

MIDVALE  
BAPTIST  
CHURCH  
OPERATIONS  
MANUAL

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### Committees/Teams

Committees or teams shall have the authority to operate and function within their assigned areas as defined in the constitution and bylaws, in the Church Operations Manual, or as ordered and directed by the church. Any decision or action by a committee shall be subject to review and revision by the church. In case no committee or team has been elected or appointed  
If any committee or team has not been staffed by election or appointment the Deacons shall fulfill the functions and duties of that committee.

### Building and Grounds Committee/team

The building and grounds committee is responsible for the maintenance of the properties, facilities, equipment, and furnishings of the church. The committee will work in cooperation with the trustees to assure the proper care and maintenance of all church properties. The committee shall cooperate with the pastor in the supervision of building maintenance employees or contractors. The committee shall schedule all routine and seasonal clean-up and repair days. The committee shall strive to assure the safety and comfort of those using the facilities and property of the church.

The committee shall also serve as a general safety and security committee to assure the safety and comfort of those using the facilities and property of the church, thus serving as the risk management team for the church. In this mission the committee will consider and recommend to the church for action improvements that will result in increased safety and security of those using our church as well as preserving the facilities. The committee will conduct inspections to ensure that hazards are not present or are dealt with in a timely manner. The committee can and should use inspectors from other entities, such as Fire Department or government bodies that review safety of children in the Kid's Best program. Information available from our insurance agents or insurance carriers is to be included in carrying out these duties.

The committee should perform weekly walk-through inspections to identify and have corrected safety violations such as inoperable exit signs, inoperable lighting, tripping and slipping hazards, and storage of materials in inappropriate areas. This inspection should also consider operability of emergency doors, building exits, and parking lots, including adequacy of reducing slipping hazards due to winter conditions.

### The Clerk

The clerk shall be responsible for keeping a suitable record of all official actions of the church. The clerk shall be responsible for keeping a register of names of members, with dates of admission, transfer, death, or erasure, together with a record of baptisms. The clerk shall issue letters of transfer voted by the church and shall preserve on file all essential communications and written official reports. The clerk shall be responsible for preparing the annual letter of the church to the association. All church records, including financial records, are church property, although records may be kept in the personal computer of the clerk or an on-line database. Permanent records in paper format will be filed in the church office. The clerk shall act as recording secretary for all business meetings and distribute the meeting minutes to the church members before the next monthly meeting opens. It is acceptable for the clerk to find a substitute, who is a church member, to record and distribute the meeting minutes.

### Constitution and Bylaws Committee

The constitution and bylaws committee shall serve as a standing committee in all matters related to the constitution and bylaws and the Church Operations Manual. Suggested amendments to shall first be submitted to the constitution and bylaws committee for discussion and assessment before being presented to the church for action in a business meeting. The committee shall

annually review this constitution and bylaws to determine if any changes are needed in relationship to the needs and growth of this church.

The constitution and bylaws committee shall develop a church operations manual. The manual shall be kept in the church office and made available to any member of the church, including, if possible, internet access to portions that do not include passwords or account numbers. The constitution and bylaws committee shall review the manual at least once annually with the authority to recommend changes for the church to consider. Any church member or church organization may and are urged to initiate suggested changes in the manual.

#### Discipleship Team

The Discipleship Team is charged specifically by the church constitution with two portions of the mission of the church:

Education

To provide the Biblically-based learning opportunities that will stimulate Christian maturity and discipleship

Evangelism

To seek to bring others into an ever-maturing knowledge of the saving grace of Jesus Christ.

The discipleship team is comprised of the Sunday School Director, who serves as team leader, plus all of those who are elected to teach and lead in discipleship activities. All Sunday school teachers and leaders of children's and youth's group activities other than Kids Best are members of the team. This team oversees budget area "500 Discipleship Team". Individual teachers, along with the Sunday School Director, select the materials and literature used in the teaching effort of the church and assign classes to specific rooms in the building.

#### Kids Best Oversight Committee

This team is comprised of Midvale Baptist Church members and shall serve as standing committee in all matters related to the Kids Best Program including but not limited to: financial, policy and general oversight. This committee ensures that the Director and Leaders of Kids Best are operating under full disclosure and has the support of the church body. Regular meetings of this committee along with Kids Best Director and/or Leaders are recommended to occur frequently and required at minimum, twice a year. Electronic communication (e-mail, web, etc.) is utilized to provide updates and basic payroll financial decisions and approvals/disapprovals not requiring an in person meeting of the committee. Upon any major change affecting the operations of Kids Best, the Director and/or Leaders of Kids Best shall contact the committee regarding said changes. If any operations change is found by the Kids Best Oversight Committee or Kids Best Director/Leaders to require a vote at the business meeting, the Midvale Constitution and By Laws shall serve as the foundation for conduct. Upon request of Midvale Baptist Church, the Kids Best Oversight Team will provide answers to questions regarding decisions brought before the committee. A yearly summary of the Kids Best Program is provided by the Kids best Director/Leader. It is recommended that the Kids Best Oversight team be apprised of the needs, decisions, concerns, etc. of the Kids Best Program on an ongoing and regular basis which will allow the program to adapt to yearly and long term dynamics.

#### Missions Committee/Evangelism Team

The missions committee seeks to discover possibilities for mission projects, shares findings with the church program organizations, and serves the church in researching, establishing, and conducting such mission projects as may be assigned to it. The committee is also charged with promoting denominational missions offerings and with keeping the church informed on missions activities of the denomination.

### Nominating Committee

The nominating committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such position shall first be approved by the nominating committee before they are approached for recruitment. The nominating committee shall present to the church for election all who accept the invitation to serve. There shall be additional opportunity provided for nominations from the floor for any position, unless otherwise specified herein.

The nominating committee shall act as a committee on committees and shall be responsible for recommending to the church additional committees as needed or the addition of responsibilities to existing committees. Committees not specifically described in this Constitution and Bylaws may be added or deleted by the congregation at any regular or special business meeting called for that purpose.

### Stewardship Operations

#### Definitions used in this section:

Pass-through funds: funds which are given through the church to other entities, and are not intended to be controlled or used by the church. Examples include offerings given for denominational mission causes, offerings of church-type missions, and love offerings. No special offerings other than love offerings and the regular denominational mission offerings (such as Lottie Moon Christmas Offering , Annie Armstrong Easter Offering , Care and Share Offering , Association Missions Offering, and World Hunger Offering) shall be taken except upon vote of the church in business meeting.

Designated funds: funds donated or received for specific purposes within the program of the church. An example is funds donated to purchase specific items. Individuals may make designated gifts at any time.

General fund: all other tithes and offerings. Examples include member tithes and offerings and donations intended to reimburse the church for use of facilities.

### Stewardship Committee

The purpose of the stewardship committee shall be to develop in the church an understanding and commitment to the biblical concepts of individual and corporate stewardship. The committee will utilize all functions of the church including worship, ministry, proclamation, education, and application to accomplish its objective. In addition to two (2) elected members, the following shall serve as ex officio members of the stewardship committee: the church treasurer, the assistant treasurer, the financial secretary, and a trustee representative.

The stewardship committee oversees, develops, and recommends a unified church budget and works with the treasurer to assure proper reporting of financial matters to the church.

All expenditure requests must comply with the established policies and procedures of this church as stated in this manual. The stewardship committee shall have authority to spend up to two thousand five hundred dollars (\$2,500.00) for emergency purposes not otherwise allocated in the budget.

#### Relationship with other officers and committees:

The church, acting in business session, is the authority for all financial activities of the church. The stewardship committee recommends and oversees, but the church must be the final approval for all committee actions, including approval of this operating procedure.

The Counting Committee counts, records, and deposits all income to the church checking account. Empty offering envelopes showing the name of the giver and the amount given are dated and made

available to the financial secretary. A record (Counting Committee Report) of deposits into the bank account showing pass-through moneys, designated funds, and total income is made available to the treasurer.

#### Financial Secretary

The financial secretary shall receive the contribution envelopes after the money has been removed and counted by the counting committee. The Financial Secretary records tithes and offerings from each giver in the confidential giving records, using and preserving the empty giving envelopes as records for five years after the end of the tax year. Annual giving records are prepared by the financial secretary and distributed to givers. If requested by a contribution the financial secretary may prepare a quarterly statement of giving.

The financial secretary in conjunction with the counting committee shall assure that all records of personal financial giving shall be kept confidential at all times. All such records and pledges shall be kept confidential and shall not be divulged for any reason other than those required by state and federal taxing authorities..

#### Treasurer

It shall be the duty of the treasurer to preserve and pay out all money paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. The treasurer may pay or schedule for automatic payment routine budgeted line item expenses such as salaries, mission offerings, contractor expenses, and monthly invoices without further authorization, but non-routine invoices shall be paid based on vouchers approved and signed by authorized personnel

All books, records, and accounts kept by the treasurer shall be the property of the church but records in computer form may be kept on the personal computer of the treasurer or on-line databases. The books shall be open for inspection at all times by any member of the church.

It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. An annual report shall be presented at the end of the financial year. The treasurer's report and records shall be audited annually by an auditing committee of the trustees or public accountant. The treasurer shall be bonded at the church's expense. This bonding is normally part of the property insurance policy carried by the church.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the trustees for auditing and upon completion of the audit, the report shall be delivered to the church clerk who shall keep and preserve the audit report as part of the permanent records of the church.

The treasurer receives invoices and issues payments, based on bills received, salaries and denominational donations approved in the budget, or vouchers for budgeted items approved by individuals who authorize the disbursements. The treasurer maintains itemized account of all receipts and disbursements, and prepares monthly and annual statements. It is a joint responsibility of the treasurer, the stewardship committee, and the members of the church to control expenditures within limitations of the budget and income.

The Trustees are the corporate officers of the church, and are responsible for church property. Certificates of deposit or other non-demand accounts will be held in the name of the church. The Trustees are charged by the constitution to audit the financial records at the end of each fiscal year.

#### Budget Preparation

A line-item budget is prepared for each fiscal year (the church fiscal year is the calendar year, January 1 through December 31). Beginning in October, the committee seeks information on budget requirements from all officers, team leaders, and committees of the church and incorporates this information into a unified budget for presentation to the church at the December business meeting. Budget line items, and the officers, team leaders, or committees from whom budget information is sought are listed below. In addition to making budget requests, the individual officers, teams, and committees monitor and approve expenditures in their budget line items. The individuals who normally approve vouchers are included in parentheses for each line item. If an expenditure is specifically approved by church action in business session, the treasurer may make payment for the expenditure without a voucher. Further, routine periodic payment of invoices in any budget areas may be made by the treasurer without a voucher being approved by the individual or group below. For example, the Trustees select the insurance carrier and the policy particulars, but once an invoice is received the treasurer may pay the invoice without further approval.

Budget area responsibilities:

100 series items: Ministry team (team leader, alternate any team member.) Use of local missions funds (item 130) for benevolences can also be authorized by the pastor or a deacon.)  
200 Series items except 270: Administration team (team leader, alternate any team member)  
300 Series Ministry Team (team leader, alternate any member)  
400 Worship Team (team leader, alternate any member)  
500 Discipleship team (team leader, directors for indicated activity)  
600 Fellowship Team (team leader, alternate any member)  
700 Administration team (pastor, team leader, treasurer)  
800 Administration Team (Buildings and Grounds)

Pass-through funds:

Denominational Mission offerings, Church type mission pastoral support, church-type mission offerings, etc.: Missions committee (Chair, alternate any member). This may be changed by vote of the church if the church-type mission has elected officers given approval authority by both the mission and the mother church. denominational mission offerings should be passed on to denominational channels at the end of each month.

Designated funds:

Funds given and designated for areas already covered under a budget line item will be credited to the general fund, but the budgeted amount will be increased by the amount so designated. Balances and expenditures for other designated funds are not included in the monthly totals for the general fund. The monthly and annual reports, however, will indicate income and expenditures for each fund.

Trustee fund: Expenditures from this fund can be approved by the Trustees or by vote of the church in a business meeting. This fund receives at least 50% of building use fees, with the remainder going into the general fund. At present all of the building use fees are going into the trustee fund.

Others not similar to budgeted areas - as indicated by the donor when offering is designated: if not stated, determined by church vote. If the church chooses not to carry out the purchase or activity indicated in the designation the donor will be offered the return of the donation.

If the donor does not either re-designate the purpose of the fund or accept the return of the donation the church determines the disposition of the funds.

Approval of expenditures: Vouchers

All requests for reimbursement of individual church members for expenditures paid by the member require a voucher validated by the individuals listed above.



Invoices for Kid's Best expenditures charged to church-provided credit cards issued for that purpose are paid without additional vouchers.

### Disbursements

#### Payment Priorities

All bills should be paid when due. Money designated in the budget for denominational and mission causes shall be paid monthly before all other expenditures

Missions offerings based on a percentage of Tithes and Offerings and denominational pass-through offerings (Lottie Moon, Annie Armstrong, Care and Share, Disaster Relief, etc.) will be paid at the end of each month. No vouchers will be issued. .

Routine recurring budgeted items (e.g. pastor salary items) are paid by the treasurer without vouchers. Recurring budgeted expenses such as utility fees, items purchased on standing accounts, lease payments are paid without vouchers upon receipt of invoice.

When presented with invoices or vouchers for budgeted items, the treasurer (or assistant treasurer if the treasurer is not available) will prepare checks or other forms of payment (drafts on the checking account or Quicken Billpay authorizations) and enter the disbursements in his record system. Invoices or vouchers will be filed in the treasurer's record system..

Signature cards for all bank accounts or certificates of deposit will be executed (typically for the treasurer, assistant treasurer, the trustees, and one member approved by the church who is likely to be at the church on Wednesday evening). The bank will honor any check or withdrawal form that bears any one of the authorized signatures. Although the church previously required two signatures, this is not possible for BillPay checks or electronic fund transfers– the oversight intent of requiring two signers is replaced by including the register report in the monthly finance report. Bank account and BillPay sign in names and passwords are provided only for the treasurer and assistant treasurer.

### Reports

A monthly report to the church will be prepared by the treasurer. The reports should show all income and disbursements by line item, pass-through category, or designated fund. The report should include sufficient information to indicate to church members the current status of church finances. It will also include a register report indicating all income and expenditures, including those paid by draft, electronic fund transfers, or BillPay. The format may be changed from time to time to improve clarity to church members.

## INSTRUCTIONS FOR COUNTING AND DEPOSITING OFFERING

NOTE: The church records giving information in order to provide records for tax purposes. Giving record envelopes are to be kept confidential and given to the Financial Secretary for this purpose.

1. Counting should be done by more than one person– it is advisable that no two members of one family count alone.
2. First check in the Counting Committee file drawer the large manila envelopes labeled “Other Monies”, “Kids Best”, and “Building Use”. The “Other Monies” envelope contains offerings mailed to the church, and the contents are handled the same as gifts in the offering plates. The “Building Use” envelope contents, whether cash or checks, are counted separately and entered on the tally sheet as Building Use in the designated offerings section and then totaled with the other offerings. The “Kids Best” envelope is handled as is Building Use, but credited to Kids Best on the tally sheet.

3. Separate envelopes from loose cash and loose checks.
4. All loose cash is assumed to be for the general offering unless it is from an offering taken at a special service as a love offering or it has been designated before the offering is taken as being intended as a special offering.
5. Fill out an envelope for each loose check, showing the name of the giver and the amount of the offering, including any breakdown of the total into general fund or designated offering. Note: If there is no designation assume the entire check is for the general fund. If the check is from a visitor, record the address of the individual on the envelope for eventual use in sending giving receipts to the giver. If you know that the giver has been attending regularly you do not have to continue to record the address for each subsequent gift.
6. Open each envelope and assure that the amount contained therein agrees with the indication on the envelope, including any designations of all or part of the offering. If the amount on the check and the envelope do not agree, change the amount on the envelope. When the giver's name is not written on the envelope, write it on the envelope where known from the enclosed check.
7. Check each envelope for any designated offerings and total the amount designated for each designated cause on the tally sheet.
8. Stamp the front of each envelope with the "Rec'd" stamp with the date set to the day of the offering. Stamp a larger envelope with the "REC'D" stamp (or other stamp set to the correct date) and place all envelopes into this envelope for eventual pickup by the Financial Secretary (who maintains the giving records).
9. Add all the checks (including traveler's checks and money orders) using a printing calculator (turn on top right switch all the way to the right, top left switch set on 2). The calculator tally will be taped to the deposit slip and the total amount for checks indicated on the deposit slip and on the counting report.
10. Endorse all checks using the endorsement stamp.
11. Total currency and coin and place the total for each on the counting report and the deposit slip.
12. Enter the grand total of coin, currency, and checks on the counting report and the deposit slip.
13. Each counter should sign the counting report. The report goes to the treasurer (or to the treasurers in-box in the church office if the treasurer is not present).
14. Place deposit slip, checks, cash, and coins in a bank bag (or large enough regular envelope if bank bags are not available) and deposit in the AnchorBank night depository envelope slot (preferably at the Mineral Point Road branch, so the bank bags can be picked up at one place).
15. The bank bags have to be picked up every 4 weeks- ask the teller for them at the drive-up window.

COUNTING REPORT  
MIDVALE BAPTIST CHURCH  
821 S. Midvale Blvd  
Madison, WI 53711-2830

Stamp date below this line

SIGNATURES OF COUNTERS

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DESIGNATED OR SPECIAL OFFERINGS

BUILDING USE	\$ _____
ANNIE ARMSTRONG	\$ _____
CARE AND SHARE	\$ _____
LOTTIE MOON	\$ _____
KIDS BEST DAY CAMP	\$ _____
_____	\$ _____
_____	\$ _____

DEPOSIT TOTALS (COPY ON DEPOSIT SLIP)

CHECKS	\$ _____
CURRENCY	\$ _____
COIN	\$ _____
TOTAL	\$ _____

Give form to treasurer, or deposit in treasurer's in box in office

Miscellaneous:

The bank will only accept checks made out to the church.

If a check is unsigned, made out to other than the Church, or the amount written out and the amount in numerals do not match, return the check to the writer for correction.

**MIDVALE BAPTIST CHURCH  
REQUISITION/VOUCHER**

Check one:

- ( ) Purchase from funds under budget category \_\_\_\_\_  
Approved by responsible church organization by signature of chair or director \_\_\_\_\_  
\_\_\_\_\_  
(Stewardship Chair signature here \_\_\_\_\_ means approved as a recurrent expense which may be paid when due for the full budget year.)
- ( ) Purchase from designated fund \_\_\_\_\_  
Approved by responsible church organization by signature of chair or director.  
\_\_\_\_\_
- ( ) NON BUDGETED item: Church vote or Stewardship Committee (\$2500 limit) approval must be indicated by signature of Stewardship Committee Chair or Church Clerk.  
\_\_\_\_\_

If check is to be written to a Midvale member to reimburse for out of pocket expense, print your name \_\_\_\_\_ and sign here. \_\_\_\_\_  
Please attach sales slips if already purchased.

Vendor Name:	
Address:	
:	Phone:
Description of item(s) or service	Cost
	\$
	\$
	\$
<b>TOTAL COST</b>	<b>\$</b>

DATE REQUIRED: \_\_\_\_\_

### Sunday School Director

The Sunday School Director maintains Sunday School attendance records; Orders all Sunday School supplies (denominational literature, teaching materials, bulletins, envelopes, etc); Maintains contact with teachers; acts as liaison to pastor when needed Conducts periodic training with teachers, if needed; and recommends qualified people to the Nominating Committee to be teachers

### The Trustees

The trustees are the legal representatives of the church. They shall have the legal responsibility for the church property, but shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing such action. The treasurer's report and records shall be audited annually by an auditing committee of the trustees or by a public accountant secured by the trustees.

The trustees shall have the power to organize themselves according to the needs of the church as a non-profit organization.

The Trustees constitute the Risk Management Team of the church. As such, they work with the Buildings and Grounds Team to recommend to the church changes needed in policies to insure security of the building and protection of persons using the building. The Trustees recommend to the church changes needed in insurance coverages and recommend changes in insurance coverage or carriers. In order to carry out this aspect of their duties they should meet on a quarterly basis, and should report to the church at business meetings. The trustees should perform a monthly inspection of the building and grounds to determine if risk management changes are needed.

### Women on Mission

This gathering of women serves to compliment the Missions Committee as a venue for prayer, fellowship and to address missions concerns as they arise. Generally Women on Mission has one female leader in good standing with the church whom organizes regular meetings. (e.g. April-November once per month) The meetings involve fellowship, prayer, Bible study, and any other missions duties subject in the Holy Scripture (e.g. caring for widows, the sick, prayer, care for children). The Women on Mission may not necessarily be made up of only members as to encourage those outside of the church to meet in a more informal gathering for fellowship and Bible teaching with prayer. All decisions regarding any recommended spending of funds or recommendations to be bought forth to the church body shall be made by members of Midvale Baptist Church within the Women on Mission.

### Worship Team

The worship team, in cooperation with the pastor, is responsible for music and drama components of our worship services. In addition, this team promotes special occasions such as Mother's Day. Budget line item 400 Worship Team covers CCLI and CVLI license fees, bulletin covers, pulpit supply, and music purchases, gifts for special promotion days, and any other expenses directly concerned with the worship ministry. Although the pastor orders the bulletins and the treasurer pays pulpit supply upon advice of the pastor, the remaining items are under the control of the worship team.

Specific routine tasks include selecting congregational and special music for services, preparing projection slides for music, and setting up computer and projector for services. It also includes recruiting worship leaders and persons to present special music for each morning service, as well as planning drama elements of worship and recruiting participants in the drama. The choir director generally selects choir music, including that to be purchased.

**POLICY AGAINST SEXUAL MISCONDUCT  
MIDVALE BAPTIST CHURCH  
MADISON, WISCONSIN**

Adopted by vote of the congregation June 20, 2004

**INTRODUCTION AND STATEMENT OF PURPOSE**

Midvale Baptist Church is a spiritual community that takes seriously its responsibility to provide a safe and nurturing environment for children and youth who participate in our ministries. All program staff and volunteers who are in leadership roles in these ministries are committed to following the example of Christ in teaching and ministering to children and raising them in the Christian faith. All play a key role in fostering spiritual development of individuals and families in our church community.

The disturbing and traumatic rise of physical and sexual abuse of infants, children, and youth has claimed the attention of our nation and society. The following statements reflect the commitment of Midvale Baptist Church to provide a safe environment for all persons of any age involved in church-sponsored ministries, whether as participants, leaders, volunteers or in any other capacity.

In an effort to provide a safe community for staff, volunteers, children, and youth, the church requires all volunteers who work with infants, children, and youth and all staff to commit themselves to the Policy Against Sexual Misconduct adopted by vote of the membership of this church. In doing so, all volunteers who work with infants, children, and youth and all staff are asked to review Midvale Baptist Church's Policy Against Sexual Misconduct and sign the Sexual Misconduct Information Form. In addition, a criminal background check will be completed prior to the start date of any new employee, and employment will be contingent on satisfactory results from such investigation.

**DEFINITIONS**

As used in this document, "sexual misconduct" shall mean engaging in any of the behaviors defined below:

1. **Child sexual abuse** includes, but is not limited to, any contact or interaction between a child (17 years or younger) and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.
2. **Sexual harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in an institution; or
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.

3. **Sexual malfeasance** is sexual conduct within a ministerial or professional relation. Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.
4. **Forced sexual contact** includes rape and any other sexual contact achieved by force, threat, or intimidation.
5. **Sexual misconduct** also includes offensive, obscene or suggestive language or behavior; unacceptable visual contact; unwelcome touching or fondling; possession on church property of pornographic or sexually graphic materials; accessing pornographic or sexually graphic web sites on church property; and any other behavior that is sexually offensive or injurious to the physical or emotional health of another. Sexual misconduct does not include receipt of unsolicited e-mail or advertisements containing otherwise prohibited material if reasonable case is exercised to avoid such offensive material and it is removed promptly.

#### HIRING PROCEDURES FOR NON-ORDAINED STAFF AND RECRUITING OF VOLUNTEERS

1. As part of the hiring process of all paid staff, Midvale Baptist Church will state in all its position descriptions that it has a policy against sexual misconduct with which all employees must comply.
2. Those responsible for employing staff shall conduct a criminal background check before employment with special regard to allegations of sexual misconduct.
3. The Pastor shall see to it that all new staff, before employment, receive Midvale Baptist Church's Policy Against Sexual Misconduct and require completion of the Sexual Misconduct Information Form, which will be kept in that employee's file, indicating that no civil, criminal, nor ecclesiastical complaint has ever been sustained or is pending against them for sexual misconduct and that they have never resigned or been terminated from a position for reasons related to sexual misconduct. Those with a history of sexual misconduct will NOT be employed.
4. The Policy Against Sexual Misconduct shall be reviewed by the Pastor with all current staff at least annually. All volunteers working with infants, children, or youth shall sign the Sexual Misconduct Information Form prior to beginning their volunteer service; those with a history of sexual misconduct shall NOT be allowed to work with infants, children, or youth.
5. The training of new deacons will include Midvale Baptist Church's Policy Against Sexual Misconduct.

## SUPERVISION OF VOLUNTEERS AND STAFF

1. The Nominating Committee, which is responsible for recruiting volunteers working with infants, children, and youth (i.e. nursery workers, teachers, and youth leaders), will strive to recruit leader teams rather than just one person. Further, the Nominating Committee is strongly encouraged to recruit those who have been members or participants in the life Midvale Baptist Church for at least six months.
2. Staff and volunteers are required to immediately report any behavior that seems inappropriate or abusive, following the steps outlined in “Initial Reporting of Suspicious Activity” in this document.

## INITIAL REPORTING OF SUSPICIOUS ACTIVITY

1. Any suspicious activity must be reported immediately.
2. The appropriate person or persons to whom this report should be made are (choose one):
  - a. The Pastor
  - b. A deacon
  - c. Volunteers who have supervisory responsibilities
  - d. A key leader in the church
3. The initial person making the report of abuse or suspicious activity will report it immediately to the Pastor, who will immediately inform one or more key leaders of the church.
4. The Pastor and two other appropriate people as defined in Item 2 above shall interview all appropriate persons, taking seriously all allegations, striving to be sensitive and protective of both victim and alleged abuser, and documenting what, when, where, and how, the date, time and circumstances under which the report was made to determine whether further action should be taken. Persons conducting such an internal investigation should bear in mind that the civil authorities are better trained and equipped to deal with investigations into alleged criminal behavior, and should refrain from any activity that could interfere with an official police investigation.
5. The alleged abuser will be required to refrain from all infant, child, and youth activities until it is determined if further action shall be taken. If this occurs, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.
6. After investigating the reported circumstances, if the appropriate person receiving the report and the Pastor determine that there is reasonable cause to suspect child abuse, then further action shall be taken as described in the section entitled “Responding to Allegations of Abuse.”
7. If no reasonable cause is determined, persons making this decision have the option to recommend another appropriate action such as further investigation, a review of process in that program, further education, or reconciliation where appropriate.
8. If the facts are unclear, persons investigating allegations of sexual misconduct should err on the side of the alleged victim and report the incident to the authorities immediately, following the steps outlined in “Responding to Allegations



of Abuse” in this document.

## RESPONDING TO ALLEGATIONS OF ABUSE

If it is determined that there is reasonable cause to suspect child abuse, the following steps will be taken:

1. Local law enforcement authorities will be contacted immediately as required by law, and a copy of all documentation will be provided them. These authorities shall be afforded complete cooperation by the church’s staff and members. Any legitimate child sexual abuse allegations will be reported to the police immediately.
2. A spokesperson will be appointed by the Pastor. This person must present a clear position statement of the church regarding the child abuse and include policies and established safeguards. This person will have ongoing consultation with the Pastor and will be the only person communicating to the press and authorities.
3. The spokesperson, in consultation with the Pastor, will provide information to the congregation.
4. The Pastor and deacons will provide appropriate pastoral care and support to all involved including referring persons where appropriate.

## SEXUAL MISCONDUCT INFORMATION FORM

The following is taken from definitions in the Sexual Misconduct Policy of Midvale Baptist Church, Madison, Wisconsin: As used in this document, “sexual misconduct” shall mean engaging in any of the behaviors defined below:

**Child sexual abuse** includes, but is not limited to, any contact or interaction between a child (17 years or younger) and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

1. **Sexual harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s employment or their continued status in an institution; or
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive working environment.
2. **Sexual malfeasance** is sexual conduct within a ministerial or professional relation. Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.
3. **Forced sexual contact** includes rape and any other sexual contact achieved by force, threat, or intimidation.
4. **Sexual misconduct** also includes offensive, obscene or suggestive language or behavior; unacceptable visual contact; unwelcome touching or fondling; possession on church property of pornographic or sexually graphic materials; accessing pornographic or sexually graphic web sites on church property; and any other behavior that is sexually offensive or injurious to the physical or emotional health of another. Sexual misconduct does not include receipt of unsolicited e-mail or advertisements containing otherwise prohibited material if reasonable care is exercised to avoid such offensive material and it is removed promptly.

The following certification was mandated by the Policy Against Sexual Misconduct adopted by vote of the membership of Midvale Baptist Church.

### **Certification**

Please check one of the following:

\_\_\_\_\_ I certify by the signature below that no civil, criminal, or ecclesiastical complaint has ever been sustained<sup>1</sup> or is pending<sup>2</sup> against me for sexual misconduct; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct.

\_\_\_\_\_ I am unable to make the above certification. I offer, instead, the attached description of the complaint, termination, or the outcome of the situation with explanatory comments. I fully understand that the information obtained may be used to deny me employment or any other type of position from the employing entity. I further certify, by signing below, that I have read the Policy Against Sexual Misconduct of Midvale Baptist Church of Madison, Wisconsin, and that I will abide by it completely. I also agree that I will hold harmless Midvale Baptist Church from any and all claims, liabilities, and causes of action for the legitimate release of information related to sexual misconduct or for my actions that may cause a civil or criminal suit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

#### **Sustained<sup>1</sup>**

1. In a criminal court, “sustained” means that there has been a guilty plea, a guilty verdict or a plea bargain.
2. In a civil court, “sustained” means that there has been a judgment against the defendant.
3. In an ecclesiastical case, “sustained” means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a judicial commission in any established church.

#### **Pending<sup>2</sup>**

In a criminal court, “pending” means a criminal charge before a grand jury, in the process of being prosecuted, or in which there is not yet a verdict.

In a civil court, “pending” means a case in which there has not been a decision or judgment.

In an ecclesiastical case, “pending” means an accusation is being investigated by a disciplinary committee or charges have been filed but have not yet been decided by a judicial commission in any established church.

## APPENDICES

The following appendices contain either sensitive information such as account information and passwords or information that may be changed by the committee or team from time to time. Although the information is appended to a general-distribution document which may be posted on internet pages or duplicated and distributed, the information in these appendices should NOT be disseminated beyond those filling positions which need access to the information.

APPENDIX A RESTRICTED STEWARDSHIP OPERATIONS INFORMATION  
Payroll Procedures

APPENDIX B Buildings and Grounds Team  
Buildings and Grounds Team Routine Tasks by Time

Weekly

Walk through entire area, checking for: tripping and slipping hazards, electrical hazards (frayed cords, cords in walkways, uncovered receptacles, loose light fixtures exit lights working, trash accumulation Inappropriate materials stored in furnace rooms cleanliness, operable lighting inside and out, sidewalk cover plates securely in place, check water softener salt, replenish as needed (or contract for delivery/loading) Garbage/recycling out Sunday PM Garbage/recycling containers removed from curb Monday AM Note: garbage out used to be a deacon-of-month responsibility; lately it has been mostly Rich

March

Arrange for lawn mowing service Remove and store sanctuary storm windows Clean exhaust hood filter Wash entrance floor mats Rake and remove trash around the building Remove weeds from rock sections and shrubs

Spring Cleanup

Unplug heater tapes (2 above parking lot entrance, 1 in furnace room beside library)  
Clean windows (inside and outside)  
Wash pews  
Wash baptistery  
Remove junk and clutter in whole building  
Remove covers from A/C compressors and store in shed.  
Drain gasoline from snow blowers. Use for lawn mowers if appropriate.

July

Assure fire extinguisher servicing is done (Madison Recharging Service)

Fall Cleanup Before First Freeze

Rake and remove trash around the building  
Remove weeds from rock sections and shrubs  
Remove leaves from gutters,  
Make sure downspouts and plastic hose are clear and draining away from building  
Disconnect and drain garden hoses  
Arrange for snow plowing service (get bids, or contract with existing service)  
Replace furnace filters.  
Purchase ice melter for winter.  
Move gas grills to shed.  
Make sure snow blowers and shovels are at front of shed.  
Make up gas for snow blowers; add both required oil and fuel stabilizer.  
Make sure snow blowers start.  
Prune bushes as needed.  
Cover A/C compressors at parking lot entrance (covers in shed).  
Clean windows (inside and outside)  
Install sanctuary storm windows.  
Clean kitchen exhaust hood filter.  
Wash pews.  
Wash baptistery.  
Remove junk and clutter in whole building.

November

Connect heater tapes (2 above parking lot entrance, 1 in furnace room beside library)  
Schedule annual furnace inspections.

Previously used building service companies

Four Leaf Lawn Care 616 W. Dean Ave Monona, WI 53716 220-6839

Range/Refrigerator repairs ASC1 PO Box 8779 Madison WI 53708 608 246-3160 Fax  
608 246-2721

Lamps and lighting Kurt Schoenwetter PKK Lighting, Inc. 7182 Hwy. 14 P.O.Box  
620645

Middleton, WI 53562-0645 Ph: 608-836-7821 Fax: 608-836-0765 Cell: 608-235-7830  
E-mail: kurts@pkklighting.com

Warren Heating 256-2391 furnace inspections/repairs Randy cell 209-9800

Capital Lock Inc (and Key} 256-5625 Fax 255-6977

Exterminator Professional Pest Control PO Box 359332 Madison, WI 53725-9332  
258-3136

Janitor supplies: City Supply Corp 2317 Parmenter St Middleton, WI 53562 836-7771 fax  
831-9674 [www.citysupplyonline.com](http://www.citysupplyonline.com); Dorn Hardware; Westside Wholesale

<http://www.westsidewholesale.com>

Metal roof caulking (last Caulked 11/07) Madison Metal Clad 2822 S. Syene Road  
Fitchburg, WI 53711 Mike Schildgen 212-4861

## Janitor Cleaning Duties

For Midvale Baptist Church (6/2/2013)

### WEEKLY:

1. Vacuum the kitchen and all carpeted areas, including hallways and classrooms. The floors in the areas under the gym are included.
2. Sweep and mop hard surface areas including kitchen, classrooms, and gym. The floor of the storage room off the gym is included.
3. Clean seven bathrooms. Sweep and mop floors. Clean mirrors, sinks, and vanity surfaces. Restock paper towels, toilet paper, and soap.
4. Empty trash and recycling containers and take out trash and recycling materials to appropriate outside containers.
5. Clean the front and parking lot glass doors and glass inserts in other doors.
6. Remove bulletins in pews and other sanctuary areas and place in recycling.
7. Clean drinking fountain.

### BIWEEKLY:

Clean gym floor---dustmop; (wet mop when needed).

### Monthly, or as needed:

1. Dust window ledges and pews.
2. Remove any cobwebs.
3. Report any inoperable exit signs, lights or leaking fixtures to the church office.
4. Sweep and clean the emergency exit stair exit from the room under the gym.

Except for the floors, cleaning the gym and kitchen is not included. If there are questions or areas that you feel should be cleaned but are not included contact Pastor Bob at 233-5661 or 332-3663

All cleaning materials will be supplied by the church and kept in designated areas. Inform Pastor Bob of any supplies needed. The cleaning must be done before Sunday mornings. Friday afternoon through Saturday would be the preferred time for cleanup.

From time to time the church may ask for additional cleaning or maintenance work for which payment will be negotiated on a case to case basis.

Extra cleaning during the Kids Best Summer Day Camp will be required in addition to the duties above and paid separately. The Pastor will detail the duties. Pay rate will be as indicated below.

You will be paid for an average of 6 hours of work per week at a rate (2014) of \$16.07/hour. While the amount of actual hours may vary from week to week, the monthly pay rate will be uniform assuming  $6 \times 52 / 12 = 26$  hours/month.



## Appendix C Information Technology RESTRICTED

### Network and Internet

The modem for our internet service is located on the left wall in the furnace room across from the pastor's office. Wired internet is routed from the modem to the pastor's office, the church office, and the sound room. Wireless internet service is provided in the Waite Circle wing (router in sound room), the newer basement (router in the furnace room), and the RUG (router in the church office). Disturbing the position of the antenna on the routers can strongly affect the range of the wireless signal. Details below include the passwords for each wireless router.

### Web Page

Midvale Web page [midvalebaptist.org](http://midvalebaptist.org)