

# **RBC Handbook**

## **Policies, procedures, and important information**

### **Section 1. Combined Policies and Procedures**

#### **Section 1.1. Administration**

**Section 1.1.1. Nomination of elders and deacons**

**Section 1.1.2. Election of elders and deacons**

**Section 1.1.3. Review and approval of minutes for business meetings**

**Section 1.1.4. Nursery**

**Section 1.1.5. Support to Missions**

**Section 1.1.6. Facility Use Policy**

**Section 1.1.7. Nut Policy for the church facility**

**Section 1.1.8. Child Protection Policy**

**Section 1.1.9. Donation of services**

#### **Section 1.2. Financial**

**Section 1.2.1. Check signers**

**Section 1.2.2. Offering counting team**

**Section 1.2.3. Honorariums**

**Section 1.2.4. Love Offering**

**Section 1.2.5. Christian school scholarships**

**Section 1.2.6. Camp Susque scholarships**

**Section 1.2.7. Purchase of flowers (budget category 62830)**

**Section 1.2.8. Petty cash for lawn care**

**Section 1.2.9. Requests for support from Benevolence fund**

**Section 1.2.10. Requests for funds for professional/spiritual development**

### **Section 2. Policies**

#### **Section 2.1. Administration Policies**

**Section 2.1.1. Job description for administrative assistant**

**Section 2.1.1.a. Administrative assistant (office)**

**Section 2.1.1.b. Administrative assistant (electronic)**

**Section 2.1.2. Job description for custodian**

**Section 2.1.3. Responsibilities of the Deacons**

**Section 2.1.4. Sunday School**

#### **Section 2.2. Financial Policies**

**Section 2.2.1. Contributions to ministries outside of RBC**

**Section 2.2.2. Travel expenses**

**Section 2.2.3. Benevolence funds**

**Section 2.2.4. Recommendations for the disbursement of church funds**

### **Section 3. Procedures**

#### **Section 3.1. Administration Procedures**

**Section 3.1.1.**

#### **Section 3.2. Financial Procedures**

**Section 3.2.1.**

### **Section 4. Information**

#### **Section 4.1. Administration**

# **RBC Handbook**

## **Policies, procedures, and important information**

**Section 4.1.1.**

**Section 4.2. Financial**

**Section 4.2.1. Business accounts**

**Section 4.2.2. Insurance**

**Section 4.2.3.**

**Section 4.3. Facility**

**Section 4.3.1. Major system installation**

**Section 4.3.2. System service**

**Section 4.3.3. Exterior Work**

**Section 4.3.4. Interior Work**

# **RBC Handbook**

## **Policies, procedures, and important information**

### **Section 1. Combined Policies and Procedures**

#### **Section 1.1. Administration**

##### **Section 1.1.1. Nomination of elders and deacons {approved by officers 7/13/16}**

1. Step one – planning and preparation
  - a. Determine date for business meeting (typically the annual meeting)
  - b. Determine window to receive recommendations
    - 1) Window should open at least 45 days before the meeting date.
    - 2) Window should close about 14 days before the meeting date, to allow time for interviews. A fixed cutoff date must be established.
  - c. Preparations prior to the window opening
    - 1) Determine if any of the current elders or deacons whose term will expire wish to be considered for another term in the same position. Serving officers do not require a new recommendation for the office from a member.
    - 2) Announce during Sunday service, in the church bulletin, and via email announcement the window during which recommendations may be submitted, include information on the biblical qualifications for the two positions, the information on which current officers would like to serve another term, and the requirements for submitting a recommendation (see 2.a. and b.)
    - 3) The elders plan for preaching and teaching on the biblical qualifications for the two positions in sermons and Sunday school.
    - 4) Prepare recommendation forms.
2. Step two – Receive recommendations
  - a. An individual can be recommended for both an elder and deacon position but not by the same person.
  - b. Recommendations will only be accepted from members.
  - c. Recommendations will not be accepted from an anonymous person. The identification of the person making the recommendation is important to verify that it came from a member and in the event there are questions about the recommendation.
  - d. Establish a collection point for recommendations.
  - e. Designate an individual(s) (possibly a deacon) to regularly collect the recommendations and contact individuals to inform them about the recommendation, ask them to pray about serving in the position, and finally obtain a decision on each individual's willingness to stand for election. Report the results to the elders.
3. Step three – Conduct interviews. Interview by elders of all individuals newly recommended by the members to ascertain willingness to serve and assess adherence to biblical qualifications.
4. Step four – Publish slate of candidates
  - a. The elders submit a slate of nominations to the congregation that endorses candidates for election.
  - b. The publication of the slate must at least meet the same time requirements in the constitution and bylaws as those for a motion. However, the objective is to publish the slate of nominations before a business meeting to allow

# RBC Handbook

## Policies, procedures, and important information

sufficient time before the meeting for the members to be able to consider and pray about the nominees.

### **Section 1.1.2. Election of elders and deacons {approved by officers 6/8/16}**

1. There is no fixed or specified number for either position, except there must be a plurality. Consequently, the number serving in each position will be determined by how many men are elected by the members.
2. No recommendations for election can be made during the meeting.
3. The election will comply with the quorum and voting standards in the constitution and bylaws.
4. Will conduct separate votes, with separate ballots, for elders and deacons, with the vote for elders as the first ballot.
5. The deacons will organize a group of at least three members to count the votes.
6. The vote count group will report in writing the result for each ballot to the chairman of the business meeting, showing the tally of votes received per nominee.
7. The chairman will announce the individuals elected for each position.

### **Section 1.1.3. Review and approval of minutes for business meetings {approved by officers 7/13/16}**

1. The church officers will review the minutes of a business meeting as an agenda item at the next officer meeting following the business meeting. If the officers determine the minutes are complete and accurate, they will vote to approve them provisionally.
2. Following provisional approval by the church officers, the minutes will be sent out via email and posted on the bulletin board for the congregation to review and submit comments. If no comments are received, the minutes would automatically be approved effective on the date specified as the deadline. If significant comments are received, the church officers will review the minutes again to consider the comments and vote to approve them for the record.
3. Once approved by the officers, the minutes will be posted on the bulletin board for information.

### **Section 1.1.4. Nursery {approved by officers 8/10/16}**

1. Snacks in BOTH nurseries will be provided by the church. Families are not allowed to bring any food into either nursery due to various food allergies. However, drinks may be brought into the nursery. Families are expected to label cups with the child's name before arriving.
2. Volunteers working in the nursery should not eat anything with tree nuts or coconut (including oil) on the day that they are working in the nursery prior to coming in contact with the children. Also, volunteers should try to avoid using any product with coconut oil in it on the day you volunteer (lotions, shampoo, conditioner, body wash, etc.) prior to coming in contact with the children.
3. White boards installed in each nursery have directions posted for handling allergic reactions, medications, etc.
4. The church is trying to keep both nurseries as clean and "germ-free" as possible. If a volunteer scheduled to work in the nursery is not feeling well or has a cold (even a small one), he or she should find a replacement person.

## **RBC Handbook**

### **Policies, procedures, and important information**

5. If a child has been sick in the past 24 hours, parents should consider the welfare of the other children and keep their child at home.
6. If a family is considering donating a toy to the nursery, please see Tamara before placing it in the nursery.
7. If a family is looking for a specific toy in the nursery, please ask about it. The toys are rotated in each nursery so they are not all out at the same time (makes them easier to clean.)
8. Parents with children utilizing the nursery are expected to ensure current information is contained in the books in each nursery. Parents are strongly encouraged to keep your children's information updated. This information is very helpful for the volunteers.

#### **Section 1.1.5. Support to Missions**

1. Requirement for tax exempt status. **{approved by officers 7/13/16}**
  - a. RBC will provide financial support with church funds only to mission organizations or individual missionaries if one of the following prerequisites are met:
    - 1) The organization or individual is a tax exempt entity approved by the IRS.
    - 2) The organization or individual is able to receive support through another organization that is a tax exempt entity approved by the IRS.
  - b. RBC will not provide financial support with church funds directly to an individual missionary that has no tax exempt status.
2. Tiers and criteria to receive mission support. **{approved by officers 10/12/16}**
  - a. Tiers of support and approval authority:
    - 1) Sanctioned Support:
      - a) Definition: Support that solely involves making the congregation aware of a need, through an announcement, for individuals in the congregation to then make a personal decision to support that need in any way. This tier of support does not include providing any support through organized church effort or funds from the church's treasury, other than perhaps facilitate a one-time special collection (monetary or material).
      - b) Approval Level: Sanctioned Support requires a recommendation from the Outreach MT and approval by the church officers or a decision made solely by the church officers.
    - 2) Partial Support:
      - a) Definition: Support that involves making the congregation aware of a need and organized involvement by members of the congregation to either : 1) participate in an activity sponsored by the organization with the need (example: Walk for Life or Operation Christmas Child) or 2) provide physical/material support through labor (such as a work day) or collection of food, clothing, or personal care or household items (example: The Refuge). This tier of support does not include providing any funds from the church's treasury.
      - b) Approval Level: Partial Support requires a recommendation from the Outreach MT and approval by the church officers or a decision made solely by the church officers.

## **RBC Handbook**

### **Policies, procedures, and important information**

- 3) Regular Support:
  - a) Definition: Support that involves providing financial support from the church's treasury on a one-time or recurring basis (examples: missions or missionaries, Northumberland Christian School, and Camp Susque). This tier of support may also include making the congregation aware of a need and organized involvement by members of the congregation, as under partial support.
  - b) Approval Level: Regular Support requires a recommendation from the Outreach MT and/or the church officers, and ultimately approval by the church members.
- 4) Love Offering: A love offering may be considered for any organization or individual regardless of their tier of support. The decision to collect a love offering is not based on whether an organization has been approved for any specific tier of support.
- b. Vetting criteria for considering and approving support
  - 1) Sanctioned support:
    - a) The organization adheres to Christian beliefs
    - b) The organization's mission and values do not compromise our church's witness.
  - 2) Partial support:
    - a) The organization is Christian based and holds to the following beliefs:
      - i. The Bible is the word of God
      - ii. God is the one true and living God
      - iii. Jesus Christ is the son of God and salvation comes through faith in Jesus
      - iv. God exists in three distinct and equal persons of Father, Son, and Holy Spirit
      - v. The Holy Spirit indwells believers
      - vi. All men are sinners
    - b) A part of the organization's mission is to reach the lost with the Gospel.
    - c) The organization's mission and values do not compromise our church's witness.
  - 3) Regular support:
    - a) Missionary
      - i. Individual
        - a. The individual adheres to Reformed theology and intends to preach and teach those beliefs in their mission work.
        - b. Our preference is for an individual that adheres to both Reformed and New Covenant Theology and intends to preach and teach those beliefs in their mission work. We will give priority consideration to these individuals.
        - c. The individual demonstrates a commitment to involvement in a local church.
        - d. The individual has a sending/supporting organization that manages their financial support and will receive support from our church.

## **RBC Handbook**

### **Policies, procedures, and important information**

- ii. Supporting organization
  - a. The organization is Christian based and holds to the following beliefs:
    - 1) The Bible is the inspired, the only infallible, authoritative, word of God
    - 2) God is the one true and living God
    - 3) Jesus Christ is the son of God and salvation comes through faith in Jesus
    - 4) God exists in three distinct and equal persons of Father, Son, and Holy Spirit
    - 5) The Holy Spirit indwells believers
    - 6) All men are sinners
  - b. A part of the organization's mission is to reach the lost with the Gospel.
  - c. The organization's mission and values do not compromise our church's witness.
  - d. The IRS has approved the organization as a charitable organization.
- b) Other
  - i. The organization is Christian based and holds to the following beliefs:
    - a. The Bible is the inspired, the only infallible, authoritative, word of God
    - b. God is the one true and living God
    - c. Jesus Christ is the son of God and salvation comes through faith in Jesus
    - d. God exists in three distinct and equal persons of Father, Son, and Holy Spirit
    - e. The Holy Spirit indwells believers
    - f. All men are sinners
  - ii. A part of the organization's mission is to reach the lost with the Gospel.
  - iii. The organization's mission and values do not compromise our church's witness.
  - iv. The IRS has approved the organization as a charitable organization.

**Section 1.1.6. Facility Use Policy.** Published as a separate document. **{approved by officers 6/8/16}**

**Section 1.1.7. Nut Policy for the church facility {approved by officers 3/15/17}**

- 1. The church facility is a nut-free facility in order to protect all that attend our church from any allergic reactions to nuts, especially our children. These reactions can range from mild reactions (such as skin rash) to life threatening reactions (such as anaphylaxis).
- 2. The church requests that no nuts are brought into the church building at any time, including snacks clearly containing nuts (whole nuts or nut pieces) and food dishes with nuts as an ingredient. The nut restriction for the church building

# RBC Handbook

## Policies, procedures, and important information

includes peanuts and any type of tree nut (such as almonds, cashews, pine nuts, and walnuts). This restriction is intended to especially protect very young children that are not old enough to be careful about what they put in their mouth.

3. The church also requests that no food, drink, or products clearly containing peanut butter are brought into the church building at any time.
4. If nuts or items clearly containing nuts or peanut butter are inadvertently brought into the building, individuals are asked to remove them from the building immediately.

**Section 1.1.8. Child Protection Policy.** Published as a separate document.  
{approved by officers 4/12/17}

**Section 1.1.9. Donation of services** {approved by deacons 3/15/17}

1. A written thank you note will be sent anytime a service or good is provided to the church at no charge.
2. It is the responsibility of the Administrative Assistant (office) to prepare and send the note.

### **Section 1.2. Financial**

**Section 1.2.1. Check Signers** {approved by officers 8/10/16}

1. The church will identify at least three members to serve as the authorized check signers for paying the church's expenses. The Treasurer shall not be authorized to sign the church's checks.
2. The activities of disbursements are segregated from the recording of cash receipts and disbursements to maximize integrity in the treasury function . The segregation of activities is necessary not only to protect RBC, its members, and its officers, but also to protect those engaged in these activities from temptation and from any accusations that they mishandled funds.
3. The tasks of the check signers are as follows:
  - a. Weekly. Meet with Treasurer to review backup documentation for checks and sign checks. Note: The check signer is not responsible for verifying that budgeted funds are available for the expenditure. The Treasurer monitors this and the church officers review actual vs. budgeted expenditures each month.
  - b. As needed. Be available to sign "emergency" checks.
4. If changes are required to the individuals authorized to serve as check signers, the Treasurer will notify the church secretary and the church secretary will prepare the appropriate correspondence to the bank to make that change and provide it to the bank. Once the request for a change to check signers is provided to the bank, the Treasurer will coordinate with the check signers to go by the bank and sign the new signature card. The changes will not go into effect until all of the check signers have signed the new signature card.

**Section 1.2.2. Offering Counting Team** {approved by officers 8/10/16}

1. The church will utilize church members to collect, count, and deposit the weekly offering. The Treasurer shall not be involved in these activities.
2. The activities of handling cash receipts are segregated from the recording of cash receipts and disbursements to maximize integrity in the treasury function . The segregation of activities is necessary not only to protect RBC, its members,



## **RBC Handbook**

### **Policies, procedures, and important information**

and its officers, but also to protect those engaged in these activities from temptation and from any accusations that they mishandled funds.

3. Only church members will be utilized on the counting team. Two individuals will do the counting each week. There should be a sufficient number of individuals on the team so that the weekly duty can rotate once every two weeks, once a month, etc. Individuals related by marriage or blood should not be paired for counting on a given Sunday.
4. Team members are to sign a confidentiality agreement signifying that they understand the importance of keeping financial information confidential and pledging not to discuss it with anyone including their spouse, family members, or the church leadership.
5. The counting team leader should maintain a schedule so that team members will know which Sundays they are counting. The leader is responsible for coordinating procedures for substitutes if one team member cannot work on his or her designated week.
6. General procedures. After the Sunday worship service, the team on duty (both members together) should empty the offering box and bring it to the office to count. The team should be careful to segregate regular offerings from items (if any) placed in the far right section of the box. Place visitor cards on the desk in the office. One person should also check the Treasurer's mail box to determine if any offering or other checks were received in the mail during the week. (If the check stub has identifying information such as both name and amount, tear it up before putting it in the trash or put it in the Treasurer's lock box and she will shred it.)
7. Procedures for processing regular tithes and offerings.
  - a. One counting team member should make copies of all checks. Make sure that all names, addresses, and check amounts are legible. If the copier is not working, complete a Donor Report (see below).
  - b. One person should count the cash while the other totals the checks. Team members then switch duties; independently verifying the cash count and the check total. \*\*It is important that one team member adds the original checks and the other adds the checks as copied. Having a matching total will help to insure that all checks have been copied.
  - c. Prepare a cash receipts voucher (CRV).
    - 1) Enter the date.
    - 2) Complete the Unrestricted and Restricted sections as appropriate. Almost all receipts will be unrestricted. "Restricted" means that the donor has earmarked the funds for a particular use within RBC's regular ministry activities, including funds for one of our regularly supported missionaries. Examples are the college ministry, youth ministry, or a particular mission agency such as TET or the Sayer's orphanage. Sometimes this is written in the memo section of the check and sometimes it is indicated on an attached note. Record benevolence and other types of receipts on a separate miscellaneous cash receipt voucher (see below).

## **RBC Handbook**

### **Policies, procedures, and important information**

- 3) If an identified donor gives cash, it is in an envelope or has a note attached. Write the amount of cash on the envelope or note and attach it to the cash receipts voucher along with the check copies.
  - 4) Be sure to note the cash and checks for the total deposit and sign the sheet (print name and sign initials).
8. Procedures for processing other cash receipts.
- a. Special collections
    - 1) If a love offering is taken for a missionary or other individual who is present, give him/her the cash and any checks made payable to him/her. There is no need to record these amounts.
    - 2) If the intended recipient is not present and/or there are checks payable to RBC, enter the receipts on a separate miscellaneous cash receipts voucher (MCRV). Make copies of any checks. Prepare a separate deposit ticket and deposit all checks payable to RBC and all cash not given directly to the missionary.
    - 3) If any checks are made payable to some entity other than RBC (and are not given directly to the missionary), paper clip them together, attach a note as to the purpose (if not obvious) and place them in the Treasurer's lock box so that she can forward them to the appropriate organization.
  - b. Random benevolence gifts.

If a donor makes a check payable to RBC and notes that it is for a particular individual (not one of our supported missionaries) as a benevolence gift, list the check on a separate MCRV and deposit it separately from regular tithes and offerings. (Note: Such a gift is not tax deductible, but the Treasurer will process it if the donor wishes to remain anonymous. If the donor does not wish to remain anonymous, it is more practical for him or her to make the check payable to the intended recipient.)
  - c. Collective benevolence gifts

If there has been an organized call to support an individual or family with special benevolence gifts, the Treasurer will process these for the convenience of those wishing to give. Checks payable to RBC and cash should be recorded on a MCRV. As usual, make copies of checks. The check copy sheets should be clearly marked as to the purpose as these contributions are not tax deductible and should not be included in the annual donor statements. (This is in case the check copies get detached from the receipts voucher.) Attach the check copies to a separate completed MSCR and place in the Treasurer's lock box. Checks made payable to the individual/family should be placed in the Treasurer's lock box (with a note if needed). Note: Depending on the circumstances, cash and checks payable to the individual/family can be given to them immediately following the collection if they are present.
  - d. Miscellaneous Receipts

Any money collected for miscellaneous purposes (e.g., cook book sales, bible study books, retreat fees) should be entered on a separate MCRV with the purpose clearly stated. Detailed information regarding the receipt should be obtained from the remitter as appropriate (e.g., collection of fees for men's

## **RBC Handbook**

### **Policies, procedures, and important information**

- retreat; 15 men at \$100 each) and written on or clipped to the voucher. Place the MCRV and attachments in the Treasurer's lock box. It is not necessary to copy the checks unless the remitter needs copies.
- e. All cash receipts vouchers, regardless of purpose should be totaled and signed by both team members.
9. Procedures for preparing deposits.
- a. Stamp all checks payable to RBC with the bank deposit stamp. (There is a designated space on the back for the endorsement stamp.)
  - b. Prepare a separate deposit for each CRV or MCRV. There should be a separate voucher and deposit for each for each type of cash receipt (e.g., regular tithes and offerings, cook book sales, benevolence collections).
  - c. Cash should be sorted according to denomination (all 1s, all 5s, all 10s, etc.) and not in bundles of a certain total (i.e., bundles of \$100).
  - d. One team member should prepare the deposit ticket by writing in the total cash on the top line, the total checks on the second line (it is not necessary to list checks separately), and then the total deposit amount. BOTH team members should verify that the deposit ticket total matches the amount listed on the cash receipts voucher.
  - e. Place the deposit ticket(s) and cash/checks in a bank bag. If there is more than one deposit, segregate each of the smaller ones with a paper clip (or use an envelope if there is change). Place the cash receipts vouchers and attachments (e.g., check copies) in the Treasurer's lock box.
  - f. One team member must take the deposit to the West Milton Bank as soon as possible (ideally, on the way home from church) to avoid any possible loss or theft of funds. There is a lock box in the first drive-through lane for deposits outside of regular banking hours.
  - g. The Treasurer will pick up the bank bag and deposit ticket(s) from the bank later in the week.
10. Procedures for completing a donor report.
- a. If the Counting Team cannot provide a copy of all checks, one member needs to complete a donor report so that the Treasurer can properly credit each donor with the amount contributed.
  - b. Before using a donor report blank, make sure that it is not the last copy on hand. If it is, make additional copies before using it.
  - c. If the receipts are for some purpose other than regular tithes and offerings, note that plainly at the top of the report.
  - d. Post the amount and check number of each contribution on the appropriate line for each donor. If the gift is unrestricted, no notation is needed in the "restriction" column. If the donor specifies a restriction (e.g., college ministry) make a note in the restriction column.
  - e. If the check is from one individual of a listed couple, note that individual's name or circle it on the list.
  - f. Important: If there is an identified donation from someone not on the list, enter his/her/their name and address at the bottom of the list. (Alphabetical order does not matter for data entry, so there is no need to squeeze it in elsewhere.)

## **RBC Handbook**

### **Policies, procedures, and important information**

- g. The team member who did not complete the report needs to verify its accuracy by comparing each check to the person and amount listed.
- h. Total the amounts entered on the report and make sure that this total matches that obtained by summing the individual checks.
- i. Both team members should sign the report.
- j. Attach the donor report to the CRV and place it in the Treasurer's lock box.

#### **Section 1.2.3. Honorariums {approved by officers 7/13/16}**

1. Provided to any individual, other than RBC's pastor, presenting the sermon on a Sunday. An individual that is supported by RBC as a missionary and are solely providing a report on their work will not receive an honorarium, but may receive a love offering.
2. The elders will notify the Treasurer at least one week in advance of the requirement for an honorarium.
3. The amount of the honorarium will be determined and approved as part of the annual budget process.

#### **Section 1.2.4. Love Offering {approved by officers 6/8/16}**

1. The officers are the approval authority for collection of a love offering [the presumption is one time but more than once is not excluded].
2. Instructions should be provided in advance about the collection of the love offering to the congregation, to provide advance notice (so individuals can plan for it) and include instructions on use of checks (see Section 2.2.2).
3. Collection should be after the service via centrally located collection plate.
4. The collection plate must be monitored by preferably two individuals for internal control, but at least one, as the money is being collected.
5. Once donations are complete the monitoring individual(s) would collect the funds, make a quick count (just for information), then appropriately present the offering to the recipient presumably before their departure.

#### **Section 1.2.5. Christian school scholarships {approved by officers 8/15/16}**

1. Families with a parent or parents that are members of RBC may apply for a scholarship from the church to be applied towards tuition at a Christian school
2. Families may apply for a scholarship for children in grades K through 12 attending a Christian school.
3. Scholarships are awarded for only one academic year. Families must re-apply each year.
4. The annual budget will establish the total amount available for scholarship awards to Christian schools. The scholarship amount awarded per child will be calculated by dividing the total amount available in the budget by the total number of children for which a scholarship is approved. However, the total scholarship limit per family is \$1,500. For example, if \$6,000 is allocated in the budget for these scholarships and scholarships are approved for a total of 10 children, then the scholarship award per child is \$600; however, if a single family has three or more children awarded a scholarship, then the family limit applies and the family will receive a total of \$1,500 for all of their children.
5. Any funds withheld due to application of the family limit will not be reallocated to other scholarship awardees.

## **RBC Handbook**

### **Policies, procedures, and important information**

6. The scholarships will be awarded in the Spring preceding the upcoming academic year.
7. The procedures for submission of applications, review, and award are as follows:
  - a. The family will submit an application for each Christian school for which they would like a scholarship(s).
  - b. The deadline for submission of an application is the last day of February. In order for the application to be considered, the application must be complete and received in the RBC church office by the deadline.
  - c. Families must submit an application using the RBC Christian School Scholarship Application Form.
  - d. The Outreach Ministry Team (Outreach MT) will review the application(s) and approve award of the scholarships by the end of March. If necessary, the MT will request additional information from the applicant.
  - e. The Outreach MT will inform the officers of their decisions prior to notifying the scholarship recipients.
  - f. By the end of April, the Outreach MT will:
    - 1) notify the families of the church's decision regarding their application for a scholarship (approval/disapproval and amount).
    - 2) coordinate with the families to determine the most helpful time (month) for the payment to be provided to the school (this may vary depending on school).
  - g. In July, the Outreach MT will:
    - 1) confirm with each family awarded a scholarship that they still plan for their children to attend the school identified in the application.
    - 2) provide the Treasurer with a list of the families awarded a scholarship, the children the scholarship is for, the school to receive the scholarship, the amount of the scholarship, and the requested month to send the payment to the school.
  - h. The Treasurer will provide the scholarship amount directly to the school for the respective families.

#### **Section 1.2.6. Camp Susque scholarships { approved by officers 11/9/16}**

1. Families with a parent or parents that are members of RBC may apply for a scholarship from the church to be applied towards summer camp fees at Camp Susque.
2. Families may apply for a scholarship for children in grades 3 through 11.
3. Scholarships are awarded for only the same year summer camp experience. Families must re-apply each year.
4. The scholarship amount awarded per camper will be \$100.
5. The procedures for submission of applications, review, and award are as follows:
  - a. The family will submit one application that includes all of the children for which they would like a scholarship.
  - b. The deadline for submission of an application is the last day of February. In order for the application to be considered, the application must be complete and received in the RBC church office by the deadline.
  - c. Families must submit an application using the RBC Camp Susque Application Form.

## **RBC Handbook**

### **Policies, procedures, and important information**

- d. The Outreach Ministry Team (Outreach MT) will review the application(s) and provide them to a Scholarship Coordinator. If necessary, the MT will request additional information from the applicants.
- e. The Outreach MT will identify an individual to serve as the Scholarship Coordinator for the year.
  - 1) The Coordinator will be responsible for:
    - 1. Identifying the specific verses to be memorized by each age group.
    - 2. Establishing the schedule for which week each verse is to be recited by the camper to the Coordinator.
    - 3. Coordinating individuals to verify the memorization of verses by the campers.
    - 4. Providing the verse list and schedule to the prospective campers.
    - 5. Maintaining records of requirement completion by the campers.
    - 6. The Coordinator will work with the officers to schedule the Sunday for the campers that have memorized all of the verses to recite their verses to the Church during the morning worship service.
    - 7. Certify that each camper has completed all requirements for award of a scholarship.
- f. The camper will demonstrate their memorization of each verse by reciting the required verse on Sundays at church during the weeks of March through May. If a family is not at church on a particular Sunday, the verse(s) may be recited the following Sunday.
- g. All required verses must be memorized by the camper and recited to the Coordinator in order to receive the scholarship.
- h. The total number of verses required for memorization per age group:
  - 1) Littlemen / Jays (grades 3-5): four verses
  - 2) Redmen / Doves (grades 6-8): six verses
  - 3) Woodsmen / Hawks (grades 9-11): eight verses
- i. Before the end of May,
  - 1) The Coordinator will inform the leaders of the Outreach MT whether each applicant has or has not completed the memorization requirements. The Coordinator will then inform the parent(s) of each family with applicants whether each applicant has or has not completed the memorization requirements.
  - 2) All of the campers that have completed the requirements (the entire group together) will recite the verses they memorized to the church during the morning worship time.
- j. By the first day of June, the Coordinator will:
  - 1) Confirm all campers that have completed the requirements still plan to attend summer camp at Camp Susque that summer.
  - 2) Provide the Treasurer the names of the campers who have earned a scholarship

The Treasurer will provide the scholarship amount directly to Camp Susque for the respective families.

# **RBC Handbook**

## **Policies, procedures, and important information**

### **Section 1.2.7. Purchase of flowers (budget category 62830) {approved by officers 7/13/16}**

1. Flowers may be purchased with church funds for the following specified individuals and circumstances.
  - a. For the immediate family upon the death of a church member or an individual that regularly attended RBC. The maximum amount that may be spent is \$100.
  - b. For a church member or an individual that regularly attended RBC upon the death of an immediate family member that is not a member of RBC (father, mother, brother, sister, spouse, son, or daughter). The maximum amount that may be spent is \$50.
  - c. Flowers may be purchased only once per circumstance.
2. The church will encourage individual demonstrations of joy or support through prayer, personal notes/cards, phone calls, visitation, personal assistance, and gifts (as appropriate) for other occasions or circumstances (such as hospitalization, child birth, marriage).

### **Section 1.2.8. Petty cash for lawn care {approved by officers 8/10/16}**

1. If a single individual is performing the lawn care tasks for the church (such as mowing and leaf collection), the Treasurer may provide him or her a petty cash fund of no more than \$50 for incidental expenses associated with those tasks (primarily the purchase of gas). The funds will come from category 67200 (Grounds Maintenance). Repairs to equipment will not be paid from petty cash.
2. The individual will maintain control of the funds and obtain receipts for all expenses.
3. The individual may request replenishment of the petty cash fund as needed. The individual will submit to the Treasurer all receipts for the funds spent in the previous allocation and reconcile them with the Treasurer before receiving additional funds.

### **Section 1.2.9. Requests for support from Benevolence fund {approved by deacons 5/10/17}**

1. The procedures for submission and review of requests for benevolence support are as follows.
  - a. Upon initial receipt of a request, notify one of the deacons. That deacon will notify all of the other deacons.
  - b. The deacons will contact the requestor and ask for specific information about the request by asking the requestor to fill out a "Request for benevolence fund" form. Submission of this form will be considered the formal request.
  - c. Upon receipt of the formal request, it will be shared with all of the deacons for review.
  - d. The deacons will decide whether any follow-up to the request is needed, such as clarification of information or additional information (such as an account number). If follow-up is needed, the deacons will decide who and how to do that follow-up (such as an interview in person or by phone).
  - e. Upon completion of the follow-up, the individual(s) will provide a summary to the other deacons of the information obtained.

## **RBC Handbook**

### **Policies, procedures, and important information**

- f. The deacons will then review all information received and make a determination on whether to provide the requestor with a gift from the benevolence funds. The determination will include how much to provide and how it will be paid.
- g. The deacons will notify the requestor of the determination.
2. If support is approved, the money will be sent directly to the person/organization to which the funds are owed, not the individual, whenever possible.

#### **Section 1.2.10. Requests for funds for professional/spiritual development {approved by deacons 5/10/17}**

1. Reimbursement from these funds for attendance at events that encourage the spiritual development of individuals is only available to church members.
2. These funds are intended to help defray the cost of attending these events to encourage participation but are not intended to provide full reimbursement for those costs.
3. The limits for reimbursement from these funds will be included in the annual budget.
4. The procedures for submission and review of requests for funds for professional/spiritual development are as follows.
  - a. A member must request receipt of these funds by submission of the "Member request for professional development funds" form. The request should be given to one of the deacons.
  - b. Upon receipt of the request, it will be shared with all of the deacons for review.
  - c. If additional information is needed, the deacons will request that information.
  - d. The deacons will make a determination on whether to provide the funds to the requestor. The determination will include how much to provide in the respective budget categories (fees and travel expenses).
  - e. The deacons will notify the requestor of their determination.
5. The request for use of these funds to participate in an event should be submitted to the deacons at least 30 days prior to departure for the event.
6. Submission of paid receipts to the Treasurer is required for payment of funds towards conference fees or lodging.
7. A mileage payment will only be approved for the owners of privately owned vehicles used for transportation to the event.
8. Payment of funds toward the cost of a rental car may be approved for each member riding in a rental car to the event.
9. Payment of approved requests will normally take place after the individual has attended the event. However, if the members financial situation is such that payment after the event could create financial difficulty, the member may make that need known to the deacons and request an advance payment.
10. In the event a member receives an advance payment of these funds and does not attend the event, they are expected to return all of the funds to the church.



# RBC Handbook

## Policies, procedures, and important information

### Section 2. Policies

#### Section 2.1. Administration Policies

##### Section 2.1.1. Job description for administrative assistant

##### Section 2.1.1.a. Administrative assistant (office) {approved by officers 6/8/16}

1. Maintain monthly calendar for church activities (printed version)
  - a. Collect required information and enter into calendar template
  - b. Print out calendar monthly for distribution to the congregation on the last Sunday of the preceding month
2. Manage inventory of office supplies
  - a. Maintain current list of items to monitor
  - b. Determine minimum levels/reorder points
  - c. Purchase office supplies
  - d. Maintain storage system for all office supplies
3. Manage contacts with visitors to Sunday services
  - a. Receive and keep records of visitor cards turned in at Sunday service
  - b. Send out welcome card to those that provide an address
  - c. For visitors that request further information, provide contact information to the Church secretary
4. Prepare weekly church bulletin for distribution at Sunday services
  - a. Submit information as needed to Patrick Moseley
  - b. Download and print the print-ready version
  - c. Make sufficient copies for distribution and fold them
5. Check the sanctuary weekly
  - a. Ensure visitor cards and pens are present in all pews
  - b. Straighten up or reposition any bibles or hymnals in the pew racks
  - c. Pick up any paper trash
6. Maintain the church directory database
  - a. Update information as changes are reported
  - b. Coordinate the update of the directory annually
7. Sort USPS mail received on work days
8. Manage the church email account for the office ([office@rbclewisburg.org](mailto:office@rbclewisburg.org))
  - a. Receive incoming email to the account and determine appropriate action
9. Send thank you notes to people who donate time/labor to the church **{approved by deacons 3/15/17}**
10. Periodically check the church's voice mail and forward messages as appropriate. **{approved by deacons 6/7/17}**
11. Maintain the church's files (paper and electronic). **{approved by deacons 6/7/17}**
12. Assist the officers in preparation for business meetings (such as preparing sign-in sheets and ballots, making copies of handouts, preparation and printing of annual report). **{approved by deacons 6/7/17}**
13. Assist the Treasurer annually in preparation of files for the next year's record keeping. **{approved by deacons 6/7/17}**

## **RBC Handbook**

### **Policies, procedures, and important information**

14. Manage the church's electronic mail box - [rbclewisburg@gmail.com](mailto:rbclewisburg@gmail.com) **{approved by deacons 6/7/17}**
  - a. Check the mail box daily for incoming messages
  - b. Screen incoming messages for appropriate action
    - 1) Forward appropriate prayer requests, announcements, and information to congregation through church wide distribution
    - 2) Forward requests for action, assistance, or information to the RBC leadership
15. Maintain monthly calendar for church activities (online version) **{approved by deacons 6/7/17}**

#### **Section 2.1.1.b. Administrative assistant (electronic) {approved by officers 6/8/16}**

1. Prepare the weekly church bulletin for publications
  - a. Receive and create content.
  - b. Organize and format content in the bulletin
  - c. Forward a final electronic version of the bulletin for printing to the administrative assistant (office).
2. Prepare announcements each week using powerpoint for projection prior to Sunday worship service **{approved by deacons 6/7/17}**

#### **Section 2.1.2. Job description for custodian {approved by officers 6/8/16}**

1. Once a week, between Sunday afternoon and Saturday, sweep and mop the floors in the fellowship hall, kitchen, and auditorium
2. Once a week, between Sunday afternoon and Saturday, vacuum the carpets in the auditorium, hallways, offices, first floor nursery, stairs, and all second floor rooms.
3. Once a week, between Sunday afternoon and Tuesday, clean, empty trash, and stock the three restrooms. Recheck the three restrooms between Friday and Saturday for restocking and spot cleaning.
4. Twice a week, between Sunday afternoon and Monday and between Friday and Saturday, empty waste receptacles in fellowship hall and kitchen.
5. Once a week, between Sunday afternoon and Tuesday, empty waste receptacles in pastor's office, administrative assistant's office, both nurseries, and second floor rooms.
6. Set up chairs in fellowship hall for adult Sunday school prior to each Sunday.
7. Set up fellowship hall for morning ladies' bible study prior to their weekly meeting when scheduled.
8. Once a week, sweep the outside front and back porch of the building.
9. Over the period of each calendar quarter, thoroughly clean the following areas of the church (such as performing this task to one or two of the areas each week). A thorough cleaning will include wiping down baseboards, wiping down window sills, cleaning any obvious stains on walls, and general cleaning of light fixtures and ceiling fans (dust and remove cobwebs)
  - a. Auditorium - possibly split it into two sections to do a section a week
  - b. Fellowship hall
  - c. Main floor hallway

## **RBC Handbook**

### **Policies, procedures, and important information**

- d. Men's and women's bathrooms
- e. Pastor's office
- f. Church/Administrative Assistant office
- g. "Family" bathroom
- h. Upstairs main room
- i. Front and back stairway to second floor
- j. Upstairs Sunday school rooms (3)
- k. Kitchen (TBD)
- l. Toddler nursery (TBD)
- m. Infant nursery (TBD)

10. Purchase custodial supplies as required.

11. Keep the two custodial closets clean and in good order.

#### **Section 2.1.3. Responsibilities of the Deacons {approved by officers 4/12/17}**

- 1. Day-to day operations
  - a. Management of administrative assistant(s)
    - 1) Establish and approve changes to job description
    - 2) Monitor and manage performance IAW job description
    - 3) Provide recommendation for wage amount in annual budget
  - b. Management of custodian
    - 1) Establish and approve changes to job description
    - 2) Monitor and manage performance IAW job description
    - 3) Provide recommendation for wage amount in annual budget
  - c. Oversight of the church Secretary
  - d. Oversight of the IT systems for the church and its employees
  - e. Establish and manage the document file and storage system for the church
- 2. Financial affairs
  - a. Oversight of the church Treasurer
  - b. Ensure compliance with all policies and procedures in Section 1.2. (Financial), RBC Handbook, Policies, procedures, and important information
  - c. Oversight and approval authority of expenditures for following budget categories. Provide recommendations for preparation of annual budget.
    - 1) 61200 – Benefits: all sub-categories
    - 2) 62810 – Benevolent Fund
    - 3) 62820 – Reference Material
    - 4) 62830 – Flowers, Gifts, and Memorials
    - 5) 65000 – Administrative: all sub-categories
    - 6) 67500 – Property Insurance
    - 7) 67900 – Utilities: all sub-categories
  - d. Monitor actual expenses against budget projections on a month-to-month basis of all budget categories
    - 1) Examine factors contributing to categories with expenses significantly over or under budget, as deemed necessary
    - 2) Make recommendations to better align expenses with budget projections as appropriate
  - e. Manage the signature card for the church's bank account
  - f. Manage the signatory for the church's savings account

# **RBC Handbook**

## **Policies, procedures, and important information**

- g. Management of the church's insurance policy
- 3. Business dealings.
  - a. Review and approve any contracts for services not delegated to Property MT.  
Contracts delegated to Property MT:
    - 1) Pest control
    - 2) Carpet and floor cleaning
    - 3) Inspection of fire extinguishers
    - 4) Sealcoating of parking lot
- 4. Care and custody of property
  - a. Oversight of Property MT
    - 1) Review and make final decisions on recommendations made by the Property MT for a decision by the officers
- 5. Benevolence funds
  - a. Establish and approve changes to policies and procedures for review and approval of requests for benevolence funds
  - b. Review and make final decisions on requests for benevolence funds

### **Section 2.1.4. Sunday School {approved by officers 3/15/17}**

- 1. Before serving in Sunday School, a volunteer must meet the following prerequisites: 1) have attended RBC regularly for at least three months and 2) have submitted a completed RBC volunteer application and all required background checks and clearances as listed in the RBC child protection policy. All volunteers for the Infant Nursery, Toddler Nursery, pre-K-12 classes, and all childcare activities for special services and events, Bible Studies, etc. must meet these requirements.
- 2. Men can be utilized as volunteers in all but the infant nursery.
- 3. The primary teacher for each Sunday School class must be a member of RBC.

### **Section 2.2. Financial Policies**

#### **Section 2.2.1. Contributions to ministries outside of RBC {approved by officers 7/13/16}**

- 1. RBC will not encourage or even suggest that contributions by check to ministries outside of RBC be made out to RBC. The same is true for contributions to individuals. Checks should be made out to the individual or ministry and, whenever possible, given directly to them.
- 2. The only legitimate reason to give a gift through the church to an individual or ministry outside of RBC would be to make the gift anonymous.

## **RBC Handbook**

### **Policies, procedures, and important information**

3. The act of giving money to the church is not what determines whether it is tax deductible. The purpose for which the money is given to the church is what makes it tax deductible not just the act of giving it to the church (a major misconception). If the money is given to the church without conditions for the church to use for its legitimate purpose as it determines, the contribution is tax-deductible. However, if the money is given to the church for a directed use outside of the church that is not to or through a tax-exempt entity (such as an individual), it is not tax deductible (if claimed as tax deductible, that is likely tax evasion). For example, if an individual in the congregation wants to give another individual a monetary gift to support his or her personal ministry, giving to the other individual directly or through the church is not a tax deductible gift.

#### **Section 2.2.2. Travel expenses**

1. Guest preacher. The church will only consider reimbursement for travel in the case where the church has made a request for the individual to come to preach.  
**{approved by deacons 3/15/17}**

#### **Section 2.2.3. Benevolence funds {approved by deacons 3/15/17}**

1. Benevolence funds will be used solely for benevolence purposes.
2. Benevolence funds will revert to church reserves if some or all of the budgeted funds are unused at the end of the year; not seek to redirect them to another purpose.

#### **Section 2.2.4. Recommendations for the disbursement of church funds {approved by deacons 5/10/17}**

1. When submitting a recommendation for the disbursement of church funds, a complete recommendation must include all of the following.
  - a. A recommendation for the budget category(s) to disburse the money from.
  - b. The name of the individual(s) or organization(s) to receive the disbursement.
  - c. The recommended amount of funds for disbursement, by budget category if multiple categories are recommended.
  - d. If the disbursement is going to an organization for the support of specific individuals, provide the names of the individuals and the amount the organization should credit to each individual.
  - e. A recommendation for the form of disbursement – a lump sum payment or a incremental payment over time (such as over 12 months).
  - f. A recommendation for the month to make the payment lump sum payment or start the incremental payments.
  - g. Any other special arrangements that are requested (such as a specific individual wants to personally deliver the disbursement).
  - h. In addition to the recommendation, if the disbursement is to a new individual or organization (one that has not recently received funds from the church), provide specific information on how to make the transaction (such as the name to use as the payee on a check and the mailing address to send the disbursement). If not certain whether the Treasurer already has this information, either provide the information or check with the Treasurer before submitting the recommendation.

# **RBC Handbook**

## **Policies, procedures, and important information**

2. A complete recommendation is necessary to make a fully informed decision and provide all of the necessary information for the Treasurer to make the disbursement. Incomplete information will cause delay and frustration.
3. The Treasurer will normally send the disbursement by mail, unless requested otherwise.

### **Sections 3. Procedures**

#### **Section 3.1. Administration Procedures**

##### **Section 3.1.1.**

#### **Section 3.2. Financial Procedures**

##### **Section 3.2.1.**

### **Sections 4. Information**

#### **Section 4.1. Administration**

##### **Section 4.1.1.**

#### **Section 4.2. Financial**

##### **Section 4.2.1. Business accounts**

RBC has a business account with the following businesses, that allows individuals to charge purchases and/or services to that account, with subsequent billing to the church.

Cole's

Lewisburg Builders Supply Company

Lifeway

Valley Ag and Turf

West Branch Rental

##### **Section 4.2.2. Insurance**

##### **Section 4.2.3.**

#### **Section 4.3. Facility**

##### **Section 4.3.1. Major system installation**

Water cooler: 9/26/14 Roger Knauss Plumbing

Gas Boiler (Well-McLain): 11/11/14 Sweigart's Heating & Cooling

Water heater: 6/23/15 Roger Knauss Plumbing

A/C system for 2<sup>nd</sup> floor (Carrier outdoor condensing unit & indoor fan coil): 7/24/15

Sweigart's Heating & Cooling

##### **Section 4.3.2. System service**

A/C system for 2<sup>nd</sup> floor (Carrier): 5/23/16

A/C systems for auditorium (Rudd): 5/23/16

Boiler: 9/29/16

##### **Section 4.3.3. Exterior Work**

Parking lot sealcoating: 10/27/14 CMS Sealcoating

Gutters and leaf guard: 3/10/15 Miller's Seamless Gutters

Replace outdoor side door (Therma-Tru fiberglass) to auditorium: 10/10/15 Rick

Walburn; door from LBSC

##### **Section 4.3.4. Interior Work**

Paint auditorium: 4/21/15 Brush It Up Painting