

SUBJECT: Statement of Faith

- A. PURPOSE  
To establish a doctrinal statement in accordance with Management Standard Philosophy 100.
- B. GOAL  
It is the goal of The Special Gathering of Brevard to be soundly grounded in historically biblical theology and to function within the wide range of traditions that make up the Body of Christ.
- C. PROCESS  
The Special Gathering of Brevard chapels and their staffs' belief system will conform to the following:
  - 1. The Apostles' Creed:
    - a. I believe in God the Father Almighty, Maker of heaven and earth.
    - b. And in Jesus Christ, His only Son, our Lord; who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and buried; He descended into hell, the third day; He rose again from the dead; He ascended into heaven, and seated on the right hand of God the Father Almighty; from thence He shall come to judge the quick and the dead.
    - c. I believe in the Holy Ghost; the holy catholic Church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting.
  - 2. The National Association of Evangelical Statement of Faith:
    - a. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
    - b. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
    - c. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
    - d. We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

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- e. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- f. We believe in the resurrection of both the saved and the lost; they that are saved in the resurrection of life and they that are lost unto the resurrection of damnation.
- g. We believe in the spiritual unity of believers in our Lord Jesus Christ.

SUBJECT: Fund Raising

A. PURPOSE

To establish means for fund raising and limits to fund raising in accordance with Management Standard Philosophy 101.

B. GOAL

It is the goal of The Special Gathering of Brevard to have no public solicitation of finances. The reasons for this are:

1. It is our belief that God ordained the local church to minister in the local area and that people should give to their local churches.
2. Organizations like The Special Gathering of Brevard should not circumvent the local church with direct appeals to raise funds, but should fully come under the authority of the local church.
3. We truly wish to become an extension of the local churches.
4. We would not exploit mentally challenged persons to raise financial support.

C. PROCESS

1. Local churches and their leadership will be made aware of the local Special Gathering. To insure this, each Director of Christian Education will do the following. However, they will not be limited to the following:
  - a. Make personal contact with local pastors and church leaders.
  - b. Make monthly reports to local pastors containing a financial cash flow report, and an activity report.
  - c. Make church visitations alone as well as with local Special Gathering chapels to enable relationships to develop.
  - d. Facilitate joint social activities with local churches.
  - e. Facilitate presentation of ministries by local Special Gathering chapel members at local churches.
  - f. Speak at local churches or church groups.
2. No direct appeals to individuals will be made requesting funds.
  - a. No mailings to individuals will be made requesting funds.
  - b. No collections will be solicited when a Special Gathering group performs.
3. Request for financial support will be made to local churches, pastors, and leadership.
4. Request for financial support may be made to civic groups, denominational bodies, foundations and personal contact outside the local area.

SUBJECT: Order of Worship

A. PURPOSE

To establish limits and define what a chapel service is.

B. GOAL

It is the goal of The Special Gathering to be an extension of the local church.

C. PROCESS

Within The Special Gathering, a chapel service is a religious service that is subordinate to our local sponsoring churches. We will honor and respect the wide range of traditions that make up the body of Christ.

1. On matters of doctrine we will limit our teachings to the Apostles' Creed and the National Association of Evangelical Statement of Faith (MI 101).
2. On matters of leadership (DCE's) we will only hire those who have a vocation of ministering within the mentally challenged community and persons who have the ability to live with many faith communities (MI 304).
3. On matters of forms of worship we will encourage our members to worship God in any way meaningful to them as long as it is not disruptive or attention getting behavior
4. On matters of fundraising we will not by-pass the local church to raise funds. As an extension of the local church we will be dependent on the local church for our finances (MI 102).
5. On matters of Baptism we will take members to their home church to be baptized. If they do not have a home church, we will facilitate their baptism in a local church. In either case we will help coordinate the other members of that chapel being present for the baptism. Chapel Leaders are allowed to participate in the service at any level the local pastor asks them to.
6. On matters of Communion:  
We follow the example of the Salvation Army. We appreciate the many different understandings of the sacrament and ordinance of communion. While appreciating the differing views we adopt none of them. We are a chapel that is subordinate to the local churches that sponsor us. Like in baptism, communion belongs in the local church. Visits to local churches can be made during communion services so those of that tradition can partake. Chapel Leaders are allowed to participate in the service at any level the local pastor asks them to. From time to time local chapels can remember the death and resurrection of Jesus Christ through the service of the Agape' Feast as conducted by the Salvation Army. There is no claim that it is a sacrament or ordinance, just a remembrance. This policy is clearly an awkward compromise between our desire to honor and respect our supporting churches and to provide a concrete form of worship that is

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meaningful and has been asked for by our mentally challenged members.

7. On matters of funerals and memorial services: We offer our help and support to the family and church of our shared member. If they do not have family and/or a home church we will help facilitate a service. Chapel Leaders are allowed to participate in the service at any level the local pastor requests of them.
8. On matters of weddings we offer our help and support to the family and church of our shared member. If they do not have family and/or a home church we will help facilitate a service in a local church. Chapel Leaders are allowed to participate in the service at any level the local pastor requests of them. There must be a license for staff to participate.

SUBJECT: Sunday Offerings

A. PURPOSE

To establish the manner in which offerings at a local chapel will be accounted for in accordance with Management Standard Financial 200 AND 201 C.1.g.

B. GOAL

It is the goal of The Special Gathering of Brevard to handle all collections professionally by generally accepted practices and manner.

C. PROCESS FOR HANDLING CASH OFFERINGS

The following order of events and process will be followed with all offerings:

1. The offering will be counted by at least one (1) Elder and one (1) member immediately after being collected.
2. A Cash Offering Sheet (see page 201-D) will be filled out and signed by those counting the offering.
3. The Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel DCE's) will then become responsible for the keeping of the offering until the end of each month.
4. At no time should the Chapel Leader be the person counting the offering.
5. The Chapel Leader will oversee the disbursement of the cash offering for transportation and other expenses. The person receiving a cash disbursement will provide a written receipt or he/she will sign the Cash Offering Sheet.
6. All checks received in the offering should be forwarded to the Director of Christian Education on a weekly basis. These checks are not counted into the weekly cash offerings.
7. The Director of Christian Education will forward all checks to The Special Gathering, Inc. on a weekly basis.
8. On the last day of each month, the Chapel Leader will give the portion of the cash offering which is in excess of that needed for the next month to the Director of Christian Education for deposit. This amount should be counted and put into an envelop. The amount should be marked on the outside of the envelop with the name of the chapel and the amount enclosed. i.e. Cocoa \$45.34.
9. The Director of Christian Education will forward all excess cash to The Special Gathering, Inc. on a monthly basis.
10. A weekly accounting will be kept by the Chapel Leader of the cash offering on the Monthly Cash Report. (See page 201-E.)

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11. On the last day of each month, the completed Monthly Cash Report and weekly cash offering sheets-will be turned in to the Director of Christian Education. The Monthly Cash Report original and the weekly Cash Offering Sheets along with the excess of the monthly cash offerings (SEE 201-B, 12) will be forwarded to the Bookkeeper. A copy of the Monthly Cash Report will be retained by the Chapel Leader. This copy should be kept until after the annual audit has been approved for the next year.
12. Should the monthly expenses exceed the monthly cash offering, additional operating money may be requested during the month. See Management Instruction 203-A.

### D. PROCESS FOR FILLING OUT MONTHLY CASH REPORT

The following order of events and process will be followed when filling out the Monthly Cash Report.

1. On the first day of the month, each chapel will begin the month with a minimal amount of offering monies, not to exceed \$75, carried from the previous month. (All other money will be turned into the Director of Christian Education for deposit. See C-8). This amount will be determined by the Director of Christian Education and Chapel Leader. It will be enough money to enable the Chapel Leader to pay expenses incurred during the month. It is suggested that at least enough money should be kept to cover one week of expenses.
2. Each Sunday, the Chapel Leader will transfer the weekly cash offering total from the Cash Offering Sheet to the "Cash Offering" Column on the Monthly Cash Report. That entry should be added to the amount in the "Balance" Column.
3. Transportation expenses will be transferred to the "Transportation Expense" column. Subtract the transportation expenses from the "Balance" column.
4. Follow steps 2 and 3 each week until the end of the month.
5. On the last Sunday on each month, total the "Cash Offering" and "Transportation Expense" columns, entering the totals in the bottom of the page on the line above the "Cash on Hand."
6. The "Cash Offering" column plus the amount carried from the previous month subtracted from the "Transportation Expense" column should come to the same amount recorded in the last entry in the "Balance" column.
7. If these totals do not equal, check the addition and subtraction until the mistake in the math is found.
8. Subtract from the amount in the "Balance" column the amount needed to bring forward for the coming month. Enter the difference of the "Balance" amount and the amount needed to bring forward in the "Cash Deposit" column.
9. Bring the "Cash Balance" down to the last line, to the right of "Cash on Hand." Transfer this balance amount to "Cash Balance" column on Monthly Cash Record for the next month.

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10. On the last day of each month, the weekly Cash Offering Sheets should be attached to the Monthly Cash Report and turned into the Director of Christian Education. The Director of Christian Education will retain a copy of the Monthly Cash Report for his/her records. The Director of Christian Education will forward this information to the Bookkeeper.
11. The person filling out the monthly cash report will sign the monthly cash report.



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**THE SPECIAL GATHERING CASH OFFERING**  
**MONTH/YEAR** \_\_\_\_\_  
**PROGRAM** \_\_\_\_\_

**Cash Offering** \$ \_\_\_\_\_

**Less Transportation**

**Amount Given to Transit** \$ \_\_\_\_\_

**Amount Given to Gas Purchased** \$ \_\_\_\_\_

**TOTAL DEPOSIT** \$ \_\_\_\_\_

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*(Signature of Elder who Verified Cash Offering)*

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*(Signature of Member who Verified Cash Offering)*

**Date Gasoline Receipt(s) were received**

*(Please attach weekly gasoline receipts to this form when they are received).*

I, \_\_\_\_\_, Received \$ \_\_\_\_\_  
*(Signature of Driver)*

from The Special Gathering for rides by Public Transportation.

I, \_\_\_\_\_, Received \$ \_\_\_\_\_  
*(Signature of Driver)*

from The Special Gathering for rides by Public Transportation

I, \_\_\_\_\_, Received \$ \_\_\_\_\_  
*(Signature of Driver)*

from The Special Gathering for rides by Public Transportation

I, \_\_\_\_\_, Received \$ \_\_\_\_\_  
*(Signature of Driver)*

from The Special Gathering for rides by Public Transportation



SUBJECT: Receipt of Checks

A. PURPOSE

To establish the process regarding the recording, posting and depositing of checks received in accordance with Management Standard Financial 201C.1.a.

B. GOAL

It is the goal of The Special Gathering of Brevard to handle all checks received professionally by generally accepted practices and manner.

C. PROCESS FOR HANDLING CHECKS

The following order of events and process will be followed with all checks received:

1. Chapel Leaders (Chapel Supervisors, Chapel Coordinators, or Chapel DCE's) will stamp "For Deposit Only" and The Special Gathering account number, and then turn in or mail all checks received from chapel offerings by the next work week to The Special Gathering, Inc.
2. The DCE will match their monthly deposits with the monthly cash flow report to make sure they match.
3. The DCE will insure that thank you letters for all donations received from churches are sent.

SUBJECT: Staff Generated Checks

A. PURPOSE

To establish means by which staff can acquire a check in accordance with Management Standard Financial 201C.1.b.

B. GOAL

It is the goal of The Special Gathering of Brevard to allow DCE's the freedom to spend money as they determine, as long as they stay within budgetary limits and the cash flow can support the request. Other staff may request check with the approval of the DCE.

C. PROCESS

Directors of Christian education may generate a check by completing the following steps:

1. Acquire a bill, invoice, receipt or proposal.
2. Attach it to a "check request" Form. (See 203-B.)
3. Fill out the check request form.
4. The check request form must note which program budget and which line item the money is to be taken from.
5. Keep a copy of the check request for your records; forward the original with required documentation (see #1) to the Bookkeeper.
6. All check requests must be signed and approved by the area DCE or pastor.
7. If the documentation cannot be received easily until after the purchase has been made, the check can be generated with the authorization of the DCE.
8. The bookkeeper is empowered to not issue any checks that are financially unsound.



SUBJECT: Purchasing

A. PURPOSE

To set the process relating to how items are to be purchased including capital assets in accordance with Management Standard Financial 201.C.1.c.

B. GOAL

It is the goal of The Special Gathering of Brevard, to set prudent limits on what purchases can be made without council.

C. PROCESS

All purchases will be processed in the following manner:

1. Capital purchases over \$2,500 require a written quote and must be approved by the Finance Committee the Board of Directors. If the Board of Directors does not have a Finance Committee, then the Executive committee will serve as the Finance Committee.
2. All other purchases over \$1,000 must be approved by the Finance Committee of the Board of Directors.
3. A check request (203-A) will be required for all purchases and reimbursements. All purchases made with credit cards must have a check request turned in to be paid.
4. The check request form must note which line item the money is to be taken from.
5. All check requests must be approved and signed by the DCE or in times of extended absences or emergencies by the Pastor.

SUBJECT: Accounts Payable Checks

A. PURPOSE

To establish criteria for writing accounts payable checks in accordance with Management Standard Financial 201.C.1.d.

B. GOAL

It is the goal of The Special Gathering of Brevard to pay all of their bills in a timely manner.

C. PROCESS

All invoices/bills will be processed in the following manner:

1. All invoices/bills for payment will be reviewed and checked by the DCE.
2. After review the DCE will fill out a check request form (203-A), signifying the bill/invoice has been approved for payment. The DCE is responsible for appropriate classifications of payments.
3. All check requests must note which line item the money is to be taken from.
4. The bill/invoice is then forwarded to the Bookkeeper for payment. The Bookkeeper checks that all receipts and supporting documentation are attached to the bill. Bills/invoices are entered into the computer and checks for payment are generated.
5. The checks and a report of all bills/invoices processed are returned to the DCE for review.
6. The DCE will match their monthly check request with the monthly cash flow report to make sure they match.
7. All checks are signed by the appropriate persons.
8. Payments are mailed by the DCE.

SUBJECT: Petty Cash

A. PURPOSE

To establish means, accountability, limits, and safeguards for Petty Cash in accordance with Management Standard Financial 201 C.1.e.

B. GOAL

It is the goal of The Special Gathering of Brevard to enable Chapel Leaders (Chapel Supervisors, Chapel Coordinators, or Chapel DCE's) to have the financial ability to purchase need supplies and to have a tracking system on all expenditures that are made.

C. PROCESS

1. Chapel Leaders may have one initial petty cash checks in an amount not to exceed (\$100) one hundred dollars.
2. All further requests for petty cash must be accompanied by an expense record sheet and the receipt.
3. The Bookkeeper will match the expense sheet with receipts received.



SUBJECT: Payroll

A. PURPOSE

To establish a schedule for payment of employees in accordance with Management Standard Financial 202.

B. GOAL

It is the goal of The Special Gathering of Brevard to pay its employees in an orderly, predictable fashion.

C. PROCESS

1. Pay day will be the last Friday of each month.
2. Payroll cannot exceed what has been generated from donations and contracts, less the amount needed to cover outstanding bills.
3. A DCE cannot receive pay that exceeds what has been generated from donations and contracts, less the amount needed to cover outstanding bills. The Finance Committee of the Board of Directors can make an exception to this if the amount needed to cover the difference is in our savings account. A transfer or check in this amount must be turned in before the pay check can be issued.
4. 50% of generated income will be available for the salary of the DCE and any staff of the The Special Gathering of Brevard and any benefits received by the DCE or staff. Management instruction 212 goes into more detail.
5. The Special Gathering of Brevard will hire all staff through The Special Gathering, Inc.
6. The Bookkeeper is empowered not to issue any checks that are financially unsound.

SUBJECT: Financial Closing Statements for each month.

A. PURPOSE

To provide guidelines for the closing of each month in accordance with Management Standard Financial 201 C.1.h.

B. GOAL

It is the goal of The Special Gathering of Brevard to have monthly financial review.

C. PROCESS

1. The Bookkeeper will have cash flow statements for the month ready for review by the 10th of the following month.
2. These statements will include: all income and disbursements by account number.
3. All statements will be reviewed by the DCE to make sure the cash flow income and disbursements match the deposit slips and the check request.
4. Copies of the financial report will be sent to the following;
  - a. All churches on the mailing list from the area covered by the financial report.
  - b. The Board of Directors.
  - c. The Pastor of The Special Gathering.
5. Statements will then be filed in the office.
6. Statement will be kept on file for at least seven years.

SUBJECT: Annual Audit

A. PURPOSE

To establish an annual audit of the financial records and process of The Special Gathering of Brevard in accordance with Management Standard Financial 203.

B. GOAL

It is the goal of The Special Gathering of Brevard to have an annual audit of all financial records of The Special Gathering of Brevard

C. PROCESS

The audit of The Special Gathering of Brevard will be done when the annual financial review of The Special Gathering, Inc takes place because The Special Gathering, Inc performs all the bookkeeping for The Special Gathering of Brevard.

SUBJECT: Travel Reimbursements

A. PURPOSE

To establish a means for reimbursing staff for travel in accordance with Management Standard Financial 201 C.1.f.

B. GOAL

It is the goal of The Special Gathering of Brevard to reimburse staff for approved travel, and to set limits on the amount of travel that we will reimburse.

C. PROCESS

1. Travel will be reimbursed at a rate of thirty cents per miles.
2. Chapel Leaders (Chapel Supervisors, Chapel Coordinators, or Chapel DCE's), will not be reimbursed for travel to and from local chapels or activities.
3. Volunteer staff may turn in a travel log (M.I. 210-B) for up to 100 miles once a year for any travel they feel is appropriate.
4. Chapel Leaders may turn in a travel log (M.I. 210-B) for up to, and not more than 100 miles per month.
5. The Director of Christian Education may turn in a travel log (M.I. 210-B) for up to 400 miles per month.
6. Directors of Christian Education who are working outside of their geographical area at our request may turn in a travel log (M.I. 210-B) for up to 1,500 miles per month.
7. Paid staff may turn in a travel log for reimbursement for travel related to one's job description like picking up needed supplies, visitation, and activities outside of one's local area.
8. All requests for reimbursement must be turned in on the management form found on M.I.210-B. It must be accompanied by a check request form (203-A).
9. All travel requests that supersede the above guidelines should be pre-approved by the Board of Directors in setting the annual salary.



SUBJECT: Per Diem Reimbursements

A. PURPOSE

To establish a means for reimbursing staff for travel cost in accordance with Management Standard Financial 201 C.1.f.

B. GOAL

It is the goal of The Special Gathering of Brevard to reimburse staff for reasonable travel cost, and to set limits on the amount of travel cost that we will reimburse.

C. PROCESS

1. Over night lodging cost will be reimbursed at a rate of thirty-five dollars per day.
2. Over night food cost will be reimbursed at a rate of twenty dollars per day, or five dollars for breakfast, five dollars for lunch, and ten dollars for dinner.
3. The rate is set with the expectation is that staff will share a room with someone and eat at reasonably priced restaurants.
4. If staff prefers to lodge alone and/or to eat at finer restaurants, they will incur the additional expense above what has been allotted; which will be an expense you will have to pay for yourself.
5. If circumstances will prevent the above from being possible the bookkeeper or pastor may approve a higher rate.
6. All request for reimbursement of travel cost need to be turned in on a check request form found in M.I. 203-B.

SUBJECT: Setting up budgets

A. PURPOSE

To establish guidelines for the development of our budgets in accordance with Management Standard Financial 204.

B. GOAL

It is the goal of The Special Gathering of Brevard to have a budget that:

1. Allows for movement of funds from one line item to another.
2. Is a means of general approval of expenditures
3. Has a percentage break out of expenditures.

C. PROCESS

1. The DCE will prepare a proposed budget to be presented to the Board of Directors.
2. The above budget will be presented to the Board of Directors at the next to the last board meeting of the year. (If the DCE is to be paid in the following year, the last board meeting of the Board must be before the last board meeting of The Special Gathering, Inc.)
3. The above budget will follow the following percentage break out:
  - a. 50 percent or less for salary.
  - b. 5 percent to The Special Gathering, Inc. for administration oversight.
  - c. 5 percent to The Special Gathering, Inc. for services such as newsletters to members and supporting churches, and bookkeeping.
  - d. 10 percent to missions.
    - i. 5 percent to The Special Gathering, Inc.
    - ii. 5 percent to a mission as designated by area elders, area chapel or DCE.
  - e. 30 percent or more for Area operation cost to include but not be limited to telephone, transportation, postage, office supplies, staff appreciation, program expense (cost of socializing with local churches), printing, capital expense, miscellaneous, insurance, recreation, education supplies, and choir.
  - f. In-kind grants such as use of facilities and vehicles may be used in the above calculations.

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4. The Board of Directors' approval of the budget is their approval of the expenditures.
5. Within the 30 percent, that is designated for operations (212-C.3.e), an Area DCE may over spend one or more line item(s) if they have under spent other line item(s) in the same or greater amounts.
6. The budget will conform as much as possible to the example found on 212-C.



## THE SPECIAL GATHERING OF BREVARD

INCOME DETAILS	PRESENT		2007
	Y.T.D.	MONTH	BUDGET
Cocoa Income	\$ -	\$ -	\$ 40,000.00
Titusville Income	\$ -	\$ -	\$ 20,000.00
Camp Income	\$ -	\$ -	\$ 11,000.00
	\$ -	\$ -	\$ -
<b>TOTAL INCOME</b>	\$ -	\$ -	\$ 71,000.00
<b>EXPENSE DETAILS</b>			
Salary	\$ -	\$ -	\$ 35,500.00
Telephone	\$ -	\$ -	\$ 1,500.00
Transportation	\$ -	\$ -	\$ 3,500.00
Camp	\$ -	\$ -	\$ 11,000.00
Postage	\$ -	\$ -	\$ 600.00
Office Supplies	\$ -	\$ -	\$ 300.00
Volunteer			
Appreciation	\$ -	\$ -	\$ 500.00
Program Expense	\$ -	\$ -	\$ 1,000.00
Printing	\$ -	\$ -	\$ 100.00
Administrative	\$ -	\$ -	\$ 3,550.00
Fees,			
Registration&Oth	\$ -	\$ -	\$ 100.00
Insurance	\$ -	\$ -	\$ 1,000.00
Fees for Service	\$ -	\$ -	\$ 3,550.00
Recreation	\$ -	\$ -	\$ 500.00
Education Supplies	\$ -	\$ -	\$ 600.00
Music & Darma	\$ -	\$ -	\$ 600.00
Donation	\$ -	\$ -	\$ 7,100.00
	\$ -	\$ -	
<b>TOTAL EXPENSE</b>	\$ -	\$ -	\$ 71,000.00
Total	\$ -	\$ -	

SUBJECT: Checks and Balances

A. PURPOSE

To establish a means for The Special Gathering of Brevard to have internal controls in accordance with Management Standard Financial 205

B. GOAL

It is the goal of The Special Gathering of Brevard to have internal controls that safeguard the financial recourses of the ministry.

C. PROCESS

1. Staff should not touch cash offerings until it is counted and properly documented by at least two other persons.
2. Staff should only request check. They should never process them or sign them.
3. All check request will be turned over to The Special Gathering, Inc for processing.
4. Staff should never sign checks. Checks will be signed by persons approved by the Board of Directors of The Special Gathering, Inc.
5. If and when a check is need from any account under the control of The Special Gathering of Brevard that check will be written and signed by board members.

SUBJECT: Membership in Local Chapel

A. PURPOSE

To establish membership qualifications to be a member of a local chapel of The Special Gathering of Brevard in accordance with Management Standard Governance 300

B. GOAL

It is the goal of The Special Gathering to do all that is possible to provide safe and spiritual worship for all who would like to come.

C. PROCESS

1. The membership of a local chapel of The Special Gathering is open to all without regard to race, sex, national origin or religious belief.
2. To become a member of a local chapel a member registration form in the ClearSync program must be completely filled out and synced to the WEB.
3. The Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel DCE's), will also confirm that the new member receives the next issue of *CONNECTING POINT*.
4. The registration forms must be kept updated on all members by the Chapel Leader.

SUBJECT: Local chapel deacons

A. PURPOSE

To establish qualifications to be a deacon of a local chapel of The Special Gathering in accordance with Management Standard Governance 300 C.1.a.

B. GOAL

It is the goal of The Special Gathering to do all that is possible to provide and empower spiritual leadership from the membership of local chapels.

C. PROCESS

1. The membership of a local deacon committee of a local chapel will be elected by the membership of the local chapel.
2. Elders will be included as members with the right to vote, but may not serve as a deacon.
3. All deacons need to conform to 1 Timothy 3:8-10
  - a) All deacons must be people that members can respect.
    - i) They need to have a good reputation at work.
    - ii) They need to have a good reputation at play.
    - iii) They should attend the local chapel faithfully.
  - b) All deacons must not say things they don't mean (that means no lying).
  - c) All deacons must not drink too much.
    - i) How much is too much? Since we do not know we ask all deacons not to drink.
    - ii) In that our disability slows down how fast we can think. Why would we want to take a drug called alcohol that also slows down how fast we can think. Drinking alcohol makes our disability worse.
  - d) All deacons must not cheat people.
  - e) All deacons must follow the faith.
    - i) All deacons need to be Christians.
    - ii) They need to understand and be able to explain the Apostles' Creed.
  - f) All deacons must be tested.
    - i) Someone must be active in a local chapel for over a year and be nominated to run for the position of deacon.
    - ii) If a person accepts the nomination, any member or elder can and should question if they meet the above

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qualifications. This will be done by first going to that person, and then going to a joint meeting of the sitting deacons and elders who make the final decision on someone's qualification to be a deacon.

- g) In addition, the process in the above paragraph will be followed whenever a charge is brought against a deacon.
- h) All new deacons will be required to attend a training class.

SUBJECT: Elder Qualifications

A. PURPOSE

To establish qualifications for Special Gathering, Inc. Elders to safeguard members and to maintain spiritual leadership in accordance with Management Standard Governance 300 C.1.b.

B. GOAL

It is the goal of The Special Gathering to do all that is possible to provide safe and spiritual leadership.

C. PROCESS

Every person in a leadership position (Elders, Chapel Supervisors, Chapel Coordinators, Chapel D.C.E.'s) in a local chapel needs to have done the following:

1. Been active in the same local church for over one year
2. Affirm our statement of faith.
3. Choice Point Screening.
4. Have three (3) letters of reference, one being from their Pastor.
5. Have completed one of the following:
  - a. College course work on mentally challenged persons.
  - b. One year experience working with mentally challenged persons.
  - c. An in-service course on working with mentally challenged persons within the church.
6. Have an active non-paid ministry within the mentally challenged community.

SUBJECT: Commissioning of Chapel Coordinators

A. PURPOSE

To establish qualifications for commissioning of Chapel Coordinators in accordance with Management Standard Governance 300 C.1.c.

B. GOAL

It is the goal of The Special Gathering of Brevard to do all that is possible to provide safe, competent, and spiritual professional ministerial leadership for local chapels.

C. PROCESS

The Special Gathering of Brevard defines commissioning as; the process and ceremony whereby those who have a vocation and have given some evidence of ability for the ministerial office with mentally challenged persons are set apart for the work of their special calling.

As a commissioned minister (be that as a Chapel Coordinator or as Director of Christian Education) for The Special Gathering of Brevard, one must learn to live with many faith communities. As a commissioned minister, one needs to have leadership ability and social skills that avoids personality conflicts. They need to be soundly grounded in historically biblical theology, and have an understanding and ability to function within the wide range of traditions that make up the Body of Christ.

In matters of personal preference and lifestyle, they need to conform to that which is least objectionable. We do not put this forth as standards of right and wrong, but as the needs of The Special Gathering chapels. As an interdenominational ministry, The Special Gathering lives within that domain that needs to be able to be acceptable to the whole Body of Christ.

If one is unable to function comfortably within some Christian traditions, they should not be a commissioned minister. If one has a lifestyle that is unnecessary and objectionable to some traditions, then they should not be a commissioned minister.

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The following will be our standard for giving some evidence of ability for ministerial office:

1. Agreement with the philosophy that local churches need to bond together to minister to mentally challenged persons, and that the paramount principle of ministry is evangelism and discipleship and not normalization.
2. Most churches and/or denominations have written and/or unwritten rules and protocol. We find the spectrum of these protocols to fall between the following.
  - a. For some churches, the protocol may be a doctrinal statement and a Christian life clause.
  - b. For some churches, the protocol may be professionalism, educational levels, and social awareness concerns.
3. If a person has a B.A.\* in a related field, holds to evangelical theology, will conform to the standard "Christian Life Clauses," is comfortable with the charismatic movement, is able to function within a liturgical setting, and is socially active, he should be able to meet the protocol of the church world.
4. Agreement to submit to psychological testing. Such tests will be used to help filter out abrasive personalities.
5. Passage of extensive checking of references and background screening.
6. Have two years of experience working within the mentally challenged community with one of those years being with The Special Gathering.
7. Successfully completing The Special Gathering, Inc. training program.
8. Successfully complete a review by the Pastor and receive a recommendation for commissioning.
9. Successfully complete a review by, and receive the approval of The Special Gathering, Inc. Board of Directors

\* This requirement can be waved with a 2/3 vote of the board of directors



SUBJECT: Job Descriptions

A. PURPOSE

To establish a job description for all employees of The Special Gathering of Brevard in accordance with Management Standard Governance 300 C.1.c & d.

B. GOAL

It is the goal of The Special Gathering of Brevard to set up clear objectives for our employees. These objectives will help the employees:

1. Know what their duties are.
2. Know what their annual evaluation will be based on.

C. PROCESS

1. A job description will be in place for each position.
2. This job description will give the job duties.
3. The job description will be reviewed and signed by each employee prior to starting employment.
4. This job description will be the basis for performance evaluation during annual reviews.
5. The job description will require the same background screening as the Department of Children and Family Services.
6. All DCE's must hold to a high view of scripture.
7. All DCE's must communicate their faith.
8. All DCE's must be a student of the mentally challenged community

SUBJECT: Performance Evaluations

A. PURPOSE

To identify the system and process used to evaluate Special Gathering, Inc. employees relative to their job performance within The Special Gathering of Brevard in accordance with Management Standard Governance 300 C.1.e.

B. GOAL

The Special Gathering of Brevard will formally appraise the performance of their employees in order to:

1. Document performance.
2. Identify areas of strengths to build on.
3. Identify areas needing improvement and provide counseling and a corrective plan with clear goals when needed.
4. Provide an opportunity for each employee to discuss their job and interest with their supervisor.

C. PROCESS

1. Employees will be evaluated at least annually after completion of introductory period.
2. Each employee's performance appraisal will be in writing. The appraisal will be discussed with the employee in a scheduled, interruption-free meeting with their supervisor. For DCE's the supervisor will be the Board of Director's.
3. At the conclusion of the appraisal session, the supervisor will enter comments relative to what transpired during the session on the appraisal form, and then both the supervisor and employee will sign the appraisal form. For DCE's appraisals the person Chairing the meeting in which the appraisal happens will sign the form.
4. The completed appraisal form will be forwarded to The Special Gathering, Inc.
5. In the event of an employee grievance resulting from the appraisal, the employee may appeal as specified in the grievance process Management Instructions 408-A.
6. The employee has the right to periodic review of the appraisal but does not have the right to personal copies.
7. The Executive Committee functions as the Personnel Committee, if one has not been appointed.

SUBJECT: Director's of Christian Education Quarterly Report

A. PURPOSE

To establish a process for Director's of Christian Education to report their activities to the Board of Directors in accordance with Management Standard Governance 300 C.1f.

B. GOAL

It is the goal of The Special Gathering of Brevard to document the activities of their staff to insure they are fulfilling their duties.

C. PROCESS

1. The following outline will be used for submitting reports to the Board of Directors.

Director's of Christian Education Report

1. Attendance
2. Number of volunteers
3. Number of teachers meetings
4. Planned activities (church visits, parties, etc.)
5. Activities for handicapped persons visited
6. Visits to programs for handicapped persons
7. Visitations (group homes, private homes, etc.)
8. Church contacts
9. Public relation
10. Update of leadership training.
11. Other
2. The DCE will have support staff turn in to them, reports based on the above outline, and that staff's responsibilities in time for those reports to be incorporated into the report required by this management instruction.

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MANAGEMENT INSTRUCTIONS

Last Update: April 2, 2007

SUBJECT: Other issues of employment

A. PURPOSE

To establish a process for determining any other issues of employment.

B. GOAL

It is the goal of The Special Gathering of Brevard to contract with The Special Gathering, Inc for all of their employees..

C. PROCESS

The Special Gathering of Brevard will have no employees. All persons working for The Special Gathering of Brevard will be employees of The Special Gathering, Inc.

SUBJECT: Board Member's Responsibilities

A. PURPOSE

To establish responsibilities for The Special Gatherings Boards of Directors in accordance with Management Standard Governance 300 C.1g.

B. GOAL

It is the goal of The Special Gathering of Brevard to maintain stable ministries in each area we have established.

C. PROCESS

1. Each member of a Board of Directors will attempt to attend all Board of Directors meetings (usually 3 a year) and the annual membership meeting. These Board of Directors meetings will include but not be limited to the following responsibilities:
  - A. Setting policy for that The Special Gathering of Brevard.
  - B. Approving The Special Gathering of Brevard's budget.
  - C. Reviewing and giving oversight to programs for the Special Gathering of Brevard.
  - D. Reviewing and giving oversight to finances for The Special Gathering of Brevard.
  - E. Establishing checking and saving accounts for The Special Gathering of Brevard.
  - F. Borrowing, loaning, and making all other financial decisions for that The Special Gathering of Brevard.
  - G. Buying and selling any property owned by The Special Gathering of Brevard.
  - H. Exercising all Corporate powers for The Special Gathering of Brevard.
  - I. Acting as the governing body for The Special Gathering of Brevard.
2. The Board of Directors will monitor local chapels and programs of The Special Gathering of Brevard.
3. The Board of Directors will annually evaluate the Director of Christian Education.
4. As much as possible, each member of the Board of Directors will help develop volunteers for the programs of that Area's Special Gathering. This could include:
  - A. Speaking to persons you know within your church who may be interested.
  - B. Speaking to persons you know in the community who attend another church who may be interested.

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- C. Using other social contact you have to recruit volunteers.
  - D. Setting personal goals for the number of people you are going to invite to attend a local chapel service.
5. As much as possible, each member of the Board of Directors will help develop financial support for the programs of The Special Gathering of Brevard. This could include:
- A. Being an advocate for the Special Gathering with your local church and denominational bodies to develop and maintain financial support.
  - B. Being an advocate for the Special Gathering with local church leadership that you have a relationship with to develop and maintain financial support.
  - C. Introducing the Director of Christian Education to church leadership (both lay and ordained) in social settings. This could include:
    - i. Taking the D.C.E. to Rotary, Kiwanis, etc. meetings.
    - ii. Taking the D.C.E. out to lunch with someone you think they need to know.

SUBJECT: Communication Systems

- A. PURPOSE:  
To establish effective communication among our staff in accordance with Management Standard Health and Safety 400.
- B. GOAL:  
It is the goal of The Special Gathering of Brevard to have effective communication in accordance with Management Standard Health and Safety 400.
- C. PROCESS:
1. The Director of Christian Education will be responsible to communicate the following information to the following people:
    - a. Your Elders (teachers) will need their Sunday school curriculum at least one week before needed at chapel. They will normally be given the curriculum at chapel.
    - b. Your Elders need to know the date, time, and place of the next Elders fellowship with at least one month notice.
    - c. Your Elders need to know of planned group activities with at least one month notice.
    - d. The Pastor will be called as soon as there are any problems.
    - e. The Pastor will be called as soon as your chapels' have been successfully completed.
    - f. The Pastor needs a copy of all van routes monitored within one week of the monitoring.
    - g. The Pastor will be given a copy of all UIR's within 24hrs.
    - h. The person running the labels will be e-mailed when there is a change to the ClearSync membership database.
    - i. The emergency back up system will be notified of any changes in membership, van routes, etc..
    - j. The Bookkeeper will be given or mailed all checks received on the next workday.
    - k. The Bookkeeper will be given or mailed the monthly cash report with the weekly offering sheets attached by the last day of the month.
    - l. The Special Gathering, Inc will be given members articles, and prayer requests for *Connecting Point* by the 3<sup>rd</sup> of the month.
    - m. The Special Gathering, Inc. will be given Front / Back pages and calendar pages for *Connecting Point* before the 3<sup>rd</sup> Monday of the month.
    - n. The Business Office will be given the local pastor letters by the 3<sup>RD</sup> Monday of the month.
    - o. You will return phone calls within 24 hours.

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2. The Chapel Leader will be responsible to communicate the following information to the following people:
  - a. Your Elders (teachers) will need their Sunday school curriculum at least one week before needed at chapel. They will normally be given the curriculum at chapel.
  - b. Your Elders need to know the date, time, and place of the next Elders fellowship with at least one month notice.
  - c. Your Elders need to know of planned group activities with at least one months notice.
  - d. The D.C.E. will be informed weekly of the absentees and what follow-up has been done. This will be communicated by phone or by giving the DCE a copy of the attendance sheet (which is kept for Management Instruction 405) and noting which absentees have been contacted or by making available to the DCE the HandBase file.
  - e. Your supervisor will be given a copy of all UIR's (M.I. 413-A) within 24hrs.
  - f. Your supervisor will be called as soon as there are any problems.
  - g. If you are a Chapel Coordinator, your quarterly report needs to be turned into your D.C.E. two weeks before the local board meeting.
  - h. Your supervisor will be called as soon as your chapel has been successfully completed.
  - i. If you are not a Chapel D.C.E., your supervisor will be given or mailed the monthly cash report with the weekly offering sheets attached by the last day of the month.
  - j. If you are a Chapel D.C.E., the bookkeeper will be given or mailed all checks received on the next work week (see M.I. 202).
  - k. The Pastor will be immediately informed of any problem when the Director of Christian Education is unavailable or when there is not a Director of Christian Education. The Pastor will be immediately informed by calling him.
  - l. The Special Gathering, Inc and the DCE will be updated on all new members by filling out a members form on the ClearSync program. All new members or old members who have information which has changed will be updated on the ClearSync program and synced to the WEB on the next workday (see M.I. 301).
  - m. The DCE will be given or mailed all checks received on the next workday.
  - n. You will return phone calls within 24 hours.



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3. Any other information that is important for you to receive or to give will be handled by the following process:
  - a. A memo will be generated and routed to you (either in person, mail, or by email). The memo will include an action item and a deadline date. A response is required back from you to that person sending the memo and prior to the deadline. Your response should state the action taken and/or the information needed. Even if the action cannot be completed by the deadline, you must convey this back to the person who originated the memo.
  - b. After meeting with your supervisor regarding an action item request coming from either you or your supervisor, reiterate the stated request in order to confirm your understanding of it. Mail or email this to your supervisor.
  - c. After meeting with someone you supervise, document (in writing) the actions to be taken by either of you to complete the tasks requested in your memo. Mail or email this to them.
  - d. The implication of M.I. 309-C-4-a, b, c & d is the need to have a written communication in order to hold people accountable.

## MANAGEMENT INSTRUCTIONS

Last Update: April 2, 2007

SUBJECT: Sexual Abuse Protections

## A. PURPOSE

To delineate a process by which The Special Gathering of Brevard can take proactive actions against the horror of sexual abuse in accordance with Management Standard Health and Safety 401.

## B. GOAL

The Special Gathering of Brevard's goal is to do all we know to do to protect people taking part in a Special Gathering activity from sexual abuse.

## C. PROCESS

1. Since those that abuse do not look any different than anyone else it will be assumed that everyone is a potential abuser.
2. The aim is to not provide an opportunity for abuse to happen. People should remain in groups where they are always subject to interruptions.
3. A local chapel is a group experience. Members isolating themselves will be discouraged. Private time between volunteers, staff, and any other persons will not be allowed. If two people want a private conversation, they can call each other or stand alone in an open place with a clear view.
4. One of the jobs of the Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel D.C.E's) is to interrupt groups.
5. One of the jobs of your supervisor is to interrupt chapels.
6. Guest are always welcome to come to any Special Gathering activity, unannounced and uninvited, to observe and evaluate our ministry. This fact will be made known to local families and churches. Those families and churches will be encouraged as a help to our sexual abuse protection process.
7. Directors of Christian Education will meet their vans at unexpected times and places.
  - a. Directors of Christian Education will meet them at different people's houses on the van route. This will:
    - i. Let the van driver know that they will never know when you may just show up.
    - ii. Let the Director of Christian Education know if the van is on time.
    - iii. Let the Director of Christian Education know if the established van route is being kept. If not, why not. If there is a good reason, a new van route should be established per Management Instruction 403-A, and the families should be informed.

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- b. Directors of Christian Education will follow van routes as inconspicuously as possible. This will:
    - i. Let the Director of Christian Education see that the van is operating in a safe manner.
    - ii. Let the Director of Christian Education know if the van route is being kept.
  - c. One of the more independent members should be the last person dropped off.
8. The estimated pickup and drop off time of each person transported will be given to their families with a contact number that can be called if their family member is not home on time or is being picked up too early. Parents will be advised to call that number if their child is picked up any more than 15min early or is any more than 15min late.
9. The goal is to not provide an opportunity for abuse to happen. This means people in groups are always subject to being interrupted.

SUBJECT: Operating Process For All Vehicles Used by The Special Gathering

A. PURPOSE

To identify the process to be used in the scheduling and operation of all vehicles used by The Special Gathering of Brevard to insure safety and proper operations in accordance with Management Standard Health and Safety 402.

B. GOAL

The Special Gathering of Brevard goal is to insure the safe operation of all vehicles used by The Special Gathering of Brevard for any reason.

C. PROCESS

1. Vehicles used by The Special Gathering of Brevard will be used for official ministry only. There will be no deviation from this policy.
2. Vehicles owned by The Special Gathering of Brevard will be used for official ministry and business only. Any deviation from this policy requires the advance approval of the Director of Christian Education.
3. All policy and procedures of organizations whose vehicles are in our use will be followed.
4. All vehicles used by The Special Gathering of Brevard will be returned in the same condition it was found. This will include but not be limited to:
  - a. Gas level returned to that which was in the vehicle.
  - b. Radio, A/C, etc. returned to the settings they were found in.
  - c. Locked or unlocked doors.
5. In the event of traffic violations, the driver is responsible for personal payment of any fines that are assessed.
6. Traffic and safety laws will be strictly adhered to.
7. Process to set up a van route (Usually done by the Director of Christian Education):
  - a. Determine who will be picked up on the route.
  - b. Taking a map, pinpoint (Take a pin and place it on the pick up point.) where each person who will be picked up lives.
  - c. By using pinpoints, you will usually be able to see a pattern for your route. Determine the route which would be easiest for the driver.
  - d. To determine times for pick up, start with the final destination. Then work your route backwards.

A route will look something like this:

Arrive at First UMC	9:00 a.m.
George Mason	8:55 a.m.
Susan Marie	8:30 a.m.
Pick up van	8:00 a.m.
Leave house	7:30 a.m.

To find out the times between pick ups, you must run the route and time it.

- e. To determine drop off times, begin with the starting time of the route and work your drop off times forward. i.e. Program ends at 7:30 p.m.; first drop off 7:50; second drop off 8:05.
  - f. You may find it easier to do the drop off route backward. However, that may not be workable for one reason or another. For one reason, you always want one of your highest functioning persons to be the last one dropped off.
  - g. At the beginning of the route, the driver should factor in enough time should problems occur. If there are going to be problems, they will probably be at the beginning of the route.
8. Chapel Leaders will notify members and parents regarding pick up and drop off times. This can be done with notes sent home or with a phone call. Give the parents an emergency phone number, they can call should their children not return home in time. In this way, we will be able to better monitor van routes.
  9. Chapel Leaders will ask parents and members to be ready at least 15 minutes early and to allow 15 minutes late for drop off.
  10. Doing the route:
    - a. Before you start the engine
      - i. Check for flat or leaking tires
      - ii. Check gas gage to be sure that you have enough gas to complete your route.
      - iii. Set mirrors.
      - iv. In some vans, fill out the log provided in the van, giving all information requested.

- b. Picking up members
    - i. Before 9:00 a.m. and after 9:00 p.m., do not blow the horn to signal member that you are outside.
    - ii. It is always good to go to the door should the member not come out within two or three minutes.
  - c. Do not leave van or car unattended with members in van or car. That is, be sure you can see the van or car at all times. You will need to get out of the van to get gas, etc. Except for long trips, allow time before your route begins to get gas, etc. On longer trips, get gas at a station where you can see the van while paying for the gas.
  - d. When you have arrived at your destination, be sure you have the key. Lock all doors to the van.
  - e. Do not leave the van with the keys inside the van. We do not want anyone other than the designated van driver to be driving the van.
  - f. Have a list of the members whom you have brought in your van.
- 11. Before you take people home, you should verify that everyone you picked up is on the van, according to your list. If someone is missing the Chapel Leader should be informed immediately.
  - 12. After all members have been taken to their homes, you should be sure that the van has been cleaned and that you have replaced gas used, being sure that the gas gage is in the same position it was when you took the van.
  - 13. After the completion of your route, call 632-0130, ext 5 option 2 to let them know that you have completed your route safely.
  - 14. Problems which could occur
    - a. If you arrive to pick up the van and it is not where it should be, call 632-0130 ext 5 option 2. If you get an answering machine, leave a message. Your call will be returned soon as possible.
    - b. Disabled Vehicle on the side of the road
      - i. You cannot leave members unsupervised.
      - ii. If you must leave the van, take everyone with you. However, this is not a wise decision, if your passengers number more than three or four people.
      - iii. If you determine that you should not leave the van, raise the hood to indicate you are a disabled vehicle. Stay in the van and wait for someone to stop to give you assistance.
      - iv. When someone arrives, lock the door and raise the windows.

- v. When the person approaches the van, lower the window about one or two inches.
  - vi. Ask the person to call The Special Gathering at 632-0130 ext 5 option 2 and tell them you need help, if they get an answering machine, ask them to leave a message.
  - c. Medical Emergency
    - i. Determine that this is, indeed, an emergency, not a first aid problem or a normal seizure.
    - ii. If this is a medical emergency, get to a phone. Call 911. Be sure that the van is in full view of the phone you are using.
    - iii. Do not attempt to provide any medical assistance, except basic first aid.
    - iv. After calling 911, ask a person to call The Special Gathering at 632-0130 ext 5 option 2.
  - d. Vehicular accident
    - i. Do not leave the scene of the accident.
    - ii. Do not leave your members.
    - iii. Wait for the police to arrive.
    - iv. When the police arrive, ask them to call The Special Gathering at 632-0130 ext 5 option 2.
    - v. Families will be called to inform them that members will be late by Chapel Leader.
    - vi. Families will be called if there are injuries by the Director of Christian Education.
  - e. Calling Families
    - i. If there has been a problem and people are going to get home or be picked up late; the Chapel Leader will call each family and notify them.
    - ii. If the Chapel Leader is helping to get people home, or is taking care of a disabled vehicle or an accident, their supervisor should be called so they can:
      - Call the families.
      - Handle the situation so the Chapel Leader can call the families.
15. Completion of van route verification:  
Each van driver will call 632-0130 ext 5 option 2 once they have returned the van so we will know they got home safely.

SUBJECT: Protection of property used by The Special Gathering of Brevard

A. PURPOSE

To establish responsibility and identify the process for the security and protection of properties used by The Special Gathering of Brevard in accordance with Management Standard Health and Safety 403

B. GOAL

It is The Special Gathering of Brevard goal that each individual will be held responsible, on a common sense basis, for equipment, supplies and property used in ministry. They will further be held responsible for ensuring that the facility is secure when leaving the premises.

C. PROCESS

1. Procedure to set up building:

- a. Bring the key to the building with you. Know the alarm code. (This is not funny, if you do not have the key when you arrive.)
- b. Take care not to damage anything.
- c. If you do damage anything, report it to those who own the building and your supervisor.
- d. Do not take chances to fix this weeks problem when it may damage a long term relationship.
- e. Set up the chapel like the president was going to visit today.
- f. Remember we are borrowing this facility. Try to do one thing extra each week for the people who own the building. It does not have to be something large but this is one way to build goodwill with the people who own the building.

At times, the building has been used on Saturday evening for a party by the agency that lets one of our programs borrow their building. Tables which do not belong in the worship area have been left there. As a courtesy, those tables are put back in their proper places. You may sweep a floor, clean a cabinet top, pick up trash. The opportunities are endless.

Other than the improvements you have made, no one should be able to tell that our program was there.



SUBJECT: Supervision

A. PURPOSE

To suggest class supervision needed to provide an environment that is safe in accordance with Management Standard Health and Safety 404.

B. GOAL

The Special Gathering of Brevard is dedicated to the maintenance of the safest ministry environment possible, while allowing our members to maintain the least restrictive environment.

C. PROCESS

1. A local chapel is a group experience. Members isolating themselves will be discouraged.
2. Each chapel will designate areas that people may occupy. During free times, when everyone is not in a group activity, an Elder needs to be present in any area where members congregate to supervise.
3. Develop a check list that has the name of each person that comes to a chapel service.
4. A determination needs to be made on who needs what level of supervision. The following criteria will be used to make this determination.
  - a. All other persons should be evaluated. If there is any question, the member's family or guardian should be consulted. If there is no family or guardian, then the group home supervisor or the member's social worker will be consulted. We will abide by the advise given.
  - b. A person will be determined as an "N/A" if they meet the criteria to be independent as listed in the next section and get themselves to and home from The Special Gathering on their own or another responsible person (family member, guardian, or support coordinator) has instructed us to. This person will be checked when they arrive.
  - c. A person will be determined as an "independent" if they live in supportive living or independently, work in supportive employment (not on a job enclave) or independently or attend retreat agape. This person will only be checked when they arrive and when they leave.
  - d. A person will be determined as a "Low Supervision" If they attend a program that does not offer close supervision such as a job enclave. This person will be checked when they arrive, leave and one other time while they are at our local chapel program.

- e. A person will be determined as a “moderate supervision” if they do not meet the criteria to be one of the above, unless they are assigned as “high supervision”. This person will be checked when they arrive, when they leave, when they are in class, when they are in the worship service, and when they leave.
  - f. A person will be assigned as a “high supervision” if their behaviors indicate the need for that level of supervision. This person will be under constant supervision.
5. The Chapel Leader will verify that each moderate supervision member that comes to a chapel service will be monitored and accounted for. They will do this by doing the following:
- a. All members who have not been eliminated by M.I.405.C.4 will be listed on the membership form under supervision as Moderate unless they need one on one supervision or constant supervision. For this supervision refer to M.I.405.C.6.
  - b. At the beginning of each chapel program, the Chapel Leader will position themselves to be able to see those who are arriving.
  - c. When a moderate supervision member arrives at a local chapel, place one half of an X in the box for that day next to that persons name.
  - d. When that moderate supervision member goes into their Sunday school class, place the second half of the X in the box for that day next to that persons name.
  - e. When that moderate supervision member arrives in the chapel service put a circle around the X in the box for that day next to that persons name.
  - f. When that moderate supervision member leaves (by the same means that they came), darken in the circle that is around the X in the box for that day next to that persons name.
6. Each person who needs constant supervision will be classified as High on the membership form under supervision. They will receive the same supervision as outlined in M.I. 405.C.5. Additionally these persons will need to be placed under the direct supervision of an elder or high functioning mentally challenged person.
7. The same check sheet and system will be used with all others who are attending. Those that are independent will have the “X” with the circle around it put in place when they arrive. Those who are “N/A” will have the “X” with the drawn in circle put in place when they arrive.
8. Before worship services, all designated areas should be spot checked to determine that everyone has gone to worship.

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9. The Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel D.C.E.s) will verify that each unsupervised visitor, moderate supervision member or high supervision member that came that week is in the chapel service. If someone is missing, the Chapel Leader will ask for help in locating the missing person(s). It is preferable for the Chapel Leader to stay with the main group and for Elders to look for the missing person.
10. Unless a person lives independently, they must have their families permission to leave in a different way than they came. Parents may be called for permission. If parents have made other arrangements without notifying you, and you can not reach the parents, you need to beep your supervisor.

SUBJECT: Monitoring of Local Chapels

A. PURPOSE

To establish a process for the Pastor to know that each local chapel has completed their ministry safe in accordance with Management Standard Health and Safety 405.

B. GOAL

It is the goal of The Special Gathering of Brevard to monitor each of the local chapels.

C. PROCESS

Weekly

1. Each van driver will call 632-0130 ext 5 option 2 once they have returned the van.
2. Each Chapel Leader will call the Pastor once they know their chapels have completed ministry successfully.
3. In the event of a problem, the DCE and the Pastor will be immediately notified.

Quarterly

1. Board members and families will be encouraged to visit local chapels.
2. Each Chapel Coordinator will make quarterly reports to the Director of Christian Education.
3. Each Director of Christian Education will make quarterly reports to the Board of Directors.

Annually

1. Once a year each, Chapel Supervisors/Coordinators/Directors of Christian Education will be evaluated.
2. At least once a year each van route and class will be monitored.
3. Once a year, the emergency back up system will be implemented and tested.

SUBJECT: Cancellation of a Program

A. PURPOSE

To set up the times and conditions for the cancellations of a weekly meeting of a local chapel safe in accordance with Management Standard Health and Safety 406 C.1.a.

B. GOAL

It is the goal of The Special Gathering of Brevard to conduct weekly services at each local chapel. There must be extenuating circumstances not to do so.

C. PROCESS

One of the following conditions must be present to cancel a local chapel of The Special Gathering.

1. That other planned functions would make it futile to try to hold a local chapel. This must be previously approved by the Director of Christian Education, or the local Elders.
2. Lack of sufficient supervision. We never operate a local chapel that we cannot safely run. All attempts must be made to organize the help of parents, Elders from other chapels, etc., before the cancellation for this reason. Your supervisor will be called for consultation prior to cancellation for this reason.
3. Unsafe weather conditions.
4. Other: Any other reason would require the approval of your supervisor.

40?-A

MANAGEMENT INSTRUCTIONS Last Update: New

SUBJECT: Weather

A. PURPOSE

To establish a framework for when to cancel programming due to the weather in accordance with Management Standard Health and Safety 406 C.1.a

B. GOAL

It is the goal of The Special Gathering of Brevard to operate safe programs.

C. PROCESS

1. The Special Gathering of Brevard program will be canceled or the choir trip will be canceled when the following alerts are given by the weather service before we have started transporting for a program or before the Choir leaves:
  - a. Tornado Watch – Tornado conditions are favorable.
  - b. Tornado Warning – Tornado has been spotted.
  - c. Severe Thunderstorm Warning – Hail and wind over 58 mph.
  - d. Winds are over 50 miles an hour.
2. The Special Gathering of Brevard program will be kept in place or the choir will be kept where they are when the following alerts are given by the weather service after we have started transporting for a program or after the Choir leaves:
  - a. Tornado Watch – Tornado conditions are favorable.
  - b. Tornado Warning – Tornado has been spotted.
  - c. Severe Thunderstorm Warning – Hail and wind over 58 mph.
  - d. Winds are over 50 miles an hour.
3. All choir invitations are accepted with a confirmation letter that clarifies when we cancel and when we may need to stay due to weather conditions
4. Families and staff will be informed of this policy.

SUBJECT: Grievance Process

A. PURPOSE

To delineate the process by which members, Elders, parents, Chapel Supervisors, Chapel Coordinators and Director of Christian Education may request solution to concerns/wrong doings/complaints involving The Special Gathering of Brevard or persons involved in The Special Gathering of Brevard safe in accordance with Management Standard Health and Safety 406 C.1.b.

B. GOAL

The Special Gathering of Brevard goal is to encourage prompt review and resolution of any grievance within the framework of scripture.

C. PROCESS

1. The people/person with a grievance will not discuss the problem with anyone until they have gone to the people/person with whom they have a problem and have attempted a resolution.
2. In the event that the problem cannot be resolved between the parties involved, the help of an Elder and a deacon is to be solicited.
3. If an agreement cannot be reached with the help of an Elder and deacon, the matter will be referred to the Elders of the local chapel. This meeting will be chaired by the Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel D.C.E.s) .
4. If the matter cannot be resolved by the local Elders, it will be referred to a committee of Chapel Leaders and Director of Christian Education and chaired by the Pastor or his designee.
5. If the matter cannot be resolved by the committee, it will be referred to the Board of Directors.
6. If the matter cannot be resolved by the Board of Directors, it will be referred to the Board of Directors of The Special Gathering, Inc, whose decision will be final.
7. If the grievance is outside a local chapel, steps 2 and 3 should be bi-passed.
8. Any person may appeal a grievance to the next step.
9. At no time will a grievance become subject to rumors, backbiting or common gossip. For paid staff this is an issue for which you can be terminated.

SUBJECT: Crisis Situations

A. PURPOSE

To establish process for crisis management safe in accordance with Management Standard Health and Safety 406.

B. GOAL

The Special Gathering of Brevards goal is to provide appropriate crisis management

C. PROCESS

1. No person from The Special Gathering should make any public statements regarding any crisis situation.
2. When and if a crisis happens at a local chapel, the Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel D.C.E.s) is the person in charge, and the person that will be held responsible. The Chapel Leader is paid for times when there is a crisis. The Chapel Leader will do the following:
  - a. Pray (It helps if you prayed before the activity begins during a private devotion time.).
  - b. Assess the situation.
  - c. Remember the safety of all our members is our first concern.
  - d. Ask if someone is in immediate danger? Do that which needs to be done to remove everyone from immediate danger.
  - e. Do not hesitate to dial 911 for help. That is what the emergency number is there for.
  - f. Do not leave the group. You are the person in charge of your group. As much as you may want to go to the hospital, or go to the disabled van, or go to the problem; your primary responsibility is to the group. The following determination needs to be made:
    - i. If this is an emergency that needs immediate attention, dial 911 for professional help, and call your supervisor.
    - ii. Get who, where, what, when type of information.
    - iii. Determine if there are any legal liability concerns.
    - iv. Determine if there are any public relation concerns.
    - v. As a general rule if things are not happening the way they should, call your supervisor.
3. If the crisis happens at an activity that is a group activity of a number of chapels, the senior paid staff person there will be in charge.
4. Some general guidelines if there is a van accident.



409-B

- a. If the van bumps something or another vehicle with only minor damage and there is no one (the other driver, etc.) there, the van driver will:
  - i. leave a note,
  - ii. call the Chapel Leader
  - iii. call the police (911).
  - iv. proceed on with the route,
  
- b. If the van bumps something or another vehicle with only minor damage and there are people there (who are with the vehicle),
  - i. the van driver will call the police (911) and the Chapel Leader.
  - ii. the Chapel Leader will make arrangements for the transportation of those on the van.
    - a) If the members are going to be late getting home, call their families.
    - b) If there are those who will be picked up late or not at all, call their families.
  - iii. Transportation can be arranged by
    - a) sending another vehicle,
    - b) calling families who would pickup members or bring their child,
    - c) calling your supervisor for help,
    - d) or the Chapel Leader may choose to go himself if there is no member to supervise, or if their supervisor takes over supervising the local chapel.
  
- c. If one of our vans is in an accident which disables the van in which no one is hurt, the van driver will:
  - i. Call the police (911), and the Chapel Leader.
  - ii. The Chapel Leader will:
    - a) Call their supervisor,
    - b) Arrange alternate transportation. Transportation can be arranged by:
      - sending another vehicle,
      - calling families who would pickup or bring their child,
      - asking their supervisor for help,

- going yourself if there is no member to supervise, or if your supervisor takes over supervising the local chapel.
    - As a last resort, call a taxi.
  - iii. Do not forget to call families whose family members will be dropped off late, picked up late, or not picked up at all.
- d. If one of our vans are in an accident in which someone is hurt, the van driver will:
  - i. determine their location, dial 911, and call the Chapel Leader.
  - ii. the Chapel Leader will call their supervisor and the Pastor.
  - iii. the Chapel Leader will send their most experienced Elder to help with the accident.
  - iv. have the other Elders lead the membership in prayer.
  - v. Once the Elder you sent gets to the accident, have him figure out what is happening (in particular, who is hurt and how badly) and then to call you.
  - vi. If we have members at/or going to the hospital, have that Elder go to the hospital emergency room and wait.
  - vii. Pull up those members' medical records on your palm.
  - viii. Call the hospital to tell them any medical information that you know.
  - ix. Then call the families of those hurt, tell them that their family member has been hurt and taken to the hospital. If you know that it is not serious, tell them that you understand that it is not serious. Otherwise, tell them that you are not at the hospital yet, that you are not sure what the status is, that you are contacting families, and that your Sunday school teacher named, \_\_\_\_\_ is at the hospital with their child.
  - x. Do not forget to call families whose family members will be dropped off late, picked up late, or not picked up at all.
  - xi. Transportation can be arranged by
    - a) sending another vehicle,
    - b) calling families who would pickup their child,
    - c) asking your supervisor for help,
    - d) going yourself if there is no member to

- supervise, or if your supervisor takes over supervising the local chapel.
      - e) as a last resort, a taxi can be used.
    - xii. Once your supervisor calls you back, give them all the information that you know.
    - xiii. Chapel Leaders and their supervisor will determine who is to go to the hospital. Remember that Chapel Leader cannot leave the group until their supervisor arrives as a replacement staff person, or until your program has been completed.
  - e. When you speak to families members (and others) do not make absolute statements.
    - i. In these situations, our main concern is the physical safety of our members.
    - ii. Next is the spiritual and emotional support the hurt persons' family and friends will need.
    - iii. However,, there are also legal and public relation concerns. Do not give any public statements. Do not give any absolute private statements.
    - iv. Concern yourself with getting the immediate help that your members need. Then concern yourself with giving the emotional help that your members and families need.
    - v. Blame can be determined at another time. The final medical determination can be made at another time also. Often when things look grim, they improve the next day.
    - vi. Make no public statements.
  - f. If someone has died, do not call the family. They should be personally visited. Who makes that visit will be determined by the Pastor or his designee. NO one else will be told about the death until the family has been told.
- 5. Some general guidelines if there is a report of abuse.
  - a. If the report is against a volunteer or staff member,
    - i. call the abuse number 1-800-962-2873.
    - ii. call your supervisor and tell him.
    - iii. Review our Management Instruction 412 with the

- volunteer or staff person and tell him he will have to be temporally suspended.
  - iv. Also tell them there is no assumption of guilt.
  - v. Communicate with the family about the accusation and what actions you have taken. But do not say who the accused person is.
- b. If the report is against a family member,
- i. allow the member to make their own phone call to the abuse line at 1-800-962-2873. Allow them to make their phone call in privacy
  - ii. Now you must determine several things. (This situation can be a problem.)
    - a) Do you take your member back to an alleged abuse situation?
    - b) If not, where do you take them?
    - c) Once you have determined where to take the member, determine what you will tell the family. After all they are going to be expecting their child to come home after the chapel.
    - d) Follow this process:
      - i) Ask the person from the abuse line what they suggest.
      - ii) Call your supervisor.
      - iii) If the member is legally competent, ask them what they want.
      - iv) If the member is a minor or has been adjudicated legally incompetent, they must be removed from the family by a person empowered to do so. You are not that person. They must be returned at the normal time.
      - v) If you think you are endangering your member to take him home and D-CAF has not arrived by the time you normally end your program and your member is a minor or has been adjudicated legally incompetent, your member may call the police department.
      - vi) If your member is not going home, you need to communicate with the parents. They will be worried if their child does not come home.

- vii) Do not assume the guilt of the family members.
  - viii) Tell them one of the following. "Mr. or Mrs. \_\_\_\_\_, D-CAF has just picked up your child. (since you were not part of the phone call, you do not have details on what's going on) I do not know what happening but I would suggest you contact D-CAF." Or, "Mr. or Mrs. \_\_\_\_\_, the police department has just picked up your child, (since you were not part of the phone call, you do not have details on what's going on) I do not know what happening but I would suggest you contact the police department." Or, "Mr. or Mrs. \_\_\_\_\_ your child does not want to come home. He used our phone today to call the abuse line. D-CAF is on their way here now."
- c. If the report is against an agency or anyone else, then call the abuse line at 1-800-962-2873.
6. Some general guidelines about restraining people.
- a. Never restrain someone, unless there is an immediate danger of them hurting themselves or another person.
  - b. If there is a fight, try to physically get into the middle without restraining anyone. Do not do this if you think they will hurt you. Have an Elder call the police. Have the other Elders remove everyone else from the area. If one or both of the persons walk away, let them. Have an Elder follow them until the police arrive. Call their parents / guardian to inform them of what is happening.
  - c. If you can not breakup the fight by getting into the middle, protect the person getting hurt. Get the hurt person to a safe area. If you must, physically block the aggressive person from hurting anyone. Once everyone is in a safe location, stop blocking the aggressive person. Any equipment we have is not worth anyone getting hurt.
  - d. If someone is hurting themselves, ask an Elder to call 911, remove all of the other members, and assist the person in not hurting themselves.

SUBJECT: Discipline

A. PURPOSE

To establish limits for disciplining persons at a Special Gathering activity and outline administering authority safe in accordance with Management Standard Health and Safety 406 C1.c.

B. GOAL

The Special Gathering of Brevard goal is to insure fair and consistent discipline while protecting the rights and dignity of all members. Unnecessary force will not be used.

C. PROCESS

1. The responsibility for maintaining group and individual discipline at a Special Gathering activity is vested in the Elders. Positive reinforcement for appropriate behaviors and interaction shall be the norm. If disciplinary action becomes necessary, the Elders have the responsibility and authority to:
  - a. Provide admonishments necessary to effect order and maintain a safe environment, expressed in such a manner to preserve the dignity of the members.
  - b. Direct a member to the Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel D.C.E's) .
  - c. Dismiss the member from his/her class for the remainder of the day.
  - d. Complete a discipline report documenting the behavior and the action taken. The Elder may request the Chapel Leader to fill out the form but the form is to be reviewed by the Elder who will sign as person completing form.
2. Chapel Leaders are responsible for overseeing all aspects of a member's participation in programming. Where disciplinary action is involved, a Chapel Leader has the responsibility and authority to:
  - a. Provide crisis intervention as needed.
  - b. Ask a member to leave for the day.
  - c. Recommend to the local Elders an internal transfer to a new class consistent with member and the local chapel's needs.
  - d. Recommend to the local Elders actions to be taken for another infraction.
  - e. Provide presentations and recommendations to the Director of Christian Education and local Elders after a second infraction regarding the member's behavior.
  - f. Invite parent, guardian, or other responsible person to this meeting.
  - g. Ensure proper documentation of member's disciplinary action.

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3. The local Elders, acting as a body are the only people authorized to terminate a member for disciplinary reasons. The Pastor will insure that all actions are fair, appropriate and properly documented.
4. This may be appealed by the grievance process.
5. The following major offenses are subject to immediate suspension of a member:
  - a. possession of non-prescription drugs or alcoholic beverages
  - b. fighting
  - c. insubordination
  - d. obscene language
  - e. theft
  - f. possession of firearms or dangerous weapons
  - g. lewd behavior or indecent exposure
  - h. deliberate or repeated non-compliance with The Special Gathering, Inc. rules, policies or management instructions.
6. In the case of reasonable doubt, the member will always be given the benefit of the doubt.
7. The completed discipline report will be submitted to the DCE within 48 hours of the occurrence.

SUBJECT: Medical Process

A. PURPOSE

To establish process for medical treatment safe in accordance with Management Standard Health and Safety 406 C.1.g.

B. GOAL

The Special Gathering of Brevard goal is to provide appropriate and properly documented minor first aid and to make referrals for necessary professional medical attention.

C. PROCESS

1. When minor first aid is required, the Elder who was first aware of the problem will notify the Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel D.C.E's) that a member is sick/hurt.
2. The Chapel Leader will try to make contact with the member's parents, guardian or responsible person for consultation.
3. Minor first aid is rendered as determined necessary.
4. The Chapel Leader will file an Unusual Incident/Accident Report within 24 hours.
5. If the illness is of the nature that requires the member to go home, the Chapel Leader will contact the parent, guardian or responsible person to work out transportation.
6. If the illness is of the nature that requires the member to receive professional medical attention, abide by the following:
  - a. The welfare of the injured party is of primary concern.
  - b. The Chapel Leader is the person in charge and needs to be making the decisions.
  - c. The Chapel Leader will be held responsible for all decisions made.
  - d. Emergency medical assistance and/or transportation is available by dialing 911. In the event that there is any question as to whether professional medical attention is necessary, the referral will be made.
  - e. The other members should be cleared from the area and maintain the same schedule if possible.
  - f. Contact will be made with the parent, guardian or responsible person as soon as possible.
  - g. Remain calm no matter what the situation is.
  - h. An Elder will stay with the injured person until the parent, guardian or responsible person arrives.



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7. Your supervisor will be notified as soon as possible; immediately if 911 is called.

SUBJECT: Abuse Reporting

A. PURPOSE

To delineate the process by which allegations of neglect, abuse or exploitation and unusual incidents shall be reported to state authorities safe in accordance with Management Standard Health and Safety 406 C.1.j.

B. GOAL

It is The Special Gathering of Brevard goal to comply with state record keeping requirements regarding allegations of abuse. The Special Gathering shall provide advocacy services to protect the well-being and interest of the members it serves in such instances.

C. PROCESS

1. Any Elder or staff member receiving an allegation of abuse, neglect, or exploitation or who is aware of an unusual incident regarding a member shall immediately notify the Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel D.C.E.s) and they will notify the DCE.
2. Allegations shall be reported to the D-CAF abuse line 1-800-962-2873 at any time of the day or night. This call is to be made even if the Chapel Leader and/or the DCE cannot be notified.
3. Reports of abuse shall be communicated to the parent, guardian or responsible person as soon as possible, unless they are part of the abuse report. This report will be made by the Pastor or his designee.
4. Reports of abuse shall be communicated to the member's support coordinator within 48 hours of the incident. A copy of the unusual incident report shall be maintained in the office of The Special Gathering, Inc.
5. The completed unusual incident report will be submitted to the DCE within 24 hours. All copies of the unusual incident report that go before any Board of Directors and/or the safety committee will maintain the confidentiality of the alleged abused persons and of all volunteers who report the abusive situation by blacking out their names.
6. Additional services available to members for which referrals may be made are the Local Advocacy Council and the D-CAF Administrative Hearing Process. The Director of Christian Education shall assist the members in the referral process and in receiving advocacy services, if appropriate.
7. In the event of any question as to whether an event qualifies as suspected abuse, the D-CAF abuse line at 1-800-962-2873 shall be called.
8. The Director of Christian Education shall serve as liaison with D-CAF officials in a cooperative effort to resolve allegations of abuse.

412-B

9. Any allegations of abuse involving a staff member, Elder, or volunteer will be processed the same way. For the protection of all concerned, the staff, Elder, or volunteer will take a leave of absence until D-CAF investigation is completed.

SUBJECT: Unusual Incident/Accident Reports

A. PURPOSE

To define documentation process for all accidents, injuries requiring medical or para-medical attention, and any unusual incidents which occur during any Special Gathering function safe in accordance with Management Standard Health and Safety 406 C.1.k.

B. GOAL

The Special Gathering of Brevard is dedicated to the maintenance of the safest ministry environment possible. When accidents do occur, any injured person will receive prompt medical treatment as needed. All accidents or injuries will be reported to the Pastor and will be reviewed by the safety committee.

C. PROCESS

1. The Chapel Leader (Chapel Supervisors, Chapel Coordinators, or Chapel D.C.E.s) will be notified immediately following any serious injury of a member or any other person at a Special Gathering function.
2. Welfare of the injured party is of primary concern. The "Medical Process" management instruction and all other safety procedures will be followed.
3. All accidents to persons at Special Gathering functions, or in vehicles used by The Special Gathering, will be reported by phone to your supervisor and the DCE immediately by calling their cell number. This happens after emergency care is given. An Unusual Incident/Accident report form will be filled out by the Chapel Leader as soon as possible, within 24 hours after the accident.
4. All appropriate data will be provided, including circumstances surrounding the occurrence; nature and extent of injury; immediate action taken; Chapel Leaders recommendations; and further referral information when required.
5. The completed Accident Report will be submitted to the Director of Christian Education within 24 hours of the accident.
6. An original and two copies will be made and the routing process followed:
  - a. Original to the DCE.
  - b. A copy to be kept by Chapel Leader.
  - c. A copy to your supervisor.
  - d. When D-CAF has been called, or 911 has been called, or there is reason for concern a copy will be sent to the office of The Special Gathering, Inc.

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7. Compliance with legal reporting will be completed as required. Any accident or injury requiring a claim against insurance must be reported within 24 hours.
8. The Chapel Leader is responsible for completing the Accident Report. The safety committee will review all accident reports. If there is not a safety committee, the executive committee will serve as the safety committee. The Director of Christian Education is responsible for submitting legal reports, as required. These reports will be reviewed by the chairman of the board of directors and report to the entire board.

413-C

INCIDENT/ACCIDENT REPORT

THE SPECIAL GATHERING

Member(s) Name \_\_\_\_\_

Special Gathering Program \_\_\_\_\_

Type of Occurrence:

Behavior \_\_\_\_\_

Date \_\_\_\_\_

Illness \_\_\_\_\_

Time \_\_\_\_\_

Accident \_\_\_\_\_

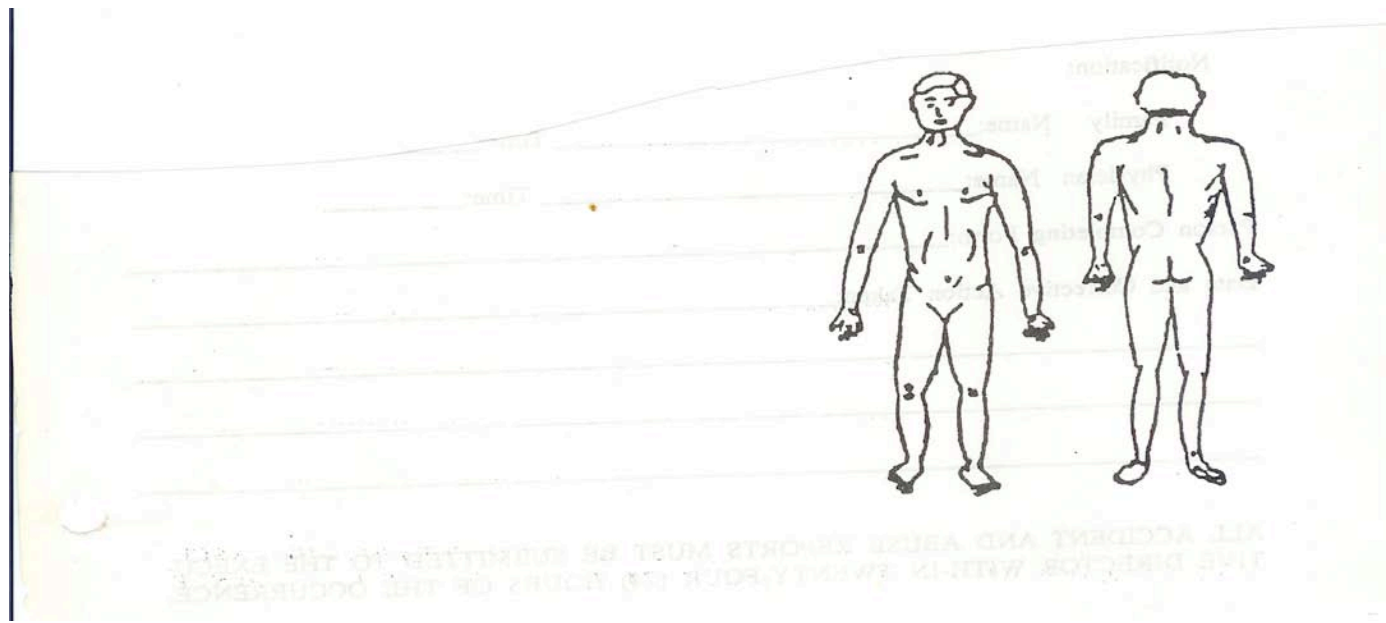
Location \_\_\_\_\_

Other (specify) \_\_\_\_\_

Describe Incident/Accident \_\_\_\_\_

Previous Infractions \_\_\_\_\_

Illustrate Position of injury, if any, and any other pertinent facts:



413-D

Immediate Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendations for Corrective Action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional Information of Follow-Up:

Referral:

Where taken or sent: \_\_\_\_\_

Transportation used: \_\_\_\_\_

Time of departure: \_\_\_\_\_

Notification:

Family Name: \_\_\_\_\_ Time: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Time: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Date and corrective Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ALL ACCIDENT AND ABUSE REPORTS MUST BE SUBMITTED TO THE DCE  
WITHIN TWENTY-FOUR (24) HOURS OF THE OCCURRENCE.

SUBJECT: Safety Committee

A. PURPOSE

To establish a safety committee to review Unusual Incident/Accident Reports in accordance with Management Standard Health and Safety 406.

B. GOAL

The Special Gathering of Brevard is dedicated toward maintaining the safest ministry environment possible. It is our goal to have all accidents reviewed by people outside of the local chapel where the incident occurred.

C. PROCESS

1. The safety committee will meet at least two times per year to review Unusual Incident/Accident Reports, Evacuation Drills, and Fire, Safety and Evacuation Plans.
2. The safety committee will provide recommendations for corrective actions, and documentation of all meetings to the Chairman of the Board of Directors for The Special Gathering of Brevard and the DCE.
3. The executive committee will be the safety committee.



SUBJECT: Emergency Operations

A. PURPOSE

To establish a Emergency Operation Plan in accordance with Management Standard Health and Safety 407.

B. GOAL

The Special Gathering of Brevard is dedicated toward maintaining the safest ministry environment possible. It is our goal to operate safely in the event our DCE becomes incapacitated or unavailable for disciplinary and/or emergency reasons.

C. PROCESS

1. Using the "BONSAI" computer program, each Chapel Leader will coordinate with the DCE to establish a point by point description of:
  - a. what needs to happen before the chapel meets.
  - b. task analyze the day of the chapel.
  - c. what needs to happen after the chapel meets.
2. Each Chapel Leader in coordination with the DCE will insure that:
  - a. the membership meeting on ClearSync is up to date.
  - b. the Handibase check sheet is up to date.
  - c. the Excel Spreadsheet check sheet (with photo's) is up to date.
  - d. the Van Routes sheets are up to date.
3. The above is made available to the assigned backup person in the following manner:
  - a. All needed information will be in the office at 921 Rockledge Dr., Rockledge Fl between 9am and 1pm Monday through Friday.
  - b. The Chairman of the Board of Directors will have a key to the office and the password to the notebook computer for accessing information at different times.
  - c. A Palm will be available which can be Synced to the notebook computer as "Daniel" which will place on the Palm:
    - i. Update Bonsai outlines.
    - ii. Updated ClearSync.
    - iii. Updated Handibase check sheet.
    - iv. Updated Van Routes in Doc to Go.

- d. Access to files by:
    - i. Click on the Icon on the middle of the screen titled SPG Staff Short Cut.
    - ii. Click on Brevard.
    - iii. Click on Supervision.
    - iv. Print copies of the check sheets in the Attendance Folder, the van routes in the Van Routes Folder.
    - v. On the main screen on the notebook computer is a short cut to Bonsai. You can print a hard copy if you would like to.
  - e. Copies of any keys you will need will be in the office at 921 Rockledge Dr., Rockledge FL in the box marked Brevard.
  - f. The Board of directors will identify a person to be the Emergency Back Up Person.
4. Annually the DCE will review the Emergency Operation Plan to make sure it is operational.
  5. Annually the Emergency Back Up Person will operate the program to see if the information is correct and up to date.

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**THE  
SPECIAL GATHERING  
OF BREVARD  
MANAGEMENT  
INSTRUCTIONS**