Island View Baptist Church
Policies and Procedures Manual

Table of Contents

I. INTRODUCTION .................................................................................................................. 3

II. RELATIONSHIPS .............................................................................................................. 3

III. CHURCH OFFICERS ........................................................................................................ 3
    A. Senior Pastor .................................................................................................................. 3
    B. Moderator and Vice Moderator ................................................................................... 4
    C. Church Clerk ............................................................................................................... 4
    D. Treasurer and Assistant Treasurer ........................................................................... 4

IV. CHURCH STAFF ............................................................................................................... 5

V. DEACONS ............................................................................................................................ 6

VI. CHURCH COMMITTEES .................................................................................................. 8
    A. General ......................................................................................................................... 8
    B. Church Council ............................................................................................................ 8
    C. Administrative Committees ....................................................................................... 8
        1. Trustees .................................................................................................................... 8
        2. Nominating Committee ........................................................................................... 9
        3. Personnel Committee ............................................................................................. 9
        4. Stewardship Committee .......................................................................................... 10
        5. Tellers ....................................................................................................................... 10
        6. Missions Committee ............................................................................................... 10
        7. Properties Committee ............................................................................................ 11
    D. Non-Administrative Committees ................................................................................ 11
        1. Media Center Committee .......................................................................................... 11
        2. Preschool and Children’s Committee ....................................................................... 11
        3. Youth Committee .................................................................................................... 11
        4. History Committee .................................................................................................. 11
5. Worship Committee ................................................................. 11
6. Ushers ............................................................................. 12
7. Benevolence Committee .................................................... 12
8. Public Relations Committee .............................................. 12
9. Hospitality Committee .......................................................... 12

VII. FINANCIAL POLICIES AND PROCEDURES .......................................................... 13
A. Budgeting ........................................................................... 13
B. General and Special Offerings .......................................... 13
C. Expenditures .................................................................... 14

VIII. FACILITY USE GUIDELINES ................................................................. 16
A. Equipment ........................................................................ 16
B. Fellowship Hall, Sunday School Classrooms and Sanctuary ........................................ 16
C. Weddings ........................................................................ 17
D. Fees for Use of Church Facilities ..................................... 18
E. Key Assignments ................................................................. 19

IX. ABUSE PREVENTION ................................................................. 20
A. Scope ............................................................................... 20
B. Definitions ........................................................................ 20
C. Worker Enlistment and Screening ..................................... 20
D. Worker Policies and Procedures ........................................ 22
E. Training ............................................................................ 22
F. Reporting Requirements ....................................................... 23
G. The Church’s Response to Reports of Abuse ....................... 23
I. INTRODUCTION

This Policies and Procedures Manual sets out the guiding principles and operational procedures to enable the effective and efficient working of the church’s various organizations and programs. It shall be used by all church officers, staff, deacons, committees and church members.

All of the procedures contained in this Manual have been coordinated with the Bylaws of the church, and become effective upon their adoption by the church at a regular or special business meeting. In the event of any contradiction, the Bylaws shall prevail over the Policies and Procedures Manual.

This Manual shall be reviewed at least every three years, by an ad hoc committee selected by the Church Council. In the interim between regular reviews, any member or organization may suggest an amendment or modification to the Manual. Those changes shall be reviewed by the Church Council, and if accepted, presented to the church for approval at any regular or special business meeting.

II. RELATIONSHIPS

The government of Island View Baptist Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body. This church may cooperate with and support other churches and organizations of like mind and purpose in carrying out its mission. Currently, Island View Baptist Church works with the Cooperative Baptist Fellowship, the Cooperative Baptist Fellowship of Florida, the Florida Baptist Convention, the Jacksonville Baptist Association and the Southern Baptist Convention, as well as other churches in the Orange Park area.

III. CHURCH OFFICERS

All church officers must be members of this church. The officers of this church are the Senior Pastor, the Moderator, the Vice Moderator, the Church Clerk, the Treasurer, the Assistant Treasurer, the Chairperson of the Trustees, the Director of the Child Care Center and other ordained ministerial staff.

A. Senior Pastor

Senior Pastor Search Committee. The Senior Pastor Search Committee, elected in accordance with the Bylaws, shall carefully and prayerfully seek out a suitable Senior Pastor candidate and shall make its recommendations to the church as provided in this document. The committee shall bring to the consideration of the church only one person at a time.

Election of Senior Pastor. The Senior Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a business meeting called for that purpose, of which at least one week's notice shall be given or mailed to all active members. Election shall be by secret ballot. An affirmative vote of three-fourths of those members present and voting is required.

Duties of the Senior Pastor. The Senior Pastor is responsible for leading the church in functioning as a New Testament Church. The Senior Pastor will lead the congregation, the organizations, and the church staff in performing their ministerial tasks. The primary and major concern of the Senior Pastor is the leadership of worship, proclamation, education, and pastoral ministry of the church. Specific duties and responsibilities of the Senior Pastor shall be those spelled out in the Personnel Manual.
Tenure of Office of Senior Pastor. The tenure of the office of Senior Pastor may be terminated at any time by the Senior Pastor or the church upon thirty days’ written notice or by mutual agreement. If the termination of the Senior Pastor’s tenure is to be by the church, no such final action shall be considered until the matter has been referred to the deacons for consideration. The deacons shall, after said consideration, bring before the church their majority recommendation at a special business meeting called to resolve the question of removal of the Senior Pastor. This recommendation shall be presented to the church no later than 30 days from the date that the matter is first referred to the deacons by the church. One week’s written advance notice to all church members explaining the majority recommendation shall constitute proper notice of the special business meeting.

If the recommendation of the deacons is for removal, voting shall be by secret ballot. Three-fourths majority affirmative vote of those church members present and voting shall be required for removal of the Senior Pastor. In the spirit of Christian fellowship and unity, should the church vote to remove the Senior Pastor, the Senior Pastor shall be afforded the opportunity to resign.

B. Moderator and Vice Moderator

The Nominating Committee shall recommend and the church shall elect annually a moderator to preside at the business meetings of the church. The moderator shall be thoroughly familiar with Roberts Rules of Order and shall be responsible for the following:

1. Plan the business meeting agenda, in cooperation with the staff and church leaders
2. Assure a quorum is present
3. Contact all committees in advance to be ready with their reports
4. Publish notice of the business meeting in the newsletter and church bulletin

The Moderator shall also serve as Chairperson of the Church Council at the option or in the absence of the Senior Pastor.

The Vice Moderator shall be nominated and elected in the same manner as the moderator, to serve in the absence of the moderator.

C. Church Clerk

The Nominating Committee shall recommend and the church shall elect annually a Church Clerk, who shall also be the Secretary of the Trustees. He or she shall keep in a suitable book or appropriate electronic format a true record of all the proceedings of the church in its business conferences. The clerk shall, in cooperation with the church office staff, keep a register of the names of the church members, with dates of admission and dismissal or death, together with a record of baptisms. The clerk shall issue and sign letters of dismissal voted by the church and preserve on file all communications and written official reports and papers, except those designated to the Church Treasurer. The clerk shall also see that legal notice is given to all meetings where such notice is necessary.

D. Treasurer and Assistant Treasurer

The Nominating Committee shall recommend and the church shall elect annually a Church Treasurer who shall also serve as Treasurer of the Trustees. The Treasurer shall be bonded in the amount of the entrusted funds. It shall be the duty of the Treasurer, working with the Financial Administrator, to receive, preserve and pay out, upon receipt of vouchers approved and signed by the proper church officials, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expenses shall be made
promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly by check. All checks shall bear two signatures from among the following: Treasurer, Assistant Treasurer, Chairperson of the Stewardship Committee or the Financial Administrator.

The Treasurer shall submit in regular business meetings a report on receipts, disbursements and financial conditions for the preceding period. Within ten days after the end of each fiscal year, the treasurer shall render to the Stewardship Committee an annual report showing the total amount of receipts and an itemized statement of all disbursements. Upon completion of the annual report by the Treasurer, the reports shall be submitted to the Trustees, who shall review them and determine if an audit is necessary. The annual report shall be submitted to the church at the regular February business meeting.

All books, records, accounts and documents of title to the property of the church shall be kept by the Treasurer and shall be considered the property of the church. The books shall be open to inspection at all times by any member of the church, except that the records of individual contributions shall not be made available.

Upon the rendering of the annual report at the end of the fiscal year, it shall be given by the Treasurer to the Church Clerk, who shall keep and preserve it as part of the permanent records of the church. The Treasurer, upon the election of his/her successor, shall promptly deliver to such successor all books, records, accounts and documents of title to the property of the church.

The Nominating Committee shall also recommend and the church shall elect annually an Assistant Treasurer. The Assistant Treasurer shall fulfill such duties as the Treasurer may request, and, in the absence of the Treasurer, the Assistant Treasurer shall assume the duties of the Treasurer.

IV. CHURCH STAFF

Ministerial staff positions, other than the Senior Pastor, shall be recommended to the Church Council by the Personnel Committee and employed by the church. Non-ministerial staff members shall be employed by the Personnel Committee, as outlined later in this document. Child Care Center workers shall be employed by the Child Care Center Director.
V. DEACONS

A. **Number Serving.** There may be one deacon for every 25 active members. The Deacon Body shall determine the exact number. There shall be at least 12 deacons actively serving at all times.

B. **Qualifications.** Any member who is at least 21 years of age, has been an active member of the church for the past 12 months, is willing and able to serve and meets the requirements as recorded in the Holy Scripture (Acts 6 and 1 Timothy 3) may be qualified and eligible to be elected as a deacon.

C. **Nomination of Deacons.** A Deacon Nomination Form, with qualifications listed, shall be made available to the membership the first Sunday in September, and nominations shall be accepted in writing until the close of the morning service on the third Sunday in September.

The nominating person must determine the person being nominated is willing to serve, and must sign the Deacon Nomination Form. The Nomination Form may be placed in the offering plate at a regular worship service or given to a member of the Deacon Body. An announcement concerning the nomination of deacons shall be made at each worship service in September.

The list of nominees will be submitted to the Deacon Body for review of their qualifications. A full and candid explanation shall be presented if any person is considered to be ineligible during the review process. An individual’s right to privacy will be protected at all times and the ineligible criteria shall be kept confidential.

The Senior Pastor and Chairperson of Deacons shall contact each nominee, reviewing the scriptural and ministry expectations, along with their willingness and ability to serve and fulfill this ministerial calling.

D. **Confirmation.** The names of all qualifying nominees shall be published in the church order of worship for each of the two weeks prior to the fourth Sunday in October, along with an explanation that a special business meeting is being called on the fourth Sunday in October. This special, called business meeting will be during the regular morning worship service to affirm the deacons nominated and qualified to serve. An announcement of those who have been confirmed will be made in the church newsletter and worship bulletin.

E. **Ordination/Installation.** Those elected shall be ordained/installed in November or December, to begin their service in January.

F. **Length of Service.** Deacons shall be elected to serve for a period of three years. Any deacon completing a three-year term must rotate off the current Deacon Body for a period of one year before being eligible for re-election.

G. **Deacon Leadership.** The Officers of the current year will serve as an Officer Nominating Committee to present deacon officers for the coming year. Deacon leadership shall consist of chairperson, vice-chair, secretary and chaplain to be elected by the Deacon Body. They shall serve for one year beginning with the regular meeting in January. The current deacon chairperson shall preside at the January meeting until new officers are elected.

H. **Duties.** In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the Senior Pastor and staff in performing Senior Pastoral ministries tasks; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry and application and lead the church in performing its tasks. The deacons shall use a Family Ministry plan for their service.

Page 6 of 24
I. **Interim Pastor Committee.** Upon the resignation of the Senior Pastor, arrangements for pastoral duties during the interim shall be the responsibility of the officers of the deacon body, acting as an Interim Pastor Committee. They shall assess the needs of the church during the interim time, as well as the other staff and leadership resources. They shall then be responsible to interview and recommend to the church a person to serve as Interim Pastor. They shall also provide for pulpit supply in the time before an Interim Pastor is called.

J. **Spiritual Leadership.** The deacons are to be zealous to guard the unity of the spirit in the church in the bonds of peace. By proper organization and method among themselves, they are to establish and maintain personal and fraternal relationship with, and inspire leadership of, the membership of the whole church, encouraging and relieving those who are in need.

1. **Christian Stewardship.** They shall be faithful in New Testament giving (tithes and offerings) and, whenever possible, in attendance at all church services. They shall seek to exercise their God-given talents in every way possible.

2. **Oversight and Advice.** They shall serve as a council of advice and conference along with the Senior Pastor in all matters pertaining to the welfare and work of the church. With the Senior Pastor, they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to evangelism, the development of Christians and the extension and growth of the Kingdom of God.

3. **Pastoral Assistance.** They shall assist the Senior Pastor in serving the Lord’s Supper in regular and special worship services, and to church members who are homebound or in nursing homes or similar facilities.

4. **Church Discipline.** In counsel with the Senior Pastor and by such methods as the Holy Spirit may direct in accordance with New Testament teachings, they are to exercise oversight of the discipline of the church. In administering church discipline they are to be guided always by the principles set forth in Matthew 18:15-17, 1 Corinthians 5:9-13, and 1 Thessalonians 5:12-14.

K. **Automatic Removal of Deacons.** Any deacon who absents himself/herself from three regular meetings of the deacons in one calendar year without adequate excuse shall be automatically dropped at the end of that year and his/her position declared vacant.

L. **Honorary Status.** The church may elect to Deacon Emeritus status, any deacon who by reason of age or infirmity shall, after honorable service, be no longer able to render active service.

M. **Vacancies.** If it becomes necessary to fill any deacon vacancies, the deacons shall consider the person receiving the next largest number of votes from the original list of nominees presented to the church.
VI. CHURCH COMMITTEES

A. General

All church committee members shall be recommended by the Nominating Committee and elected by the church at the November business meeting, unless otherwise indicated in the description below. Committee members begin their work on January 1 of the following year. Each member of an Administrative Committee shall be a church member and shall be eligible for election for three consecutive years. After that time, the committee member shall rotate off for a minimum of one year before becoming eligible for election again.

All other committee members will serve at the pleasure of the church with no specified term limits. The Senior Pastor shall be an ex-officio member of all church committees. The Nominating Committee shall designate a chairperson for each church committee. Each committee chairperson shall be accountable to report to the church or Church Council monthly or quarterly. Any committee member who is unable to discharge his/her duties shall immediately notify the chairperson of that committee, who shall provide a replacement as soon as practical, through the Nominating Committee. Any committee member who fails to discharge his/her duties may be removed by a majority vote of the committee and replaced by the Nominating Committee.

B. Church Council

1. **Function**: The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church staff and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities, and to evaluate program achievement in terms of church goals and objectives.

2. **Membership**: The council shall be chaired by the Senior Pastor or at the Senior Pastor's option or in the Senior Pastor's absence by the Church Moderator. Unless otherwise determined by vote of the church, the council shall have as regular members: the Senior Pastor and all other members of the ministerial staff, the Church Moderator, the Sunday School Director, Woman's Missionary Union Director, Brotherhood Director, Child Care Center Director and Chairperson of Deacons. Committee Chairs and elected Church officers shall serve as ex-officio members.

The following committees shall be elected for the church year commencing January 1. Minutes should be taken at all committee meetings and a copy of the minutes filed in the church office within one week of the meeting.

C. Administrative Committees

1. **Trustees**

   a. **Duties**: The Trustees shall manage the legal affairs of the church. They shall have power to buy, sell, mortgage, lease or transfer church property by a specific vote of the church authorizing such action. The Trustees are also responsible for all insurance policies of the church and shall work with the Personnel Committee on any staff insurance issues.

   The Chairperson of Trustees shall execute all legal papers by order of the church and perform such other duties as may be prescribed by the church. The Church Clerk shall be the Secretary of the Trustees, and shall keep a true and legal record of the minutes of the meetings of the Trustees.
The Trustees shall provide the church and its leadership with assurance that all funds have been handled according to the instruction of the church, and shall review year-end financial reports and secure an objective, outside audit as needed.

b. **Membership:** The Trustees shall consist of six (6) members, plus the Church Clerk, the Church Treasurer, and the Chairperson of the Properties Committee. Ordained ministerial staff shall be ex-officio members of the Trustees, serving without voting rights. The Trustees shall divide themselves into subcommittees as necessary to complete their duties. If there is no Trustee with insurance expertise or experience, the Trustees shall select a church member or members to serve as ex-officio members to consult with them on insurance matters.

2. **Nominating Committee**
   a. **Duties:** The Nominating Committee coordinates the staffing of all church leadership positions that are filled by volunteers, with the exception of the Senior Pastor Search Committee.
   b. **Membership:** The committee shall consist of ten (10) persons. The Sunday School Director, Woman's Missionary Union Director and Brotherhood Director shall serve as members of the Nominating Committee. In addition seven other persons shall be nominated by the Nominating Committee for election by the church at the regular business meeting held in November of each church year.

3. **Personnel Committee**
   a. **Duties:** The Personnel Committee is responsible for recommending to the Church Council when a staff minister's position, other than Senior Pastor, needs to be filled. The Committee shall recommend initial salaries of such personnel within the limitations of the budget. The Committee shall recommend to the Stewardship Committee at least annually any appropriate changes in salaries for each and all paid workers, including the Senior Pastor and all other ministerial staff members. The Committee shall be responsible for maintaining an up-to-date Personnel Manual, outlining terms of employment, working conditions, job descriptions, benefits, vacations, sick pay and all other matters of this nature related to all paid workers of the church including the Senior Pastor and other ministerial staff.

   The Committee shall also have authority and be able to employ on behalf of the church any personnel required for non-ministerial paid positions in the church, except the Child Care Center Director shall employ the Child Care Center workers. Except for Child Care Center employees, the Committee has authority to terminate for cause those in non-ministerial positions. Employment and termination of the Child Care Center Director and Assistant Director shall also be the responsibility of the Personnel Committee.

   In the event this Committee, in its wisdom and Christian judgment, deems it necessary and appropriate to terminate the services of any member of the ministerial staff, other than the Senior Pastor, it shall make such recommendations, with the appropriate supporting explanation, to the church membership for their consideration and action.

   The chairperson of the Personnel Committee may divide the Committee into subcommittees, one for each ministerial staff with a minimum of three subcommittee members per staff person. Each subcommittee shall, in conjunction with its staff members, plan annual written goals with the staff member. The subcommittee shall meet with its staff member on a regular basis and review the goals and staff member’s performance in meeting the goals.
The chairperson of the Personnel Committee, a deacon and the Sunday School director shall form the subcommittee that shall relate to the Senior Pastor. In the event the deacon or the Sunday School Director is elected Chairperson of the Personnel Committee, another member of the Personnel Committee shall be chosen by the committee to be a member of the subcommittee. The committee shall meet at least quarterly to review the performance of the subcommittees and the staff members.

b. **Membership**: The Personnel Committee shall consist of nine (9) members as follows: Director of Sunday School, three deacons and five members at large to be nominated by the Nominating Committee.

c. Nothing herein shall be construed as affecting the responsibility of the Senior Pastor as the supervisor of the ministerial staff and all paid employees.

4. **Stewardship Committee**

a. **Duties**: The Stewardship Committee is responsible for developing in church members an understanding of, and commitment to, the biblical concepts of individual and corporate stewardship. The Committee shall utilize all functions of the church including worship, ministry, proclamation, education and application to accomplish this objective. The Committee shall educate the church in giving, money management, mission support and church budgeting.

The Stewardship Committee shall also be responsible to develop a church budget to be presented to the church for adoption prior to the beginning of the next calendar year, according to the schedule outlined elsewhere in this document. They shall also administer the church budget according to the guidelines set out in this Policy and Procedures Manual, to ensure that church expenditures are within the church budget. The Committee will have authority to exceed the annual budget by five percent provided there is sufficient cash on hand to support their expenditures. The authority for additional budget funds must be given by the church.

The Stewardship Committee shall also have responsibility, working with the Child Care Center Director, for the formulation of the Child Care Center Budget and the review of the quarterly income statements and their related expenditures.

b. **Membership**: The Stewardship Committee shall have at least six (6) members.

5. **Tellers**

a. **Duties**: The Tellers shall receive the money from all channels within the church, except money received by the Child Care Center. They shall count the money and fill out appropriate records, deposit all money and keep all financial information in confidence. The Tellers shall also count all written ballots from church business meetings.

b. **Membership**: The committee shall consist of not less than twelve (12) members. The Tellers shall be bonded under a blanket bond for the amount of the funds entrusted to them.

6. **Missions Committee**

a. **Duties**: The Missions Committee shall encourage the church to determine mission purpose, recommend budget amounts for various mission projects and organizations, assist in promotion of special mission offerings and recommend mission features for the annual calendar.
b. Membership: The committee shall have six (6) members, including the directors of the Woman’s Missionary Union and the Brotherhood.

7. **Properties Committee**
   a. **Duties:** The Properties Committee shall have the responsibility of the maintenance and upkeep of church property and shall assist the Trustees in matters related to the administration of the building and grounds. The Chairperson shall also serve on Trustees.

   The committee shall recommend to the Personnel Committee the duties of the custodian.

   b. **Membership:** The committee shall consist of not less than five (5) members.

D. **Non-Administrative Committees**

1. **Media Center Committee**
   a. **Duties:** The Media Center Committee is to serve as the resource center for the church. The committee shall seek to provide and promote the use of printed and audiovisual resources. The committee shall also provide consultation to church leaders and members in the use of printed and audiovisual resources.

   b. **Membership:** The committee shall consist of no less than six (6) members, with the Media Center Director serving as chairperson.

2. **Preschool and Children’s Committee**
   a. **Duties:** The Preschool & Children’s Committee is to plan and promote a comprehensive program of education and recreation of children from birth through 6th grade, including, but not limited to: Children’s Church, Sunday School, discipleship programs, and Children’s Camp.

   b. **Membership:** The membership shall consist of not less than six (6) members and may include a representative from the following: parents, Sunday School, Church Music, WMU, Child Care Center and any other weekday education program.

3. **Youth Committee**
   a. **Duties:** The Youth Committee is to plan and promote a comprehensive program of education and recreation for youth.

   b. **Membership:** The committee shall consist of not less than six (6) members.

4. **History Committee**
   a. **Duties:** The History Committee is to preserve and use the historical records of the church. The Committee is especially concerned with gathering and preserving available church records, recording full and accurate records, and using the records to help members understand and appreciate their heritage and mission.

   b. **Membership:** The committee shall consist of not less than three (3) members. The Media Center Director shall be an ex-officio member of this committee.

5. **Worship Committee**
   a. **Duties:** The Worship Committee will work with the Senior Pastor and Minister of Music to plan worship and music programs, including observance of the ordinances. Written guidelines for preparation and observance of the ordinances of Baptism and the Lord’s Supper are available in the church office work room.
The Worship Committee shall also coordinate flowers and other sanctuary decorations for worship services and special events. The Committee may divide itself into subcommittees as appropriate to accomplish its work.

b. **Membership:** The Committee shall consist of at least nine members.

6. **Ushers**

a. **Duties:** The Ushers are to arrange for the greeting of people as they enter and leave the church, seat people at the appropriate times, provide bulletins and/or other materials. The Ushers shall attend to the needs of the congregation and the Pastor during the worship service.

b. **Membership:** The Committee shall consist of not less than twelve (12) members.

7. **Benevolence Committee**

a. **Duties:** The Benevolence Committee is to attend to and oversee acts of benevolence to persons in need, in the name of Christ and His church.

b. **Membership:** The committee shall consist of not less than three members.

8. **Public Relations Committee**

a. **Duties:** The Public Relations Committee is to study and develop a public relations strategy for the church in order to communicate the programs and ministries to the community.

b. **Membership:** The Committee shall consist of not less than three members.

9. **Hospitality Committee**

a. **Duties:** The Hospitality Committee is to develop a program to foster a sense of fellowship within the congregation. This Committee is responsible for planning celebrations and other events which will enable the church to become a more inclusive fellowship.

b. **Membership:** The Committee shall consist of not less than six members.
VII. FINANCIAL POLICIES AND PROCEDURES

It shall be the responsibility of the Stewardship Committee, working with the Treasurer, Assistant Treasurer, Financial Administrator and Child Care Center Director to oversee the implementation of these financial policies and procedures.

A. Budgeting

1. The church budget shall operate on a calendar year, and the budget will be developed according to the following schedule, with specific dates set by the Stewardship Committee each year:
   a. The Stewardship Committee will mail out budget requests for the following year’s needs to all organizational leaders, committee chairs and others in early August of each year.
   b. Budget requests shall be returned to the Stewardship Committee by the middle of September.
   c. The Committee will review the requests and prepare a first draft of the budget by the middle of October. The first draft will be returned to the organizational leaders and committee chairs for their further review and comment.
   d. The Stewardship Committee will have a final draft available to be distributed to the church body by the last Sunday in October.
   e. Budget discussions will be held prior to the quarterly business meeting in November.
   f. The budget will be presented to the church for adoption at the November business meeting.

2. The church budget is a ministry and program plan for the coming year, with expected expenditures indicated. It does not represent actual funds available, and expenditures are governed by the policies set below.

3. The Stewardship Committee Chairperson, the Church Treasurer / Assistant Church Treasurer and the Chairperson of the Trustees collectively may transfer line items within the budget between quarterly business meetings, with approval from the chairperson whose line item is affected. The Stewardship Chairperson or his designee will be required to present any line items transfer(s) at the next scheduled business meeting for the purpose of notification. Above line item transfer(s) will not affect the overall budget amount.

B. General and Special Offerings

1. General Offerings. Members are encouraged to give undesignated tithes and offerings to the glory of God, and to carry out the programs and ministries of the church as outlined in the church’s annual budget and ministry plan.

2. Designated Offerings. From time to time, the church may elect to receive financial gifts as Designated Offerings for a special need or mission project. Such offerings require the approval of the church in a regular or special business meeting. After the project is completed, any unused gifts will be returned to the church’s general fund or reserve fund, as determined by the Treasurer and Stewardship Committee. This action will be reported to the church at the next regular business meeting.

3. Budget Designations for Missions. The church has committed to give ten percent of its undesignated offerings to mission causes. Currently those gifts are as follows:
a. Eight (8) percent to be divided between the Cooperative Baptist Fellowship and the Southern Baptist Convention (members may specify how the mission portion of their giving is to be divided)

b. One (1) percent to the Jacksonville Baptist Association

c. .45 percent to the church’s benevolence ministries

d. One-fourth (.25) of one percent to the Clothes Closet/Food Pantry

e. One-tenth (.10) of one percent each to Quigley House, Hosanna House and BASCA

4. Special Mission Offerings. At the recommendation of the Missions Committee, the church may receive special offerings for mission projects and organizations. Offering goals and promotion dates for these are set by the Missions Committee, and may include World Missions (December); National Missions (March-April); State Missions (September); the Baptist Children’s Home (Mother’s Day); Haiti Mission Project (Father’s Day) and others. World, National and State mission offerings are divided between Cooperative Baptist and Southern Baptist causes.

5. Receipts and Counting Procedures. The Tellers have the responsibility for counting, recording, and depositing funds received by Island View Baptist Church. The offering is taken by the ushers during the worship service. After the worship service, the offering is secured from the ushers, taken to the conference room, and counted by more than one member of the Tellers. The offering is recorded in the “Summary of Receipts” book and the deposit is taken to the night drop at the bank.

On Monday the Financial Administrator posts the deposit transactions into the financial system using the “Summary of Receipts” book recordings.

Tuition and fees for the Child Care Center are received in the Child Care office each week. The payments are recorded on the child’s ledger and a deposit is made daily by the Child Care Center Secretary. The receipts ledger is then given to the Financial Secretary for posting and recording.

C. Expenditures

1. Responsibility. Committee chairpersons, directors, department heads and staff members are responsible for all the expenditures of the line items in their area. Any purchases made within that area of program or ministry must be requisitioned and approved by that person. Also, supplies used from the office for any area will be charged to those respective line items (such as paper, postcards, postage, etc.). While the Treasurer is not responsible to approve each expenditure, the Treasurer will consult with the Financial Administrator to determine the availability of funds and the budgeted amount before any disbursement is made.

2. Purchasing Procedures. Requisition forms (available in folder in work room) are required in advance for all purchases, and must be completed with the following information:

   Item: Description of item or service
   For: Area or program
   Acct. No: Account number of the line item in the budget from which the disbursement is to be made.
   Amount: Amount for which check is requested (or estimated amount, if an advance)
   To: Person or company to whom the check is to be written
Address: Address of recipient, if to be mailed

Signature: Your signature as chairperson/director/staff with your title

This requisition form is to be placed in the clear box outside the Financial Administrator’s office. The Treasurer or Assistant Treasurer will review the request based on the approved budget and available funds. The reviews will usually be on Wednesday evenings and Sunday mornings. Requests must be agreed to by the Treasurer or Assistant Treasurer prior to purchase. Unauthorized purchases may not be reimbursed. Receipts are necessary for all purchases and must be turned in to the Financial Administrator’s office promptly to justify the requisition.

Checks are usually written and signed on Monday following acceptance of the requisition. Requests should be in the office at least one week ahead of time.

3. Competitive Bids. Major purchases are subject to competitive bidding. The Stewardship Chair, Treasurer and Trustee Chair shall jointly decide which purchases constitute a capital improvement or major expenditure, and shall then determine a competitive bidding process for that item.

4. Communication. Should there be a need to pass mail or various reports on to directors or committee chairs, there is a set of wall files just inside the workroom door and any correspondence will be placed in those boxes. Please check them often.

Communication and cooperation are vital to make this system run as smoothly as possible so that the financial needs of all organizations can be processed fairly and quickly. Any questions should be addressed to the Financial Administrator.
VIII. FACILITY USE GUIDELINES

A. Equipment

1. The church does not lend equipment except in the case of extreme hardship. An exception will be made for church members for the use of tables and chairs when needed for church functions (Sunday School class meetings, cottage prayer meetings, socials, etc.). Persons borrowing tables and chairs must obtain approval from a trustee and sign for each item.

2. The church does allow use of equipment to other churches and other worthy organizations provided a responsible person signs for the equipment.

B. Fellowship Hall, Sunday School Classrooms and Sanctuary

1. The fellowship hall and classrooms are primarily for church activities.

2. All groups shall contact the church office to check the calendar before making plans to use the facility. The Administrative Assistant will maintain the church calendar. The calendar shall reflect all church activities for the current month and the 11 succeeding months. Reservations for facility use by other organizations/persons may be accepted for no more than 6 months in advance.

3. Worthy organizations may use these facilities only if approved by the Senior Pastor and/or the Trustees Chair, and provided it does not interfere with church meetings.

4. Use of these facilities by any group, other than for officially approved Church and Day Care functions shall be limited to hours which do not conflict with or intrude into times which are designated for regular church services or related activities.

5. The church does not furnish tangible items such as paper plates, cups, napkins, etc.

6. The person scheduling use of the fellowship hall or class rooms is responsible for securing windows, doors and lights. Tables and chairs must be returned to original placement. It is a church policy that no property may be loaned or moved from the building without approval. As stated above, dates and times of usage (beginning and ending) must be provided to the Administrative Assistant.

7. It is strictly prohibited to eat or enter the Sanctuary with food or drink of any kind. Water is permitted.

8. Persons using these facilities must remember that this is God's house and it should be reverenced at all times. Smoking, alcoholic beverages, and disorderly conduct are prohibited.

9. Groups using the kitchen will secure the stove, lights, and all electrical appliances, clean kitchen cabinets, sweep floors and remove all trash. Utensils must be cleaned and returned to proper placement.

10. Preschool through Youth groups may use these facilities for planned recreational programs if a department leader (adult) is present.

11. Any outside organization desiring the use of these facilities must present a written request, with the appropriate deposit and 'Hold Harmless' letter to the church office no later than two weeks prior to desired date.
12. The following is the seating/use capacity for these facilities - no exceptions shall be made to these capacities.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary</td>
<td>800 people</td>
</tr>
<tr>
<td>Fellowship Hall</td>
<td>300 people</td>
</tr>
</tbody>
</table>

Note: If any organization anticipates a capacity audience, they are encouraged to provide traffic and parking control via an off-duty officer. Should there be any parking or traffic problems during use of these facilities, the program may be interrupted until the problem is resolved.

C. Weddings

Any member of Island View Baptist Church may use the church for a wedding. Use of the church for non-members is available only with Pastoral counseling and/or approval.

We believe the wedding ceremony to be one of the most sacred rites of the church. It is not a gala social event, but a religious ceremony in which two persons invoke the blessings of God in holy wedlock.

It is the desire of the Pastor, as well as the church family, to make every such ceremony a beautiful and worshipful event and to that end to extend to each wedding party every possible courtesy.

1. Ministers
   a. Members of Island View Baptist Church who desire to use the church for weddings are encouraged to request the Pastor or any other qualified staff member to perform the ceremony. The ministerial fee for these services will be negotiated prior to the first counseling session. This fee includes at least two counseling sessions (to be scheduled by the participants), rehearsal and wedding ceremony.
   b. Generally, all weddings at Island View will be conducted by one the church’s ministers. The Senior Pastor has the option to include other ministers in the service or make an exception to this rule.

2. Premarital Conference
   a. The bride and groom shall arrange a premarital conference with the minister as far in advance of the ceremony as possible. This conference should be held before the announcements are made or invitations are printed. The minister will provide guidance which will be helpful in impressing upon the participants the solemnity of the marriage vows.
   b. A copy of the church policies concerning the wedding will be presented to the couple.

3. Wedding Coordinator
   The church requires and provides a wedding coordinator. The fee for this service is $150.00. The wedding coordinator will correlate wedding arrangements with the family and the Pastor in accordance with the guidelines of the church policies. The wedding coordinator will be in attendance at the rehearsal and the wedding.

4. The Church Calendar
   It is important that arrangements be made with the Pastor and the church for rehearsals and for the ceremony so that neither will conflict with the scheduled activities of the church. The church calendar is kept in the church office and the administrative assistant makes reservations for weddings.
5. **Receptions**

The Fellowship Hall may be available for receptions following the wedding ceremony. Information regarding the use of the Fellowship Hall may be obtained from the Administrative Assistant.

6. **Music**

Music used in the connection with the ceremony should be in keeping with the sacredness and dignity of the wedding service. A member of the church staff will be consulted concerning the choice of music and the use of church instruments.

7. **Photographs**

a. It is requested that no flash photographs be taken during the wedding ceremony.

b. If video or still photography equipment is used, it is requested that the operator not distract the wedding party or guests.

8. **Sound System**

Operation of the sound system must be by approved church media people. Minimum fees: $25 for rehearsal and $25 for wedding.

9. **Florists**

The bride must have assurances from the florist that all flowers, candelabra, and other decorations are removed from the sanctuary after the wedding is over. For weddings held on Saturday, the above materials must be removed on Saturday evening. Weddings held any other time must have the materials removed by noon the next day. Only drip-less candles are allowed in the sanctuary.

**D. Fees for Use of Church Facilities**

1. **Weddings**

<table>
<thead>
<tr>
<th>Sanctuary</th>
<th>Members</th>
<th>Non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Sanctuary</td>
<td>None</td>
<td>$300.00</td>
</tr>
<tr>
<td>Utility defrayment</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Custodian*</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Pastor</td>
<td>Negotiated</td>
<td>200.00</td>
</tr>
<tr>
<td>Wedding Coordinator</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Sound Technician</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$325.00 min.</strong></td>
<td><strong>$825.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fellowship Hall</th>
<th>Members</th>
<th>Non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Fellowship Hall</td>
<td>None</td>
<td>$125.00</td>
</tr>
<tr>
<td>Utility defrayment</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Custodian*</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$175.00</strong></td>
<td><strong>$300.00</strong></td>
</tr>
</tbody>
</table>

A deposit of $125.00 is required at the time the wedding is placed on the church calendar. This is usage and custodial fee. The balance of fees must be paid to the church office no later than two
weeks prior to the wedding. Fees include utility defrayment fee, minister's fee, custodial fee, wedding director fee and sound system fee. A separate check will be made to the Pastor for non-member weddings, half of which will be required at the first counseling session. All other fees will be included in two checks (one at the time the wedding is placed on the church calendar and the second two weeks prior to the wedding). The Financial Administrator will issue checks to the appropriate personnel.

2. Personal Occasions (i.e., Wedding/Baby Showers, Anniversaries, Birthdays, etc.) are limited to church members only. It is understood that the member using the facility will be responsible for cleanup and returning the facility to its original condition.

   Fellowship Hall utility defrayment $75.00

3. Other Worthy Organizations**

   Sanctuary $100.00 per session
   Sound Technician 25.00 per session
   Fellowship Hall 50.00 per session
   Classrooms 25.00 per session
   Clean-up* 50.00 minimum

* Custodian to be provided by the church. The Custodian will be available to open the church doors for the florist and the wedding party up to three hours prior to the scheduled wedding time. Additional time required for an earlier opening will be at the rate of $25.00 per hour (or any part of an hour). The custodian will secure the facility at the completion of the event.

** Church membership will have no bearing on fees for worthy organization meetings.

4. The Senior Pastor and/or Chairperson of Trustees shall have the discretion to waive fees for extenuating circumstances.

5. All organizations/persons using the church facilities will be given a copy of the church guidelines on property use. The guidelines should be reviewed by the using organization/person, signed and a copy filed in the church office.

E. **Key Assignments**

1. For security purposes, door keys will be issued only by the Trustees. Members desiring a key to the main sanctuary, educational buildings or fellowship hall will be required to sign for and be responsible for these key(s). A record will be maintained by the Administrative Assistant indicating those people with keys.

2. Only Staff members, church officers, and the Trustee Chair will be issued keys to the church office area.

3. Keys MAY NOT BE DUPLICATED OR LOANED. It will be the responsibility of the key holder to maintain this trust.

4. Temporary key assignments on an as-needed basis will be handled by the Administrative Assistant during regular office hours. A log will be maintained and keys shall be surrendered promptly after conclusion of the event.
IX. ABUSE PREVENTION

Island View Baptist Church, in response to her calling to be the presence of Christ to her community, shall take reasonable measures to prevent the abuse of children, youth, and disabled persons in its care or otherwise participating in church activities. We shall also screen and train our workers in order to create an environment of safety and awareness. Incidents of possible abuse will be reported promptly, investigated thoroughly, and an appropriate response of action will be made.

A. Scope

This policy applies to all ministers, staff, and workers of IVBC, whether paid or volunteer, who have responsibilities of teaching, assisting, supervising, or directing the activities of any child, youth, or disabled person in relation to the church. The Child Care Center is excluded from the scope of this policy because they operate according to Florida Department of Children and Families (DCF) guidelines.

B. Definitions

1. **Abuse**: In relation to children, youth, and disabled persons, this includes: non-accidental injury; sexual conduct or contact; exposure to or involvement in the making of pornography; the use of a controlled substance that results in physical, mental or emotional injury; and causing, expressly permitting or encouraging the use of a controlled substance, unless under the prescription of a licensed health care professional.

2. **Child(ren)**: Any person from newborn through eleven (11) years of age or the completion of the sixth (6th) grade.

3. **Youth**: Any person between twelve (12) and seventeen (17) years of age or who is enrolled in, attends, or would attend Sunday School in grades seven (7) through twelve (12).

4. **Disabled Person**: Any person eighteen (18) years of age or older with a mental, physical or developmental disability that substantially impairs the person’s ability to provide adequately for his or her own care or protection.

5. **Church**: The Island View Baptist Church of Orange Park, Florida.

6. **Worker**: Any person eighteen (18) years of age or older who directs, serves, works or assists in any Church-sponsored activity relating primarily to children, youth or disabled persons, whether as a volunteer or for compensation.

7. **Youth Assistant**: Any person defined as a youth above who assists any worker(s) in any Church-sponsored activity relating primarily to children, youth or disabled persons as a volunteer.

C. Worker Enlistment and Screening

1. All VOLUNTEER workers within the scope of this policy must:
   a. Read and sign the policy
   b. Complete a screening questionnaire
   c. Sign an authorization permitting the Church to perform a criminal background check
   d. Complete a course in the prevention and reporting of abuse as spelled out in the Training section of this policy.

Effective July 1, 2011, these four steps must be done prior to performing any work or service in any of these areas of ministry. There will be no exceptions to this policy.
2. All PAID workers with any duties within the scope of this policy (excepting the Child Care Center) must:
   a. Complete an application of employment
   b. Provide current picture identification
   c. Read and sign this policy
   d. Sign an authorization permitting the Church to perform a criminal background check
   e. Complete a course in the prevention and reporting of abuse as spelled out in the Training section of this policy.

The first four of these steps will be taken prior to employment with Island View Baptist Church.

3. Any false information or answers provided on the screening questionnaire or application of employment shall, upon its discovery, result in a volunteer being excluded from working with children, youth, or disabled persons and the immediate termination of employment of any paid worker.

4. Any person who has pled guilty, no contest, or nolo contendere to, been placed on probation for or given deferred adjudication, a pretrial diversion or other similar deferred disposition for any abuse or other type of assaultive or violent offense or domestic violence against a child, adult, or disabled person, or been placed under the limitations of a temporary restraining order, temporary injunction or protective order for any such conduct or offense or had a civil judgment rendered against them related to or resulting from any such conduct, or is currently under indictment for any of the above offenses shall be prohibited from volunteering with, working in, or assisting with any area of ministry for children, youth or disabled persons.

The types of offenses or conduct that would exclude a person from work in these areas of ministry include but are not limited to: assault; domestic violence; sexual assault; injury to a child, elderly individual or disabled individual; indecency with a child; abandoning or endangering a child; deadly conduct; terrorist threat; or any similar offense under the laws of this state, any other state, or the United States.

This list is not conclusive and does not prohibit the Pastor or ministers of Island View Baptist Church from excluding any person from working in these areas of ministry if in the judgment of the Pastor or other minister the person’s background indicates that it would be inappropriate for the person to work in such areas.

5. Completed screening questionnaires, background check authorizations, and resulting records or other information from the background check will be retained in the Church Office and kept confidential. The Church may not use this information for any purpose other than determining whether a worker is of upright moral character and eligible to work with children, youth, and disabled persons.

6. After a period of nine (9) years from any background check, the Church may require an updated criminal background check for any individual worker, whether volunteer or paid. Once this requirement has been communicated, the worker has three (3) months to complete a new screening questionnaire and authorize a new background check. If the updated questionnaire and authorization are not completed in this three -(3) month period, the person shall be considered ineligible as a worker until the entire background check process is completed.
Any worker who has been away from Island View Baptist Church for a period of three (3) years or more must also authorize a new background check.

7. Youth Assistants are required to meet the same eligibility as other volunteer workers with the exception that, in lieu of a criminal background check, Youth Assistants shall submit a signed permission slip from their parent or guardian, along with a written recommendation from a Church minister or an active member of the Youth Committee. Once a Youth Assistant turns eighteen (18) years of age, a background check shall be conducted.

D. Worker Policies and Procedures

1. No worker may direct, teach, supervise, assist or participate in any Church activity within the scope of this policy unless they have completed a course in the prevention and reporting of abuse, as spelled out in the Training section below, within the preceding three - (3) year period.

The Financial Administrator shall maintain a list of workers who have completed this course and are eligible to serve. This list will be updated at least semi-annually and made available to any member or staff person of the Church for the purpose of obtaining eligible workers.

2. No Church program or activity involving children, youth, or disabled persons may take place in an unsupervised area. An unsupervised area is any place a Church activity may be taking place that does not have at least two (2) workers present; or if only one (1) worker is present, any place that is not readily observable or under the general supervision or within the view of another worker.

An area is not considered unsupervised if it is being used for childcare in connection with a regularly scheduled Church activity, provided it is in a room designated by a Minister and can be entered at any time.

3. Youth Assistants shall not have direct supervision of children, youth, or disabled persons. Their role is that of assistant. They shall not be the only worker in an unsupervised area. Youth Assistants may be one of the two workers present in an unsupervised area as long as the other worker is at least eighteen (18) years of age and is not a substitute worker.

4. Anyone who has not been expressly disqualified from serving as an eligible worker may serve as a substitute in any area of ministry for children, youth, or disabled persons, as spelled out here. Whenever a regular, screened worker in one of these areas of ministry must be absent for any reason, that worker or the person in charge of the activity shall endeavor to find another qualified and eligible worker to serve as a substitute, with the aid and assistance of the Church Staff.

If there are no qualified or eligible workers of the Church available to serve as a substitute for this activity, and only in that event, then anyone who has not been expressly disqualified from service may be a substitute, provided that they are supervised by a qualified and eligible worker, and further provided that this policy and the principles taught in the abuse prevention and reporting course are followed by the substitute and supervising worker.

This provision may not be used to permit any regular worker to avoid complying with the member enlistment and screening or training provisions of this policy.

E. Training

The Church shall provide training for all workers on

1. the definition of abuse

2. how to recognize signs and symptoms of abuse
3. the Church’s policies and procedures relating to abuse
4. the civil and criminal consequences of abuse, and
5. abuse reporting requirements under state law.

Training is not limited to these topics, and the Church Staff, Trustees, and Personnel Committee may provide further input from time to time.

All ministers, paid staff, and employees of Island View Baptist Church shall be required to attend the training annually. All volunteer workers must attend training every three (3) years to be eligible to work, teach, assist or participate in any activity governed by this policy. This training program should be available at least two times per year.

F. Reporting Requirements

Any church member, worker, or minister who has cause to believe that a child, youth, or disabled person has been abused on Church property or at a Church-sponsored activity shall report such belief as soon as it is practicable but not later than 48 hours after he or she first suspects abuse. This reporting responsibility shall not be delegated and no one may rely on another person, minister, or staff person to make the report. This requirement shall not apply if the person is prohibited by professional or legal obligations from reporting such knowledge.

The report should be made orally or in writing to:
1. any local or state law enforcement agency,
2. the Florida Department of Children and Families (DCF), or
3. to any other appropriate state agency if the alleged incident occurred or the report is made while in another state.

The report must contain:
1. the name and address of the person who has allegedly been abused,
2. the name and address of the person responsible for the care, custody or welfare of the person,
3. if a disabled person, the nature and extent of the disabled person’s condition,
4. the basis of the reporter’s knowledge, and
5. other relevant information concerning the alleged or suspected abuse.

A report should also be made as soon as it is practicable, but not later than 48 hours, to a Minister of the Church, preferably the minister responsible for the relevant area of ministry.

If the reporter is uncomfortable reporting the incident to the Church Staff, they may instead notify the chair of the Church’s Personnel Committee. The Church and its ministers, staff, and employees shall not retaliate or otherwise discriminate against any person who reports suspected abuse or misconduct.

G. The Church’s Response to Reports of Abuse

1. Once the Church is made aware of a report of abuse, the Pastor or, in the Pastor’s absence, the Associate Pastor or other minister shall immediately begin an investigation of the accusations, regardless of any investigation that is being conducted by state or local authorities. In the event that the person accused of committing abuse is the Pastor or other minister of the Church, then
the chair of the Personnel Committee will be immediately informed, and the Personnel Committee shall designate the person(s) to conduct the investigation on behalf of the Church.

2. All information obtained during any such investigation shall be kept strictly confidential to the extent permissible by the law and this policy. It shall only be used or accessed by persons authorized to do so by the Pastor or the Personnel Committee and only for the legitimate purposes of the Church in investigating and determining any appropriate action that needs to be taken in response. Any use or release of any such information that is contrary to this policy by any minister, staff, or employees of Island View Baptist Church shall be grounds for immediate dismissal. No worker, minister, staff, or employee who is accused of abuse shall be retaliated against for seeking legal counsel to defend himself or herself from accusations or reports.

3. Any worker or minister who is accused of an act of abuse as defined by this policy shall be temporarily relieved of all duties relating to youth, children, or disabled persons until such time as an investigation is completed by state or local authorities and/or the Church. Paid workers, employees, staff or ministers shall be placed on paid leave immediately following a report or accusation of abuse and shall remain on paid leave until the investigation has been completed.

4. If the investigation of a volunteer worker finds cause to believe that the report of abuse is true, then the worker accused shall be excluded from working in any area of ministry of Island View Baptist Church. If the investigation of a paid worker, employee, staff member or minister finds cause to believe that the report of abuse is true, then that person’s position with Island View Baptist Church is subject to immediate termination.

5. If all relevant investigations of a worker, other than a minister of the Church, find no cause to believe the report is true or are inconclusive, the worker may be restored to his or her position of service at the discretion of the Pastor and the minister responsible for that area of ministry. However, if the complaint of abuse was made against one of the ministers of the Church, then the minister may only be returned to his or her position at the discretion of the Personnel Committee. If the complaint of abuse was made against the Pastor, then the Pastor may only be restored to his or her position by a majority vote of the Personnel Committee and a majority vote of the Church membership present at a church business meeting called for that purpose.

6. In the event the person accused of abuse is a minister of the Church and wishes to be reinstated to his or her position without the approval of the Pastor and the Personnel Committee based on a finding that the allegations were not true or because the results of the investigation were inconclusive, then that minister waives the right for any information to be kept confidential from the membership of Island View Baptist Church and consents to the release of such information to the Church membership for a discussion and vote on reinstatement under the terms of this policy.