone (home): _____ Work: _____

Church Mutual Account No. _____

Church Mutual Policy No. _____ Effective Date: _____

Date of Loss: _____ Time of Loss: _____

Insured's Name (as it appears on the policy) _____

Property Address: _____

Type of Loss: _____

Which structure was damaged? _____

Police or Fire Case ID number: _____

Loss Description (include estimates for repairs): _____

=====

Church Mutual Claim No: _____ Adjustor's Name: _____

Date Claim Check Received: _____ Check Number: _____

Church Mutual Claim Tracking Information Sheet

[illegible]

Church Concealed/Open Carry Handgun Policy

I. PURPOSE

The purpose of this policy is to define Agape' Metropolitan Community Churches policy regarding concealed handguns and open carry handguns by individuals, other than law enforcement, on church property.

II. DEFINITION

Each congregation in the State of Texas, has the right to determine if it wants to allow both openly carried and concealed handguns, concealed but not openly carried handguns, openly carried but not concealed handguns, or no handguns. Churches that want to allow licensed gun owners to carry their handguns openly or concealed do not need to take any action. But if congregations want to prohibit some or all handguns in church buildings, they need to follow guidelines stipulated in the Texas Penal Code Sections 30.06 and 30.07.

State law requires that if notification to license holders is posted via a sign at the entries of the buildings the sign must be in both English and in Spanish, appear in contrasting colors with block letters at least one inch in height, and be displayed in a conspicuous manner clearly visible to the public.

To prohibit openly carried handguns, the notice must say in English and Spanish: "Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

To ban concealed handguns, the notice must say in English and Spanish: "Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

III. POLICY

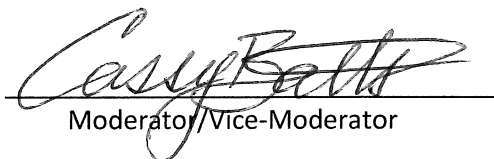
A. Open Carry of Handguns

No persons shall carry open handguns on Agape' MCC Property. This includes the buildings, grounds and parking areas.

B. Concealed Handguns

Concealed handguns are permitted on church property provided the individual exercises courtesy, safety and common sense. The pistol should be properly holstered at all times; no one should know the individual is armed nor should anyone ever see the gun.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

Record Retention Policy

I. PURPOSE

This Records Retention Policy provides direction for Agape' MCC Staff and Board of Directors to comply with all laws, rules and regulations regarding the retention, preservation and destruction of all information created, received or maintained by Agape' MCC.

II. DEFINITION

This policy applies to all volunteer leaders, contractors, employees and anyone else who has access to, or use of, Church Records for a reason affecting or relating to Agape' MCC business. All individuals are responsible for ensuring that all types of business information, regardless of content or media, is managed in accordance with this policy.

III. POLICY

A. Retention Standards

1. E-mails/Electronic Documents Electronic mail or Electronic Documents are digital messages or documents. Official e-mail (email constituting Church Records generated in the ordinary course of business) and electronic files should be treated as paper documents and are subject to the Retention Schedule. Church Records in the form of e-mail, within one day after it is sent or received, should be affirmatively filed either as an electronic document in a special electronic file subject to the Policy and Retention Schedules or it should be printed out in hard-copy and retained in paper files that are stored in accordance with the applicable Retention Schedule.

2. Business Information: Church Records are all data and documents preserved in paper, photographic, electronic, or any other permanent or quasi-permanent format that have been generated in connection with the Church's operations and administration. This includes, but is not limited to, paper documents and electronic information. Electronic information includes all documents, information, and data, including all records stored in an electronic medium (e.g., computer hard drives, e-mails, voicemails, disks, tapes, websites, intranet, extranet, databases), regardless of the software used to generate the document or item.

B. Records Lifecycle

Records must be managed throughout their life cycle (from creation or receipt, through processing, distribution, maintenance, retrieval, and final disposal)

C. Records Destruction/Disposal

The method of disposal of Church Records and Non-Records shall be by any reasonable means to ensure the information is physically disposed of in a thorough and secure manner. Church Records or Non-Records designated as "confidential" must be disposed of in a way that prevents them from being accessible to unauthorized personnel (either during or after the disposal process). Appropriate methods of disposing of confidential paper Church Records or Non-Records include shredding and incineration. Appropriate methods of disposing of confidential electronic Church Records or Non-Records include erasure, overwriting, or otherwise rendering the electronic medium permanently unreadable or irretrievable.

IV. RETENTION SCHEDULE

Accounting and Finance:

Accounts Payable/Receivable and Banking documents	7 years
Audit Reports and Related Documents	Permanent
Balance Sheets	7 Years
Bank Reconciliations and Bank Statements	7 Years
Budgets and Reports	5 Years
Cash Disbursements and Sales Receipts	7 Years
Check Registers and Deposits	7 Years
Credit Card Statements	7 Years
Contributions	7 Years
Payroll Records	7 Years
Gift Data	Permanent
Bills/Utilities Expense Records	2 years

Compliance and Legal:

Congregational Meeting Documents	Permanent
Articles of Incorporation and By-Laws	Permanent
Board of Directors Meeting Minutes	Permanent
Employment Contract	Employment term + 3 Years
Notice or Demand Letters	5 Years
Settlement Agreements	5 Years
W-2, W-4, 1099R	7 Years
Vendor Service Contracts	Term + 7 Years

Human Resources

Independent Contractor Agreement	Term + 7 Years
Job Descriptions/Position Descriptions	Superseded + 2 Years
Resignation Letters	3 Years
Severance Agreements	10 Years
Membership/Inactive Membership	Permanently
Holy Union/Weddings	Permanently

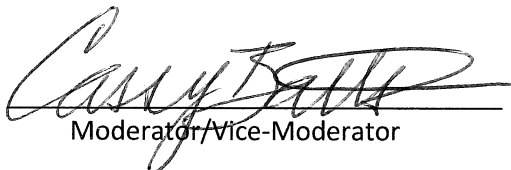
Insurance and Risk Management

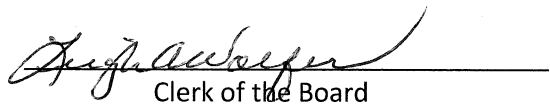
Insurance Policy and Payment Information	7 Years
Correspondence Related to Insurance Policies	5 Years

Real Estate Records

Bill of Sale for Property	Disposition + 15 Years
Deeds, Easements, Licenses and Right of Way	Permanently
Property Lease Agreements	Termination + 10 Years
Property Mortgages	Permanently

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

Emergency or Disaster Notification Policy

I. PURPOSE

The purpose of this policy is to define in an emergency who shall be contacted based on the emergency.

II. DEFINITION

This policy applies to all volunteer leaders, contractors, employees and anyone else who has access to, or use of the church facilities.

III. POLICY

- A. In an emergency, or when it is imperative to notify the members, friends, and leadership of the church that an emergency has occurred, the following people shall provide leadership.

The point person for emergencies will vary based on the situation as follows:

Fire or Police Situation	Pastor/Vice Moderator/Security Team Leader/BOD Clerk
Illness or Death	Pastor/Vice Moderator/BOD Clerk
Weather	Pastor/Vice Moderator/BOD Clerk
Other	Pastor/Vice Moderator/BOD Clerk

Once the point person learns of the emergency, that individual will notify the Board of Directors who will then contact the members of their respective ministry/program teams as needed. The primary methods of communication will be email and/or telephone. The church voice mail will be updated as appropriate and a general email will be sent. A web notification appropriate to the needs of the situation will be posted.


In an extreme emergency, i.e., fire, tornado, etc., the Pastor or Vice Moderator shall keep MCC informed.

- B. Inclement Weather

It is the policy of Agape' MCC that during inclement weather, all Board Members will pro-actively call the Pastor or designee and state their individual opinions about whether or not to cancel a scheduled church activity. Such calls should be made at least three (3) hours prior to services or the event. The Pastor and Vice Moderator will make the final determination. The Pastor or pastor's designee will update the message on the church phone voice mail, ensure that any schedule change/updates is posted on Facebook, the church website and email blast is sent.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

Non-Confrontation Policy

I. PURPOSE

The purpose of this policy is to define Agape' Metropolitan Community Church's policy regarding the safety and security of our congregation and children before, during and after service on Sunday mornings or other events held on church property. Church property is defined as building, grounds and parking lot.

II. DEFINITION

Confrontation is defined as questioning anyone who may be on church property displaying hostile or argumentative behavior. This includes church members, visitors or trespassers who are on church property.

III. POLICY

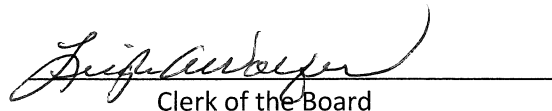
Confronting a visitor or a member of the church is not permitted. The security team lead is to be notified immediately. Persons displaying unwanted or dangerous behavior will be asked to leave the property one time. Should they chose not leave, after the request is made, Emergency Services shall be notified immediately.

At no time should anyone in the church engage in an argument or a physical confrontation with anyone who may be displaying unwelcome behavior on church property.

Authorized By:


Security Team Leader

Approved By:


Moderator/Vice-Moderator
Clerk of the Board

Protestors/Demonstrators on Church Grounds Policy

I. PURPOSE

The purpose of this policy is to define Agape' Metropolitan Community Churches policy regarding the safety and security of all Agape MCC church members and their families in the event of protestors on or near church property.

II. DEFINITION

Protestors in this sense are defined as unwanted individuals (or individual) on church property that are demonstrating their discontent with our church or our churches beliefs.

III. POLICY

Demonstrators or protestors on Agape' MCC property are not to be engaged. In the event of protestors or demonstrators on church property, members are to go to a safe area away from the church property and call 911. Once the police have arrived and cleared the grounds members and friends of Agape' MCC may return and resume church activities.

This policy applies to all church leaders, members and friends of Agape' MCC to prevent the escalation of what could be a volatile situation. No one is to engage with the protestors/demonstrators.

Demonstrators close to but not on Agape' Property are not to be engaged. The police are to be notified and church activities may resume with controlled access in place.

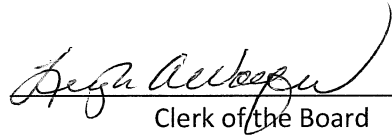
The Agape' Security Team should be notified as soon as possible and upon their arrival at the church, they assume point of contact. The Security Team member will interface with the emergency responders and church leadership.

Authorized By: _____


Security Team Leader

Approved By: _____


Moderator/Vice-Moderator


Clerk of the Board

Security Team Policy

I. PURPOSE

The purpose of this policy is to define Agape' Metropolitan Community Churches policy regarding the safety and security of all Agape MCC church members and their families by the provision of a Security Team.

II. DEFINITION

The Security Team will consist of a group from within the church congregation who will be responsible for managing and activating procedures that will be taken in the event of a threat to the church property or church community.

III. POLICY

Agape MCC will maintain a Security Team in collaboration with the Forest Hill Police Dept. This team will be responsible for planning and maintaining procedural strategies/actions to be taken in the event of any threat to the church property or church community.

The Security Team Leader will be appointed by the lead pastor. The lead pastor, may at any time, request that the Team Leader or any Security Team member step down from their appointed position should there be a conflict of interest or disciplinary reason for the request.

All security team members must pass a background check prior to their appointment to the team.

At no time will the Security Team team take the place of local emergency responders but should be notified immediately of any action involving emergency services.

The Security Team Leader will be responsible for organizing meetings and training for the security team and maintaining security procedure documentation.

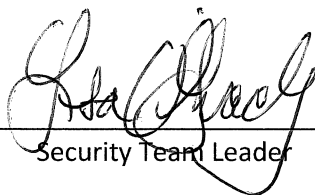
The Security Team Leader will be available for any questions from the Agape' Community.

The Team Leader is accountable for any concerns regarding the team or its actions.

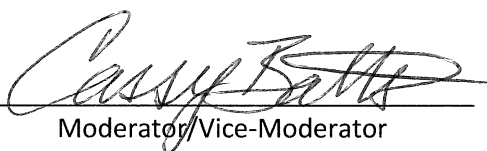
The Team Leader with a designated liaison from the Agape Board of Directors will coordinate training and provide notification of security procedures to the congregation as needed.

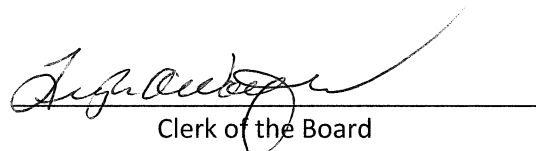
The security team will maintain an active relationship with the Forest Hill Police Department. This relationship will allow for the ongoing education of the Security Team in matters related to church safety providing the Agape' Community with a safe, healthy and happy environment.

Authorized By: _____


Security Team Leader

Approved By: _____


Moderator/Vice-Moderator


Clerk of the Board

BACKGROUND CHECK POLICY

I. PURPOSE

Churches are liable for "negligent hiring" or "negligent retention" of paid or unpaid employees (volunteers). A ministry that handles church finances, serves children and youth has the obligation to exercise "due diligence" with regards to protecting its members, especially the children.

II. DEFINITION

A background check is a "records" screening of an individual which can be as little as a one-county check or as in-depth as a Security clearance investigation. Public and private records can be searched once applicant consent is given. This policy defines the general procedure and requirements for background checks.

III. POLICY

Any volunteer position or elected position that will interact with the children of Agape' MCC or handle church money is required to pass a background check.

The following leadership positions are required to have an annual background check performed:

- Board of Directors
- Children Ministry participants (Sunday School Teachers and Adult Helpers)
- Ushers
- Others as deemed necessary by either the Sr. Pastor or Agape' BOD.

IV. PROCEDURE

A. PRIVACY

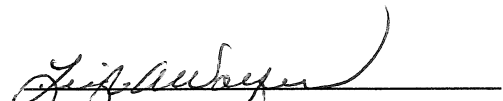
1. The BOD Clerk shall be responsible for running annual background checks and reporting general results back to the Agape' BOD.
2. Background forms will be scanned to a secure file on the BOD computer and the original form shredded immediately after the search is completed.
3. The results of "failed" background checks shall be reported to the Agape' Sr. Pastor.

B. BACKGROUND CHECK RESULTS

Issues flagged by background check results, need to be handled delicately. A meeting shall be scheduled with the Sr. Pastor and/or Vice-Moderator to determine the best volunteer opportunity for the individual.

Authorized By:


Moderator/Vice-Moderator


Clerk of the Board

Agape' Metropolitan Community Church
Leadership Background Check Application

Date: _____ **Position applied for:** _____

Name: First _____ Middle: _____ Last: _____

Name (as it appears on drivers license): _____

Date of Birth: _____ **Texas Driver's License Number:** _____

Alias Names (any other names): _____

Social Security Number: _____ (this information is optional).

Home Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____

Please note: This background check may review all addresses you have had for the past 7 (seven) years. Please list all addresses for the past 7 (seven) years on the back of this form.

Are you a member of Agape' MCC? _____

If not, how long have you attended Agape' MCC? _____

Are you currently employed? (circle one) **YES NO** Occupation: _____

Highest Level of Education (circle one): High School Some College College Degree

Have you ever been convicted or plead guilty to a crime? (circle one): YES NO

If yes, please explain: _____

I understand that this background check is being done to protect the church and myself. Results of this check are to be used for church personnel reasons and will only be available to the Board of Directors and the Sr. Pastor.

The information contained in this application is true and correct to the best of my knowledge.

I authorize Agape' MCC to request any criminal and civil record information available about me on a yearly basis. I waive my right to inspect any information provided about me by any individual or organization.

Leader's Signature

Date Submitted

Additional Address Information:

Internal Use Only:

Date Background Check Completed: _____

Background Check Completed by: _____

Background Check results referred to Sr. Pastor: Y____ N____ Date: _____