

SCUM OF THE EARTH CHURCH

Policies & Procedures

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Welcome to Scum of the Earth Church (SOTEC)!

If you weren't aware, the name of our church comes from this verse from the New Testament:

To this very hour, we go hungry and thirsty, we are in rags, we are brutally treated, we are homeless. We work hard with our own hands. When we are cursed, we bless; when we are persecuted, we endure it; when we are slandered, we answer kindly. Up to this moment, we have become the scum of the earth, the refuse of the world. (1 Corinthians 4:11-13, NIV)

Vision Statement

Scum of the Earth is an outpost on the perimeter of God's Kingdom finding redemption in Jesus Christ.

Mission Statement

We strive to be a church who:

- Seeks intimacy with God and honest relationships with others;
- Cultivates creativity and uses everyone's gifts;
- Asks questions while seeking Truth;
- Recognizes our need for a Savior;
- Passionately yet respectfully shares the saving love of Christ;
- Demonstrates God's love in our community.

Statement of Faith

We believe the Bible is the inspired word of God, free from error in the original autographs, and the final authority in matters of life and faith. The sixty-six books of the Protestant Canon contain God's written revelation of himself.

We believe in one God eternally existing in three persons — Father, Son, and Holy Spirit. Together they dwell in a tri-unity of love. We believe that God created the heavens and the earth.

We believe in Jesus Christ the Son, begotten of the Father, who was conceived by the Holy Spirit and born of the Virgin Mary. Jesus was fully God and fully man. For us and our salvation, he became incarnate in order that he might reconcile us to the Father. His vicarious death on the cross paid the price for our sin-debt. His resurrection on the third day proved that he was God the Son, who conquered death and by his power declared our sins forgiven. Jesus ascended into heaven and sits at the right hand of God the Father.

We believe in the Holy Spirit who proceeds from the Father and the Son. It is by the power of the Holy Spirit that we are regenerated and justified by Christ. The Spirit indwells each believer and works in each believer's life to conform him/her to Christ.

Humans were created in God's image, but the sin of our first parents has rendered us spiritually dead and unable to save ourselves.

It is only through God's gracious provision to us whereby we can be in a right relationship with God. This covenant of grace was sealed with the blood of Christ on behalf of our sins. It is by Christ's finished work upon the cross that God has forgiven us our sins, declared us righteous, and given us the right to be his adopted children.

We believe that those whom Christ has saved are part of his universal church, whose goal is to glorify God by proclaiming and demonstrating the lordship of Christ. Christ has given his Church the gifts of baptism and the Lord's Supper as signs of his abiding grace to strengthen us in our faith as we live in his called-out community.

We look forward to Christ's second coming when he will raise the dead, judge the world, and consummate his kingdom in the new heavens and the new earth. It is then that we will dwell as whole people in salvation and in the glory of God forever.

Leadership in the Church

SOTEC is governed initially and finally by God and follows the authority of Scripture.

And he [Christ] is the head of the body, the church; he is the beginning and the firstborn from among the dead so that in everything he might have the supremacy. (Colossians 1:18, NIV)

All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that all God's people may be thoroughly equipped for every good work. (2 Timothy 3:16-17, TNIV)

We recognize the responsibility and authority of the overseers of the church: the Church Council, Senior Pastor, Employees, and Lay Leadership.

The elders who direct the affairs of the church well are worthy of double honor, especially those whose work is preaching and teaching. (1 Timothy 5:17, NIV)

It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up. (Ephesians 4:11-12, NIV)

Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. (1 Peter 5:2-3, NIV)

Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you. (Hebrews 13:17, TNIV)

We are subject to one another.

Submit to one another out of reverence for Christ. (Ephesians 5:20, NIV)

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. (Philippians 2:4, NIV)

We are subject to the laws of our state and country inasmuch as they do not conflict with our obedience to God, and we strive to act above and beyond legal responsibility, showing all integrity in ethics and practice.

Submit yourselves for the Lord's sake to every human authority: whether to the emperor, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right. For it is God's will that by doing good you should silence the ignorant talk of the foolish. Live as free people, but do not use your freedom as a cover-up for evil; live as God's slaves. Show proper respect to everyone, love your fellow believers, fear God, and honor the emperor. (1 Peter 2:13-17, TNIV)

Church Council

There will be a governing church body called the Church Council (or Council).

- The Council will be made up of 6 members plus The Elder.
- New Church Council terms will begin on January 1st of each year and will last three (3) consecutive years.
- Each year two council members terms will end and two new council members will be elected.
- In order for any vote of the SOTEC Council to be valid, a quorum of two-thirds of those eligible to vote must be present.
- If a member of the Council is unable to attend, the voting member may vote by a proxy given to any other Council member. All proxies must be documented, as well as noted in the meeting minutes. Every proxy may be revocable at any time prior to its use.

Job Description

The Church Council is ultimately responsible for leading Scum of the Earth Church in the commitment to and fulfillment of its vision and mission statements, statement of faith, and Scripture. They carry out this responsibility by strengthening the relationships between God, Lay Leadership, Employees, and the Congregation; by determining and maintaining governing policies that correlate with the church's mission statement; and by providing general oversight and direction to the lay leadership in their responsibilities.

Specifically:

- Council members protect, promote, and evaluate the vision, mission, and direction of the church.
- Council members are responsible for the financial and final distribution of all church assets.
- Council members are responsible for approving all new positions as well as the termination of positions or personnel (employees). New job descriptions must be given to the council before the position is hired.
- The council writes policy.
- Council members determine how the council functions.
- Council members hold the Senior Pastor and employees accountable through adherence to Scripture, along with the Bylaws, Policies & Procedures, and Employee Handbook of SOTEC.

- Council members must have time and commitment to attend church events.
- Council members will make the final decision for all additional church plants, services, associate ministries, and businesses.

Qualifications

- Must have a strong commitment to Christ, His Father, the Holy Spirit, and His Kingdom.
- Demonstrates enthusiasm for the church's mission statement.
- Humble.
- An active member of the congregation.
- Able to attend regular meetings.
- Financially and sacrificially invested in Scum of the Earth Church.
- Good group decision-maker.
- If married, work as a council member is supported by his/her spouse.
- Fits the profile of an elder as outlined in 1 Timothy 3 and Titus 1.
- Attends on average at least one (1) service a week for three (3) out of 4 (four) weeks a month at SOTEC.

Code of Conduct

- Be demonstratively supportive of Scum of the Earth Church's mission, statement of faith, staff, and lay leadership.
- Pray regularly, knowledgeably, and specifically for SOTEC as a church establishment and body of believers.
- Willingness to submit to investigations of moral conduct.
- Respect confidentiality.
- Attend at least three-quarters of all council meetings and be properly prepared for church council deliberation unless excused by appeal to peers.

Council - Senior Pastor Relationship

- Council provides a venue for confidential spiritual care for the Senior Pastor.
- The Senior Pastor is accountable to the council in accordance with their roles as Senior Pastor.
- Council supports The Senior Pastor in their roles as Senior Pastor.

Council - Employee Relationship

- Any Employee not appointed to Council is invited to all Council meetings as a non-voting, non-participating party and may be asked to leave at any time during the meeting due to sensitive topics.
- Spiritual care and accountability.
- Every employee is paired with a council member (ref. [Communication](#))
 - if you feel your buddy either employee or council is not upholding their duties to you as a buddy then you may request a new buddy (ref. to the [Appeals Process](#)).
- Council is an appellate body for the employees.
- Observation
 - Sharing of information is valued by both Council and Staff and having a council person attending staff meetings is highly encouraged.
 - Attending weekly staff meetings when available.

- With the goal of fostering relationships and trust between SOTEC Staff Workers and Council.
- Informing Council on the needs of SOTEC ministries and staff.
- This function may be spread between multiple council members in order to reduce the burden.

Appeal Process

1. Submit your appeal in writing via the Appeals Form
2. Should be submitted at least one week before the council meeting
3. Your council buddy assuming there is not a conflict of interest will make your case to the council at the monthly council meeting (this does not mean your council buddy has to agree with your position just that it is their job to present your position as faithfully as possible to the rest of the council or make space for you to do so).
4. At the council meeting, the appeal will be reviewed.

Moderator

Council will maintain the position of Moderator who:

- Schedules council meetings.
- Conducts council meetings.
- Prepares the agenda for monthly council meetings.
 - Sending the agenda to both staff workers and council at least 48hrs before the meeting.
- Keeps the council on schedule

Recordkeeping

Council will maintain the position of a Recordkeeper who:

- Keeps records of the discussions and decisions at each council, and advance meetings.
- Updates and backs up all records, notes, and documents to the appropriate archive.
- Maintains an active Church Document committee who will:
 - Before the next staff meeting.
 - Send out Council meeting minutes.
 - Maintain and continually update all documents.
 - Maintain a document of all motions that have passed which change policy.
 - Maintain a variances addendum at the bottom of each document
 - Variance addendums will contain all active and expired variances.
 - The Church Documents committee will look at, update, and present to council all governing documents (Bylaws, Policies and Procedures, and Employee Handbook) for final approval on a yearly basis before the start of the fiscal year.

Treasurer

The council will maintain one member in the position of Treasurer.

- Sees all financial actions.
- Does not distribute any funds.
- Is the mediator and tiebreaker in the case of a dispute between the Financial Executive and the Head of Staff.
- Is the mediator and tiebreaker on any expenditures determined inappropriate by the Head of Staff.

- Head of the budget committee.
 - The budget committee will consist of at least one other council member along with the Head of Staff and Financial Executive and at least one other employee.
 - The budget committee will be the training field for the next treasurer.
- The Treasurer is responsible for working in conjunction with SOTEC's Financial Executive to ensure the integrity in record-keeping for all financial receipts and payments, timely payments of any bills, timely payment of all SOTEC employees, issuance of all proper and necessary tax documents for both employees and financial contributors.
- Presents all financial matters to the council.
- The Treasurer manages the budget and all expenses outside of the budget (All [Administrative Overhead](#) expenses outside the budget must be okayed by the council).
- The Treasurer must be available to all SOTEC employees in a time-sensitive way.
- The job of the Treasurer is to be the check that balances out the Financial Executive and the Head of Staff to make sure that all money matters maintain their legal and spiritual integrity.
- All expenditures outside of the budget must still come before the council.

The Treasurer answers to the Council for supervision and spiritual oversight.

Election to Council

The members of the council will be selected and voted into office as follows:

Nomination

Nominations can be made by the entire congregation (all those in church attendance), employees, lay leadership, and current council, with none of these people being able to make more than two (2) nominations. All council nomination applications are required to have the approval signature of a current council member before being given to the applicant. Nomination forms will explain the qualifications and the selection process and must be signed by both the nominee and the nominator. Paid Staff Workers are not permitted to run for voting council openings due to the potential for conflict of authority. Council is not permitted to have multiple immediate family members serving at the same time. Council must have a minimum of two of each sex (male & female) serving on the council at all times if qualified candidates are available and willing to serve and only in the case that a qualified individual is not available nor willing to serve only then may that spot be taken by an individual of the opposite sex. The period and method of nomination will be announced at all current church services.

Those nominated will fill out an application and in doing so understand that they are open to deep scrutiny, calls to provide references, and a personal interview. The application will be periodically reviewed by the council. These applications will then pass to a Screening Committee.

Screening Committee

Each Screening Committee will comprise two to three (2-3) people each from the staff workers, lay leadership and current council, and will be chosen by their respective groups. No one on this Committee may also be a nominee for the council. Those on this Committee will be chosen after nominations are made. This Committee will review the applications for adherence to the "Qualities of a councilor" (see below), conduct interviews, and call references as deemed necessary. A nomination must be recommended by a two-thirds vote

in the Committee. This Committee will follow through on all challenges or questions of qualification that arise during the process, at the screening level or when reviewed by staff workers, council, and lay leadership (see below). The Screening Committee must be as objective as possible when reviewing “character” and never exclude a nominee based on personal preference, hearsay, etc. If something is uncovered about the nominee that disqualifies them from the position, the Committee must have a contingency for a quiet removal from the process and the ability to broadcast positive qualifications widely.

These applications will then be presented to the staff workers, lay leadership, and current council (the voters) for Final Review. This screening process will take two (2) weeks.

Final Review

During Final Review the voters have the right to question the applications of those nominated. If an issue is uncovered, the questioner, the nominee, and a member of the Screening Committee will meet together to discuss the question in confidence. The final Review will take no longer than two (2) weeks.

Voting

Once the screening process is complete the list of names will come to vote. The voters will be only the staff workers, the lay leadership, and the current council. Three bullet qualifications of the candidates will be provided to aid in informed voting. The vote will be cast by secret ballot in a meeting separate from any regularly scheduled service. During this meeting, questions may be asked of nominees by members of the voting body, after which the vote will be taken.

Replacement

If a Council member is not able to fulfill his or her three-year term, a replacement will be made by the Council to finish out the resigning member’s three-year obligation. For the replacement member, the Council will first look at the nominees from the previous election. If these nominees decline the position or are now found not to fit the qualifications, the Council will put into place a special election.

If nominated at the completion of this term, the new Council member may run again immediately for one additional term. Following this, the Council member must take at least one year off before he or she can run for Council again.

Removal

In the event that one (or more) members of Council is (or are) not satisfying the qualifications, code of conduct, and/or is (or are) consistently causing unneeded division amongst the Council, Employees, or church body, they can be voted off of the Council in a 5/6 vote that he or she (or they) is (or are) not allowed to participate in. If the problem council member is The Elder, please refer to the section that discusses the termination of his position.

Arbitration

In the event that a conflict arises which council cannot adequately resolve, a third party arbitrator agreed upon by the two disagreeing parties will arbitrate the situation.

Senior Pastor

The responsibilities of the Senior Pastor are: serving as the Head of Staff, serving as The Elder of the church, coordinating the preaching team, performing oversight of the worship service(s), and performing oversight of the building.

Definition of Titles

Head of Staff

The Head of Staff shall hold responsibility for hiring and termination decisions, with Council approval; for creating employee job descriptions and presenting them to Council for approval; for encouragement, correction, and training of Staff Workers; and for providing oversight and periodic job reviews of employees, in accordance with SOTEC's Policies & Procedures and Employee Handbook.

Head of staff Financial Responsibilities

- May request the movement of money from one budgeted line item to another.
 - If an agreement of the use of funds cannot be made between the Financial Executive and the Head of Staff they may then appeal to the treasurer to be the tiebreaker in the dispute.
 - With the support of a council member, the Head of Staff may appeal the Treasurer's decision to the council for a council vote via the Appeal form (ref. [Appeal Process](#)).
- Is to be the check that balances employee spending.
- May determine the validity of any expenditures according to SOTEC's vision and mission.
- May revoke reimbursement privileges.
- Determines the validity of any and all ministry expenditures.
- Can halt or pause expenditures determined to be inappropriate.
- Part of the budget committee.

The Head of Staff answers to The Elder (if they are different people) for supervision and spiritual oversight. As they are usually the same person The Elder answers directly to the Council.

Preaching Coordinator

The preaching coordinator holds the responsibility for determining the preaching team's schedule and the passages or topics to be covered. In the event that a SOTEC pastor is requested to preach at another church on a given Sunday, the preaching coordinator will contact available members of the preaching team in order to arrange for the guest-preaching opportunity to be covered.

Worship Service Oversight

Oversight of the worship service holds the ultimate responsibility for ensuring that all aspects of the worship service are seen to, largely through delegating to employees and through coordinating Lay Leaders who participate in the service. In the event that there is a conflict over details of the planning or execution of a given service.

Building Oversight

Building management is expected to be delegated (or hired) to a building manager by the Senior Pastor but in the case that no such person exists the role of building manager falls to the Senior Pastor (ref. [Building Manager](#)). The Senior Pastor is responsible for finding a building resident (ref. [Building Resident](#)).

The Elder

The role of The Elder holds the greatest spiritual responsibility and so is approached with an even greater degree of consideration and conscious pursuit of compliance with Scripture.

The Elder holds an equal vote in all council decisions. The Elder is the party who signs legal documents and agreements in the representation of SOTEC. The Elder is the name and signer on all financial accounts.

The Elder, at the direction of Council, is to be ordained. The Elder is to be subject to the oversight and accountability of a body such as the ARC/CCD or other body as agreed upon by the SOTEC Council as well as being accountable to the SOTEC Council.

The Elder's job description and qualifications shall adhere to those laid out in Scripture.

Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.-(1 Timothy 3:1-7, NIV)

An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. (Titus 1:6-9, NIV)

Qualifications of the Senior Pastor

- Must have a strong commitment to Christ, His Father, the Holy Spirit, and His Kingdom.
- Demonstrates enthusiasm for the church's mission statement.
- Humble.
- An active member of the congregation.
- Able to attend regular meetings.
- Financially and sacrificially invested in Scum of the Earth Church.
- Good group decision-maker.
- If married, work as a senior pastor is supported by his or her spouse.
- Fits the profile of an elder as outlined in 1 Timothy 3 and Titus 1.

- Attends on average at least one (1) service a week for three (3) out of 4 (four) weeks a month at SOTEC.
- Marriage and or children are not a requirement.
- The Senior Pastor position may be filled by either a man or a woman.

Code of Conduct

- Be demonstratively supportive of Scum of the Earth Church's vision, mission, and statement of faith.
- Be demonstratively supportive of SOTEC employees, Council, and Lay Leadership.
- Pray regularly, knowledgeable, and specifically for SOTEC as a church establishment and body of believers.
- Be willing to submit to investigations of moral conduct.
- Respect confidentiality.
- Attend at least three-quarters of all Staff meetings and be properly prepared for deliberation unless excused by appeal to peers.
- Attend at least three-quarters of all Council meetings and be properly prepared for deliberation unless excused by appeal to peers.

Senior Pastor – Council Relationship

- Council provides a venue for confidential spiritual care for the Senior Pastor.
- The Senior Pastor is accountable to the council in accordance with their role as Senior Pastor.
- The council specifically supports The Elder and Head of Staff in their roles.

Employee – Senior Pastor Relationships

- Employees are directly accountable to the Head of Staff for matters pertaining to fundraising, job description, spending, and conduct.
- The Head of Staff is responsible for overseeing Employee compliance with job descriptions and code of conduct, and for offering spiritual encouragement and correction as needed to SOTEC's employees. The Head of Staff also bears responsibility for updating and maintaining the SOTEC Employee Handbook as necessary.
- Employees are responsible for submitting to the Head of Staff, or to the Financial Executive, monthly reports of hours worked and records of any expenses to be reimbursed from either Scum's general fund or the individual employee's support account, in a timely fashion when and as needed. By the methods described below (ref. [Finances](#))
- The Head of Staff is responsible, in coordination with the Financial Executive, for timely issuance of wages and reimbursements to employees.
- Staff Workers who are part of the preaching team are responsible for making known to the preaching coordinator any scheduling issues which might prevent them from preaching on a given Sunday, for preparing sermons when needed in a timely fashion, and for submitting to the analysis and, if necessary, the correction of the preaching coordinator, staff workers, and any others deemed respected and trustworthy Scriptural authorities by the Senior Pastor.
- The preaching coordinator is responsible for working with the preaching team to determine topics and/or passages to be covered in upcoming sermons and to assign a schedule of sermon topics and preaching team members assigned to preach on them. The preaching coordinator may serve as a basic resource, helping preaching team members to seek out helpful research and study sources for sermon preparation but is in no way responsible for

serving as a primary resource or a research assistant. He or she may also if the need should arise, analyze a sermon for clarity of doctrine and other content and offer critique, or suggest that the sermon be submitted to a known and respected expert for similar analysis.

- Staff Workers who are involved in the planning and execution of worship services are responsible for working with the worship service coordinator to ensure that all necessary lay leadership functions for the service are covered. These may include, but are by no means limited to soundboard and PowerPoint coverage; administering Communion elements; serving as celebrant; musical leadership of worship; delivering announcements; staffing the Prayer Cave; etc.
- Any Staff Worker wishing to propose changes in either the appearance or use of the church building must do so with the Building Manager.
- The Elder is the final stop for employees for spiritual accountability and authority. While the Head of Staff bears the greatest direct responsibility for these things, The Elder is responsible for leading by visible example in these areas.

Senior Pastor Selection Process

Regardless of the reason for the need to replace one of the senior pastors, the following steps will be taken.

Search Committee

The Council is responsible to appoint a search committee to be made up of seven (7) people including two (2) voting council members, two (2) staff worker representatives, and three (3) participating members of the congregation. Council will appoint a committee chair, who is to be a member of the council.

Selection Process

1. Search Committee members do research to identify and gather information on the largest possible number of potential candidates for the position using ARC, electronic, community, and relational resources.
2. The potential candidates are reviewed by the committee by listening to messages and informally looking into their background, job history, etc then the list is narrowed down to five (5) to ten (10) candidates for further consideration.
3. Those candidates are contacted via phone by the committee chair to determine interest.
4. Two (2) hour-long phone interviews with the top five (5) to ten (10) interested candidates are conducted by at least two (2) members of the committee using a standardized list of questions with their scores averaged to determine ranking.
5. The top two (2) candidates will be asked by the committee chair to submit messages for additional review and provide personal and professional references, as well as contact information for previous staff and coworkers for review by the committee. A formal legal and financial background check will be completed to research the top two (2) candidates with results given to the committee chair for a determination as to what should be shared with the rest of the committee.
6. Top two (2) candidates are brought in for on-site visits with the Search Committee, council, staff workers, and lay leadership along with other key members of the church community. The goal is that each candidate interacts with at least 30 people from SOTEC during their time on-site.
7. After those visits, the Search Committee will recommend one (1) candidate to the council, staff workers, and lay leadership for a vote.

8. If approved, the candidate will be asked to speak at the weekend services at SOTEC and conduct a meet & greet with the entire SOTEC community.
9. The following week, the council, staff workers, and lay leadership will vote on the candidate for the role of Senior Pastor.

Interim Pastor

In the event of needing to replace the Senior Pastor, the council can appoint an Interim Pastor as they actively seek to fill the Senior Pastor position. The nominated Interim Pastor cannot then become the Senior Pastor. Members of the council, staff workers, and Search Committee cannot be the nominated Interim Pastor so that they could be considered for the Senior Pastor position.

Council and staff workers will write the job description for the Interim Pastor. This may include but may not be limited to:

- Head of staff/Pastor to staff
- Part of council
- Preaching
- Pastoral care
- Administrative duties

The council will determine an interim salary during this interim period.

Departing Senior Pastor Responsibilities

When the Senior Pastor retires, leaves, or steps down from his current position, he may attend SOTEC, but cannot have a lay leadership role for at least eighteen (18) months after a new Senior Pastor is hired. If a Senior Pastor is removed from his position they are asked to attend another community if and until a restoration plan is put in place.

The church council will intervene if there is any conflict between the former pastor with the new Senior Pastor, employees, lay leadership, or the congregation.

The former Senior Pastor may return to employment or lay a leadership role only with council approval. All recommendations from the current Senior Pastor and employees will be taken into account before a determination is made.

Employees

Types of Employees

Ministry/ Church Business Employees

See specific ministry/church business employee handbooks. Maintained by ministry/church business managers and approved by Scum of the earth council.

Staff Worker

Staff workers are assumed to be pastor/shepherds and expected to care for members of the community as such.

Full-Time

- 35 hours+ per week including attendance at weekly service, and weekly staff meetings.
- SOTEC's work schedule will be prioritized over other employment, and should be available 5 days a week
- All staff workers are expected to take a minimum of one day (24-hour consecutive period) off a week and should not work more hours than they are paid to work within their job description..

Part-Time

- Anything less than 35 hours a week.
- Responsibilities and priorities are based on job description, including expectations on weekly service and staff meeting attendance. Staff workers who work 20+ hours per week will be available a minimum of 4 days per week
- All staff workers are expected to take a minimum of one day (24-hour consecutive period) off a week and should not work more hours than they are paid to work within their job description.

Administrative Positions

- Administration positions do not require individuals to be pastor/shepherds.
- Required participation in church service is determined by job description.
- Administrative or support staff
 - Financial Executive
 - Building Manager (can be a volunteer position too)

NOTE: If an administrator is also a staff worker, hours used on administration stand separate from staff worker hours but count toward benefits . (See above for requirements of full and part time staff workers above.)

Salaried

- Employees can apply for a salaried position.
- A salaried position must be approved by the Head of Staff and Council and is dependent on circumstances (fund Development., needs of SOTEC, etc.) and job performance (use of hours, the fulfillment of job description, etc.).

Volunteer

- May fundraise for ministry expenses (supplies, meals, training, transportation) reimbursement.
- Ineligible for health insurance and retirement.
- Ineligible for vacation, personal days, sick days.
- Will be given a job description (created by the head of staff and okayed by the council) and an annual review.

- Job description will include expectations of team involvement (including staff meeting attendance) and use of hours.

New positions

New positions will be created as the Head of Staff recognizes individuals whom he or she sees as called to vocational ministry at SOTEC or recognizes a need in the church requiring a new employee. These new positions will be proposed to the Council for general definition and approval.

Hiring

Before approaching the potential employee to offer a position, the Head of Staff will propose the new position of employment at Staff meeting for discussion and clarification, then to Council for discussion and clarification and approval.

Job Descriptions

The Head of Staff will develop a detailed job description for the potential employee. This detailed job description must be presented to Council for approval. At this time, the Head of Staff may now offer the position to the potential employee. Once the potential employee agrees to accept the position, he or she and the Head of Staff will both sign a copy of the approved job description, which will then be filed and backed up in the appropriate archive, where it may be viewed for reference by that employee, or any other employee, or Council. Upon any amendment of the Employee Handbook or an employees job description both the handbook and job description must be resigned by all parties.

In the event that the job description of the new employee includes duties which previously had been part of another current employee's job description, the Head of Staff will amend that current employee's job description ahead of his or her next annual evaluation so that it accurately reflects the duties now performed by that employee. Both the Head of Staff and the employee concerned shall sign a copy of this amended job description then file it in the manner described above.

When a job description is updated, it needs to be communicated to the council and the employee by the Head of Staff.

Employee Evaluations

During a new employee's first year working at SOTEC he or she will have a 6-month and a 1-year evaluation. Every subsequent year the employee will have an annual evaluation. Evaluations will cover overall performance, the accuracy of the job description (necessary changes will be made at that time), desired areas of improvement, goals for the following year, salary, and all other desired topics by the Head of Staff and the employee being evaluated. Employee evaluations will be performed and documented by the Head of Staff.

Supervision

- A job description will be constructed for each employee.
 - Written copies maintained by the Head of Staff and sent to council, and corresponding employee.

- The Head of Staff will be responsible for holding employees accountable for specific use of hours worked to be discussed and maintained at required one on one meetings
- Employees must meet with the Head of Staff at least every other month.
- An employee dissatisfied with how the job description is working (hours allotted, etc.) can request a review with possible change during the year.

Code of Conduct

In the event of a failure in regard to any of the following areas, the Head of Staff is responsible for correcting, encouraging, and/or reprimanding the recalcitrant employee with support from the council as deemed necessary.

In the event that the Head of Staff is the offender, the council is responsible for the correction, encouragement, and/or reprimand with the Head of Staff losing their vote on any decisions regarding their personal delinquency, if they are also The Elder.

- All Scum of the Earth Church (SOTEC) employees are expected actively to evaluate themselves for potential addictions and questionable behavior and to bring these addictions/behaviors to the Head of Staff for encouragement, support, and/or discipline. The Head of Staff is also responsible actively to evaluate the other employees and appropriately address these concerns. Other employees are strongly encouraged to address questionable spiritual behavior.
- Employees are forbidden from consuming any substance to the point that it would cause them to enter an altered state of mind.
- Employees may not engage in any sexually immoral behavior as defined by Scripture and interpreted by the council.
- If a particular employee regularly fails to raise enough money to cover their allotted hours, their job description will be restructured to reflect the amount of money actually being raised and/or they will have to step out of active ministry to work on their staff account.
- All employees are expected to conduct themselves in a manner that is consistent with the teachings of Jesus and the Bible. (ref. 1 Peter 2.12) In debates over the interpretation of Scripture, the council shall serve as the final authority.
- Employees are expected to adhere to and support the SOTEC Articles of Incorporation, Bylaws, Policies & Procedures, and Employee Handbook.
- If an employee is found to be involved in illegal activity, the Head of Staff is responsible to determine the appropriate course of action including responses necessitated by law.

Disciplinary Action and Termination

Cause for disciplinary action (up to and including termination) can be due to the following:

- the employee not following the Employee Code of Conduct
- not performing duties of the job;
- no longer believing SOTEC's statement of faith
- actively contradicting SOTEC's mission statement
- consistently causing division within the church

Steps of Discipline

Disciplinary steps (continuing in case of non-compliance) taken by the Head of Staff (or council only if the Head of Staff is the delinquent individual).

- At the first inkling that this may become an issue, documentation of

everything pertinent to the topic is paramount. Records need to be kept of emails, text messages, discussions, and anything else that documents the steps taken to address the situation.

- A conversation will be had with a delinquent employee regarding their behavior, adding that a continuation of this delinquent behavior could lead to termination if not rectified. If necessary, the effort will be put forth in training/mentoring the employee.
- An initial disciplinary letter will be written by the Head of Staff in the event disciplinary action needs to be taken due to job performance issues determined by job description.
- A Second disciplinary letter in a year will result in probation for three months.
- Disciplinary letters will be given in person, delivered by the Head of Staff with a council person present.
- Two three month probationary periods in a year is grounds for termination. Notice will be given in person with a council member present.
- If the attempt to help the employee grow as a leader and remain employed does not succeed over a period of six months, a clear and written evaluation making the employee aware that his or her performance, attitude, or actions are unsatisfactory will be reviewed by the council for approval before being presented to the employee.
- A clear and precise written statement explaining the reason for the termination will be presented to the delinquent employee by the Head of Staff and another council representative during a meeting where the employee is informed of their termination. A copy of this document will be kept by the church and a copy will be given to the employee who is being terminated. All responsibilities of the employee will end immediately.
- A concerted effort will be made by the Head of Staff to check in with the former employee in 1 week's time and then again in 2 months' time to show care for the former employee.
- Council will determine in extreme cases in which immediate termination is possible. The decision will be determined by a council vote.

Employment Termination

Voluntary Termination

If you decide to leave your employment at SOTEC, we ask, but do not require, that you give us at least four weeks written notice. This will give us the opportunity to make the necessary adjustments in our operation. We request that your written notice include your reason for leaving. Please return all property owned by the church (ex. Vehicles, computers, keys, uniforms, credit cards, etc) prior to your departure.

Involuntary Termination

Handled by the Head of Staff. While the decision to commence employment is consensual, the same is not always true when the time comes to terminate the employment relationship. Involuntary termination is a termination that is initiated by the church for reasons other

than changing business conditions. As an at-will employer, the church reserves the right to end the employment relationship at any time, with or without cause or notice. In the event your employment is terminated, please return all property owned by the church prior to your departure.

Reductions in Force

While the church hopes to continue growing and providing employment opportunities, ministry conditions and other factors are unpredictable. Change or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed. In light of these uncertainties. Please be advised that it may become necessary to conduct layoffs at some point in the future. In the event that the church determines to lay off any employee or a number of employees, the church retains full discretion to select which employee(s) will be laid off.

Disruption of Support Account Balance at end of Employment

In the event that an employee chooses to end his or her employment at SOTEC under favorable circumstances, he or she will receive at least two months' worth of pay, or, if the support account amounts to less than two months' pay, he or she will receive the remainder of his or her account as a bonus on the date of final paycheck, on the understanding that the bonus amount shall be determined by council taking into account their years of service and circumstances of departure.. The remaining balance of that employee support account, following final paycheck and bonus, will be transferred to SOTEC's general fund.

If an employee is terminated under unfavorable circumstances, he or she will be paid through the last day of the pay period in which employment was terminated. The remaining balance in that employees support account, following final paycheck, will be transferred to SOTEC's general fund.

Fund Development

Fundraising and fund development requirements are subject to job description with exceptions managed by the Head of staff.

New Employee

- Mandatory fund development training prior to employment, overseen by the Head of Staff.
- 75% of the annual projected budget should be pledged to begin ½ work hours, ½ fundraising.
- 100% of projected annual budget pledged +1 month's surplus raised to begin full work hours.

Ongoing Employees

- If an employee account balance falls below a full month's surplus, employee hours will be reduced to half-time fundraising, half-time work hours.
- Employees will be given two months' to raise their accounts to 100% of the projected annual budget pledged plus a full month's surplus in their employee

account

- If an employee is unable, within the two month grace period, to accomplish the above mentioned, their hours will be decreased according to their annual projected budget.

Guidelines for Employee Fundraising

- Employees report biannually on their projected annual budget expenses.
- Employees will have monthly access to support account balance.
- Account balance and fundraising status is part of the monthly meeting with the Head of Staff.

Time and Money

- Hourly wages, raises, salaries set by the Head of Staff
- Vacations, and sabbaticals are approved by the Head of Staff
- Employees are responsible for submitting to the Financial Executive monthly reports of hours worked and records of any expenses to be reimbursed via the guidelines laid out in this section (Fund Development).
- The Financial Executive will coordinate with the Treasurer for timely issuance of wages and reimbursements to employees, ensuring the integrity of records-keeping for tax and support account purposes, and for timely issuance of the necessary paperwork for the filing of annual taxes.

Methodology

- The financial compensation and (cost of ministry by a SOTEC staff worker) are funded by money raised by that employee.
- All fundraised employees will have an employee financial account and employee number designated to him/her. This account is organized and maintained by SOTEC (banks and the IRS do not recognize staff accounts) and covers what is needed for a staff worker's ministry (ref. [Administrative Overhead](#), [Budgeted Ministry](#), [\(Split\)Budgeted Ministry Expenses](#)).
- People who wish to donate money to an employee account designate that money using the corresponding employee account number

Cushion

- Employees must maintain a "cushion" of one month's employee account expenses (determined once a year by averaging the previous year or by a current budget set with the Head of Staff).
- The cushion is checked every month after payroll.
- If an employee fails to maintain their cushion, they will be placed on "fundraising probation" in which half of that employee's normal hours must be spent raising funds for their staff account.

What Employee Accounts Cover

IRS approved expenses including, but not limited to:

- Wages / Salary
- Ministry Expenses (ref. [Finances](#))
- Training
- Employment Taxes
- SOS fund

All other financial questions are covered under [Finances](#).

Lay Leadership

Members of the congregation recognized by the staff workers as “lay leadership” include but are not limited to: leadership bodies, small group leaders, ministry leaders, and worship leaders.

The lay leadership will have accountability to designated SOTEC staff workers. With this accountability comes the privilege of advertising ministries as “SOTEC ministries,” being publicly acknowledged as a *leader* at SOTEC, and voting annually for council members.

Qualifications for Lay Leadership

Leaders will be interviewed periodically to ensure that they are:

- Committed to the Christian faith and actively growing in faith;
- Aware of sins, shortcomings, and obstacles to their lay leadership, and are in active accountability with other Christians;
- Able to commit the time needed to the ministry role they are accepting and have the support of their spouse where applicable;
- Are supportive of SOTEC’s Articles of Incorporation, Bylaws, and Policies & Procedures, and its staff workers and other lay leadership.

Conflicts and Church Discipline

“If a brother or sister sins, go and point out the fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. (Matthew 18:15-17, TNIV)

Any members of the SOTEC council, staff workers, lay leadership, or congregation who are in conflict are asked to meet and make every effort to resolve their conflict. If the two cannot come to a resolution, they should include a third person in the conversation. If a resolution is still not reached, The senior pastor as well as a staff worker or council member should be included in the conversation.

At all times gossip, slander, and unkind words are to be avoided. Harassment and abuse will not be tolerated. Any person in the congregation who causes division or dissension will immediately be asked to speak with a staff worker or council member and held accountable for his/her actions and words.

If a resolution cannot be reached and there is potential for significant disunity in the church, the issue can be referred to the church council. If the person deemed to be causing the conflict is not willing to change his/her ways (repent), the council reserves the right to ask this person to not attend SOTEC, either for a set period of time or indefinitely. Fellowship is a privilege to be honored, not a right.

Finally, brothers and sisters, rejoice! Strive for full restoration, encourage one another, be of one mind, live in peace. And the God of love and peace will be with you. (2 Corinthians 13:11, TNIV)

SOTEC Missions

Once a SOTEC short-term mission trip has been legitimately proposed, a basic plan, including purpose, timeframe, and finances will be submitted to the council for approval. Once approved, the Global Outreach Director of SOTEC will assume command of said mission trip, reporting to the council for final approval of ticket purchasing (if necessary) and as requested by the council.

A person wishing to be recognized as a SOTEC missionary will first read the mission policy, which includes qualifications, expectations of the missionary, and the responsibilities of SOTEC to the missionary. If able to agree to this policy and in agreement with the statement of faith of SOTEC, he or she will complete an application, be interviewed, and have his or her references checked. The Global Outreach Director will recommend the person to the council for final approval as a SOTEC missionary.

Ministries Under SOTEC

The mission statement at SOTEC encourages all participants to use their spiritual gifts. Ministries that fall under the umbrella of SOTEC may include any form of organized group seeking to care for the lives and/or souls of a given people group. This group will have brought its ministry before SOTEC staff workers and council for primary accountability. The ministry will likely be encouraged, if it is in keeping with SOTEC's statement of faith, mission statement and church policy, and is not immoral, illegal, unethical, or asking for money from the church budget.

Ministries for which the primary accountability and oversight fall outside the roles of SOTEC staff workers and council may be considered a partner ministry of SOTEC. Staff workers and council have the right to halt any proposed or existing ministry that is deemed detrimental to the church. Beginning another worship service, a church plant or any ministry that would substantially impact the existing church requires approval by the council prior to being advertised, and prior to being implemented.

Communication

- All meeting minutes need to be edited and dispersed within 96 hours to the council and the staff meetings.
- Any decision made by the council at their meetings which directly affects a particular person requires an appointed council member to contact that person to inform them of the decision within 24 hours.
- Council meeting agendas need to be sent out to staff workers in as complete of a format as possible at least 48 hours ahead of time in order to allow the staff workers to share their input

- on any particular topic before the council makes a decision upon said topic.
- The council needs to be made aware of (not approve) any job description change at the next council meeting.
 - Council minutes will be reviewed at staff meetings.
 - Each employee will maintain a relationship with an appointed council member (council buddy) (Council will decide among itself) for the purpose of communication, encouragement, and mediation between the staff workers and the Senior Pastor if needed. (ref. [Council Buddy](#))
 - If you feel your buddy either employee or council is not upholding their duties to you as a buddy then you may request a new buddy (ref. to the [Appeals Process](#)).
 - The council, with the input of staff workers and Senior Pastor, will make final decisions for all additional church plants and services.
 - There needs to be communication with the council for all decisions that pertain to the following:
 1. The financial and final distribution of all church assets over \$1000, or those not already approved of in the church budget.
 2. All new employee positions and the hours appointed to that position and also the termination of positions or personnel (employees). Job descriptions must be given to the council before the position is hired.
 3. Any new policies and procedures that are important to the church.
 4. All concerns that have not been resolved by Matt 18:15-17 and proper leadership channels.

Finances

Distribution of Financial Power

The Elder

- Is the name on all accounts.
- Is not the primary distributor of funds but has the authority to distribute funds with the consideration of the Financial Executive.
- Delegates as needed the Head of Staff role or may hold the role themself.

Treasurer

- Sees all financial actions.
- Does not distribute any funds.
- Is the tiebreaker in the case of a dispute between the Financial Executive and the Head of Staff.
- Is the tiebreaker on any expenditures determined inappropriate by the Head of Staff.
- Head of the budget committee.

Financial Executive

- Sees all financial actions.
- Is the primary distributor of funds.
- Informs the Head of Staff how much is available out of the budget and in the account for any particular expense.
- Does not have the authority to spend more than is budgeted.

- May move money between line items upon request from the Head of Staff.
 - May refuse the Head of Staff's request under these circumstances.
 - Does not hold to the SOTEC vision/mission.
 - If the Financial Executive feels an order of a change does not hold to the vision/mission of the church the Financial Executive should appeal to the Treasurer for further clarity.
 - There are no funds available.
 - Movements of \$1000+.
 - If an agreement of the use of funds cannot be made between the Financial Executive and the Head of Staff they may then appeal to the Treasurer to be the tiebreaker in the dispute.
 - With the support of a Council member, the Financial Executive may appeal the Treasurer's decision to the council for a council vote via the Appeals form (ref. [Appeal Process](#)).
- May not refuse the use of available funds for any expenses which has been budgeted for.
- Part of the budget committee.

Head of Staff

- May request the movement of money from one budgeted line item to another.
 - If an agreement of the use of funds cannot be made between the Financial Executive and the Head of Staff they may then appeal to the treasurer to be the tiebreaker in the dispute.
 - With the support of a council member, the Head of Staff may appeal the Treasurer's decision to the council for a council vote via the Appeal form (ref. [Appeal Process](#)).
- Is to be the check that balances employee spending.
- May determine the validity of any expenditures according to SOTEC's vision and mission.
- May revoke reimbursement privileges.
- Determines the validity of any and all ministry expenditures.
- Can halt or pause expenditures determined to be inappropriate.
- Part of the budget committee.

Employee

- Must get prior approval for any ministry expense from the Head of Staff.
- May be reimbursed for any expenses per the methodologies listed above.
- Any expenditure determined to be inappropriate by the Head of Staff may be appealed to the Treasurer.
 - With the support of another council member may appeal the Treasurers decision to the council for a council vote via the Appeal form (ref. [Appeal Process](#)).

Supervision of Job Duties and Spiritual Oversight

- The Treasurer answers to the Council.
- The Financial Executive answers to the Head of Staff.
- The Head of Staff answers to The Elder (if they are different people).
- The Elder answers to the Council.

- Staff Workers and Employees answer to the Head of Staff unless addressed separately in their individual job description.

SOTEC's finances are divided into 2 main categories: the first is the operating budget, funds for which come from weekly offerings at church, and the second is staff support accounts which are generated by each employee's individual donors.

- Access to financial information—the annual budget is open for anyone to see. Bank statements and other records are available for staff workers, council, and lay leadership to see. Records of financial giving are only open to the Senior Pastor, Treasurer, Financial Executive, and the necessary administrative staff.
- Loans, debt, and other institutionalized finances are decided by the church council in consultation with the Treasurer and Financial Executive.
- As a church, SOTEC strives to be debt-free.
- Tax deductions are issued in compliance with IRS regulations. When there is room for interpretation of the laws, it is up to the discretion of the Treasurer and Financial Executive, who will consult with others as necessary.
- The Budget:
 - Employees submit recommendations for the budget.
 - The annual budget is drafted by a team headed by the Treasurer, and composed of at least one other council member, the Head of Staff and at least one other employee.
 - The staff workers review the budget.
 - The budget is voted on by the council.
 - The fiscal year runs March 1 to February 28 (29).
- Fundraised Employees will be given a report of their support account on a monthly basis.
- Employees may be reimbursed for ministry expenses as outlined in this section (Finances).

Overriding the Annual Budget

Expenses that were not considered in the annual budget, and cannot be adequately covered by using funds from the "miscellaneous" line item of the budget, must be approved by the church council. In the event of an emergency, defined as an immediate danger to life, limb, or property, the The Elder and/or the Financial Executive are authorized to take whatever steps are needed to meet or reimburse the emergency expense.

Checks for over \$10,000 require 2 signatures - The Elder and the Treasurer.

Policies about regular check reimbursements, paychecks, etc., are at the discretion of the Financial Executive and the Head of staff (ref. [Administrative Overhead](#), [Budgeted Ministry](#) & [Employee Funds](#)).

Administrative Overhead

All administrative overhead expenses come out of the general fund and are the purview of the Financial Executive for their payment.

- Office supplies
 - Computers
 - Facility Supplies
- Postage/ Delivery
- Website

- Year-End Mailing
- Building
 - Landscaping
 - Repairs/ Maintenance
 - Gas/Electric
 - Building Insurance
 - Waste
 - Water/ Wastewater
- Church Fundraising
- Bank Fees
- Internet
- Dues/ Subscriptions
- Worker's Comp Insurance
- Worship (CCLI)
- Staff/ Council Meetings
- Staff Retreats/ Conferences

Overhead Methodology

- All overhead expenses come out of the general fund.
- The Financial Executive manages and oversees the cost of overhead.
- Requests for admin supplies or projects are to be submitted to the Financial Executive.
- Requests for building supplies and repairs can be submitted to the building manager, and they will take care of it.
- The building manager may submit reimbursement forms or obtain funds in advance as needed, according to the priorities set for them.
- In the case of an administrative overhead expense is paid by an employee they may submit a reimbursement form to the Financial executive to be reimbursed for that expense, with prior approval from the necessary overseer (ref. [Distribution of Financial Power, Supervision of Job Duties and Spiritual Oversight](#)).
- With the purchase of a computer if you have it for more than two years and leave staff it is yours. If it is less than two years the computer is the property of SOTEC
 - All SOTEC specific programs and data must be wiped upon leaving employment at SOTEC.
- Reimbursement will be distributed within a maximum of two weeks after a reimbursement form has been submitted

Budgeted Ministry

Budgeted ministry expenses come from the general fund.

- Art Ministry
- Children's Ministry
- Evangelism/Special events
- General Church Event Child Care
- Honorarium
- Men's Ministry
- Missions
- Service Supplies
 - Meals

- Staff/Council Meetings
- Women's Ministry
- Worship
- Special events and retreats
- Curriculum
- Meals
- Appreciation Gifts
- Conferences/ Education/ Training
- Benevolence
- Mom's Group

Ministry Methodology

- A budget must be set by your oversight for any ministry expense (ref. [Distribution of Financial Power, Supervision of Job Duties and Spiritual Oversight](#)).
 - The Financial Executive will determine based upon the SOTEC's budget and bank account how much money is available to be allocated towards any ministry expense.
- Ministry funds may be distributed before or at the time of the expense by the Financial Executive.
- Ministry funds may be distributed after an expense has been accrued by an employee or council member. They may submit a reimbursement form with copies of all receipts to the Financial Executive for reimbursement.
- Reimbursement will only cover up to the amount allocated.
- If no budget has been set by the appropriate oversight (ref. [Distribution of financial power, Supervision of Job Duties and Spiritual Oversight](#)) then no reimbursement will be given.
- Reimbursement will be distributed within a maximum of two weeks after a reimbursement form has been submitted.

Employee Funds

Employee funds may be used for the below bullets and ministry expenses based upon the employee fund Methodology

Employee Expenses

- Insurance Premiums
- Fundraising-meals
- newsletters
- Medical Deductibles
- Staff Education/Training
- Counseling

(Split) Budgeted Ministry Expenses

If a ministry's budgeted line item has insufficient funds to cover ministry expenses, a fundraised employee can cover expenses out of their staff account and be reimbursed by the methodology below.

- Art Ministry
- Children's Ministry
- Conferences/Education/Training

- Evangelism/Special events
- Child Care
- Men's Ministry
- Missions
- Service Supplies
- Staff/Council Meetings
- Women's Ministry
- Worship
- Special events and retreats
- Curriculum
- Supplies
- Employee Fundraising
- Computers
- Conferences/ Education/ Training

Miscellaneous Employee Ministry Expenses

Non-line item expenses may be reimbursed by the Employee fund Methodology

- Parties/ Gatherings/ Meals
- Pastoral meetings (Lunch/ Dinner/ Coffee/ etc.)
- Ministry Supplies

Employee Fund Methodology

- Each fundraised employee will receive a balance of their account once a month.
- Each fundraised employee is responsible to make sure that they have their cushion plus the cost of what they spend each month in their account.
- The latest balance report given to each employee must equal at least:
 - one paycheck
 - the insurance premium
 - the total cost of what they expect reimbursement for this month.
- If that is in order, they may make purchases for
 - Employee Expenses
 - Budgeted Ministry Expenses
 - Miscellaneous Ministry Expenses
 - at will
- If a fundraised employee chooses to cover the cost of an employee funds expense out of their fund and they have the money to do so, they may make those purchases at will without pre-approval.
 - Expenditures may be subject to review by the Head of Staff and the Financial Executive.
- Once purchases are made, the fundraised employee (Staff Worker) may turn in a reimbursement form with a copy of the receipt(s) and expect reimbursement,
- If a fundraised employee makes a purchase without the necessary funds available, reimbursement will be held until the funds are available.
- Reimbursement will be distributed within a maximum of two weeks after a reimbursement form has been submitted

All ministry expenses must fit within one of the ministry categories and be purchased with the intention of serving our congregants and community. If it does not fit within one of these categories it must be approved by the Head of Staff and determined in conjunction with the Head of Staff and financial executive where those funds will come from. This is SOTEC's ministry to Denver, not only itself. Funds are allocated according to the budget and the bank account they are not guaranteed. SOTEC will work to the best of its ability to operate with integrity in all its finances.

Building

Scum of the Earth Church owns 935 W. 11th Ave. Denver, CO 80204, which will be used to fulfill the mission statement of SOTEC.

Building Manager

Building management is expected to be delegated (or hired) to a building manager by the Senior Pastor but in the case that no such person exists the role of building manager falls to the Senior Pastor. The Building Manager is responsible for overseeing maintenance and repairs of the church building, sometimes by taking a direct role, sometimes by delegating to the Building Resident (ref. [Building Resident](#)), as is necessary and appropriate. He or she is responsible for keeping Council apprised of any large-scale repairs that are needed, and of seeking bids from potential contractors to carry out those repairs, to be presented to Council for consideration and approval. He or she is also ultimately responsible for coordinating with the building resident for the day-to-day management of the building.

Events

Building usage guidelines are specified in the Building Usage Form, available on the SOTEC website. This form must be filled out in order to determine usage. The Building Resident and/or employees as necessary, will consider the request and make a determination as to whether it will be approved, revised, or rejected. Employees also reserve the right to cancel or change the date or time of any event based on need and priority, except in cases in which a written contract has been signed by both parties. Appropriate notice will be given when an event date or time must be canceled or changed.

All events need to have an employee or an appointed representative at the event from the beginning to the end. This individual (the Building Coordinator) will be responsible for unlocking the building, supervision of the event, supervision of cleanup, and locking the building at the end of the event. Unless the Building Coordinator is also a host of the event, he or she is not to be considered the event's planner or coordinator; if an event planner is needed, it is the responsibility of the event's host(s) to secure one apart from the Building Coordinator above described.

Weddings

Prior to holding a wedding at SOTEC, both the bride and the groom must complete and sign the Scum of the Earth Wedding Contract, and they must share all information related therein with their Building Coordinator. It is the responsibility of the bride and groom to communicate SOTEC's Wedding Contract requirements and information to their wedding planner.

SOTEC's building is able to accommodate up to 150 wedding guests and up to 125 reception guests. We are able to accommodate a scheduled wedding rehearsal, but we cannot accommodate a rehearsal dinner on the premises.

Audio-visual equipment on-site is available for use during both the ceremony and reception. This includes a small sound system, as well as a PowerPoint system which can show both slides and videos.

SOTEC's building is handicapped-accessible on the main level, which has restrooms for the use of wedding guests. The upper and lower levels of the building each have a restroom and may be used by the wedding party for getting ready.

SOTEC is unable, owing to space restrictions, to accommodate on-site babysitting.

The only designated smoking area is the front terrace, but wedding guests are welcome to smoke there.

We do not have a parking lot but can try to accommodate those who have special needs.

We reserve the right to refuse a wedding if we are unable to accommodate the needs of the bride, the groom, and their guests.

SOTEC will provide specified personnel for the wedding: an on-site Building Coordinator who will be available for one meeting prior to the wedding, rehearsal day coordination, and day-of wedding coordination; two security persons during all wedding events—one to maintain security indoors and one to maintain security outdoors; one person to run sound and video for the event; a set-up crew prior to the event; and a clean-up crew for two hours after the event. If the bride and groom choose as their officiant a member of SOTEC's pastoral Staff, a \$100 officiant's fee will be added to the cost of the venue.

The Building Coordinator is responsible for: hiring, coordinating, and payment of all wedding crew members; opening and closing the building for all wedding-related events; and being able to answer any questions pertaining to the building and building use.

The Building Coordinator is not responsible for coordinating the details and/or schedule of either the ceremony or the reception; it is the responsibility of the bride and groom to secure a wedding planner for these purposes.

If the rehearsal takes place the night before the wedding, decorations may be set up at that time. There will also be an additional hour before the wedding for decorating. If more time is needed, the Building Coordinator must be consulted. Decorations must be removed within one hour of the event ending.

Alcohol Policy

If a couple chooses to serve alcohol at their wedding, it is their responsibility to obtain a one-day Special Events Endorsement, for \$1 million of liability insurance to cover any liabilities for the event, through their renters' or homeowners' insurance, and to present a copy of this endorsement to SOTEC. Without this endorsement, service of alcohol is prohibited by law.

A tip-certified bartender must handle the control and service of all alcoholic beverages at the event. All alcohol service and consumption must comply with Colorado's liquor laws. Alcohol may only be served up to five hours, and service must end at least thirty minutes prior to the end of the event. Alcohol will not be served to intoxicated individuals. No alcohol can be consumed by guests outside of the building, on the upstairs porch, or on the outdoor terrace.

There must be no charge of any kind for alcoholic beverages served at the event; however, an optional tip jar is permissible.

At Scum of the Earth Church, we view our building as a place of worship, even outside of service times. For this reason, we cannot tolerate drunkenness within our building, and we ask that this be respected in the service of alcohol at a wedding or other event held at the building.

Scum of the Earth Church has the right to end alcohol service at any time if the rules pertaining to alcohol service have not been complied with.

Building Resident

The Building Resident answers to the Building Manager and is responsible for general repairs and preventative maintenance of the building(s) and grounds to be ready for church activities by performing the following duties:

- Opening and closing the building(s) as needed or as scheduled
- Completing identified repair and maintenance projects within agreed-upon timeframes
- Collecting and disposing of trash daily, and maintaining trash and Dumpster bins
- Maintaining floors, dusting furniture and equipment, washing walls and windows, and vacuuming carpets in accordance with an established schedule
- Maintaining clean restrooms and replenishing supplies as needed
- Operating heating and cooling equipment in accordance with an established schedule
- Ensuring that church entries and parking areas remain free of debris and trash
- Assisting with outside maintenance during inclement weather, such as shoveling sidewalks and sanding icy areas
- Moving furniture, setting up and putting away tables, chairs, and equipment as needed for church-related functions and rentals.
- Ensuring that work areas are clean and that equipment, tools, supplies, etc., are properly stored and taken care of
- Identifying, and notifying the Building Manager and/or Council of, any need for major or minor maintenance repairs, or additions to lighting, heating, and ventilating equipment
- Maintaining a 30-day inventory of supplies, ordering cleaning and other specified supplies as needed
- Using appropriate personal protective equipment and safety supplies when performing tasks
- Accommodating various meetings and events taking place at the building during the week
- Handling all scheduling for the building, including requests for building usage submitted through the SOTEC website
- Following all established safety procedures and precautions when performing maintenance services
- Identifying unsafe conditions and, where appropriate, taking remedial actions (e.g. placing Wet Floor signs)

- Assisting when facilities and arrangements are needed for weddings, funerals, or other special services
- Other duties as assigned by the Building Manager or the Council

No cohabitation or drugs are allowed on the premises; any violation will result in dismissal. Failure to perform assigned and agreed-upon duties in a timely and satisfactory fashion as determined by the Building Manager will result in disciplinary action, up to and including dismissal.

Care of Minors

This section deals with all nurseries, childcare, Sunday School and other activities involving children up through the age of 17.

Screening and Training Volunteers

When choosing volunteers, they must be known well by the childcare leadership (Children's Coordinator, staff workers, or council) and/or must be a participating parent. All volunteers must sign a behavior agreement which states all rules that must be followed by children and volunteers, as well as the discipline structure. Volunteers also must fill out a form and agree to a background check.

The background check includes all felony, misdemeanor, and sexual charges against them. If any sexual charges come up they cannot volunteer with the children. Other charges (non-sexual-related) will be evaluated on a case by case basis depending on severity and length of charges.

Final decisions are made by the Children's Coordinator. Routine quarterly meetings are held with volunteers and leadership to keep accountability and clear communication.

The Children's Coordinator has the right to revoke at any time any individual's ability to serve in children's ministries.

Prevention and Responding to Suspicion of Abuse

SOTEC supports and maintains an environment free of child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. It is against the law and against SOTEC's policy for any volunteer or employee, male or female, to physically, sexually, or mentally abuse or neglect any child. An "incident of abuse" means any occurrence in which any person:

- Has threatened to inflict or has inflicted physical injury upon a child, other than by accidental means, or is reasonably suspected to have done so.
- Commits or allows to be committed any sexual offense against a child, or is reasonably suspected to have done so.
- Makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact with a child, or is reasonably suspected to have done so.
- Exposes a child to verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.
- If at any time abuse is suspected, it is the responsibility of any volunteer or employee working with children to:
- Ensure the immediate safety of the child.

- Report the incident to the Children’s Coordinator who in turn will write out an incident report.
- Clergy members in Colorado are responsible to report suspicion of child abuse or neglect to their local county department of social services.
- Be prepared to follow through in any manner required by state law.

Volunteer/Child Protection

To ensure the health, safety, and well-being of volunteers and children, and as a measure of accountability SOTEC will do the following:

- Ensure two childcare workers are with any group of children at all times at open events. The only exception shall occur when there is at least 1 SOTEC leadership member (Staff worker or council member) and there are 3 or fewer children present. Else, there must always be at least 2 volunteers.
- Ensure that no one is in a childcare area that has not been approved by the Children’s Coordinator, or is a parent.
- Exercise sound judgment and common sense in appropriate touch.
- Exercise sound judgment and common sense in assisting young children in the bathroom.
- Provide materials, activities, and curriculum appropriate to the child’s age, and avoid comments or conversation that could threaten, frighten, or confuse the child.
- Have clear information on hand for every child, including parent’s contact information, allergies and medications, and special needs.
- Ensure that all toys and equipment are clean and safe for use.
- Report all accidental injuries to the Children’s Coordinator and to parents, for the child’s well-being.

Harassment or Abuse

In addition to the specific measures to ensure child safety, it is the desire and responsibility of the church to make every effort to safeguard the physical, emotional, spiritual, and sexual safety of all its people. SOTEC strives to be free of any form of intimidation, threat, violence, or harm. SOTEC offers respect for each individual and prompt attention to any reports of harassment.

Any incident of harassment or abuse involving an attendee should be reported to a staff worker immediately. The specific action taken in any particular case depends on the nature and gravity of the conduct reported and may include intervention, mediation, or church discipline processes.

The process for conflict resolution in Matthew 18 and a spirit of restoration and reconciliation will balance with concerns for safety and well-being. Where harassment is found to have occurred, SOTEC will act to stop the harassment, prevent its recurrence, and take appropriate action with those responsible. Retaliation against an individual who in good faith reports or provides information about harassment or abuse will not be tolerated. Intentionally making a false report or providing false information, however, is grounds for church discipline.

Associated Documents

SOTEC Employee Handbook
 Scum of the Earth Church Wedding Contract
 Building Request Form/Building Usage Form

Council Nomination Form
Scum of the Earth Church Missions Policy
Scum of the Earth Church Childcare Agreement and Background Check Authorization Forms
Council Appeal Form

Variance Addendum

Active Variances

Past Variances