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POLICY ON POLICIES

I. DEFINITION:

Policies are broad guidelines for making decisions and taking actions; policies state a position or philosophy.

II. PROCEDURE:

- A. The Board of Elders shall have authority to establish church policies and procedures. At the discretion of the Board of Elders, church policies and procedures may be submitted to the congregation for input or informational purposes. The Board of Elders shall be responsible to communicate policies and procedures to the congregation and to maintain a Handbook of Church Policies and Procedures. A copy of this handbook will be kept by the Elder Secretary, The Deacon Secretary, and the Church Administrative Assistant. The handbook is available to the congregation through the church office. Potential new members of either board should be made familiar with the policies of the church and give assurance they can operate within the boundaries of those policies.
- B. Church policies and procedures related to church property, finances, and records may be recommended by the Board of Deacons. Policies and procedures recommended by the Deacons are to be forwarded to the Elders for review and, if adopted by the Elders, included in the Handbook of church Policies and Procedures.
- C. Policies should follow the standard form of:
 1. Policy Stated: A summary statement, limited to a single sentence including the broad policy statement.
 2. Procedure: All pertinent information necessary for the implementation of a given policy. This could be brief or several paragraphs long.
 3. Approval: The date the policy is approved and the board from which it originated.
- D. On a regular basis the current policies of the church should be reviewed, clarified, and if necessary, re-written. The Elders will appoint a committee responsible for the review process. All revised policies and procedures should be forwarded to the Board of Elders for inclusion in the Handbook of Church Policies and Procedures.

III. ADOPTION:

After a Policy Recommendation concerning the church has been approved by the board and unchanged after a second reading, it automatically becomes policy.

ADOPTED: 11/18/02

VACATION/LEAVE POLICY FOR GIBSON CITY BIBLE CHURCH
STAFF

- A. The Deacon Board shall administer vacation time provided for the Administrative Assistant and Custodial staff. The Elder Board shall administer vacation time provided for each member of the Pastoral staff.
- B. All vacation dates for Pastors must be pre-approved by the Elders. All vacation dates for the Custodial staff must be pre-approved by the deacons. Administrative Assistant(s) vacation dates must be pre-approved by the Senior Pastor in conjunction with the Deacon Board. The Administrative Assistant shall maintain a record of the vacation dates for the Pastoral staff and the Administrative Assistant/Custodial staff. Vacation dates must be submitted to the boards at least 4 weeks in advance unless it is emergency leave. Vacation time is not cumulative – it does not carry over to the following year.
- C. Vacation time is granted according to hire date.
- D. Vacation time is granted in the following manner:

1. Administrative Assistant(s)

Administrative Assistants shall receive one week of paid vacation and an option of one week without pay during the first year of employment. Following one year of employment, the Administrative Assistant shall receive two weeks of paid vacation per year up to the fifth year. After 5 years the Administrative Assistant shall receive three weeks paid vacation per year. After 10 years the Administrative Assistant shall receive four weeks paid vacation.

2. Custodian(s)

Church custodians shall receive one week of paid vacation and an option of one week without pay during the first year of employment. Following one year of employment, the Custodian shall receive two weeks of paid vacation per year up to the tenth year. After 10 years the Custodian shall receive three weeks paid vacation per year. After 15 years the Custodian shall receive four weeks paid vacation.

3. Pastor(s)

Pastors may be granted, at the discretion of the Elder Board, up to three weeks (including one Sunday per week) vacation during their first seven years of employment, eight years of employment they may be granted four weeks and after 15 years of employment they may receive five weeks. A Pastor's prior employment time in ministry may be considered by the Elder Board in terms of granting vacation.

- E. For purposes of administering the vacation policy, a week of paid vacation is defined as five eight-hour workdays for full-time employees. For part-time employees a week of paid vacation is defined as the average time worked during the week.
- F. No more than two weeks vacation may be taken consecutively unless pre-approved by the Elder/Deacon Board.
- G. Pastoral staff will be granted one conference week (including a Sunday) per year the cost of which is determined by the Budget Committee and approved by the Elder Board. The conference week must be approved by the Elder Board.
- H. Staff members are responsible to find substitutes to fill their positions during their absence. Such substitutes must be approved by the Elders/Deacons. A list of potential substitutes may be pre-approved by the Elders/Deacons.
- I. Emergency leave may be granted by the Elders/Deacons under emergency circumstances in a special called board meeting.
- J. Vacations are paid time. Time taken off over the limit of vacation time is not paid time unless specifically arranged for by the Elder/Deacon Board.
- K. Sick Leave/Funeral Leave

The Administrative Assistant(s) and Pastor(s) shall receive five days of sick leave annually cumulative to 25 days. Accumulated sick leave will not be paid upon termination of employment at GCBC.

The Administrative Assistant(s) and Pastor(s) shall, in the event of a death involving immediate family (parent, siblings, spouse, children - including step and in-laws, spouse's parents, grandchildren, and grandparent(s), have up to five days paid leave available.

L. Paid Holidays

The Administrative Assistant(s) and Pastor(s) shall receive nine paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve, and Christmas. If the holiday falls on a weekend, the weekday closest to the holiday shall be taken. (Example: if the holiday is on a Saturday, then Friday shall be taken.) They shall be granted one floating holiday per year non-cumulative after three years of employment.

Exceptions: Pastors, when working on certain holidays, such as Good Friday, will receive another day in exchange. Example, if a pastor works Good Friday, then he will receive the Monday following off. The day taken off must be the next working day.

ADOPTED: July 12, 2010 Deacon

ADOPTED: October 18, 2010 Elder

POLICY ON ELDER FELLOWSHIP AND CARING

I. POLICY:

As undershepherds, Elders of GCBC will share the responsibilities for shepherding the members of this body.

II. PROCEDURE:

A. Definitions:

1. Elders shall include the sitting members of the Board of Elders (including the Pastors) as well as non-sitting Elders provided they are willing to accept the shepherding responsibilities. Together, these are the “Shepherding Elders.”
2. Those shepherded shall include not only members of the church, but those who regularly worship and fellowship with the members of GCBC.
3. Shepherding means ministering to the spiritual and physical needs of individual members of the body.

D. Procedure:

1. Elders have been commissioned by the Scripture to shepherd the body of Christ. (1 Peter 5:2) *Shepherd the flock of God among you, exercising oversight not under compulsion, but voluntarily, according to the will of God; and not for sordid gain, but with eagerness;*
2. Elders should personally seek to be used of the Lord in shepherding the body. However, it is not possible for them to shepherd every individual within the church. They will, therefore, insure that shepherding is taking place within the church through a variety of ministries such as ABFs, Small Groups, Sunday School, and various other ministry opportunities.
3. Elders should insure that new ministries which are begun within the church fit the overall purpose of GCBC and that those ministries can be sources of shepherding within the body.

ADOPTED: 10/21/02

GENERAL MISSIONS POLICY

I. POLICY:

Having been called by God to propagate the gospel throughout the world, we will seek to emphasize missions through prayer, sending missionaries to the field, exposing the church to missionary endeavors, and accepting the responsibility of involving ourselves financially with missionaries.

II. DEFINITIONS:

“The Bible does not offer a formal definition of missions or the missionary. In the technical sense of the word, a missionary is a Christian messenger of the gospel of Jesus Christ, sent forth by the authority of the Lord and the church to cross national borders and/or cultural and religious lines in order to occupy new frontiers for Christ, to preach the gospel of redemption in Christ Jesus unto the salvation of people, to make disciples and to establish functioning and evangelizing Christian churches according to the command of Christ and the example of the apostles.” (George Peters, *Theology of Missions* p.248-249)

- M¹ Missionary: Ministers in their own culture
- M² Missionary: Ministers in slightly different culture
- M³ Missionary: Ministers in a radically different culture, across geographical barriers.

III. PROCEDURE:

- A. All missionaries being supported by the church must be under a mission(s) board approved by the Elders.
- B. A quarterly informational report shall be requested from all missionaries supported by the church and reviewed by the Missions Committee. Any concerns detected by the Missions Committee shall be brought to the attention of the Elder Board.
- C. Each missionary will be reviewed annually by the Missions Committee. The Missions Committee shall report results of the review to the Elder Board. Items for review may include a. Changes in ministry, b. Relationship with sending organization, c. Ministry effectiveness, d. Communication with our church.
- D. A Missionary Conference, organized by the Missions Committee, shall be held annually.

ADOPTED: 11/18/02

POLICY ON MISSIONARY SUPPORT

I. POLICY:

GCBC will financially support various missionaries and/or missionary endeavors.

II. PROCEDURE:

A. Funding for missions comes out of the General Ministries Fund of the church. For the purpose of budgeting and reporting, money expended under Missions line items shall be subtotaled and presented as a percent of the overall budget.

B. Elders bear the primary responsibility for final approval of administering the missions' portion of the budget.

C. All missionaries being supported by the church must be under a Missions board approved by the Elders.

D. New missionaries will normally be recommended to the Elder Board through the Missions Committee. The normal procedure for the Missions Committee recommending a new missionary to the Elders will involve accumulation of information on the missionary and his/her board, interview of the missionary, and a decision for recommendation by the Missions Committee. The Elders will vote on whether or not to support the missionary and/or missionary endeavor.

E. This policy and its emphasis apply through the whole of the church.

F. All missionary offerings shall be deposited in the General Ministry Fund and disbursed by church checks. The church treasurer shall make a monthly report to the church.

G. Every member and church organization is encouraged to participate in giving to the General Ministry Fund and to not designate monies. The church cannot issue tax deductible receipts for designated gifts.

H. Organizations desiring to undertake special missionary projects must consult with the Board of Elders for suggestions and approval.

I. Support of Missionaries:

1. Short-term Member Missionaries (old designation –Summer)

For purposes of this policy, Short-term Missionaries shall be those participating in projects lasting no more than 3 months. Individuals participating in a special or short-term project will be granted one-half the cost

up to \$500 subject to Elder Board approval of the project and the availability of funds under the short-term missions budget line item. Each project will be evaluated individually by the board of Elders.

2. Non-Career Member Missionaries (old designation – Short-term)

Non-Career Member Missionaries serve more than three months and less than three years. They will be supported at a level not greater than 25% of their total stated monthly need.

3. Career Missionaries

a. Career Missionaries are those who have committed more than three years of their time toward missionary work. (See General Missions Policy for definition)

b. Career Member Missionaries are those who have been members of the GCBC. They will be supported at a level not greater than 25% of a total stated monthly need.

c. Full Term Non-Member Missionaries are not and have not been members of GCBC. They will be supported at a level not greater than 5% of their total stated monthly need.

d. New missionaries supported by GCBC beginning in October 2009, will receive 3 months of support following the end of service (retirement) with from a mission (board). The missionary is then on their own for retirement. (So far as GCBC is concerned) We strongly encourage retirement planning be included in the budget of each missionary at the beginning of missionary service.

J. Missionary Endeavors

There are occasions when we choose to invest monies in projects and/or institutions rather than individuals. By missionary endeavors we mean missions oriented institutions and projects. They will basically be supported at the same rate as non-member missionaries. They must go through the same screening process as individual missionaries.

ADOPTED: 7/89, 4/96, 6/96.

Revised: 5/19/03, 4/19/10 (II. 3. d.)

PROCEDURE ON SHORT-TERM MISSIONS SUPPORT

Under Policy on Missionary Support

I. POLICY:

Section 9A of the Policy on Missionary Support provides:

“Individuals participating in a special or short-term project will be granted one-half the cost up to \$500 subject to Elder Board approval of the project and the availability of funds under the short-term missions budget line item. Each project will be evaluated individually by the board of Elders.”

The purpose for this Procedure is to establish guidelines for implementation of that policy with respect to Short-Term Missions Projects Support.

II. PROCEDURE:

- A. Funds raised by each individual for a short-term missions trip will be applied to his/her need until the individual's entire financial need is met.
- B. Funds raised by an individual in excess of his/her need will be applied to a pool for the benefit of other members participating in the same project/trip.
- C. Checks should be written out to the Gibson City Bible Church with a note attached indicating the name of the person for whose benefit it was given. These checks can be given to the individual; trip/project leader, or treasurer, and later turned in to a trip/project leader.
- D. Funds collected from special offerings for a particular trip/project will be considered separate from the Missions Committee's budget (e.g. special project funds collected during a Missions Conference).
- E. Participants in each missions trip/project are expected to first attempt to raise funds on their own before requesting financial assistance from the Short-Term Missions budget line item.
- F. The total amount of funds available to individuals under the Short-Term Missions policy of the church participants is subject to the budgeted line item amount except as the Finance Committee of the church may otherwise approve within authority granted by the elders.
- G. A deadline will be set to request funds from the Short-Term Missions budget line item prior to each trip.

- H. Individual requests for church funding of short-term missions projects at levels in excess of the set policy limits must be approved by the Elders as exceptions to policy and only upon recommendation of the Missions Committee.
- I. As to any given short-term missions trip/project, the surplus of total funds received in excess of total project costs will be first applied to restore the amount of any expenditures from the Short-Term Missions Budget Line for the year in question and any additional amounts will be added to restore the Provisions for Missions Contingency budget line item.
- J. In the event of financial shortages for short-term mission trips, the Missions Committee may recommend allocation of any funds remaining within the Frances Linn Memorial Fund for approval by the Elders.

ADOPTED: 7/19/04

SHORT TERM MISSIONS POLICY

I. PURPOSE:

Gibson City Bible Church engages in Short Term Missions for the purpose of obeying the Lord Jesus Christ by 1) Serving and assisting missions and missionaries around the world 2) Proclaiming the gospel of Jesus Christ in word and in deed 3) Increasing awareness in the church of the world's needs through personal contact with it.

II. GOALS:

- A. To Encourage missionaries serving full time on the field.
- B. To Expose short term participants to the work that God is doing around the world.
- C. To Engage people in ministry by deploying their spiritual gifts, expertise, and experience in ministry around the world.
- D. To Enlarge obedience of the congregation of Gibson City Bible Church to the Great Commission of Jesus Christ.
- E. To Enhance the missionary vision of the Gibson City Bible Church.

III. DEFINITION:

Short Term Missions Trips are those trips taken through the Gibson City Bible Church under the auspice of this policy. Such trips normally consist of at least three team members and last not less than three and not more than twenty one days and are usually done in cooperation with a missionary or mission which the church already supports either in prayer or financially. Exceptions are decided by the Elder Board in recommendation from the Missions Committee.

IV. TYPES OF TRIPS:

Short Term Missions Trips may be cross-cultural or within the culture of the Gibson City Bible Church. All trips will normally be taken in cooperation with Missions Boards that are approved of by the GCBC Elder Board. Exceptions will be considered on an individual basis by the Missions Committee and Elder Board. Trips may consist but are not limited to the following types:

- A. Construction
- B. Evangelism
- C. Humanitarian (medical teams, clean-up teams, food distribution teams)
- D. Family Trips: Trips specifically planned in order that children may participate. Parents must participate in trips involving children under the age of 13.
- E. Adult Trips: Trips designated for those 18 years of age and older.
- F. Youth Trips

Teams must cooperate with the host missionary in terms of instructions, appropriate dress, and cultural sensitivities while serving on the field.

VII.PROCESS:

Short Term Missions Trips should support the overall vision for missions held by the Gibson City Bible Church. All trips must be reviewed and recommended by the Missions Committee. The recommendation from the Missions Committee is forwarded to the Elder Board for final approval. At least eight months advance notice is normally required, especially on trips outside the continental United States. Exceptions will be taken under consideration. A short term trip is deemed to be a trip sponsored by the Gibson City Bible Church upon approval of the Elder Board on the basis of the recommendation of the Missions Committee. Trip approval requires the Missions Committee and Elder Board at least be informed of:

- A. Trip Purpose
- B. Trip Destination and Duration
- C. Trip Cost and Funding
- D. Trip Leadership and Participants
- E. Trip Host Organization

VI. PARTICIPANTS:

All participants must fill out an application form which is submitted to the Missions Committee. The application forms are available through the church office or online at gibsoncitybible.org. All participants must attend team training prior to the trip. All participants must complete an evaluation form at the conclusion of each trip.

A. Team Leader(s)

1. Members in good standing with GCBC
2. Demonstrated ability to assume responsibility of team
3. Recommended by Missions Committee through application process
4. Spiritually, personally, emotionally mature
5. Responsibilities include but are not limited to:
 - a. Serving as liaison to Missions Committee and Elder Board from short term team
 - b. Pre-trip team planning
 - c. Appointment of financial coordinator for trip
(other than the team leader)
 - d. Overall development of details related to trip
 - e. Coordination with on-sight host missionary
 - f. Post-trip debrief and presentation of trip to church
 - g. Leadership during the trip

B. Team Participants

1. Approved Applicant in agreement with the GCBC Statement of Faith: Applicants who are not believers or not part of the family of GCBC may attend short term trips depending on the nature of the trip (construction versus evangelism) and at the discretion of the Missions Committee approving applicants.
2. Have skills appropriate to trip being taken
3. Responsibilities:

- a. Gather at least 10 prayer partners
 - b. Help secure funds as planned for individual trip
 - c. Passports, immunizations, medical release forms, and medical insurance
 - d. Submission to team leader
 - e. Participation in team pre and post trip meetings
 - f. All costs associated with coming home early from a trip as a result of disciplinary actions
 - g. Costs associated with souvenirs, personal purchases or other expenses unrelated to the trip.
4. Youth Trips
- a. All youth trips must pass through the above stated approval process. In addition, the Youth Pastor will be involved in short term trip planning for the youth.
 - b. Funds gathered for youth trips are gathered as approved in this policy unless previously agreed upon by the Missions Committee and Elder Board.
 - c. Trips outside the continental United States are normally limited to those 18 years old and older.

IV. SUPPORT:

- A. The total projected cost of the trip will be submitted to the Elder Board via the Missions Committee as a part of the approval process of the trip. Any significant overruns should be reported to the Elders as soon as possible.
- B. GCBC discourages the use of fund raisers as a means of generating support for Missions trips. By fund raisers we would mean activities such as car washes, cake sales, and the selling of raffle tickets. Those seeking to fund short term trips should present the need to the congregation, family, and friends and prayerfully wait upon the Lord for the acquisition of support. This does not mean that those wanting to help fund a trip could not do so by working extra hours, selling goods they have baked, or other creative measures to help raise support.
- C. Those raising support must not “spam” the church directory or mailing list. The team leader must coordinate with team participants to see to it that congregational members do not receive unlimited mailings seeking support. Team members are

encouraged to also seek support by providing information about the trip to those outside the church.

- D. The team will be allowed an opportunity to present their trip to the congregation during a Sunday morning worship service for the purpose of presenting the financial and prayer needs of the trip.
- E. Funds raised specifically for the trip by individuals are to be used to offset the expenses associated with the trip on behalf of the individual. Those monies given for the trip are to be given to the Financial Coordinator as soon as possible who will:
 - 1. Keep a record of all financial transactions associated with the trip and provide that record to the Missions Committee chairman and Elder Chairman throughout the process.
 - 2. Work with the church bookkeeper to:
 - a) Deposit the funds through the church in a timely fashion.
 - b) Coordinate the record being kept of all deposits and expenditures associated with the trip.
 - c) Expend necessary funds to cover costs associated with the trip.
 - 4. Coordinate with the Team Leader in regards to expenditures necessary from the funds prior to, during, and following the trip.
 - 5. Provide a concluding report to the Missions Committee Chair and Elder Chair which demonstrates all income and expenditures involved with the trip.
 - 6. Provide, along with the Team Leader, suggestions for raising financial support for the trip.
 - 7. To help the Team Leader create and maintain a budget for the trip.
 - 8. Collect from team members the monies associated with the trip.
- F. Funds for support for short term trips are derived from three basic sources: regular budgeted fund accounts designated for short term projects, donations from those wishing to support a specific trip, and money left over from previous short term trips. Those requesting support for a short term trip recognize that monies given for that trip are not to be kept for personal expenditures or purchases and those monies left over from the trip are to be expended on future short term trips as the Missions Committee/Elders see fit.

G. Procedure for Handling Funds

POLICY: Section 9A of the Policy on Missionary Support provides:

“Individuals participating in a special or short-term project will be granted one-half the cost up to \$500 subject to Elder Board approval of the project and the availability of funds under the short-term mission’s budget line item. Each project will be evaluated individually by the board of Elders.”

The purpose for this Procedure is to establish guidelines for implementation of that policy with respect to Short-Term Missions Projects Support.

VIII. PROCEDURE:

- A. Funds raised by each individual for a short-term Missions trip will be applied to his/her need until the individual’s entire financial need is met.
- B. Funds raised by an individual in excess of his/her need shall be applied to a pool for the benefit of other members participating in the same project/trip.
- C. Checks should be written out to the Gibson City Bible Church with a note attached indicating the name of the person for whose benefit it was given. These checks can be given to the individual, trip/project leader or treasurer, and later turned in to a trip/project leader.
- D. Funds collected from special offerings for a particular trip/project will be considered separate from the Missions Committee’s budget (e.g. special project funds collected during a Missions Conference).
- E. Participants in each missions trip/project are expected to first attempt to raise funds on their own before requesting financial assistance from the Short-Term Missions budget line item.
- F. The total amount of funds available to individuals under the Short-Term Missions policy of the church participants is subject to the budgeted line item amount except as the Finance Committee of the church may otherwise approve within authority granted by the Elders.
- G. A deadline will be set to request funds from the Short-Term Missions budget line item prior to each trip.
- H. Individual requests for church funding of short-term missions approved by the Elders as exceptions to policy and only upon recommendation of the Missions Committee.

- I. As to any given short-term missions trip/project, the surplus of total funds received in excess of total project costs will be first applied to restore the amount of any expenditures from the Short-Term Missions Budget Line for the year in question and any additional amounts will be added to restore the Provisions for Missions Contingency budget line item.

ADOPTED: by Elders 1/16/07

POLICY ON FINANCES

I. POLICY:

GCBC is responsible for an orderly handling of funds, providing missionary support, and the provision of annual reports indicating stewardship of church funds.

II. PROCEDURE:

- A. Monies collected by the GCBC will be deposited in the General Ministries Fund unless such monies are designated for Elder/Deacon approved funds such as the Building Fund.
- B. Funds will be deposited on Sunday following worship services. Two individuals appointed by the Deacon Board will jointly deliver the money at the bank's night depository.
- C. The Administrative Assistant/Bookkeeper is responsible for counting and depositing the funds in the church's bank account.
- D. Disbursements from funds are to be made by virtue of church checks written by the Administrative Assistant/Bookkeeper and signed by the church Treasurer. Disbursements are controlled by the Elder/Deacon Board from a budget approved by the congregation. Ministry leaders are responsible to answer for expenditures from line items on that budget.
- E. The Church Treasurer is appointed annually from the Deacon Board. His job is to sign the church checks and to present monthly financial reports at the Deacon Meetings.
- F. Funds of GCBC can only be established through the Elder/Deacon Boards.
- G. The investment of funds into things such as Certificates of Deposit, Interest bearing Money Market accounts and other such accounts takes place by recommendation of the Deacon Board.
- H. All Funds received and expended by GCBC will be subject to an annual audit as provided by the Deacon Board.
- I. No checkbooks will be maintained by ministries within GCBC.
- J. Contributions made to GCBC are to be kept confidential.

- K. Those contributing on a regular basis are encouraged to give through the envelope system. Envelopes are provided by the church to those who wish to use them.
- L. A receipt of contributions will be distributed to individual contributors in January. Those who give in cash without envelopes may not expect a record of their giving to be kept.
- M. A record of contributions will be kept in the church office and available for an annual audit supervised by the Deacon Board. The Deacons may also request “spot” checks of church checkbook activity.

ADOPTED: 5/19/03

MEMORIAL GIFT POLICY

I. POLICY:

Subject to the discretion of the Elders, the church will maintain a fund entitled the GCBC Memorial Fund which shall consist of two categories: the Endowment Fund and the Working Fund. The Endowment Fund shall be held and applied to long term capital and ministry uses as the Elders shall direct. The Working Fund shall be applied to property and facilities improvements as the Deacons shall direct.

II. PROCEDURE:

- A. Gifts given to the church in memoriam may be either designated or undesignated. The church will honor memorial designations to: 1) Facilities; 2) Missions; 3) Technology; and 4) Building Fund. If the donor expresses no preference, the gift will be considered undesignated.
- B. Undesignated memorials shall be the responsibility of the Elders.
- C. Prior approval of the Finance Committee shall be required for gifts other than monetary gifts given to the church.
- D. Designated memorials for missions shall be deposited to the GO Fund of the church to be administered and applied at discretion of the GoTeam subject to the Go Fund Policy of the church.
- E. All other designated memorials gifts shall be held within The Memorial Fund and accounted to either the Working Fund or the Endowment Fund.
- F. The Working Fund shall be for uses in either of the following two areas: Facilities and Technology and be the responsibility of the Deacons. Any commitments greater than \$5,000 shall have prior approval of the Finance Committee.
- G. The Endowment Fund shall be held for long term capital improvements and ministry uses as the Elders may direct.
- H. A record of the donor, the gift amount, and area given shall be kept for administrative purposes only.

ADOPTED: 2/1/2021 ELDERS

SPECIAL OFFERING POLICY

I. POLICY:

Special offerings will be received at various times through the GCBC.

II. PROCEDURE:

There may be times when a special offering may be taken at the discretion of the Elders.

ADOPTED: 7/21/03

REVISED BY ELDERS: September 2014

POLICY FOR CURRICULUM APPROVAL

I. POLICY:

All curriculum used in the ministries of the GCBC should be in agreement with the Statement of Faith of the church and should be helpful for the edification of believers and evangelization of the lost.

II. PROCEDURE:

- A. Definition: For the purpose of this policy, the word “curriculum” encompasses any material, including audio, video, and written, which is used for the purpose of teaching and/or study in ABFs, Sunday School, Small Groups, Wednesday Evening Studies, and any other GCBC endorsed setting in which teaching and/or study takes place.
- B. Approval: All curriculum will be reviewed by the Elder Board or its designee. Final approval of curriculum lies with the Elder Board.
- C. Review: Packaged curriculum (such as RBP, Accent, Cook) which is already in use will be reviewed at least every 3 years by an Elder Board appointed review committee.
- D. Budget: The cost of material outside of pre-approved and/or packaged curriculum may be charged to the student. The church may pay for materials certain students cannot afford. The church may choose to pay for a portion of a given curriculum. All such financial decisions will be made by the Elder Board and/or its designee in cooperation with the Budget Committee.

ADOPTED: 8/19/02

INTERIM POLICY ON CHILD SAFETY AND SECURITY

I. POLICY:

The Gibson City Bible church shall make all reasonable and prudent efforts to (1) protect all children in attendance or under the care of the church from any kind of abuse and (2) protect workers from false accusations.

A. DEFINITIONS:

1. For the purposes of this policy, children are defined as those persons from birth to age 18.
2. Activities of the church shall include any authorized event within the church buildings or at any other location or during transportation to or from such an event.

B. PROCEDURES:

3. Ministries of the church shall have a minimum of two adults present at every authorized church activity for all children through age 18.
4. No church worker shall be alone with a child in a classroom or vehicle. All one-on-one counseling shall be performed in a room with a window or an open door or in a large open area where the counselor can be observed at a distance.
5. In a temporary situation when two adults are not in a classroom, a door to that room will remain open. Ministries of the church shall provide periodic supervision and overview of classroom activities.

ADOPTED: 11/18/02

WORSHIP

I. POLICY:

Special music must be worshipful, it must fit the theme of the worship service, it must be a ministry and not a performance, and it must be worthy of being broadcast over the radio.

II. PROCEDURE:

- A. Definition: Special music includes any music, instrumental or vocal, presented in the church during a regularly scheduled worship or special service.
- B. Participants: Those ministering special music are coordinated through an Elder Board appointed individual. The coordinator will maintain a list of individuals available for special music.
- C. Activities: The musicians and the special music coordinator must communicate with the teaching pastor regarding the worship theme. The special music coordinator is responsible to screen, select, and invite musicians and evaluate them for content and quality.

ADOPTED: Elder Board 2/10/97

MARRIAGE POLICY

Marriage is not an institution created by man, but by God. Genesis 2:21-24 states *So the LORD God caused a deep sleep to fall upon the man, and he slept; then He took one of his ribs, and closed up the flesh at that place. {22} And the LORD God fashioned into a woman the rib which He had taken from the man, and brought her to the man. {23} And the man said, "This is now bone of my bones, And flesh of my flesh; She shall be called Woman, Because she was taken out of Man." {24} For this cause a man shall leave his father and his mother, and shall cleave to his wife; and they shall become one flesh.* The Lord Jesus Christ reaffirmed the sacredness of marriage by referring to the above text and stating that *"So then, they are no longer two but one flesh. Therefore what God has joined together; let not man separate."* (Matthew 19:6) As the creator of people and of marriage, God knows what is best for a successful and fulfilling marriage. It is to the Bible that we look, therefore, to discover what the plan of God is for marriage. Our goal is to discover and follow God's will in marriage. As a church, we seek to have the highest regard for this institution that is sacred by virtue of its being God's creation. It is understood that people do not have to come to a church to be married. The state can provide the contractual agreement necessary to make a man and woman husband and wife. However, the state and the church view marriage very differently. For this church, marriage by the church is not simply a means to providing a beautiful ceremony at which the minister presides. It is a holy event which calls upon the Creator God to superintend and to bless. It is the recognition of His word. Marriage is an act of worship meant to glorify God, not just a legally binding ceremony. Marriage is the coming together of two lives under God in a covenant relationship in obedience to the Bible till death does them part.

Marriage Defined: Marriage is the God instituted covenant between a man and a woman in which the two become one. That marriage is monogamous, holy, exclusive, and intended to be permanent.

1. **Covenant** – Meaning that marriage is not simply a legal contract recognized by the state. Marriage is a covenant – with God creating, defining, and establishing the purpose and parameters of the relationship. Marriage is entered into with promises being made to one another and to the Lord.
2. **Man and a Woman** – God created male and female. He brought them together for the purpose of intimacy – spiritual, emotional, and physical. Marriage is for a man to enter into a relationship with a woman. As a church, we graciously decline to participate in marriages that are outside this understanding. We do so because of submitting to the authority of Scripture and not because of being motivated by prejudice, hatred, or pride.
3. **Monogamous** – Marriage is intended to be between one man and one woman.
4. **Exclusive** – The intimacy that at the heart of marriage is intended exclusively for the two people who have entered into that covenant. Sharing that intimacy with other people is outside of God's will and is a sinful act of rebellion. Intimacy cannot be known when one of those being married is a Christian and one is not.
5. **Permanent** – Divorce and disillusionment of the marriage covenant grieves God and injures the body of Christ. Every effort should be sought for reconciliation when there are difficulties encountered within the marriage. We do recognize that abandonment and infidelity may serve as permissions for divorce but they should not serve as guarantees of it. One man and one woman for life is God's plan for marriage.

Therefore, with a deep sense of reverence toward the Lord and humility toward men, the following matters need to be considered by the couple requesting marriage:

I. WEDDING FORMS

A set of forms that are obtainable through the church office (also found on the church web site: gibsoncitybible.org) should be completed as soon as the couple determines that they desire to be married in the Gibson City Bible Church. The submission of these forms is required and only initiates the process of moving toward a wedding ceremony in the Bible Church. The submission of the form is not an automatic approval of the date and the ceremony. This includes an initial meeting with the pastor performing the wedding ceremony.

II. WEDDING DATES

Every effort will be made to provide the church building to the couple on the date that they choose for their wedding. The date must be cleared through the office master calendar and the processes involved in this policy must be fulfilled. However, there are certain precedents that may prevent use of the church building on a given date. It is requested that Saturday weddings, which include receptions at the church, take place no later than 4:00 p.m. Receptions may be held at the church provided they fit within the parameters of this policy.

III. PERFORMANCE OF WEDDINGS WITHIN THE GIBSON CITY BIBLE CHURCH

The actual building housing the Gibson City Bible Church is not the “house of God” in the sense that God lives there. However, it is a facility set aside for public worship and is meant to be an instrument to be used to the glory of God. What does take place there should reflect our belief in Who God is and what He is like. The following restrictions in no way mirror an attitude of arrogance on our part, but rather, an effort to honor the Lord in our conduct concerning these matters.

- A. Pastor’s Services: The pastors of this church are the only ones authorized to arrange weddings. If a family desires to ask another clergyman to perform the wedding, such a request will be made known to the GCBC Senior Pastor. The Senior Pastor reserves the right to approve/disapprove the selected outside clergy. Adequate and biblical pre-marital counseling must be demonstrated to have taken place if GCBC staff does not provide that counseling.
- B. Music/Video: Music used should be consistent with the spiritual nature of Holy Matrimony. The use of the GCBC sound system, video camera, and/or computer requires the use of GCBC technicians. Technicians must be in attendance at the wedding rehearsal. Their compensation is established in the policy.
- C. Receptions: Wedding receptions may be held in the church. Administrative Assistant keeps the master calendar and must be contacted concerning reception dates.
 - 1. Wedding parties may use GCBC tables, chairs, coffee makers, punch bowls, cooking and serving utensils during receptions.
 - 2. The narthex, café, library, reception desk, worship center, kitchen, and all other rooms must be placed back in their original set-ups following weddings and receptions.

3. All items brought for decorations must be taken from the church following the wedding/reception unless prior arrangements have been made through the church office. This includes floral decorations. We have very limited storage capacity at the church.
 4. The church will not provide paper products and foodstuffs (including coffee, tea, sugar or cream). Please do not use the church's paper products.
- E. Ushers: The Wedding Party is requested to furnish at least two of their people to act as ushers to direct guests to their seats. The seating capacity of our auditorium is 500.
 - F. Pictures: Photographers are expected to work in coordination with the officiating pastor. Photography from the audience is prohibited unless specified otherwise by the bride and groom.
 - G. Smoking: Guests are asked to refrain from smoking anywhere inside the church.
 - H. Alcohol: The use of alcohol is prohibited in and around the building.
 - I. Rice: The throwing of rice is prohibited. Bird seed is welcomed, but restricted to the outside of the building.
 - J. Flowers: The florist should coordinate with the church Administrative Assistant when flowers are to be delivered. Flower petals strewn down the aisle must be silk.
 - K. Remunerations: Compensations are to be made at the time of the rehearsal. Please see the following attached sheet for guidelines concerning payments.
 - L. Wedding Coordinators: It is recognized that wedding coordinators can and do perform a valuable service. They must be put in contact with the pastor no later than a month before the ceremony. The officiating pastor maintains the right to write the basic wedding service and officiate at the rehearsal.
 - M. Changing rooms: It is possible to arrange certain rooms in the building to be used as dressing/changing rooms. Please note that the church does not own dressing mirrors. It is requested that food not be brought into the changing rooms. These must be arranged for prior to the day of the wedding.

IV. PROHIBITIONS OF MARRIAGE IN THE GIBSON CITY BIBLE CHURCH FACILITIES

The following may hinder us from performing a public ceremony:

- A. Any couple living together and/or actively engaging in sexual activity and who are unwilling to break off that relationship. Couples living together will either be asked to separate or to be married immediately in a private ceremony. Those engaged in immorality will be asked to repent. A pregnant bride may be asked to have a private ceremony.
- B. Any couple of which one does not profess to know Christ. It is NOT enough to make a profession simply to get married. Marriage is a bonding together physically, emotionally,

and spiritually. A lack of the essential building block of marriage (spiritual) is counter to all this church believes and teaches. The Scripture does directly address this issue.

- C. Divorce which is counter to Biblical guidelines. Any person wishing to be married who has been divorced needs to be willing to discuss that divorce with the officiating pastor. This does not mean the pastor needs to know explicit details, but reasons for the divorce need to be established.
- D. Obvious incompatibilities. The officiating pastor may determine from counseling that couple that they should either wait or indefinitely postpone their marriage.

V. PASTORAL COUNSELING

Couples wishing to be married must become involved in pastoral counseling. The amount of counseling involved and the times when the counseling takes place shall be arranged at the discretion of the pastor in cooperation with the couple. Please note that the pastor is not a psychiatrist, a psychologist, or a professional therapist. His counseling will reflect a strong emphasis on what the Scripture has to say about marriage. The counseling will normally cover topics such as communication, finances, what the Bible teaches about marriage, and other pertinent topics.

My Signature indicates I have read and understand this document:

Bride

Groom

COST FOR THE CHURCH FACILITY SHOULD BE PAID AT THE CHURCH OFFICE 2 WEEKS PRIOR TO THE WEDDING.

ALL OTHER COSTS SHOULD BE PAID AT THE REHEARSAL WITH SEPARATE CHECKS TO EACH INDIVIDUAL.

I agree to the above terms set forth by Gibson City Bible Church: _____

Date: _____

ADOPTED: December 13, 2007	Deacons
ADOPTED: March 18, 2008	Elders
REVISED: November 2017	Elders

MARRIAGE COUNSELING

Paul Thomason

I. DISCLAIMERS:

- A. I am not a professional counselor, but I do believe the Bible provides clear and relevant instructions for marriage.
- B. You must covenant together to be totally honest during this time together. Anything less will make this counseling ineffective and begins your marriage in untruth.
- C. The goal of our time together is not to answer every possible question that could be raised concerning marriage. Rather, it is to lay a foundation that I hope you can build on.
- D. If, in the course of counseling, it becomes obvious to me that you should not be married, I will tell you so. It is up to you to then either wait, or find another minister.
- E. I want to do all that is within my power to help in anyway I can. Please feel free to call, write, or come by whenever you sense the need.

II. APPROACH:

- A. During Session A, we will seek to establish a biblical definition of marriage. We want to ask the pertinent question of why you want to be married. We also need to establish the God-given purpose of marriage. Finally, we will ask about what your expectations are in your marriage.
- B. During Session B, we will continue our discussion of expectations. We will then move on to Roles and Responsibilities as they are given in the scripture.
- C. During Session C, a discussion on communication, finances, and intimacy will take up our time. Compatibility will also be discussed.
- D. Following each Session, we will spend some time in planning the marriage ceremony itself. It is very helpful if you have a basic ceremony in mind when you come to see me.

Your discussion and input is helpful and necessary for these times to be effective. Please see this as an opportunity to begin your marriage in the best possible way. NOW is the time to talk about those things that may become issues for you later. Disagreement with me is fine. Again, honesty is the key to opening the door to functional counseling.

NOTE: I reserve the right to digress from the above outline when necessary.

PASTORAL/STAFF COUNSELING POLICY

I. POLICY:

Pastors and Staff may provide counseling to those who seek it.

II. DEFINITIONS:

- A. Pastors are those hired by the church to serve in a pastoral role. For the purpose of this policy, staff may include those who serve in leadership on a voluntary basis such as the chair of the Women's Ministry.
- B. Counseling may entail such things as encouragement, suggestions, confrontation, Biblical study, and prayer. Counseling is not to be taken as a professional service or equated with the type of work done by those who are professionally trained as counselors.

III. PROCEDURES:

- A. Those coming to be counseled will be instructed that the Pastors and Staff of the GCBC are not psychiatrists, psychologists, or therapists and the thoughts shared during counseling does not reflect professional training in those areas.
- B. Those coming to be counseled may be referred to a professional counselor if, during the course of time spent with a pastor or staff, it is discovered that there are issues which demand professional attention.
- C. Counseling shared by pastors and staff of GCBC will seek to come from a biblical perspective because we believe the Bible does have the answers for life and its problems.
- D. Those providing counseling will not, under any circumstance, counsel people of the opposite sex unless there are other people immediately present (such as in the next office). Pastors and staff will not counsel someone of the opposite sex behind a closed door unless that door has a window through which others can see.
- E. Those providing counseling shall not provide long term counseling (over 5 sessions) unless such an extension is approved by the Elder Board.
- F. No sexual contact of any kind is allowed between individuals involved in counseling. This involves such things as kissing, inappropriate hugging, inappropriate touching, and sexual intercourse.

- G. There is no charge for counseling. It is offered as a part of the ministry of the church.
- H. Confidentiality will be maintained as much as possible. However, information that is shared and is criminal in nature may be revealed to appropriate sources.

ADOPTED: 9/15/03

GCBC KEY DISTRIBUTION AND USE POLICY

I. POLICY:

The Administrative Assistant will be responsible for management of the keys/fobs used by people entering and leaving the GCBC building, under the authority of the Deacons.

II. PROCEDURE:

A. Different Keys Open Different portions of the GCBC building:

A Key: Opens all interior doors.

B Key: Opens all interior doors except offices and Sound Room.

D Key: Opens only the sound room door

Front Door Electronic Entrance: Magnetic Key fobs

Front Door Hard Key: Opens front door

B. Those receiving keys:

- a. Staff* and Custodian shall receive A keys, and a Key Fob. *Staff shall be defined as a paid employee.
- b. The Elder Chair and Deacon Chair shall receive A keys and a Key Fob.
- c. Those needing access to the building, other than during office hours, may be provided a B key and/or key fob as determined by the Deacons or Administrative Assistant. This may include Ministry Leaders, and those outside the church who are using the facility.
- d. There are 4 Front Door hard keys. The Deacons will approve those who have front door hard keys – usually those who live nearby in the event the magnetic entry system fails. The other 2 keys are held by the Gibson City Police Department and the Gibson City Fire Department.
- e. Event Key: An Event Key is distributed for limited event use as approved by the Deacons. A Key Fob and B Key may be provided for the duration of approved event by the Administrative Assistant.

C. Key Controls

- a. Keys may not, under any circumstances, be duplicated.
- b. Event Keys will be “checked out” to individuals responsible for event. Persons receiving keys will have completed a Building Use Form that has been approved by Deacons. Event Keys must be returned 24 hours following event. An addition cost may be charged if the Event Keys are not returned.
- c. Extra keys will be stored in a designated location by the GCBC Administrative Assistant.
- d. A Key Database will be maintained by the GCBC Administrative Assistant.

ADOPTED: 12/15/03

REVISED AND ADOPTED BY DEACONS: 7/13/09

EDITED July 2019

POLICY ON FACILITIES

I. POLICY:

- A. The facilities of the Gibson City Bible Church are dedicated to the glory of God. While this does not mean all activities which take place within the confines of the building and/or property must be “religious” in nature. Activities should not be illegal or immoral. Our intent is that the facilities and property will be used by the church and the community to the good of both. Deacons are assigned responsibility to administer this policy according to its terms.
- B. All religious events must be coordinated through the Senior Pastor of the Gibson City Bible Church. Note: Weddings are covered more extensively by a separate wedding policy available through the church office.
- C. The facilities and property may not be used for personal gain or any commercial purpose or for any purpose contrary to doctrine or other policies of Gibson City Bible Church.
- D. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
- E. All outside groups or persons requesting use of church facilities and property must adhere to the Gibson City Bible Church Policy on Child Safety and Security.

II. PROCEDURE:

- A. A Facilities and Property Use Request Form (Exhibit A) must be completed and submitted to the church office for all groups/individuals requesting facility and property use. This provision may be waived at the discretion of the Deacons.
- B. The Deacons review all facilities and property use requests and will approve or disapprove based on the stated criteria in this policy and availability.
- C. Notice of acceptance or rejection of the application will occur by mail, email, or phone as soon as the Deacons have dealt with the application. A reservation has not been accepted until the church receives the required damage deposit.

- D. All approved requests and church sponsored events will be placed on the church activities calendar.
- E. If an event is to incorporate multi-media (music, Power Point presentation, videos, etc.), a representative of the church (technician, worship leader, pastoral staff member, or Deacon) may review the multi-media at least 24 hours prior to the event. The purpose of the review is to ensure the format of the multi-media is compatible with the church's technological capabilities and to ensure the content of the multi-media is appropriate. If the content is deemed inappropriate (contains profanity, sensuality, or perversity), a more suitable substitute will be required. If the multi-media is to be run through the church's multi-media center, an approved church technician is required to operate the equipment.

Users granted permission to use the facility shall:

- Make a damage deposit in the amount of \$150 (for members and regularly attending non-members) or \$250 for all other uses. Damage deposit will be refunded no sooner than five days following the event, net of applicable charges, if any.
- Use the facility according to the rates set forth on the Schedule of Charges (Exhibit D). Exceptions to usage charges will be made (other than for AV charges) in the cases of twenty-fifth, fiftieth, and sixtieth wedding anniversary celebrations of church family and may be allowed (reduced or waived entirely) by the Deacons with respect to uses deemed to be in furtherance of the mission of the church and on a case-by-case basis.
- When deemed necessary, have present with them during set up, take down, and the actual event, a representative identified and acceptable to the church. Such representative shall possess the necessary keys and have access to the necessary equipment needed by the user.
- Be provided with a FOB which opens the front door of the church. The FOB will be disabled immediately following the event. A \$10 charge will be assessed in the event the FOB is not returned.

Gibson City Bible Church reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events (such as the death of a

member). This includes any contractual agreements for any group. The church may adjust or waive any/all charges on an individual basis at the discretion of the pastor and/or the Deacons.

Restrictions

Alcoholic beverages are not permitted in the building or on church property, including the parking lot and pavilion.

Smoking and the use of other tobacco products is not permitted in the building or pavilion.

Gambling activities, such as bingo, lotteries, or raffles, are not permitted unless approved by the Deacons.

The sale of merchandise or other fundraising activities is not permitted unless approved by the Deacons.

Candles, incense, or other open-flame devices are not permitted except in the observance of a religious service. Those wishing to use candles should note the request on the application. The Deacons will consider requests to use candles when reviewing the application.

No tape, adhesives, staples, or tacks are to be used on any wall surface. Nothing is to be mounted on doors, windows, glass, posts, or mirrors. Any damage to the above will be charged to the user.

Items that are not eligible to be reserved or removed from the building include (but not limited to) kitchenware, nursery furniture, lawn mowers, garden tools, snow blower, and grill.

Facility Use Guidelines

It is expected that anyone using the GCBC facilities will recognize that the facility should be maintained in the best possible condition. Groups will be responsible for any damage to church facilities or property caused by misuse, negligence, or carelessness. With respect to church-sponsored uses, damage caused intentionally or by neglect of supervision, or due to misuse of facilities and properties may result in GCBC seeking compensation for that damage. Any damage to the property, facilities, or equipment incurred in the course of uses other than those sponsored by the church will be the responsibility of the person or persons authorized to use the property or facilities. Any damages, injuries, or unusual incidents must be reported within 24 hours that such damage occurs.

Movement of furniture or equipment between rooms is not allowed without prior approval. Equipment may be brought in for use in the facility only after being approved in advance through the office.

Use of the facilities does not imply permission to use the classrooms, the nursery, or the toddler room. These rooms are also governed by the Facilities Use Form. If these rooms are used without authorization, a cleaning fee (vacuuming, sanitizing) will be assessed.

After an event, tables, chairs, and other furnishings used are to be returned to their original places. Any debris on floor or tables must be cleared away and rooms used left in good condition. Any material used must be placed in its proper storage area or taken with you. Restrooms are to be left clean. Please refer to the church clean up guidelines (Exhibit D) for a detailed description of expectations for clean-up.

In all cases, functions must end and the building vacated by 8:00 pm.

Facilities Use Fees

A detailed list of fees (Exhibit B) will be presented to the user at the time of request approval. All fees will be paid two weeks prior to the event. Reservations may be cancelled for non-payment with or without notice.

Set up and clean up should be handled by the user. Users should strive to leave the facility in the condition it was found in.

For the purposes of the fee schedule below, “members” are defined as GCBC members or regular attendees.

Exhibit A
Gibson City Bible Church
Facilities Use Request Form

(To be filed at least 45 days prior to event)

(A separate request form is required for weddings)

Name of Applicant _____

(Organization if applicable) _____

Address _____

Phone _____

Date of requested use _____

Starting Time _____ Finishing Time _____

Purpose for Building Use: _____

Requested Facilities:

- Worship/Activity Center (basketball/volleyball equipment __yes __ no)
- Stage
- Sound System (requires GCBC Tech)
- Narthex/Café Area
- Café Coffee Service
- Kitchen
- Nursery/Toddler rooms
- Classrooms [Specify room number(s)] _____
- Pavilion (west restrooms __ yes __ no) _____
- Other facilities _____

By signing below I represent to the Gibson City Bible Church (“GCBC”) that, if the applicant is an organization, I am an authorized representative of that organization with authority to make these commitments in its behalf, that I have received and reviewed a copy of the Building Use Policy of GCBC, and I (individually and/or in behalf of the organization) accept responsibility for property damage to the property, facilities, and equipment of GCBC and will hold harmless and defend GCBC, its officers, agents, and

employees against any and all claims for personal injury or property damage asserted to have arisen or incurred in the course of such use(s) (EXCEPT to the extent such claim is caused by the negligence GCBC, its officers, agents or employees) and agree to provide evidence of insurance or other financial capacity upon request.

Applicant's signature _____

Contact person (if different from Applicant) _____

Phone (if different than Applicant) _____

Date _____

(For Office Use Only)

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Exhibit B
Facilities Use Fees

Facilities		Facilities usage	
		Non-members	GCBC members
Narthex/Café			
	Evening or half	\$150	\$50
	All day (morning and afternoon)	\$250	\$50
	Coffee service	\$1.00 per person	
Kitchen			
	Evening or half	\$100	\$50
	All day (morning and afternoon)	\$150	\$50
Worship/Activity Center (no stage)			
	Evening or half	\$200	\$125
	All day (morning and afternoon)	\$350	\$200
Worship/Activity Center (with stage)			
	Evening or half	\$250	\$150
	All day (morning and afternoon)	\$450	\$250
AV usage (requires approved sound tech)			
	Evening or half	\$100	\$100
	All day (morning and afternoon)	\$200	\$200
Nursery/toddler rooms			
	Evening or half	\$75	\$25

	All day (morning and afternoon)	\$120	\$25
Classrooms			
	Evening or half	\$50	\$25
	All day (morning and afternoon)	\$75	\$25
Pavilion			
	Evening or half	\$100	\$50
	All day (morning and afternoon)	\$150	\$50
	West restrooms	\$50	\$25

Exhibit C

Guidelines for Facilities Uses

In general, events that promote GCBC ministries; Kingdom work and purpose; Bible doctrine; charitable or educational organizations and purposes; and community outreach, relations, and development are welcome at GCBC.

Examples of events that are permitted at GCBC include:

- GCBC-sponsored events.
- Special occasions such as birthday parties, wedding and baby showers, graduation parties, anniversaries.
- Events sponsored by not-for-profit Christian organizations that do not conflict with GCBC doctrine and policies.
- Events sponsored by civic organizations that do not conflict with GCBC doctrine or policies.
- Events sponsored by sports teams or organizations that do not conflict with GCBC doctrine or policies.

In general, events that are aimed at raising or earning money or that conflict with Bible and GCBC doctrine and policies are not approved. Examples include:

- Fundraisers.
- For-profit business ventures.

- Worship for non-Christian groups.
- Events that conflict with Bible teachings and GCBC doctrine and policies.
- Events with inherent risk.

Exhibit D

Gibson City Bible Church Facilities Clean-up Guidelines

Narthex/Café

Tables and chairs must be wiped clean and returned to their proper locations.

Carpet must be vacuumed.

Should there be a spill, please clean the floor immediately. Carpet should be blotted with water-soaked paper towels and dried with paper towels. Please notify the custodian of the spill so it can be given immediate attention. Leave a note explaining the situation.

Rubbish must be tied and taken to the dumpster (located near the shed). New trash bags should be placed in cans.

If the patio area was used in conjunction with the narthex/café area, be sure to pick up any rubbish on the patio and return tables and chairs to their original location.

Countertop and sink should be cleaned and items such as napkins, coffee cups, and creamers returned to their proper places.

If the coffee service was used, be sure to discard coffee grounds, empty and rinse coffee urns, and return them to their proper storage area.

Doors to the patio and the front of the building must be locked before you leave.

Kitchen

If you plan to use the stovetop and/or ovens for preparing/warming food, please let the church know ahead of time. The natural gas and pilot lights are turned off when not in use. A church representative will make sure the pilots are lit for you.

If you plan to use paper products for your function/meal, please bring your own paper plates, plastic utensils, and cups unless other arrangements have been made. When the function is over, do not leave leftover paper plates, plastic utensils, or cups in the kitchen; take them home with you.

Whenever food preparation requires cutting or chopping, please use a cutting board (found in drawer on left side of sink closest to the stove). Be sure to clean cutting board thoroughly before returning to the drawer.

Any cooking utensils or dishes used from the kitchen should be washed and put away before leaving. If you don't recall where a particular item belongs, leave it on the counter rather than put it away in an incorrect cupboard.

Be sure to wipe clean the countertops, stovetop, ovens, and sink.

If dishtowels and dishcloths are used, please place them in the hamper.

Plastic tablecloths must be washed off *and dried* before they are put away to avoid molding.

Please pick up items off the floor; sweep the floor if there is excessive debris.

Trash bags must be tied and taken to the dumpster (located near the shed). New trash bags should be placed in cans.

Please do not take home items belonging to the church.

Please do not leave leftover food behind unless it is to be served at a specific event and is so marked.

Worship/Activity Center

If your event requires special arrangement of tables and/or chairs in the worship/activity center, please contact the church office at least two weeks prior to your event. There are a number of activities taking place throughout the week in this space, so the timing of your event setup and takedown will need to be coordinated with these events in mind.

After your function:

Tables must be wiped clean and returned to their proper locations.

Blue chairs are to be brushed off before being stacked and stored.

Refuse should be picked up off the floor.

If the stage area was used, this area must be picked up.

Should there be a spill, please clean the floor immediately. Carpet should be blotted with water-soaked paper towels and dried with paper towels. Please notify the custodian of the spill so it can be given immediate attention. Leave a note explaining the situation.

If trash receptacles were used in conjunction with your event, garbage bags must be tied and taken to the dumpster (located near the shed). New trash bags should be placed in cans and cans returned to their proper location.

Lights are to be turned off.

Nursery/toddler rooms

Toys should be picked up and returned to their proper places.

Tables should be wiped clean and returned to their proper locations.

Refuse should be picked up off the floor.

Bathroom should be cleaned, including toilet flushed, sink wiped down, and rubbish picked up and thrown away. If there are dirty diapers, please be sure to take trash to the dumpster (located near the shed).

Classrooms

Return tables and chairs to their original locations.

Dispose of any refuse.

Return writing utensils, reading materials, other items to their proper places.

Turn lights off and close door.

Pavilion

All refuse should be picked up, placed in garbage bags, and disposed of in the dumpster (near the storage shed).

Tables should be returned to their proper places.

Lights turned off.

If the restrooms on the west side of the building are made available for your function, you are responsible for cleaning them. Be sure that the toilets are flushed, sinks are wiped down, and rubbish picked up. If there are dirty diapers, please be sure to take trash to the dumpster (located near the shed).

ADOPTED: January 25, 2016 Deacons

ADOPTED: August 15, 2016 Elders

POLICY ON FINANCE COMMITTEE

I. POLICY:

A Finance Committee will exist in order to better provide for coordination in the management or oversight or supervision of church financial resources.

II. PROCEDURE:

- A. The Finance Committee shall consist of five members, two Elders, two Deacons and Church Treasurer. The Finance Committee answers directly to the Elders, who shall designate an Elder as the Chairman of the Finance Committee.
- B. The Finance Committee shall develop annually, with the input of Ministry Leaders, a Budget, which will be proposed to the Elders and recommended to the congregation for approval at the Annual Meeting.
- C. The Finance Committee shall administer and oversee the finances of the church within limits set by the Elders and in doing so to exercise financial control against the budget.
- D. The Finance Committee shall exercise authority for approval of ministry and capital expenditures in excess of budgeted line-item amounts, and to report the same to the Elders and, with respect to property and facilities, to the Deacons.

Revised September 15, 2008

EDITED: JULY 2019

POLICY ON SPACE ALLOCATION

POLICY:

The Elder Board determines space allocation of grounds and facilities based on ministry needs.

ADOPTED: 3/21/05

REMOVED: Jay 2019

APPROVED BY ELDERS: 9/9/19

POLICY ON QUALIFIED GIVING

POLICY:

All gifts to the Gibson City Bible Church shall be “Qualified Gifts” applied for the ministries of the Gibson City Bible Church under direction and at the final discretion of the elders. The church will not accept “Non-Qualified Gifts.”

A “Non-Qualified Gift” is a gift received by the church that is conditioned upon its application to a Non-Qualified Recipient or use that is outside the ministries of the church. A Non-Qualified Gift will not qualify for tax-deductible receipt.

A Non-Qualified Recipient is one that has not qualified as a 501(c)(3) charitable or religious organization.

Gifts may be designated among approved ministries funds of the church, such as (without limitation): operating fund, building fund, missions, benevolence, short-term missions, or a particular church-approved short-term mission. These are Qualified Gifts applied for the ministries of the church.

Each restricted contribution designated toward an Elder - approved ministry or project will be used as designated with the understanding that when the need for that church ministry or project has been met, or cannot be completed for any reason determined by the Elder Board, the remaining restricted contributions designated for such ministry or project shall be applied among the ministries and uses of the Church as the Elders may direct.

Gifts designated among the approved ministries of the church shall be acknowledged by receipt including the following language: The contribution is received with the understanding that the Elder Board of the Gibson City Bible Church has complete control and administration over the use of donated funds.

A gift to an approved short-term mission bearing or accompanied by notation that it be credited to the fund-raising commitment of an individual participant in that mission is a non-refundable gift to the church for application to that mission and is a Qualified Gift.

Gifts to the benevolence fund may be accompanied by expression of a need of which the donor is aware. So long as the gift is not conditioned upon its application to that need, the gift is a Qualified Gift.

At least annually, the church shall issue a receipt for all Qualified Gifts received within the applicable reporting period.

ADOPTED – May 17, 2010

POLICY ON CHURCH EMAIL LIST

I. POLICY:

The church email list may be used for the edification and convenience of the church body, however, it may not be used for the financial profit of a business or individual.

II. PROCEDURE:

- A. The administrative assistant will manage all requests to post messages to the all-church email list. Following is a list of guidelines for the administrative assistant to follow. If unsure about the appropriateness of a particular request, the administrative assistant may consult with a pastor, elder, or deacon for a final judgment.
- B. Examples of approved uses may include but are not limited to:
 1. Prayer requests.
 2. Communication concerning a physical, financial or spiritual need.
 3. To advertise church events or make schedule changes or reminders.
 4. To give away desirable items.
 5. To request help with a particular project (moving, car repair, etc.)
 6. Communication by the church leadership to the church body, including requests for financial assistance for ministry use.
- C. Unapproved uses include any request to use the all-church email for profit.
 1. The church email list may not be shared with any outside for-profit agency.
 2. Any request to share the church email list with another ministry should be approved by the elders.
 3. Individuals, including church members, may not use the church email list to solicit the sale of products or services.
 4. Businesses, including those whose owners or employees include church members, may not use the church email list to solicit the sale of products or services.

Adopted

Deacons: 3/8/10

Elders: 6/21/10

POLICY ON GO FUND

I. POLICY:

Subject to the discretion of the Elders, the church will maintain a fund entitled the” GO Fund.” The GO Fund shall consist of: 1) the balance from time to time on hand for short-term missions; 2) gifts designated, either memorial or otherwise, for “GO Fund” or missions uses in accord with applicable policies. The GO Fund shall be held and administered at the discretion of the GO Team subject to the procedures following.

II. PROCEDURE:

- A. The prior “Short Term Missions” fund is renamed as the “GO Fund.”
- B. The balance of memorials gifts designated for missions shall be transferred or otherwise deposited to the GO Fund as received from time to time.
- C. Consistent with the Mission of the GO Team, the GO Fund shall be applied to the support and advancement of missions locally and internationally, including:
 - a. routine expenses for visiting missionary expenses, speaker honoraria, missions education and awareness, and missions conference and events expenses;
 - b. funding of short-term missions approved by the elders and in accord with applicable policies; and
 - c. subject to prior approval by the elders as to any project commitment of greater than \$1000, special needs and worthy projects as the GO Team may approve or recommend from time to time.
- D. Operating Budget line items for missions, including monthly obligations for GO Partners of the church, are not a part of the GO Fund but are separately administered by the GO Team in accord with applicable policies.

APPROVED BY ELDERS: December 14, 2020

POLICY ON BENEVOLENT FUND

POLICY:

As Christians and as a body of believers, we are instructed to care and provide for those in need (1 John 3:17, Acts 2:44-45, Galatians 6:2; 9-10), and as an expression of our Christian love, compassion, and duty to one another, the GCBC shall maintain a benevolence fund to assist individuals or families in financial need.

BIBLICAL BASIS:

“But whoever has the world’s goods, and sees his brother in need and closes his heart against him, how does the love of God abide in him? Little children, let us not love with word or with tongue, but in deed and truth.” (1 John 3:17)

“And all those who had believed were together and had all things in common; and they began selling their property and possessions and were sharing them with all, as anyone might have need.” (Acts 2:44-45)

“Carry each other’s burdens, and in this way you will fulfill the law of Christ.” ... “Let us not lose heart in doing good, for in due time we will reap if we do not grow weary. So then, while we have opportunity, let us do good to all people, and especially to those who are of the household of faith.” (Galatians 6:2; 9-10)

The Scriptural Foundation for Benevolence at TF can be found in Matthew 25:37-40 where Jesus himself charges the Church to do for the “least of these brothers of mine” as a form of serving Jesus.

"Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?' "The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.'"

DEFINITIONS:

- A. Benevolence is defined as an act of kindness, charitableness, good will, generosity, or expressions of Christian love intended to address the needs of

- the poor and distressed. It is specifically intended to address life-threatening or life-hindering situations.
- B. The primary objective of benevolence is to make a person whole, to preserve life, and to facilitate the individual in obtaining a more lasting solution. Benevolence should not be used as a substitute for longer-term care, counseling, or other assistance. Its purpose is to encourage growth rather than foster dependency. The intent of the fund is to offer a “hand up” versus a “hand out” to those in need.
 - C. In terms of the church, a benevolence program is one that provides for the basic necessities of life. Benevolence is not strictly an event; it is a vital part of ministering within the body of believers. It is important to realize that benevolence is a quality of our life in Christ and not merely a matter of financial assistance. Exercising of benevolence should be used as an opportunity to proclaim the love of God.

PURPOSE:

- A. The purpose of the benevolent fund is to minister to individuals or families during a time of hardship or crisis by temporarily assisting them with their basic needs. The benevolent fund achieves this purpose primarily by specific disbursement at the direction of the benevolence fund manager.
- B. The purpose of this document is to establish and outline an objective, unbiased process for the evaluation of requests for assistance from the benevolent fund; provide written eligibility requirements and criteria for receiving assistance from the benevolent fund; and describe the request, approval, and disbursement process.

SOURCE OF FUNDING

- A. The benevolent fund is an officially recognized and designated permanent fund. As such, it is an approved recipient for designated giving. It has no budget for either income or expense. Its receipts consist entirely of designated giving, and its expenses consist of funds disbursed for its stated intended purposes at the direction of the deacons.

- B. The only regular source of income for the benevolent fund is through special offerings by individuals or families wishing to make a donation to the fund. Contributions to the benevolent fund in the form of a check should be made payable to Gibson City Bible Church with a notation on the check or offering envelope that the funds are to be placed in the GCBC benevolent fund.
- C. Members of the congregation, however, will not be encouraged to give to the benevolent fund in lieu of giving to the general fund of the church, and funds designated for the benevolent fund must conform to church policies.
- D. In the case where funds run low, special offerings specifically for the benevolent fund may be collected to improve the health of the fund. If these efforts were to prove inadequate, the allocation or transfer of funds from the general fund may be considered and deemed appropriate by the deacons upon approval by the elders.
- E. The leadership of GCBC exhorts members to minister directly to other members of the congregation as they become aware of specific needs. However, gifts made directly by a member to a needy individual or family are not tax-deductible under IRS regulations.
- F. In order to comply with IRS regulations concerning charitable contributions, all gifts to the benevolent fund must be unconditional.
- G. Contributions to the benevolent fund may not be earmarked or otherwise designated for particular purposes or recipients.
- H. Donors making contributions to the benevolent fund subject to these conditions may be able to deduct their contributions if they itemize deductions on their federal income tax return. The leadership of GCBC recommends that donors consult their individual tax advisor or CPA concerning the appropriate tax treatment of contributions they make to the fund.

GUIDELINES FOR DISPURSEMENT

- A. The benevolent fund is intended to be a temporary help during a time of crisis, such as a loss of job, death in the family, and financial distress. It is intended as a source of last resort to be used when the family or individual requesting

assistance has explored all other possibilities of help from family, friends, savings, or investments

- B. The church will not participate in or offer benevolence for any need that is non-scriptural, illegal, or is a clear duplication of services more readily or appropriately available through recognized public agencies. Other sources of assistance in the Gibson City community include the local food pantry, Gibson City Welfare Board, Gibson City Police Department Fund (lodging), and Drummer Creek Township.
- C. Generally, assistance from the benevolent fund is intended to cover an individual's or family's basic needs. Assistance from the benevolent fund is intended to be a one-time gift. In unusual circumstances, the deacons may decide to help more than one time. However, under no circumstances is a gift from the benevolent fund to be considered a loan. No gift is required to be repaid, either in part or in full, in money or labor.
- D. If the recipient desires to give to the church at a later time, this individual should be encouraged to give directly to the general fund of the church. At the discretion of the deacons and the leadership committee, the individual may be informed that the benevolent fund accepts designated giving, but only if the person understands this is not a payback of what originally was given.
- E. Those requesting assistance may be asked to seek financial, family, or emotional counseling. The deacons will not provide help to anyone who, in their estimation, will have negative or irresponsible behavior reinforced by financial help. The aim of GCBC is to offer assistance that will help the individual or family avoid potential hardships or crises in the future.
- F. Those requesting help must be willing to give the deacons and pastors permission to follow up on any of the information provided. The deacons and pastors will be sensitive to confidential issues.
- G. Awareness of the need for a benevolent gift can originate from a wide variety of situations, including walk-ins, phone calls, personal conversations with church staff members, friends of persons in need, etc.

H. Benevolence requests for amounts less than or equal to \$50.00 may be dispersed by pastors or Benevolent Fund Managers. Disbursements are made at the discretion of the benevolent fund manager.

RECIPIENTS

In order of priority, recipients of funds disbursed from the benevolent fund at the direction of the deacons are the following:

- Church members—Those in good standing, regularly meeting and involved with the church body.
- Church attendees—Individuals who are not official members of GCBC but who attend services and participate in church functions.
- Members of the community—Those living in Gibson City and surrounding areas.

CRITERIA

The stated purpose of the benevolent fund is to meet peoples' basic needs.

Needs that may *not* be met by disbursement of benevolent funds include the following:

- Business investments, business debts, or anything that brings financial profit to the individual or family;
- School tuition or fees;
- Paying off credit cards. Exceptions can be made when an individual has had to use a credit card in a crisis or emergency (e.g. hospitalization, death, etc.)
- Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law;
- Housing for unmarried couples;
- Legal fees arising from criminal behavior;
- Gambling debts

ADOPTED: November 19, 2012 Elders

Benevolence Fund Request Form

Today's Date: _____

Name: _____

Contact Information:

Primary Phone Number: _____

Mailing Address:

Street: _____

City: _____

Zip: _____

Is your primary residence the same as the above address: Yes ____ No ____

Request:

Signature: _____

POLICY ON FUND RAISING

I. POLICY:

Gibson City Bible Church allows Fund Raisers to occur for the purpose of generating money for Short Term Missions Trips.

II. PROCEDURES AND DEFINITIONS:

A. Definitions

1. Fund Raisers are the organized activities of church groups which are approved by the Missions Committee for the purpose of helping fund a Short Term Missions Trip. Therefore, those funds shall be controlled by policies/procedures in place directing the use of Short Term Missions Funds.
2. Fund Raisers are considered opportunities to highlight missions in and outside the church, raise funds to meet the needs of Short Term Trips (as those trips are defined/controlled by a separate policy), and allow personal involvement of those participating in Short Term Trips.
3. Fund Raisers may include such activities as workdays, garage sales, food sales, concerts, and other creative measures used to generate funding for a trip. Activities discouraged or prohibited would include anything that would bring disrespect to the Name of Jesus and His church. Activities, which may be prohibited, are activities such as raffle sales and door-to-door solicitation.
4. Fund Raisers must not supersede the faithful giving of God's people as they give sacrificially and graciously to support Short Term Trips. Such giving is worshipful and God honoring. People are free to give to Short Term Trips as the Lord leads and without the expectation of receiving anything in return. Fund Raising must not become competitive, distracting, and schmaltzy.

B. Procedures

1. Fund Raisers must be approved by the Missions Committee. Any questions that the Missions Committee has about a particular Fund Raiser may be passed to the Elders.
2. A written proposal (See Attached) must be submitted to the Missions Committee in advance of a Fund Raiser. That proposal will include what the Fund Raiser will consist of, the date(s) of the Fund Raiser, estimated cost, and the purpose for

which it exists. Fund Raisers will not function as “open ended” events. The proposal must have a start and end date included.

3. All monies generated by the Fund Raiser will pass through the normal processes of handling Short Term Missions Money. It is expected that the money will be submitted immediately following the Fund Raiser. The Short Term Trip Leader will prepare the money for deposit and present it to the GCBC Bookkeeper. The Trip Leader and the Bookkeeper will maintain a record of the deposit. A report of money generated by a Fund Raiser is to be submitted to the Missions Committee and the Elders.
4. Fund Raisers in and through GCBC for individuals will not be allowed except by special permission from the Elders.
5. Fund Raisers must be coordinated with the church calendar if they are occurring on church property. Fund Raisers for Short Term Missions Trips must not conflict with other church funding activities. Fund Raisers are discouraged from happening on Sundays and may not happen on Sunday mornings.
6. Only one Fund Raiser may occur at a time and only two Fund Raisers may occur for a single trip.
7. Fund Raisers may be advertised in the church bulletin and through announcements during the worship service. All such advertisements must be approved by the Senior Pastor. All-church E-Mail solicitation is not allowed except by special permission from the Senior Pastor.
8. Fund Raisers costs are covered through the budget of the particular group hosting the event or through the Short Term Missions line item.
9. Monies generated through Fund Raisers are non-refundable.

Fund Raiser Proposal

Name of Person Submitting Proposal _____

Date Proposal Submitted _____

Description

Proposed Date(s) _____

Purpose

Proposed Location

Contact Person

For Missions Committee Only:

Date Received _____

Approved _____ Not Approved _____

ADOPTED: October 15, 2012 Elders