

THE
SPECIAL GATHERING
STANDARDS

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Philosophy 100

SUBJECT: Statement of Faith

Last Updated: 11/11/06

- A. **PURPOSE**
To establish a doctrinal statement.

- B. **STANDARD**
Local specialized ministries shall be soundly grounded in historically biblical theology and shall function within the wide range of traditions that make up the Body of Christ.

- C. **PROCESS**
 - 1. Shall be in agreement with:
 - a. The Apostles' Creed.
 - b. The National Association of Evangelical Statement of Faith.
 - 2. Shall be sensitive of the spiritual needs of the mentally challenged community.
 - 3. Must be in written form, approved by the governing board and communicated to all involved.

Philosophy 101

SUBJECT: Fund Raising

Last Updated: 11/11/06

A. PURPOSE

To insure that local areas have management instructions which establish means for fund raising and limits to fund raising.

B. STANDARD

Local specialized ministries shall not exploit mentally challenged persons to raise financial support.

C. PROCESS

1. Management Instructions shall be in place to educate local churches, professionals, families and member about the role of the church as God's institution on earth and our need to work within its structure.
2. Local churches and their leadership will be made aware of the local specialized ministry.
3. Management instructions will be written and followed which explain how the local specialized ministry will raise funds without exploiting the mentally challenged community.

A. PURPOSE

To insure that each local specialized ministry has management instructions which establish the manner in which cash offerings received by a local ministry shall be accounted.

B. STANDARD

Local specialized ministries shall have financial transparency and accountability.

C. PROCESS FOR HANDLING CASH OFFERINGS BY AREAS

1. Each specialized ministry must insure that a written record is kept of all cash offerings which are collected during program activities.
2. Each local program must insure that all cash offerings are counted by at least two people who have been trained to perform this responsibility.
3. Oversight of cash offering shall be secured in a manner that shows sound legal and ethical practices.

- A. **PURPOSE**
To insure that each specialized ministry has management instructions which establishes the process regarding financial management.

- B. **STANDARD**
Local specialized ministries shall handle all finances professionally by generally accepted practices and manner.

- C. **PROCESS FOR MANAGING FINANCES**
 - 1. Management instructions shall be:
 - a. written which will assure the timely and appropriate handling of all checks received.
 - b. written which will instruct how and when staff can generate a check.
 - c. written which will instruct how and when a check can be generated to purchase capital assets. These instructions shall include cost limits that need board approval.
 - d. written which will insure the timely payment of accounts payable.
 - e. written which give the process for receiving petty cash. These instructions shall include dollar amount limits.
 - f. included for travel reimbursement which includes milage rate and limits, room rate and limits, and food reimbursement and limits.
 - g. written which give the process for handling cash offering.
 - h. written which will provide for checks and balances in regard to the disbursement of all ministry money.
 - 2. A specialized ministry whose finances are a part of a church budget will not be subject to this standard.

Finances 202

SUBJECT: Payroll

Last Updated: 11/11/06

A. **PURPOSE**

To insure that each specialized ministry has management instructions which establish how employees will be paid.

B. **STANDARD**

The local specialized ministry will pay its employees in an orderly, predictable fashion.

C. **PROCESS**

1. A management instruction will be written:
 - a. which will establish how salaries will be determined and paid. Board approval is required.
 - b. in order to be in compliance with all state and federal laws, rules and regulations.
 - c. for the monitoring of compliance with the above.
2. Management instructions could call for the contracting of an outside payroll service to meet this standard.

A. PURPOSE

To insure that each local specialized ministry has management instructions which establish an annual audit of the financial records which will assure that each ministry handles their finances professionally by generally accepted practices and manner.

B. STANDARD

The local specialized ministry shall have an annual audit of all financial records.

C. PROCESS

1. If a local specialized ministry with an annual budget of less than a million dollars has a financial review done by a CPA, this annual review will meet this standard.
2. If a local specialized ministry with an annual budget of a million dollars or more has a financial audit done by a CPA, this annual audit will meet this standard.
3. For specialized ministries with an annual budget of less than \$500,000 a year, an internal audit may be conducted by a committee that is chaired by a designee of the board of directors and will include persons not associated with the ministry.
4. For specialized ministries with an annual budget of less than \$10,000 a year, an income/expense statement will be provided at each board of director's meeting.
5. A management instruction will be written that makes available to the general public copies of the audit report or financial review.

SUBJECT: Setting up budgets

Last Updated: 11/11/06

A. PURPOSE

To insure that each specialized ministry has management instructions which establishes guidelines for development of their ministry budgets.

B. STANADARD

Local specialized ministries shall have an annual board-approved budget.

C. PROCESS

1. A management instruction will be written:
 - a. that establishes the process for determining the budget.
 - b. that establishes whether or not program board of directors' approval of the ministry's budget is their approval of the expenditures.
 - c. that establishes whether or not items designated for operations may over spend if they have under spent other line item(s) in the same or greater amounts.

Finances 205

SUBJECT: Checks and Balances of Financial Responsibility Last Updated: 11/11/06

A. PURPOSE

To insure that each specialized ministry incorporates into the management instructions evidence of checks and balances regarding financial processes.

B. STANADARD

Local specialized ministries shall process all financial procedures requiring the approval of at least two persons and preferably three.

C. PROCESS

1. A management instruction shall be written:
 - a. that includes a clear division regarding who requests checks, who writes checks and who signs checks.
 - b. that includes a clear division regarding who requests funds, who disperses funds and who accounts for fund received.

A. PURPOSE

To empower mentally challenged persons and volunteers into position of leadership within specialized ministries.

B. STANDARD

Specialized ministries will empower, equip and provide leadership positions within their ministry domain.

C. PROCESS

1. Management instructions shall be written:

- a. which establish a process and standard for selection of leadership from among the membership.
- b. written that sets the standards for volunteers that includes:
 - 1) local church sponsorship, Christian maturity, Christian lifestyle, background screening and references.
 - 2) exceptions on spiritual standards for volunteers on non-leadership positions where it is felt to be a ministry to the volunteer.
- c. which establish standards for paid staff and paid spiritual leadership.
 - 1) All staff shall have a full background check even if this means they must become a provider for a state agency.
 - 2) All paid pastoral staff must translate a very high view of Scripture into accurate, relevant, practical, interesting and understandable application.
 - 3) All paid pastoral staff must communicate their own spiritual development and faith walk.
 - 4) All paid pastoral staff must be a constant student of the mentally challenged community demographically, culturally, philosophically, and educationally.
- d. which establish a job description for each paid position. This job description will give the job duties. The job description will be reviewed and signed by each employee prior to starting employment. This job description will be the basis for performance evaluation during annual reviews.
- e. which outline how annual evaluations for each paid position will take place.
- f. which outline how timely and regular reports will be made to the board of directors.
- g. that outline the responsibilities of the Board of Directors.

Health and Safety 400

SUBJECT: Communication Systems

Last Updated: 11/11/06

- A. **PURPOSE:**
To establish effective communication to insure health and safety.

- B. **STANDARD:**
A specialized ministry will have effective communication systems.

- C. **PROCESS:**
 - 1. Management instructions shall be written:
 - a. that establish a process for what each person needs to know and from whom. "Person" includes, but is not limited to:
 - 1) Parents/Family
 - 2) Board of Directors
 - 3) Volunteers
 - 4) Paid staff
 - 5) Other organizations
 - b. that establish a process for determining how needed information under "1" will be transmitted from the person(s) who know the information to the person who needs to know the information.
 - c. that set expectations and responsibilities for the transmission of information.
 - d. that sets standards for the format and time frames of said information.

Health and Safety 401

SUBJECT: Sexual Abuse Protections

Last Updated: 11/11/06

A. PURPOSE

Specialized ministries shall take proactive actions to prevent the horror of sexual abuse.

B. STANDARD

Specialized ministries shall do all they know to do to protect people taking part in a specialized ministry activity from sexual abuse.

C. PROCESS

1. Management instructions shall be in place:
 - a. that puts all persons under suspect of being an abuser.
 - b. to do background screening at the highest legal level possible or at the level suggested by your insurance company.
 - c. that limit if not stops completely the opportunity for anyone to be alone with anyone.
 - d. that sets boundaries and processes for private conversations.
 - e. that limits members being isolated.
 - f. to monitor adherence to sexual abuse policies.
 - g. to safeguard our members not only at chapels but also during transportation to and from chapels, camps and other activities sponsored by a specialized ministry.

SUBJECT: Operating Process For All Vehicles Used for Transporting Participants

A. PURPOSE

To identify the process to be used in the scheduling and operation of all vehicles used for transporting participants to insure health, safety and proper operations.

B. STANDARD

Specialized ministries shall insure the safe operation of all vehicles used for transporting participants.

C. PROCESS

1. Management Instructions shall be in place that maintains
 - a. the safety of those riding in a vehicle used for transporting participants,
 - b. the condition of the vehicle(s) in use and
 - c. limited liabilities for both the specialized ministry and if applicable, the organization whose vehicle is being used.
2. Management Instructions shall be in place that maintains:
 - a. that vehicles used by but not owned by a specialized ministry will only be used for the agreed upon purpose; and that all policies, rules and standards of the organization which owns the van will be followed.
 - b. all rules, laws and ordinances of local, state or federal government will be followed in any vehicle used.
 - c. all rules, guidelines and limitations established by the insurance company insuring a vehicle will be followed in any vehicle used.
3. Management Instructions shall be in place which requires the background screening in area of driving records and criminal behavior for all drivers
4. Management Instructions shall be in place for vehicles owned by a specialized ministry that include 1-5 of this section and procedures on the safe maintenance of all vehicles owned and operated by a specialized ministry.
5. Management Instructions shall be in place for establishing van routes that facilitate
 - a. the orderly and systematic pick up of participants,
 - b. the ability to quickly locate wrecked or broken vehicles, and
 - c. safeguard members.
6. Management Instructions shall be in place
 - a. that provide for the supervision of participants transported.
 - b. that provide for training and inservicing drivers on the vehicle they will be driving, the route they will be operating, and what to do in a crisis (including but not limited to accidents, medical and behavioral).

- c. for the monitoring of van routes operated by a specialized ministry.
- d. to insure the safe completion of van routes.

SUBJECT: Protection of property

Last Update: 11/11/06

A. PURPOSE

To establish responsibility and to identify the process for the security and protection of properties used by a specialized ministry.

B. STANDARD

To insure the responsible, efficient and respectful use of property owned or used by a specialized ministry.

C. PROCESS

1. Management instructions shall be written:

- a. which will ensure each individual will be held responsible, on a common sense basis, for equipment, supplies and property used in the ministry.
- b. which will ensure that a facility used by the ministry is secure when leaving the premises.

Health and Safety 404

SUBJECT: Supervision

Last Update: 11/11/06

A. PURPOSE

To establish the supervision needed to provide an environment that is safe for ministry participants.

B. STANDARD

To set up a system for the maintaining the safest ministry environment possible, while allowing participants to maintain the least restrictive environment.

C. PROCESS

1. Management Instructions shall be in place:
 - a. that limit if not stops completely the opportunity for anyone to be alone with anyone.
 - b. that identify physical areas that will be occupied during ministry or programming and how these areas will be supervised.
 - c. that identify supervision requirements of all participants with methodology that limits the liability for the specialized ministry.
 - d. that outline how the supervision requirements listed in 404.C.3 will be met.
 - e. to monitor Management Instructions required by 404.C.1-5.
 - f. that identify how and when and with whom a member may leave a ministry or program operated by a specialized ministry.

A. PURPOSE

To establish a process for the monitoring of specialized ministry operations.

B. STANDARD

To insure the health and safety of participants of a specialized ministry.

C. PROCESS

1. Weekly

a. Management instructions shall be written:

- 1) that outlines a process for knowing that all participants transported by the ministry returned home safely.
- 2) that identify who shall be notified in case of a problem. This shall include a system which identifies back up procedures to follow in case of a problem.
- 3) to identify the person to be notified when the last person has left the facility used by the specialized ministry.
- 4) which provide a hierarchal system which insures that the facility used by the specialized ministry has been secured and each van route has been successfully completed.
- 5) regarding a third party contact outside your geographic area who has covenanted with your ministry to help and be notified in case of a major problem.

2. Semi-Annually

a. Management instructions shall be written

- 1) on the reporting process to the Board of Directors.
- 2) which encourages interaction with other similar ministries and review from other similar ministries.
- 3) which encourages families and local churches to monitor the specialized ministry.
- 4) on the monitoring of van routes.

3. Yearly

a. Management instructions will be written

- 1) that outline how the Board of Directors will monitor ministry and staff of a local specialized ministry..
- 2) requiring annual test of the Emergency Operations of Specialized Ministry (Standard 777)

A. PURPOSE

To establish process for crisis management for specialized ministry.

B. STANDARD

Appropriate crisis management procedures will be established to insure the health and safety of all participants.

C. PROCESS

1. Management instructions shall be written:
 - a. regarding the cancellation of a ministry due to lack of supervision, unsafe weather conditions, or other events that make operations unwise.
 - b. for processing complaints and grievances from members, volunteers, staff, churches, agencies, families and any other interested parties.
 - c. on a process for behavioral issues and discipline. They shall include but not be limited to:
 - 1) Who is responsible for what levels of intervention?
 - 2) What actions may be taken by whom?
 - 3) When may a person be suspended or expelled?
 - 4) Due process?
 - d. that outline who is in charge and who shall be contacted and lines of authority.
 - e. that outline the order of priority starting with the safety of the members.
 - f. on how to handle vehicle accidents.
 - g. on how to handle medical issues and hygiene issues.
 - h. on the process to follow when outside emergency medical help is needed due to sickness or an accident.
 - i. on the process to follow when outside emergency law enforcement help is needed.
 - j. outlining the time and process for when protective services is called.
 - k. that address the tracking, documentation and review of any unusual incidents.

SUBJECT: Emergency Operations of Specialized Ministry Last Update: 11/11/06

A. PURPOSE

To establish a method for emergency operations of specialized ministry in case local staff is unable.

B. STANDARD

To provide consist and safe programming for all who would like to participate.

C. PROCESS

1. Management Instructions shall be written:

- a. that enables a board-appointed individual--other than lead staff--to obtain membership information in both a hard and digital format.
- b. written that sets forth a process to be followed that will task analyze:
 - 1) All activities and functions preformed by staff that need to happen prior to a program taking place.
 - 2) All activities and functions preformed by staff during the time the program is taking place.
 - 3) All activities and functions preformed by staff after the program has taken place.
- c. that enables a board-appointed individual--other than lead staff--to make contact with all current volunteers and leadership of a specialized ministry.
- d. that enable a board-appointed individual--other than lead staff--to make contact with all churches and organizations which allow the ministry to use their vehicles, facilities and supplies.
- e. enable a board-appointed individual--other than lead staff--to contact all supporting organizations and churches with current contact information.
- f. that set up a process for easy, photo-supported identification of all persons taking part in a program.