

POLICY MANUAL

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FINANCIAL POLICIES

GIFT ACCEPTANCE

1. Denton Bible Church, Inc. (herein after called Denton Bible Church) is a qualified, charitable organization exempt from federal income taxes under IRS Sec 501(c)(3). Contributions to the church are deductible for federal income tax purposes under the rules and regulations established under the current provisions of the Internal Revenue Code. Additionally, Denton Bible Church is a nonprofit organization organized under the laws of the State of Texas. Denton Bible Church accepts gifts for purposes that support the general ministries and day-to-day operations of Denton Bible Church to further and fulfill its mission statement. Denton Bible Church has full control of administering all contributions and funds through its constitution, by-laws, and Board of Elders. The church will not accept any restricted gifts whose use is restricted by donors or where the church has no discretion in the management and disbursement of such funds.
2. For purposes of this policy, the following terms are used: undesignated contribution and designated contribution.
 - 2.1. Undesignated contribution – A contribution that is given without designation. The annual budget is funded primarily through undesignated contributions, and as such, donors are encouraged to give without designation.
 - 2.2. Designated contribution – A contribution that is designated for an approved, specific fund. Designated giving will be accepted only for funds that have been approved by the Board of Elders. The church will make every reasonable effort to honor designated contributions; however, according to IRS regulations, in order for a contribution to be considered a tax-deductible contribution, the church must maintain full control over how the contribution is used.
 - 2.2.1. If Denton Bible Church cannot honor the designation, the donor will be contact either to redirect the funds or to be returned to the donor.
 - 2.2.2. Gifts designated for individuals or designated for the benefit of a specific individual (with the exception of mission trips) are not tax deductible contributions, and the church will not accept them.
3. In the exercise of its religious and charitable purposes, Denton Bible Church has established the following funds: General, Missions, and Building.
 - 3.1. General – This fund includes all undesignated contributions and is used to support the general ministries and day-to-day operations of Denton Bible Church. This fund will be used to fulfill the budgeted expenditures approved by the Board of Elders.
 - 3.2. Missions – The church has established a Missions Fund to glorify God by cultivating, equipping, and mobilizing Christian leaders worldwide, sending people worldwide, and doing ministry in support of these purposes.
 - 3.3. Building – The church has established a building fund to provide for the future needs of the church for the renovation of existing buildings, expansion, and construction or purchase of facilities.
 - 3.4. If the total contributions received for a specific fund exceed the amount needed for that purpose, the church reserves the right to use any such excess funds for the furtherance of other ministry activities as determined by the Board of Elders.
4. Contributions designated for individuals to cover church-approved mission trip expenses are considered tax deductible as long as the donor has the understanding that the designation is a suggestion and the contribution is ultimately under the control of the church to use at it deems necessary. Donors need to



understand when they designate a contribution for a specific individual, that if the ministry purpose for which the funds were solicited is unable to be fulfilled or there are funds in excess of those needed, the Board of Elders at Denton Bible Church may direct the funds for other ministry purposes consistent with its 501(c)(3) mission.

5. The Board of Elders of Denton Bible Church and designated staff may accept current and deferred gifts from individuals, corporations, and foundations to secure the mission of Denton Bible Church.

6. The following gifts are acceptable:

- Cash
- Tangible Personal Property
- Securities
- Real Estate
- Bequests
- Life Insurance Beneficiary Designations
- Remainder Interests in Property
- Oil, Gas, and Mineral Interests
- Qualified Charitable Distributions
- Life Insurance
- Retirement Plan Beneficiary Designations

6.1. Cash is acceptable in any form. Checks shall be made payable to Denton Bible Church.

6.2. Tangible Personal Property should be considered in light of cost of insurance, transportation, maintenance and other possible expenses. If the property is to be sold, the market for sale should be determined.

6.3. Marketable securities may be transferred to an account maintained at one or more brokerage firms. As a general rule, all marketable securities shall be sold upon receipt.

6.4. Gifts of real estate may include developed property or undeveloped property.

6.5. Bequests, life insurance beneficiary designations, and retirement plan beneficiary designations shall not be recorded on the books of Denton Bible Church until such time as the gift is irrevocable.

6.6. For remainder interests in property, the donor or other occupant may continue to occupy the real property for the duration of the stated life. At the death of the donor, Denton Bible Church may use the property or reduce it to cash.

6.7. Gifts of oil and gas rights may be received absent extenuating circumstances such as extended liability or other conditions making receipt of the gift inadvisable. In that regard, each potential oil and gas gift shall be examined by a professional advisor with experience in mineral leases for such extenuating circumstances which would argue against receipt of the gift or retention of the gift. Working interests in oil and gas, which entail special problems regarding taxation to the Church, and may also entail extended liability for personal, property and environmental damage, should not be considered.

6.8. A qualified charitable distribution is not a tax-deductible charitable gift. A qualified charitable distribution may, however, count towards the annual IRA required minimum distribution (RMD) and not be deemed taxable income. Donors will be encouraged to consult with their own professional tax advisor. A contemporaneous statement will be sent to the donor for them to retain as an important tax document and to provide a copy to their tax preparer.

6.9. Denton Bible Church must be named as both beneficiary and irrevocable owner of a life insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value or cash surrender value upon receipt.



- 6.10. All gifts should be sold as quickly as possible upon receipt to realize the donor's gift value unless the item is donated for use by Denton Bible Church in its operation.
7. No gifts will be accepted that cannot be used or expended consistent with the purpose and mission of the Church.
8. No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the Church's financial security.
9. Any designated gift or intended restriction presented to Denton Bible Church without the approval of the Board of Elders shall not be accepted until after it is determined that the intended gift and the manner in which it is given is not outside the purpose and mission of the Church and is not too difficult to administer. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Elders.
10. Church Administration is charged with the review and oversight of the gift acceptance process.
11. Church Administration will screen and analyze gifts of non-marketable property
- 11.1. Church Administration will make recommendations to the Board of Elders on gift acceptance of non-marketable property gifts.
- 11.2. Examples of non-marketable property would include religious property, public schools, jail, non-commercial hospital, and machinery (specially designed and build-to-order). Non-marketable property has only one value ingredient and that is its utility which produces value specific to only the owner.
12. Gifts of vehicles or trailers are acceptable only after the following criteria are met:
- A ministry need for the vehicle or trailer exists.
 - A vehicle history report is obtained.
 - An inspection is conducted by a licensed mechanic.
 - Board of Elders approve acceptance.
 - Vehicle or trailer is to be titled in the name of Denton Bible Church.
13. Gifts of real estate are acceptable only after the following criteria are met:
- A personal inspection is conducted by a member of the Board of Elders and an employee of Church Administration.
 - Donor shall provide an environmental inspection report reflecting that the property is not environmentally damaged.
 - An appraisal satisfactory to the IRS gift substantiation requirements has been completed and the Church and donor have reached an understanding as to the valuation of the property.
 - Debt, insurance, homeowners' association fees, and other carrying costs have been assessed as to the effect of the advisability of taking the gift.
 - Where appropriate, a title binder shall be obtained by Denton Bible Church prior to acceptance of the real property, generally at the expense of the donor.
 - Prior to acceptance of real property, the gift shall be approved by the Board of Elders.
 - Appropriate steps have been taken to determine if any other liabilities might attach to the property such as leases, contracts, or servitudes.
 - All pertinent information regarding the property is supplied by the donor. This might include names of owners and co-owners, address and/or legal description, and description of current use.
 - Donor must convey all his/her undivided interest in the real estate including any mineral interests.
 - Gifts of oil and gas rights may be received absent extenuating circumstances such as extended liability or other conditions making receipt of the gift inadvisable. In that regard,



each potential oil and gas gift shall be examined by a professional advisor with experience in mineral leases for such extenuating circumstances which would argue against receipt of the gift or retention of the gift. Working interests in oil and gas, which entail special problems regarding taxation to the Church, and may also entail extended liability for personal, property and environmental damage, should not be considered.

14. Denton Bible Church shall seek the advice of legal and/or professional counsel in matters relating to acceptance of gifts where appropriate. Review by counsel is recommended for:
 - Documents naming Denton Bible Church in a will, trust, or estate plan
 - All gifts involving contracts
 - Gifts of property
 - All transactions with potential conflict of interest
15. Gifts shall not be accepted where the mental competency of the donor is in question. However this does not preclude a person acting in a capacity of Attorney-in-fact from making a gift from the estate of the individual granting Power of Attorney. In this event, every consideration shall be given to the donor's charitable giving habits and financial condition to ensure that the gift is in the best interest of the donor and is carried out in a prudent manner. The donor's Power of Attorney must specifically grant the power to make charitable gifts.
16. Gifts received in memory/honor of an individual will be promptly acknowledged by the church. Church Administration will ensure the family of the honoree is notified and the donor is carbon copied on the letter of notification.
17. Denton Bible Church will provide gift receipts meeting IRS substantiation requirements. Except for gifts of cash, no value shall be ascribed to any receipt or other form of substantiation of a gift received by Denton Bible Church.
 - 17.1. For cash contributions of \$250 or more: Church Administration will send contemporaneous written acknowledgement to donors no later than January 31 of the year following the donation. The acknowledgement will contain the amount of cash contributed and whether Denton Bible Church gave the donor any goods or services as a result of the contribution other than intangible, religious benefit.
 - 17.2. Responsibility for IRS filings upon sale of gift items: Church Administration is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within three years of receipt by Denton Bible Church where the charitable deduction value of the item was greater than \$5,000.
 - 17.2.1. Gift valuation is the responsibility of the donor. Donor completes Form 8283 upon donation of the gift. The church completes Part IV of the Form 8283 upon receipt of the gift.
 - 17.3. Responsibility for IRS filings for a receipt of a qualified vehicle over \$500: Church Administration is responsible for furnishing a contemporaneous written acknowledgment of the contribution to the donor containing information shown on IRS Form 1098-C.
 - 17.4. The church will not provide receipts for items bought for the church's ministries instead of being reimbursed (i.e. donations in-kind). We therefore ask donors to submit a check request for approval and reimbursement. If the donor chooses to do so, they can then return the money as a contribution to the church.
 - 17.5. The value of personal services donated is not deductible as a charitable contribution. The church relies heavily on volunteers to fulfill its ministry. However, donations of this type cannot be reflected on the individual's record of giving.



18. Contributions are handled in a dual control setting from the time they are received until they are delivered to the bank for deposit by Church Administration employees and a small number of background-checked volunteers
19. Contributions received from donors become the property of Denton Bible Church and are subject to control by the Board of Elders for use in supporting the purpose of Denton Bible Church. This includes contributions made for long-term or short-term mission work. A charitable contribution is a gift, and like any gift, is an irrevocable transfer of a donor's entire interest in the donated cash or property. Since the donor's entire interest in the donated property is transferred, Denton Bible Church does not generally refund donations.
20. Every precaution will be taken by Denton Bible Church to protect the privacy and confidentiality of each donor and the donor's family. Permission must be obtained before any public acknowledgement is made of gifts received by Denton Bible Church.

Approved by Elders: 3/3/2020

Reaffirmed by Elders: _____



INVOICE/CHECK REQUEST/REIMBURSEMENT PROCESSING

1. POLICY
Denton Bible Church reimburses reasonable, ministry expenses for employees and volunteers and pays vendor expenditures and company invoices in a timely and accurate manner.
2. A reasonable ministry expense is defined as any expense that benefits an entire ministry and its participants.
 - 2.1. An expense the employee or volunteer paid or incurred while engaged in ministry as an employee or volunteer of Denton Bible Church.
 - 2.2. Supporting evidence must be available to substantiate the nature, amount, time, place, purpose, business relationship of those involved, and be requested within a reasonable amount of time as defined in Section 4.
 - 2.3. Denton Bible Church does not reimburse expenses incurred for personal edification, enhancing social relations within ministry teams, or building effective working relationships (e.g., ministry team retreats, lunches with only staff and/or volunteers in attendance, and books).
 - 2.4. Denton Bible Church does not reimburse expenses incurred for personal items or activities during a trip including, but not limited to: optional hotel add-ons, sightseeing tours, entertainment, boat rentals, or horseback riding.
 - 2.5. Denton Bible Church reserves the right to deny any and all reimbursements for any activity or event that is deemed to be a personal expense. Although the church strongly encourages activities, such as sharing meals together, that build camaraderie and teamwork among leadership, expenses related to those activities are not deemed valid usage of church donations.
 - 2.6. Upon discovery, any excess reimbursement must be returned within two (2) weeks.
3. Certain expenses require prior approval before purchase or order.
 - 3.1. The purchase of individual items and associated items, including expenditures from SERVE Missionary accounts, in excess of \$500 must be approved by the Finance Board prior to being purchased.
 - 3.2. All conferences, leadership training seminars, and other employee development opportunities must be approved by the Finance Board prior to registering and arranging travel.
 - 3.3. Denton Bible Church will not reimburse expenses that are incurred prior to approval.
4. All requests for reimbursement and payment of vendors should be submitted no later than 10 days from the date of expense or return from trip.
 - 4.1. Reimbursements and vendor payments should be submitted using a Check Request form.
 - 4.2. Reimbursements and vendor payments must be approved by a Ministry Director, or his or her authorized designee, using a signature and date. Requests without proper authorization will be returned to the Ministry Director.
 - 4.3. A request submitted by an employee with receipts older than 60 days will not be reimbursed.
 - 4.4. A request submitted by a volunteer with receipts older than 60 days must be submitted by the Ministry Director to the Finance Board for approval, and if approved, reimbursement will be paid through Accounts Payable.
 - 4.5. Check Request forms are due to Accounts Payable in the church office by 5:00 PM on Wednesday.
 - 4.6. Accounts Payable will review all Check Request forms.
 - 4.7. Reimbursements, vendor checks and ACH deposits will be signed by Elders each Sunday.
 - 4.8. ACH deposits will occur the Tuesday after Elders sign authorization for payment.
 - 4.9. Any checks that were signed on Sunday will be available for pickup on Monday after 3:00 PM or will be mailed that evening.
 - 4.10. Reimbursements to employees and volunteers will occur through ACH deposit unless otherwise approved by the Finance Board.



- 4.11. Any expenses incurred on behalf of an employee's family member will be reimbursed through Payroll. These expenses are added to the employee's Form W-2.
5. Supporting documentation must accompany all requests for reimbursement.
- 5.1. The Check Request form must be filled out completely with each request for reimbursement, stating the specific ministry purpose of each expense.
- 5.2. Original, itemized receipts supporting each request for reimbursement must be stapled to the back of the Check Request form.
- 5.2.1. Generally, a credit card receipt communicates transaction information only and is therefore not an acceptable receipt.
- 5.3. Photocopies of receipts are acceptable by overseas missionaries and partners only when original receipts follow within six (6) months.
- 5.4. All receipts must contain the following information:
- Itemized amount and detailed description of the goods and/or services provided
 - Date
 - Place
 - Ministry Purpose
- Restaurant receipts must include the name of each individual present
6. Original vendor invoices must be submitted and contain a complete, detailed description of the goods and/or services provided.
- 6.1. Invoices must be approved by a Ministry Director, or his or her authorized designee, and are due within 10 days from the goods being received or the services being rendered.
- 6.2. Individuals and non-corporate entities who are receiving payment for services rendered are required to submit a certificate of insurance and complete a Form W-9 to establish a Taxpayer Identification Number. Payment will be withheld until proper documentation is received.
7. Check Requests, invoices, and vendor payments will be reviewed to ensure that they contain all required approvals, documentation is within the acceptable timeframe, the request is being charged to the appropriate account, and there are sufficient funds within the budget to accommodate the request.
8. Denton Bible Church does not reimburse sales tax for expenses incurred in Texas. Requests which include sales tax will be reduced accordingly.
9. Denton Bible Church reimburses actual expenses for travel (fuel, taxi, bus, trolley, or subway fares) incurred OR using the current standard business mileage rate provided by the Internal Revenue Service
- 9.1. Domestically, trips outside of Denton city limits and within the DFW Metroplex are reimbursed using the standard business mileage rate provided by the Internal Revenue Service.
- 9.2. Trips beyond the Metroplex have the option of having actual expenses reimbursed. A gas receipt documenting a full gas tank prior to departure must be provided. Denton Bible Church will reimburse the gas receipts for refilling the gas tank during the trip and upon returning home refilling the gas tank back to full.
10. Requests for reimbursements pertaining to the medical expense reimbursement program require an Explanation of Benefits from the insurance company and must first be given to Human Resources for processing.

Approved by Elders: _____
Reaffirmed by Elders: 06-21-16



PETTY CASH AND PETTY CASH ACCOUNTS

1. POLICY
 - 1.1. All accounts, including Petty Cash and Petty Cash Checking accounts, are the property of Denton Bible Church and are under the sole direction and control of the Board of Elders of Denton Bible Church. The Board of Elders is responsible for maintaining the integrity and witness of the church.
 - 1.2. Employees and volunteers may not establish Petty Cash and Petty Cash Checking accounts without the prior consent of the Board of Elders.
 - 1.3. The procedures outlined herein are adopted to ensure proper record keeping and administration of the accounts. They are not intended to hinder the ministry in any way, but designed to ensure the on-going viability of Denton Bible Church and all the ministries entrusted to us by the Lord.
 - 1.4. All funds donated to any ministry are to be deposited into the primary operating bank account of Denton Bible Church through the Office of Church Administration and credited to the appropriate General Ledger ministry account.
2. PROCEDURES – PETTY CASH
 - 2.1. Petty Cash accounts are to be reconciled monthly by the Ministry Director responsible for the account.
 - 2.2. All receipts are to be turned into the Office of Church Administration on a check request form to replenish the account. The business purpose of each expense must be recorded.
 - 2.3. Donations may not be used to add to a Petty Cash account.
3. PROCEDURES – PETTY CASH CHECKING ACCOUNT
 - 3.1. Petty Cash Checking accounts are to be reconciled to the bank statement monthly by the Ministry Director.
 - 3.2. All receipts are to be turned into the Office of Church Administration on a check request form to replenish the account. The business purpose of each expense must be recorded.
 - 3.3. Donations may not be deposited to a Petty Cash Checking account.

Approved by Elders: 05-04-03
Reaffirmed by Elders: 08-19-03



DEPOSIT ENVELOPE

1. POLICY

- 1.1. The Denton Bible Church Deposit Envelope is required any time that monies are turned in for deposit into any ministry income, expense and/or designated accounts.
- 1.2. Proper use of this envelope will help ensure that the monies that you are turning in are allocated to the correct accounts.
- 1.3. Monies turned in for deposit without using the Deposit Envelope or without fully completing the Deposit Envelope will be returned.

1.1. PROCEDURES

1.2. Front of Envelope

The diagram shows the front of a deposit envelope. Callout 2.1.1 points to the church logo. Callout 2.1.3 points to the 'Today's Date' field. Callout 2.1.4 points to the 'Ministry Name' field. Callout 2.1.5 points to the 'Submitted by (Please Print)' field. Callout 2.1.6 points to the 'Charitable Contribution?' section. Callout 2.1.7 points to the grid for recording amounts for checks, currency, and coin.

- 1.2.1. *Date* - Indicate the date on which you are making this deposit.
- 1.2.2. *Ministry Account Number* - Indicate the six-digit account number that the deposit is for.
- 1.2.3. *Ministry Name* - Indicate the name of the ministry that holds this account. If you ministry has multiple accounts, please indicate the name of the account for which you are making a deposit
- 1.2.4. *Submitted By* - Print the name of the individual preparing the deposit.
- 1.2.5. *Signature* - The individual preparing the deposit should sign here.
- 1.2.6. *Charitable contribution?* - Indicate if the funds are considered charitable contributions (e.g. support for mission trips, a donation to the scholarship fund, etc.) or are paying for "goods and services" (e.g. payment for bible study materials, a ski trip, or retreat)
- 1.2.7. *Amounts* - Indicate the amounts for checks, for currency and for coin using one digit per square. Total the amounts at the bottom.
- 1.2.8. *Deposit Information* - This is where you indicate deposit information. (e.g. taxable sales, accounts receivable, return of a cash advance or refund)

REMINDERS				
Account Number on each check?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Faced bills the same way?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
One account per envelope?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Run and enclosed a tape?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

1.3. Back of Envelope

- 1.3.1. *Account number on each check?* - All checks must have the account number to which they are deposited written on them in blue or black ink.
- 1.3.2. *Faced bills the same way?* - Cash must all face the same way.
- 1.3.3. *One account per envelope?*
- 1.3.4. *Run and enclose a tape?* - Provide a document that keeps a running total of the checks, cash, and coin separately. e.g. calculator tape or excel spread sheet.

Approved by Elders: _____

Reaffirmed by Elders: 08-19-03



GIFTS AND HONORARIUMS, INCLUDING GIFT CERTIFICATES.

1. Definitions:
 - 1.1. Gifts include, but are not limited to tips, flowers, gift certificates, and other items for personal use.
 - 1.2. Honorariums are, by definition, gifts to an individual.
2. Employees
 - 2.1. According to IRS code, a gift and/or honorarium to an employee is taxable compensation.
 - 2.2. Since compensation is set by the Board of Elders, a gift and/or honorarium given by one ministry to an employee is in essence the granting of a raise by the giving ministry. Thus, ministries are prohibited from giving a gift or honorarium to an employee of Denton Bible Church.
 - 2.3. Gifts or honorariums of any value or amount that are inadvertently paid to employees are considered income and will be reported on the receiving employee's W2.
 - 2.4. A SERVE Missionary may accept an honorarium, as long as it is paid into his or her SERVE account.
3. Contractors
 - 3.1. Honorariums paid to individuals not employed by Denton Bible Church for services such as speaking are considered to be 1099 income and require a W-9 prior to payment. See **1.2.2 Invoice Processing** for more information
4. Volunteers
 - 4.1. Ministries may show appreciation with awards, plaques, banquets and special recognition services.
 - 4.2. Because of tax and labor law implications, Denton Bible Church does not present gift cards, gift certificates, cash, or cash-equivalent gifts as appreciation to volunteers
 - 4.3. EXAMPLE: Ministry X and Ministry Y are behind on filing. Each find a volunteer wishing to donate time to help catch up. Each Ministry wishes to recognize the work of their volunteer.

Ministry X decides to give a \$25 Gift Certificate. The gift certificate is treated as compensation for services rendered, and the individual ceases to be a volunteer and becomes an employee. Payroll taxes, including employer shares of FICA and Medicare and employee shares of FICA, Medicare, and Federal Withholding, are due on the gift certificate. Further, the Fair Labor Standards Act sets the minimum wage. \$25 in pay for 20 hours work equals \$1.80 per hour, FAR less than the statutory minimum wage. Thus, DBC is in violation of state and federal minimum wage requirements. Such a gift may result in governmental labor department investigations, which includes all employees in a similar category.

Ministry Y gives a \$25 plaque. There is no tax consequence.
5. Substantiation Requirements
 - 5.1. Items to be substantiated are the cost and date of the gift, the name of the person receiving the gift, a description of the gift, the ministry reason for the gift, and the ministry relationship of the recipient.

Approved by Elders: _____

Reaffirmed by Elders: 11-07-06



CONFERENCE ATTENDANCE

1. Conferences, seminars, workshops, or employee development opportunities must be approved by the Senior Pastor and Finance Board prior to conference/seminar registration and making of travel arrangements.
2. Training or workshops that enable better use of current technology and curriculum do not need to be approved through the formal application process as long as they cost less than \$500.
3. Conferences that are broad-based, theological, educational, ecclesiological, topical, or ministry specific must receive formal approval through the Senior Pastor and Finance Board.
 - 3.1. Opportunities for missionaries in cultural acquisition, linguistics development, and/or theological issues present in their field must be approved by the Missions Home Office and the Finance Board.
4. Approval for conferences will not be granted or considered until after the completion and submission of the conference approval form.
5. Conference approval will indicate that funds are available and that attendance is based upon the needs of the individual's position and in alignment with the doctrinal statement and Distinctives of Denton Bible Church.
6. Reimbursement requests for conferences not properly approved will not be considered.
7. This policy applies equally to both employees and volunteers.
8. Expenses that will be covered include meals, lodging, and transportation. Inappropriate expenses include extravagant meals, books or materials for personal development or education, and in-room movies.

Approved by Elders: 01-15-08

Reaffirmed by Elders: _____



REIMBURSEMENT OF EXPENSES FOR VOLUNTEER TRAINING

- 1.1. Denton Bible Church reimburses employees and volunteers for reasonable expenses incurred while training volunteers of the Church.
- 1.2. A reasonable leadership training expense is generally defined as any expense that does not personally benefit the leadership team of the ministry. Reasonable expenses include, but are not limited to, expenses for retreat centers, reasonable meals that benefit the entire ministry team, and reasonable supplies related to the retreat.
- 1.3. Denton Bible Church reserves the right to deny any and all reimbursements for any activity or event that is deemed to be a personal, entertainment expense. Although the church strongly encourages activities, such as sharing meals together that build camaraderie and teamwork among leadership, expenses related to those activities are not deemed valid usage of church donations.
- 1.4. Denton Bible Church does not reimburse expenses incurred for personal activities of staff, volunteers, or participants. Examples of such expenses include, but are not limited to, sightseeing tours, boat and Jet Ski rentals or horseback riding.
- 1.5. A Ministry Director, or his or her authorized representative, must approve all reimbursements. Request for reimbursement without authorization will be returned for proper authorization.
- 1.6. Denton Bible Church does not reimburse expenses related to regularly, scheduled meetings such as meals for leaders.

Approved by Elders: 03-2002
Reaffirmed by Elders: 08-19-03



FINANCE BOARD

1. GENERAL

In order to better meet the financial needs of Denton Bible Church and its ministries, Denton Bible Church elders have established a Finance Board ("Board") to assist them in overseeing certain finance requests and issues. The Elder Board will retain full and final authority in all matters.

2. ANNUAL BUDGET

2.1. The Board will facilitate and oversee the preparation of the annual church budget.

3. REQUESTS FOR PAYMENT AND REQUESTS FOR PURCHASE

- 3.1. The Finance Board must approve individual and complementary item purchases in excess of \$1,000.
- 3.2. The attached listing of activities and expenses should be used as guidance for what requires Finance Board and Elder Board approval.
- 3.3. Requests to purchase and requests for payment must be submitted five days in advance of the meeting to be considered. Requests not received five days in advance of the regularly scheduled meeting may not be considered at that meeting and postponed until the next meeting.
- 3.4. Generally, Denton Bible Church will not reimburse expenditures that are incurred prior to approval.

4. CONFERENCES AND SEMINARS

- 4.1. Conferences, leadership training seminars and other employee development opportunities must be approved by the Finance Board prior to conference/seminar registration and making of travel arrangements.
- 4.2. Funds to pay for these must be charged to proper ministry budget accounts; e.g. a conference may not be charged to a printing budget, etc.

5. ADDITIONAL REQUESTS:

- 5.1. The Board will consider any special or emergency requests for funds, if any, during the year
- 5.2. Fundraisers (initial request only; the same fundraiser may occur in the future without Finance Board approval but would need Facilities approval)
- 5.3. Requests for money in excess of budgeted ministry funds (e.g., one-time ministry requests, additional-funds ministry requests, board-designated funds, etc)
- 5.4. Off-cycle emergency requests (the existence of an emergency condition may create an immediate or serious need for service or purchases or significant savings that cannot be met through the normal process)

6. FORMING AND MANAGING RESERVES

- 6.1. The Board will endeavor to allocate budget dollars toward emergency funding for unforeseen situations. The target balance is an amount that covers 80 days' expenses. At year end, plans will be made to budget funds if less than 100% funded. The Elder Board may repurpose funds in excess of 120% funded.
- 6.2. The Board will endeavor to allocate budget dollars toward funding for capital repair/replacement expenses not covered by the operating budget. The target balance is 10% of the insured value of the church's premises. At year end, plans will be made to budget funds if less than 100% funded. The Elder Board may repurpose funds in excess of 120% funded.



7. BOARD MEMBERS

The Board may consist of five (5) members to include the Treasurer of the Elder Board and the Executive Pastor responsible for Finance. Other members will serve two (2) year terms with no term limitations.

8. MEETINGS

8.1. Regular Board meetings will occur the second Monday of every month to review requests. The Finance Board retains discretion to cancel or change meeting dates as may be necessary.

8.2. Special meetings may occur on an as-needed basis, as required to, meet special or emergency needs.

9. RECOMMENDATIONS

9.1. The Board will forward the following requests with recommendations to the Board of Elders:

- Annual Budget
- Requests in excess of \$10,000
- Reserve funding
- Special Requests: as appropriate.
- Emergency Requests: as appropriate.

Approved by Elders: 05-03-22

Reaffirmed by Elders: _____



Examples	FB Approval	Elder Approval
60+ Day Reimbursement Requests	X	
All Carryforward or Restricted Fund Expenses +\$1K	X	
All Facilities +\$1K	X	
All Furniture +\$1K	X	
All Technology +\$1K	X	
All Tools, Machinery, and Durable Equipment +\$1K	X	
Annual Subscriptions +\$1K	X ¹	
Benevolence +\$1K	X	
Benevolence Meals		
Branded items not associated with an event (apparel, cups, mugs, etc.) +\$1K	X	
Conferences	X ¹	X ¹
Financial Institution (Account Opening)	X	X
Fixed Assets (receipt or dissolution)	X	
Full-time Starting Pay (+ Elders if Director-level or higher)	X	X
Fundraisers	X ¹	
GAP (1/2 marathon, gym memberships, student equipment) +\$1K	X	
Group curriculum +\$1K		
Health Insurance Premiums		
Honorariums		
Investments (new)	X	X
Land Purchase	X	X
Large Activity Meals (GAP, Xmas Party, Men's Ministry)		
Lease Contract Payments		
Lease Contracts (Phone, Copiers) +\$1K	X	
Loans/Lines of Credit	X	X
Meat Processing		
Medical Expense Reimbursements/Cash Advances		
Ministry Events/Activities		
Monthly Service Payments (HVAC, IT, Janitorial, Payroll, Database)		
Part-time hourly rate beyond \$18.00/hr	X	
Policy Changes (+ Elders)	X	X
Professional Services Contracts (lawyers, cloud, public relations, HVAC, janitorial, website, CPA's etc.) +\$1K	X	
Property/Casualty Premiums		
Seminary Assistance (new)	X	X
Sunday Service Supplies (communion cups, coffee)		
SWEAT Team Building Supplies		
Utility Payments		
Any of the above purchases in excess of \$10,000 (new, non-budgeted funds)		X

¹. If first time



MINISTRY BUDGET OR SERVE ACCOUNT RESPONSIBILITIES

1. Budgetary authority and SERVE account management responsibilities are granted by the Board of Elders to Ministry Directors and SERVE Missionaries, and their designee as a privilege, not a right.
2. The Ministry Director is the singular signing authority on the accounts for his or her ministry or unless permission is granted in writing and on file with the Office of Church Administration.
3. Persons with account management responsibilities will abide by and administer budgets in accordance with all accounting and financial policies.
4. Persons with account management responsibilities are responsible for all dollars allocated to their ministry and/or account(s).
5. It is the responsibility of each person with account management responsibilities to communicate the policies and procedures to those that are involved in the spending of money within their areas of responsibility. Failure to communicate the policy and procedure may result in expenses not being reimbursed and forfeiture of account management responsibilities.
6. Persons with oversight for multiple ministries or accounts may not move budget dollars between ministries or designated accounts.
7. Poor fiscal management may lead to loss of budgetary authority.
8. Ministry Directors may meet with the Church Administrator to review their budgetary compliance on a regular basis. Individuals with SERVE account management responsibilities may meet with the SERVE Missions office to review their budgetary compliance on a regular basis.

Approved by Elders: 12-15-04

Reaffirmed by Elders: _____



GIFT SOLICITATION FROM BUSINESSES

1. Local business owners and operators regularly receive requests for funds, gift certificates, donated goods, supplies, and advertising. They frequently grow to feel only as important as the money or products they give.
2. Denton Bible Church strives to be a responsible member of the greater Denton community by maintaining a positive reputation.
3. Ministries are thus prohibited from soliciting funds, goods, or advertising from local businesses.
4. Ministries may participate in advertised corporate/community charitable giving programs and/or grant programs with the consent of the Board of Elders.

Approved by Elders: 12-18-01
Reaffirmed by Elders: 08-19-03



FUNDRAISERS

1. POLICY

- 1.1. Initial fundraisers of all kinds for any ministry must be approved by the Finance Board and/or the Board of Elders prior to advertising.
- 1.2. Subsequent fundraisers of the same kind for the same ministry may be approved by the Church Administrator.
- 1.3. Fundraisers may not be used to augment the operating budget of a ministry.
- 1.4. Fundraiser approval does not guarantee nor assume reservation of facilities space at Denton Bible Church. It is the responsibility of the requesting ministry to reserve facilities in accordance with Denton Bible Church Facilities reservation policies and procedures
- 1.5. Costs associated with providing Denton Bible Church facilities staff in the preparation, execution, and security or clean up of this event will be taken from the gross receipts of the fundraiser.

2. PROCEDURES

- 2.1. Fundraisers must be approved by the Finance Board and/or the Board of Elders prior to advertising.
- 2.2. Complete the Fundraiser Request Form (1.5.2.3a) and submit it to the Church Administrator.
- 2.3. Fundraiser Request Forms must be submitted 10 calendar days prior to a regularly scheduled Finance Board meeting.
- 2.4. Failure to complete Fundraiser Request Form in detail may result in a delay of approval.
- 2.5. If approved by the Finance Board, requests will be forwarded on to the Elders for approval.
- 2.6. If approved by the Elder Board, the Church Administrator will notify the Ministry Director, Accounting, the Church Secretary, Facilities and other involved parties as necessary.

Approved by Elders: 11-07-06

Reaffirmed by Elders: _____



MISSION TRIP CONTRIBUTION AND REFUND

1. Contributions received from donors become the property of Denton Bible Church and are subject to control by the Board of Elders for use in supporting the purpose of Denton Bible Church. This includes contributions made for long-term or short-term mission work. A charitable contribution is a gift, and like any gift, is an irrevocable transfer of a donor's entire interest in the donated cash or property. Since the donor's entire interest in the donated property is transferred, it generally is impossible for the donor to recover the donated property.
2. While the church will accept gifts preferenced for the trip of a particular participant, the church will not accept gifts restricted or designated for a particular trip participant. (Reason: gifts restricted or designated for a particular gift participant do not qualify to receive a charitable gift acknowledgment and such gifts are not consistent with the tax-exempt status of the church.)
3. Monies given for a mission trip are purposed for the team and ministry to the target population, not for the benefit of specific individuals. Monies given for a mission trip may be applied first to the expenses of the individual missionary initiating the request for support and then to the overall mission team and ministry to the targeted mission point or other mission trip.
4. Letters soliciting funds from donors for mission trips should include a statement similar to the following: "By contributing to this mission trip, donors acknowledge that the church has the authority to apply contributions designated for the trip to another, related purpose in the event that the trip is canceled or the participant is unable to go." Such a statement should be printed on materials so that donors are provided adequate notice of the policy and reflects the donors' consent to it.
5. Uses for dollars donated towards missions include, but are not limited to, transportation, lodging, food, and ministry materials.
6. Denton Bible Church does not refund donations for missions.

Approved by Elders: 05-2003
Reaffirmed by Elders: 08-19-03



PROPERTY AND FIXED ASSET ACQUISITION AND DISPOSAL

1. The authority to purchase or sell property on behalf of Denton Bible Church exists with the Board of Elders and their designees.
2. Ministry Directors will request funds for the purchase of property (i.e. computers, furniture, etc.) as a part of the budget process. The Board of Elders, by approving the Ministry Budget request, grants authority to purchase property on behalf of Denton Bible Church.
3. In certain instances, additional approvals are necessary for the acquisition of technology and large dollar purchases. ***See Finance Board Policy.***
4. A ministry wishing to dispose of an item must first offer said item to Denton Bible Church ministries for usage prior to requesting permission to sell.
5. The sale of property owned by Denton Bible Church must be approved by the Board of Elders prior to listing the item or selling the item.
6. Items approved for sale may not be “sold” to another Denton Bible Church ministry.
7. Sale price of items for sale is set by the Church Administrator or his designated Selling Agent using the comparable sales price of like items.
8. Violations of this policy may be punishable by disciplinary action up to and including termination.
9. Items reimbursed through payroll as SERVE set up expenses (cars, furniture, etc.) will be considered personal property.

Approved by Elders: 11-07-06

Reaffirmed by Elders: _____



ADMINISTRATION POLICIES

BOOKS AND RELATED PROPERTY

1. Books, audio and video recordings, software and other such materials purchased with church money are property of Denton Bible Church.
2. Such property must be affixed with a label identifying it as property of Denton Bible Church.
3. Movement of property affixed with green numbered tags must be disclosed to Church Administration.

Approved by Elders: 04-1999

Reaffirmed by Elders: 08-19-03



POLITICAL ENDORSEMENT

1. GENERAL

Denton Bible Church establishes this Political Endorsement Policy in order to clearly define the separation of Denton Bible Church from political activity not directly relating to the ministry of Denton Bible Church.

2. STATEMENT

No Elder, Deacon, employee, volunteer, member or attendee of Denton Bible Church may comment on a political candidate, party or issue in any way that could or might be construed as an official endorsement of a candidate, political party or a biblically unrelated political issue by Denton Bible Church. This includes, but is not limited to, the following:

- Comments to print or electronic media journalists or on social media.
- Hosting political candidates as guest speakers at ministry events.
- Distribution or making available the campaign material of political candidates on church-owned or leased property.
- Letters to the Editor written in support of a political candidate, party or issue that also indicate affiliation with Denton Bible Church.

3. FURTHER EXPLANATION

This policy is intended to protect Denton Bible Church and assist it in staying true to its mission by not participating in direct political activity. It is in no way intended to deprive individuals of their personal right to participate in the political process.

Approved by Elders: 03-05-02
Reaffirmed by Elders: 08-19-03



BENEVOLENCE

1. GENERAL

Denton Bible Church has established a Benevolence Fund in an effort to reach out to those in need. Generally, it is the goal of Denton Bible Church to meet one-time needs, not be an on-going source for funds.

2. CRITERIA/ELIGIBILITY

Benevolence may be provided to individuals who cannot provide for all of their own expenses or have difficulty meeting financial obligations due to illness or other disasters. Since Denton Bible Church cannot meet every need, priority shall be given to members or regular attendees of Denton Bible Church and those regular attendees of Denton Bible Church.

3. TYPES OF BENEVOLENCE AVAILABLE

Denton Bible Church may provide monies for short-term needs including, but not limited to, food, medical expenses, utilities, shelter, etc. Generally, support for long-term needs is not available.

4. BENEVOLENCE DISBURSEMENT DECISIONS

The Benevolence Board will receive and review benevolence requests. They will also distribute benevolence funds according to the procedures outlined in this policy. The Benevolence Board is comprised of:

- **Director of Pastoral Care (chair)**
- **Director of Local Outreach**
- **Director of Frontline Ministries**
- **Director of Seniorlife Ministries**
- **Director of Church Administration**

5. DOLLAR LIMITS

Benevolence distributions are not to exceed \$2000 per family without prior approval of the Denton Bible Church Board of Elders.

6. PROCEDURES

6.1. Requesting Benevolence

Individuals or families in need of benevolence will be referred to one of the above Ministry Directors. A Request for Benevolence form will be completed (attached). Any two members of the Benevolence Board (one being the Chair) may approve requests.

6.2. Disbursing Benevolence

Once a decision has been made, a Check Request form will be completed and submitted for payment according to the policies and procedures of the Accounts Payable process. Disbursements will be paid directly to the provider of services except under extreme circumstances.

6.3. Reporting Benevolence

A monthly Benevolence Disbursement report will be provided to the Board of Elders. All requests will be filed in the office of Church Administration.

7. PROHIBITED TRANSACTIONS

7.1. Those related to Denton Bible Church controlling parties are ineligible for benevolence



- 7.2. Giving to the Benevolence Fund for the benefit of a particular individual is prohibited. While funds may be given to the Benevolence Fund, distributions from the Benevolence Fund are made at the sole discretion of the Elders or their designee. Elders control the funds, not the donor. Individuals may identify a family in need within and be moved to help meet those needs by making a donation to the Benevolence Fund; however, the needs will be assessed by the church and determination of any benevolence given is at the sole discretion of the church.
- 7.3. Employees of Denton Bible Church and their families are generally not eligible to receive benevolence. The Board of Elders reserves the right to give benevolence to an employee under extreme circumstances, and any disbursements will be treated as taxable income to the employee.

Approved by Elders: 12-18-01

Reaffirmed by Elders: 05-04-10



CHURCH-OWNED VEHICLES

1. The Elder Board must approve all purchases and/or gifts of auto vehicles, trailers or other vehicles.
2. All church-owned vehicles must be titled in the name of Denton Bible Church.
3. All church-owned vehicles must be carried on the church insurance.
4. All drivers who wish to drive vehicles on behalf of Denton Bible Church (the Church) must have a valid driver license and be at least 21 years old.
5. Driver approval is obtained by submitting a copy of a prospective driver's current driver's license to Church Administration for screening prior to allowing the volunteer to drive. Individuals with traffic violations in a three year look back period and/or recent DWI/DUI violations may not be allowed to drive vehicles, either owned or leased.
6. Individuals with uninsurable driving records will not be allowed to drive church vehicles, either owned or leased.
7. It is the responsibility of the Ministry Director to whom the vehicle is assigned to ensure that:
 - The vehicle is in good working order.
 - All registrations and inspections are current.
 - Routine and periodic maintenance is performed on the vehicle.
 - There is a current insurance card in the vehicle at all times.
 - Only approved drivers are allowed to drive.

Approved by Elders: 11-07-06
Reaffirmed by Elders: _____



LIBRARIES

CHURCH LIBRARY:

1. Denton Bible Church maintains a library of books and other resources for use by all Denton Bible Church members, attendees and employees.
2. The Library is open during both morning and evening services and other designated times during the week.
3. Books may be checked out for a period of three weeks.
4. Books have an overdue fine of five cents per day.
5. Videos may be checked out for a period of one week.
6. Videos have an overdue fine of twenty five cents per day.
7. Items in the library must be rechecked if needed beyond the initial checkout period.
8. There is a grace period of one week for overdue materials.

MISSIONS LIBRARY:

1. Checkout privileges and library usage is available for all Denton Bible Church Full Time staff, Denton Bible Church missionaries, current MTI students, and current Denton Bible Church interns enrolled in seminary or Bible college.
2. Reference books, marked by REF on the spine label (commentaries, dictionaries, atlases), are not available for checkout and must remain in the library or intern room. All reference books carried to the intern room must be returned before 4 PM on the same day they are borrowed. Photocopies may be made of needed material within reference books.
3. An area just inside the door to the right has been marked as "Special Section". These books were unable to be cataloged using the Library of Congress system, but are available for checkout.
4. Return items to the end table for re-shelving by the Missions staff.
5. The checkout period is two weeks. The borrower must come to the Missions office (open 9AM to 4PM) to formally checkout books. There is no after-hours checkout option. To request a one-week extension the borrower must speak in person to a Missions staff member.
6. Library patrons are responsible for all checked-out materials until items are checked back in to the Missions office. Please return materials to the Missions office during normal business hours. Drop-offs are discouraged.
7. After hours library use is for Denton Bible Church Full Time staff, Denton Bible Church missionaries, current MTI students and current Denton Bible Church interns only. No one-on-one co-ed meetings are permitted in the library after hours. People with library access should not bring guests with them when using the library. Books cannot be removed from the library or checked out after hours.
8. The last person using the library must close and lock the door behind him or her.
9. Library patrons are fully responsible for the condition of the checked-out book(s) and may be asked to replace any damaged or lost material.
10. Due to the desire to have a library which is fully beneficial to all users, failure to comply with these policies may result in loss of all library privileges.

Approved by Elders: 01-1997
Reaffirmed by Elders: 08-19-03



WORK PRODUCT OWNERSHIP

1. GENERAL

- 1.1. Denton Bible Church retains legal ownership of the work product of all full-time employees, part-time employees, interns, volunteers, and independent contractors.
- 1.2. Work product includes, but is not limited to: written and electronic documents, audio and video recordings, system code, and any concepts, ideas or other intellectual property developed for Denton Bible Church, regardless of whether the intellectual property is actually used by the Church. Work product may also include that which is developed or produced in the course of or within the scope of employment, ministry involvement, or contract.

2. RIGHTS

- 2.1. No work product created while an individual is employed with or contracted by Denton Bible Church can be claimed, construed or presented as individual property, even after employment or ministry involvement with Denton Bible Church is terminated or the relevant project completed.

Approved by Elders: 02-03-09

Reaffirmed by Elders: _____



BIBLE STUDY MATERIALS REVIEW AND DEVELOPMENT

1. REVIEW OF BIBLE STUDY MATERIALS FOR USE AT DENTON BIBLE CHURCH
 - 1.1. Ministry heads should submit copies of the proposed Bible study materials to the designated staff member who reviews curriculum. Materials should be submitted a minimum of six weeks before the intended implementation date.
 - 1.2. Material intended for international usage should additionally be submitted to the Missions Office to be evaluated for cultural sensitivity and cross-cultural effectiveness.
 - 1.3. The Senior Pastor will appoint qualified staff members to review the material, discuss their findings, and present their evaluation to the Senior Pastor.
 - 1.4. The Senior Pastor will sign off on the material at which point it can be implemented within the church.
 - 1.5. Ministry heads ideally will solicit evaluations from Bible study facilitators and participants and continually reevaluate whether the material being used is the best available given the ministry's purpose, audience, and parameters.
2. DEVELOPMENT OF NEW BIBLE STUDY MATERIALS FOR USE AT DENTON BIBLE CHURCH
 - 2.1. The following questions should be answered before committing time and resources to developing new Bible study materials:
 - What is the exact purpose and the specific audience for this study/material?
 - What are the precise parameters for this study/material (length, duration, setting, teachers, context in relation to other studies being used, etc.)?
 - Is there existing material which can adequately accomplish the above purpose given the expected audience and parameters?
 - What compelling reasons warrant the investment of temporal, emotional, and financial resources in developing new material?
 - Who is best gifted, trained, and available to develop and edit this material?
 - What format, structure, length, content, etc. best accomplishes the above purpose given the expected audience and parameters?
 - 2.2. Once the above questions have been answered and the new material developed, the Ministry Director should follow the process for the review of Bible study materials for use at Denton Bible Church.
3. For information on work product ownership see ***FIND ME LATER***

Approved by Elders: 08-19-03
Reaffirmed by Elders: _____



REFERRING FOR COUNSELING

1. DENTON BIBLE CHURCH COUNSELING SERVICES
 - 1.1. All Denton Bible Church employees may encourage individuals and families seeking counseling to contact The Counseling Ministry.
 - 1.2. Pastors at Denton Bible Church are free to provide pastoral counseling within their scope of comfort, availability, and competence.
2. FEES FOR COUNSELING
 - 2.1. Individuals and families receiving counseling from The Counseling Ministry are asked to pay a fee according to a Sliding Scale based on their level of income.
 - 2.2. Denton Bible Church members referred for counseling by ministries of the church specified in section 3 may receive counseling without fee. Please consult section 3 to determine specific ministries that apply.
3. DENTON BIBLE CHURCH MINISTRIES AND COUNSELING FEE WAIVER
 - 3.1. Participants of specific Denton Bible Church ministries may require counseling to follow guidelines of that ministry.
 - 3.2. The following ministries may request a fee waiver for individuals or families they refer to the Counseling Ministry:
 - 3.2.1. Reconciliation Board
 - 3.2.2. Missions
 - 3.2.3. Young Guns
 - 3.2.4. Women's Discipleship Training Program
 - 3.3. Referrals from ministries other than those listed in 3.2 will be expected to pay a fee for counseling.
 - 3.4. Ministries seeking waiver of counseling fees for a referral must seek approval from the Elder Board and/or the Finance Board of Denton Bible Church.
 - 3.5. Ministries requesting a waiver must submit a Counseling Referral Form.

Approved by Elders: 02-01-15
Reaffirmed by Elders: _____



CHILDCARE

The primary purpose in Denton Bible Church providing childcare is so that individuals may participate in small group Bible studies and other weekly, ministry activities. If ministries want to provide childcare to their participants, they should schedule Bible studies, classes, and activities during the hours childcare is provided.

1. Days and Times

- 1.1. Childcare is generally available only 20 hours a week.
- 1.2. Childcare for ongoing events, classes and studies will be held on Sunday, Tuesday, Wednesday and Thursday evenings to facilitate cost sharing between ministries.
- 1.3. Childcare is offered according to the following schedule:
 - 1.3.1. Sunday
 - Morning from 7:45 AM – 9:00 AM
 - Afternoon and evening from 4:00 PM – 8:00 PM
 - 1.3.2. Tuesday
 - Evening from 6:30 PM – 9:00 PM
 - 1.3.3. Wednesday
 - 1.3.3.1. Morning from 9:30 AM – 11:30 AM
 - 1.3.3.2. Evening from 6:30 PM – 9:00 PM
 - 1.3.4. Thursday
 - 1.3.4.1. Evening from 6:30 PM – 9:00 PM
- 1.4. Generally, all events eligible for childcare must take place within a 30 minute driving radius from Denton Bible Church.

2. Location and Staffing

- 2.1. Childcare for all Denton Bible Church events will take place in the Children's Learning Center.
- 2.2. At least two members of the childcare staff will be scheduled and present to care for the children.
- 2.3. Any childcare that takes place off campus is non-Denton Bible Church sanctioned. Participation in such childcare programs is voluntary and the participants assume responsibility for coordination, payment for services, and liability for such events.

3. Ages of Children Cared For

- 3.1. Childcare is provided for children 4 months through third grade.
- 3.2. Exceptions for older children may be made when parents are bringing younger children or have no other options for childcare for the older children.

4. Procedure for Requesting Childcare

- 4.1. The ministry/group leader must complete a Childcare Request Form two weeks prior to the beginning of the study or event, even if the exact numbers of children and their ages are not known when making the request. This is done for the purpose of scheduling of childcare workers.
- 4.2. As parents sign up for the study or event, ministry/group leaders should update the childcare ministry via phone or email as to the ages of registered children.
- 4.3. Childcare is provided only for those ministries turning in Childcare Request Forms. Do not assume that Denton Bible Church will be able to accommodate families that have not been planned for or that there is sufficient staff to safely care for all of the additional children.
- 4.4. Participants will register for childcare at the same time they register for the study or event.
- 4.5. It is the responsibility of the ministry/group leader to provide the names and ages of the children to the childcare ministry. Do not ask parents to call the childcare ministry to set up childcare for their own children.



- 4.6. The ministry/group leader must update the Childcare Coordinator on changes to scheduled meetings and additions and drops of members.
5. Childcare Workers
 - 5.1. Childcare workers will be Christians, have a processed background check on file and be a minimum of 16 years of age.
 - 5.2. There will be a minimum of two workers in all rooms at all times.
 - 5.3. Childcare workers will be CPR certified and maintain current status.
 - 5.4. Workers will be paid a minimum of two hours per session.
6. Childcare Guidelines
 - 6.1. All DBC preschool ministry guidelines regarding illness, security, meals, snacks, etc. will apply to childcare.
7. Childcare Fee
 - 7.1. All ministry leaders and group leaders will notify all participants of the suggested donation of \$5 per family per session.
8. One-time/Special Events
 - 8.1. Childcare for one-time/special events must be coordinated by the ministry sponsoring the event.
 - 8.2. The Ministry will assume all responsibility for childcare for the event under the following guidelines:
 - 8.2.1. Request the Learning Center for childcare no less than two weeks in advance.
 - 8.2.2. Provide childcare for children 4 months through 3rd grade only.
 - 8.2.3. Provide volunteer childcare workers who:
 - are a minimum of 20 years of age
 - have an approved volunteer application on file
 - will arrive 1 hour before event start time for a brief training provided by the Childcare supervisor
 - will wear shoes and modest but comfortable attire
 - 8.2.4. A minimum of two workers per room will always be present
 - 8.2.5. A room cannot be staffed by only two males.
 - 8.2.6. Provide snack foods (suggest graham crackers or goldfish because of allergies), games, lesson and craft materials for the children in care (if applicable).
 - 8.2.7. Give special attention to check for allergies and special needs as reservations for children are made
 - 8.3. The Childcare Ministry will
 - 8.3.1. Provide one paid member of the childcare staff to be present during the event as a supervisor to assure security, and instruct and supervise volunteers in the use and care of the facility and general guidance.
 - 8.4. Costs incurred by the church for the provision of one-time/special event childcare will be charged to the ministry arranging the childcare.
 - 8.5. If a ministry is not able to (decides not to) provide volunteers for childcare for a one-time event, they have the option of using current childcare employees to work on that day(s). The ministry will use their budget to pay for these childcare employees.

Approved by Elders: 08-15-06
Reaffirmed by Elders: 08-18-09



CONFLICT OF INTEREST POLICY & DISCLOSURE

Every Elder, Deacon, committee member, or employee of Denton Bible Church (each of which is herein called "Person") agrees to adhere to the Conflict of Interest Policy. Annually, each Person shall be made aware of the Conflict of Interest Policy and shall assent to his or her agreement to be bound by the terms of the Conflict of Interest Policy.

Each Person agrees as follows:

1. Not to solicit, accept, or receive, directly or indirectly, any form of compensation or remuneration, as well as gifts, scholarships, discounts or favors that are not insubstantial for any services rendered on behalf of Denton Bible Church (other than wages, salary, honoraria and other benefits to which such Person is otherwise entitled as an employee or pastor of Denton Bible Church), nor to contract to receive any other form of compensation pursuant to any agreement (written or oral) between Denton Bible Church and such Person (or any business with which such Person is employed, associated or compensated by) without full disclosure to the Board of Elders of the circumstances giving rise to such compensation or remuneration and with the approval by the Board of Elders of such payment.
2. Each Person shall refrain from participating in any discussion or voting on any transaction or relationship between Denton Bible Church and such Person or any outside business activity with which such Person shall receive any benefit, directly or indirectly. Nor shall such Person attempt to exert any influence on any Elder with respect to the outcome of any decision with respect to such transaction or relationship. Each Person agrees to provide prompt notice to the Board of Elders of any interest or relationship that such Person may have with any individual, business or other organization which proposes to enter into any transaction, relationship, or business arrangement with Denton Bible Church whereby such outside business would receive payment or other form of compensation.
3. Each Person shall refrain from using his or her position at Denton Bible Church (as applicable from above), or the knowledge gained as a result from such position, to gain any personal or financial advantage there from or such advantage for that of family members or friends.
4. Each Person agrees to avoid the appearance of any improper relationship between Denton Bible Church and such Person's outside business activities.

I hereby declare and certify the following real or apparent conflict of interest(s) (if none, write "none"):

Disclosure Statement

ACCEPTANCE OF CONFLICT OF INTEREST POLICY

The undersigned has read and understands the Denton Bible Church Conflict of Interest Policy, a copy of which is attached hereto.

The undersigned agrees to adhere in all respects to the Conflict of Interest Policy and shall make full disclosure to the Board of Elders of any conflict which such Person has by virtue of the application of the Conflict of Interest Policy if, as, and when it arises.

Printed Name: _____

Signature: _____

Date: _____

Approved by Elders: 03-03-20

Reaffirmed by Elders: _____



BACKGROUND CHECKS

1. General
 - 1.1 Background checks are conducted to promote a safe environment and to protect Denton Bible Church's most important assets: the people we serve and the people with whom we serve.
 - 1.2 The Board of Elders has established an application system to gather background information on all volunteers, mission trip participants, and employees who desire to minister at and through Denton Bible Church.
2. Rules and Procedures
 - 2.1 A volunteer must attend Denton Bible Church services for six months before being eligible to volunteer.
 - 2.1.1 Young Guns and Women's Discipleship Training Program participants are completing an unpaid internship and may serve immediately.
 - 2.1.2 College and G.A.P. students who have a church background may be allowed to serve immediately and may be asked to provide information about previous church service. Each instance will be evaluated on a case-by-case basis.
 - 2.1.3 Ministries whose primary focus is on small construction, maintenance, and repair projects may include volunteers who do not attend Denton Bible Church. The volunteer must complete a volunteer screening application and complete Sexual Abuse Awareness Training prior to serving.
 - 2.2 All Sheepdogs, including active law enforcement officers, are required to complete Sexual Abuse Awareness training.
 - 2.3 Prior to employment, participating in a mission trip, or serving as a Denton Bible Church volunteer, all candidates 12 and over must complete a satisfactory background check. Should anyone feel that they cannot subject themselves to this request by the Board of Elders and complete the application or provide us with the necessary information to perform a criminal background check, they will be ineligible to volunteer or minister at or through Denton Bible Church.
 - 2.4 In an effort to balance the church's desires to (1) protect children involved in our ministry and (2) be a place where Christian families who are not Denton Bible Church attendees, non-attending adults can participate in church ministries with a limited role applying the following guidance:
 - Non-attending adults must have a child participating in the ministry for which they desire to volunteer.
 - Non-attending adults must be a member or regular attender of another church, and a staff member at that church must be a reference for them.
 - Non-attending adults must be recommended by the Ministry Director for the ministry in which they are applying to volunteer.
 - Non-attending adults may participate in ministry activities to include: outings, performing service functions, teaching specific technical skills to support the ministry, and providing adherence to two-adult supervision.
 - Non-attending adults may not provide biblical teaching, serve in a position with decision-making authority, or have primary responsibility for a participant's physical, spiritual and emotional protection and care.
 - Non-attending adults must sign a "Non-attending Adult Statement of Understanding" stating that they understand Denton Bible Church's statement of faith and agree to not share their personal



beliefs that conflict with Denton Bible Church doctrine while on the property or participating in ministry activities.

- 2.5 Background check applications must be turned in by the ministry to Administration in a timely manner and at least one week prior to any volunteer activity, mission trip, or ministry event. Those seeking to join a mission trip must satisfactorily complete the background check process before being considered a member of the team and participating in any team activities (i.e., fundraising, support letters, team meetings, etc.)
- 2.6 All staff and volunteers wishing to drive a church vehicle must be 21 years of age and must have a driving record checked and clear of moving violations for a minimum of three (3) years.
- 2.7 Applications are kept in a secure location. All reports generated by the use of a consumer reporting agency whether oral or written, are kept strictly confidential and, except as required by law, Denton Bible Church will reveal information from reports only to leadership or a person whose duty requires him or her to participate in the decision for or acquisition of the transaction for which the report was ordered.
- 2.8 Background checks that show criminal records or applicable civil judgments or applicants that disclose such will be reviewed by the Church Administrator, an Elder, and the Ministry Director of the ministry in question for the purpose of determining whether the individual is permitted to work or volunteer.
- 2.9 In order to remain current, a background check will be completed bi-annually on employees, short-term missionaries, and volunteers in ministries that might serve or come in contact with children, seniors, and those with special needs. Additionally, these individuals may be asked to answer portions of the Volunteer Screening Form, bi-annually.
- 2.10 Screened, trained individuals who leave Denton Bible Church for another church and return after three or more years must be fully rescreened and retrained.
- 2.11 Screened, trained individuals who leave Denton Bible Church for another church and return after less than three years will be asked to renew portions of the volunteer application and asked to provide a reference from the church they left to.
- 2.12 Denton Bible Church complies with applicable laws including the Fair Credit Reporting Act and all other federal and state laws, regulations and statutes related to consumer reports.

Approved by Elders: 07-19-22

Reaffirmed by Elders: _____



SEXUAL IMMORALITY

1. POLICY

- 1.1. We believe that the term “marriage” has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23). For more information see policy ***2.7.1 Marriage, Divorce and Remarriage***.
- 1.2. Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage, including but not limited to adultery, premarital sex, homosexuality and pedophilia, are inconsistent with the teachings of the Bible and Denton Bible Church. Further, lascivious conduct, transgender activities and the creation and/or distribution and/or viewing of pornography are behaviors that are incompatible with biblical instruction.
- 1.3. In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and may constitute grounds for expulsion or termination of employment: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).
- 1.4. In instances where employees struggle with same-sex attraction but do not engage in any homosexual behavior, Denton Bible Church will support and encourage them to live a life of chastity and to control unrighteous thoughts.

2. PRINCIPLES FOR CORRECTING SEXUAL IMMORALITY AND SAME-SEX ATTRACTION

- 2.1. Denton Bible Church is committed to discretion, sensitivity, confidentiality, compassion, and redemption when dealing with issues of personal sensitivity.
- 2.2. Denton Bible Church recognizes the distinction between the temptation or struggle against sexual immorality or same-sex attraction and the continual or open practice of sexual immorality.
 - 2.2.1. Denton Bible Church believes that this freedom is attained through a process which includes not only recognizing immoral sexual behavior and same-sex attraction as a sin but also renouncing the practice of it. Sexual holiness also comes through the rediscovery of healthy, non-erotic friendships with people of the same-sex; embracing a moral sexual lifestyle; pursuing counseling, discipleship, and prayer.
- 2.3. Denton Bible Church will not tolerate sexual immorality, and an employee may have his or her employment terminated or suspended if he/she is out of harmony with the Statement of Faith, the Denton Bible Church Distinctives, or the policies of the church whether **on or off property** as determined in the sole discretion of the Board of Elders.

3. RESPONDING TO ALLEGATIONS OR CONFESSIONS OF SEXUAL IMMORALITY

- 3.1. It is essential that all allegations of sexual immorality are taken seriously.
- 3.2. All allegations must be investigated and never dismissed.
- 3.3. A person making an allegation should never be discouraged from raising the allegation because of the disruption the process will cause the church.
- 3.4. Denton Bible Church will notify civil authorities in cases where the allegations of sexual immorality appear to involve criminal acts or sexual abuse of children.
- 3.5. Anyone learning of an allegation or confession of sexual immorality shall disclose the allegation to the Church Administrator.



4. PROCEDURE FOR REPORTING ALLEGATIONS OF IMMORAL SEXUAL ACTIVITY
 - 4.1. When known or suspected immoral sexual activity is brought to the attention of a Denton Bible Church employee or volunteer, they are required to immediately report the suspected activity to their Ministry Director.
 - 4.2. Notify your Ministry Director or the Church Administrator with details of suspected immoral sexual activity. Information helpful to have on hand includes:
 - Your name and contact information
 - Brief description of the situation
 - Explain how you know about the situation
 - 4.3. The Ministry Director receiving the initial report of suspected immoral sexual activity will report immediately to the Church Administrator, and the Church Administrator will inform the Elder Board. In the case where the Church Administrator is the alleged perpetrator, an elder will replace that person as the individual to receive the report.
 - 4.4. The Board of Elders and the Church Administrator in consultation with the Counseling Ministry will investigate and determine an appropriate course of action.
5. PROCEDURE FOR HANDLING CONFESSIONS OF IMMORAL SEXUAL TEMPTATION AND SAME-SEX ATTRACTION.
 - 5.1. Employees who are struggling with an immoral sexual temptation should be encouraged to approach their Ministry Director in order to best receive the support, counseling, and necessary to assist in their struggle against sexual sin.
 - 5.2. Once a Ministry Director receives notice of an employee's struggle with sexual immorality or same-sex attraction, the Ministry Director should immediately contact the Church Administrator.
 - 5.3. All issues involving struggles with sexual immorality or same-sex attraction must be reported to the Church Administrator, and all issues will be handled with discretion, sensitivity, confidentiality, and compassion.
 - 5.4. After receiving notification of the issue, the Board of Elders and the Church Administrator in consultation with the Counseling Ministry will investigate and determine an appropriate course of action. Generally, a course of action includes:
 - 5.4.1. The Board of Elders and the Church Administrator will meet with the Executive Pastor to determine the most appropriate course of action.
 - 5.4.2. The Counseling Ministry of Denton Bible Church will be contacted in order to determine appropriate course of action.
 - 5.4.3. The employee will take a three month paid leave of absence in which they will receive counseling and meet with an assigned mentor. This leave is not intended to be punitive, but designed to provide time to focus on the circumstances, receive counseling, and move towards a life of accountability and discipleship.
 - 5.4.4. At the end of the three months, the Board of Elders and the Church Administrator, in conjunction with the advice of the Counseling Ministry, will evaluate the employee's progress. At which time a decision will be made on continued employment.
 - 5.5. In handling struggles with sexual immorality or same-sex attraction, the Board of Elders and the Church Administrator will also take into consideration the particular nature of the struggle and whether continued employment in certain ministries is appropriate and wise or unhealthy and unsafe.



- 5.5.1. Certain struggles, even if being handled appropriately, might invalidate the employee from continued employment in a particular ministry. Employees who struggle or who have struggled with sexual sin and/or same-sex attraction should be restricted from involvement in a ministry environment that may lead to temptation or could cause harm to those participating in a ministry of Denton Bible Church.

Approved by Elders: 02-03-09

Reaffirmed by Elders: _____



USE OF FIFTEEN PASSENGER VANS BY MINISTRIES

1. Based on studies by the National Highway Traffic Safety Administration and the National Transportation Safety Board in regard to the potential risk of accident and injury to our membership and attendees, ministries of Denton Bible Church may **NOT** use fifteen passenger vans for any church-related event or activity.

Approved by Elders: 05-2003
Reaffirmed by Elders: 08-19-03



DENTON BIBLE CHURCH USE OF TECHNOLOGY & NETWORKS POLICY

Any device purchased by Denton Bible Church or connected to Denton Bible Church's network must comply with this policy. The confidentiality of any information created, stored, sent, or received using the church's systems, equipment, email, or network resources should not be expected or assumed.

1. Denton Bible Church provides computing, networking, and information resources to those who lead and administratively support the Church's ministries.
 - 1.1. Denton Bible Church computers are to be used for Denton Bible Church business and associated ministries and should not be used for personal gain of any kind.
 - 1.2. Access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.
2. Data created on Denton Bible Church systems remains the property of Denton Bible Church. Any information contained on any Denton Bible Church owned or leased equipment is the property of Denton Bible Church.
 - 2.1. All computers and related technologies purchased with Church funds and the data stored on them will remain the property of Denton Bible Church when the employment or volunteer relationship ends.
3. Employees of Denton Bible Church should not have an expectation of privacy with respect to any material on Denton Bible Church property.
4. Authorized individuals within Denton Bible Church may monitor equipment, systems, email, and network traffic at any time. Denton Bible Church reserves the right to monitor, record, and view any information contained on the network or on Denton Bible Church owned or leased equipment.
5. Misuse of computing, networking, or information resources may result in restriction of computing privileges. Examples of misuse include, but are not limited to, the activities in the following list:
 - Using a computer account that you are not authorized to use,
 - Using someone else's assigned building code for building access,
 - Knowingly removing anti-virus and accountability software on church-owned computers or computers with church-owned/leased software on it,
 - Refusing to allow installation of management, anti-virus, or accountability software on church-owned computers or computers with church-owned/leased software on it,
 - Connecting to the Church's network with a personal device that is not vetted by Technology,
 - Sharing of WIFI passwords allowing access to Church network resources,
 - Obtaining a password for a computer account without the consent of the account owner,
 - Using the Church network to gain unauthorized access to any computer systems,
 - Using a computer to perpetrate any form of fraud,
 - Purposely installing software to thwart anti-virus or accountability software, such as third-party VPN applications,
 - Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks,
 - Violating terms of applicable software licensing agreements or copyright laws,
 - Deliberately wasting computing resources,
 - Using electronic mail to harass others, and



- Introducing malicious software onto Church networks and/or jeopardizing the security of the Church's electronic communications systems.
6. Denton Bible Church employees and volunteers are expected to use the internet responsibly and productively for the benefit of the Church and its ministries.
 - 6.1. Under no circumstances are pornographic or harassing materials to be viewed, sent or received using Denton Bible Church network and/or equipment, at any time.
 - 6.2. All internet data that is composed, transmitted and/or received by Church computing systems is considered to belong to the Church and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
 7. All email and voicemail is subject to review by Denton Bible Church. Use of the email and voicemail systems by an employee grants consent to the review of any of the messages in the systems. Employees expressly waive any right or privacy in anything he or she creates, stores, sends, or receives using the church's systems, equipment, email, or network resources. Denton Bible Church may access the systems at any time, without notice to users of the systems.
 8. Any device purchased by Denton Bible Church or connected to Denton Bible Church's network must have a current antivirus installed and running at all times. Users are prohibited from disabling or tampering with the installed antivirus software.
 9. Any device purchased by Denton Bible Church or connected to Denton Bible Church's network must have accountability software installed and running at all times. Users are prohibited from disabling or tampering with the installed accountability software.
 10. Under no circumstances is an employee or volunteer of Denton Bible Church authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Denton Bible Church-owned or leased resources.
 11. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.
 12. Employee and volunteers may not uninstall any software on computers without Technology approval. Uninstalling software may result in a direct loss to the Church.
 13. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.
 14. Employees found in policy violation may be subject to disciplinary action, up to and including termination.

ACCEPTANCE OF USE OF TECHNOLOGY & NETWORKS POLICY

The undersigned has read and understands the Denton Bible Church Use of Technology & Networks Policy, a copy of which is attached hereto.

I acknowledge that I am expected to be a good steward of the technology resources provided by Denton Bible Church.

If I am unsure about what constitutes acceptable technology, internet, and network usage, I will contact Technology for clarification, support, and/or training. I will report any signs of malicious activity on my or any other computer to Technology.

Printed Name: _____

Signature: _____

Date: _____

Approved by Elders: 09-17-19
Reaffirmed by Elders: _____



MARRIAGE, DIVORCE, AND REMARRIAGE

1. INTRODUCTION

Because marriage and family are fundamental in the Body of Christ, every Christian should know what biblical marriage is, why God instituted marriage and how he designed it to function. Any divorce is painful and deeply impacts the individuals involved as well as their children. In keeping with godly counsel and love, the most valuable information that can be provided is a clear summary of Bible doctrine and church practice. The following is the official statement of Denton Bible Church on this subject.

2. WHAT IS MARRIAGE?

God designed marriage as a lifelong covenant relationship^a between a man and woman for the purposes of mutual companionship^b bearing children,^c marital satisfaction,^d and to display the nature of the relationship between God and his people.^e In marriage, one is “leaving” primary bonds of mother and father and permanently “cleaving” to a husband or wife. Marriage is enacted by a vow to this effect and its consummation, sexual union; in this way God makes the couple “one flesh.”^f Every marriage is permanently binding under God’s authority.^g

3. MARRIAGE TO A NON-BELIEVER

God’s Word commands that a believer must not marry a non-believer.^h For this reason a believer also must not date a non-believer. However, God clearly regards an already existing marriage between a believer and a non-believer to be valid, and the believer must not leave or force the non-believer to leave.ⁱ Any current marriage is binding.

4. WIDOWS: “...’TIL DEATH DO US PART”

Death breaks the marriage bond; therefore, a widow or widower is permitted to remarry a believer.^j

5. TO THOSE WHO WOULD BETRAY HUSBAND OR WIFE

To betray a husband or wife by desertion or adultery is abhorrent to God, because God himself is a witness to the marriage vow.^k

5.1. “Incompatibility,” “falling out of love,” or “things not working out,” are never grounds for a Christian to divorce.

5.2. Actions leading to divorce are equally treacherous to children. Due to the severe consequences of divorce to children, and God’s clear concern for their welfare, their consideration alone should encourage every possible prevention of divorce and every avoidance of actions which lead to divorce.^l

5.3. It must be stated that forgiveness and total restoration of fellowship with the Lord and the church are always available to the genuine believer.^m For those who abandon a spouse or commit adultery as a believer, this forgiveness does not bring permission to remarry as long as the offended spouse is living.ⁿ

6. WHEN IS DIVORCE AND REMARRIAGE PERMITTED?

Divorce and remarriage are permitted when one’s spouse deserts the relationship or commits adultery.

6.1. Remarriage is permitted without sin for anyone who is properly divorced, meaning for biblical causes.^o Under normal circumstances, the number of times an individual has been married does not alter this principle.

6.2. In ancient Israel, it was a common misunderstanding of Deuteronomy 24:1–4 that divorce was allowed simply because something was displeasing or “indecent” about one’s spouse.^p Jesus corrects this in addressing the first of the two causes by which divorce is permissible, adultery (extramarital



sexual sin). (See 5-c below for the second cause.) Normally, to cause a divorce and remarry is adultery.⁴ The innocent spouse, although stigmatized,⁵ is not guilty of adultery if he or she remarries. The phrases “except for the cause of unchastity” (Matthew 5:32) and “except for immorality” (Matthew 19:9) clarify that the offended spouse is permitted to divorce and remarry without sin.⁶

- 6.3. The apostle Paul addresses the second cause by which divorce is permissible, abandonment by a non-believer.⁷ If a non-believer deserts his or her marriage to a believer, the believer need not pursue reconciliation; the believer is “not under bondage,” which means “not under obligation” or “free to act” without respect for the former marriage (see point 2 and point 9-d). *Note:* If the spouse who is innocent as to adultery and desertion also contributed to the destruction of the marriage through sin, they must repent of this and make every effort to restore the marriage. However, no sin justifies adultery or desertion; therefore, if there is no response to appeals for reconciliation, one cannot be regarded guilty of a divorce caused by the acts of desertion or adultery by another.
- 6.4. Although discipleship may be necessary to address wounds and sinful behavior, nothing in the Body of Christ is withheld from one who is properly divorced. The only exception is that a man who is divorced can not be permitted to serve as an elder or deacon.⁸

7. EVEN THEN, DIVORCE IS NOT REQUIRED

While divorce is permissible for the biblical reasons of adultery and desertion, divorce is not required or automatic. God’s own relationship with his people, Israel, is described as a husband-wife relationship in which Israel is constantly unfaithful to her husband, the Lord God. There is a frequent reminder that it is within God’s right to “divorce” Israel, yet ultimately he will be reconciled to her.⁹ Also Hosea’s marriage to Gomer is an example of an unfaithful wife being restored. This is a startling highlight of God’s plan, because restoration in the case of adultery is beyond normal expectation.¹⁰

8. THE PRIORITY OF RECONCILIATION

In every instance of separation and divorce, the priority is reconciliation. In every case, except those referred to in points 3, 5, 8, 9-c and d, and 10, the divorced man or woman must remain unmarried or be reconciled to their spouse.¹¹ A believer must not abandon a marriage, and in every case in which one does leave, committing desertion or adultery, he or she is not permitted to remarry as long as the offended spouse is living (see point 4).

9. RECONCILIATION AFTER A SECOND MARRIAGE

If one is divorced and a later marriage ends in death or divorce, an individual is *not* permitted to remarry any previous spouse.¹²

10. WHEN MUST THE CHURCH BE INVOLVED? THE INSTRUCTION OF MATTHEW 18:15–18

In the case of a failing marriage between two professing Christians where a husband or wife is involved in adultery or has perhaps abandoned the marriage, the biblical process according to Matthew 18:15–18 is as follows:

- 10.1. Private confrontation in which the offending spouse is confronted by his or her own husband or wife.¹³
- 10.2. If the offending spouse will not listen, repent, and be reconciled in the marriage, the one seeking reconciliation should bring one or two others from the church to confront them.¹⁴
- 10.3. If the resistant spouse still will not listen, the problem must be submitted to church pastors and elders who will confront the offending spouse and restore the marriage, or determine an adamant refusal to be reconciled.¹⁵ Such a refusal demonstrates a lack of repentance and faith. The church must regard the unrepentant man or woman “as a Gentile and a tax-gatherer,”¹⁶ meaning a non-believer, since he or she has disregarded the marriage vow and shown contempt for the church.¹⁷
- 10.4. After reasonable attempts to reconcile an individual to the church and to the marriage, the believer who has been unjustly abandoned must then be regarded as “not under bondage” to the unrepentant spouse, since this offending spouse is now regarded as a non-believer who has



deserted the marriage^{ee} (See point 5-c and 5-c *Note*). *Note 1:* Where the church elders have determined biblical grounds for divorce (see point 9-c), there is no necessary waiting period imposed that would subject an innocent believer to the wickedness of an unrepentant spouse. This is the effect of the command, “let him leave.”^{ff} *Note 2:* Where proper grounds for divorce have been established, the matter of who “files for divorce” is irrelevant.

- 10.5. If during this process, in the case of desertion, the offending man or woman responds, thus showing evidence of repentance and faith, the church and the spouse are obligated to forgive and work to fully restore the marriage.^{gg} Church discipleship and counseling are strongly recommended. However, in the case of adultery, the sin itself destroys the marital bond and constitutes desertion. God likens adultery to marrying another.^{hh} Therefore, the weight of obligation to reconcile does not exist; divorce is permitted and sometimes advised in this case. Nevertheless, as noted in point 6, it is not required or automatic.

11. ARE THERE OTHER BIBLICAL GROUNDS FOR DIVORCE?

The process above may also be undertaken in some cases of other sins destructive to the marriage or endangering of spouse or children, such as physical abuse, violence to children, or gross sexual perversion. These are not additional grounds for divorce or “loopholes” for easy divorce. Each case must be established through formal church discipline as acts of an unrepentant person endangering his or her family, thus leading to excommunication and constituting desertion.

12. WHAT ABOUT DIVORCE BEFORE BECOMING A CHRISTIAN?

Remarriage is also possible where divorce has occurred before Christian conversion.ⁱⁱ However, if the new believer is guilty of preconversion adultery or desertion, and the abandoned spouse is still unmarried and desires reconciliation, it is necessary for conversion to lead to reconciliation of that marriage. Therefore, if possible, a reasonable attempt at reconciliation should be made. If unsuccessful, the new believer is permitted to remarry.

13. WHAT ABOUT DIVORCE BEFORE ATTENDING DENTON BIBLE CHURCH?

If an individual was divorced prior to attending Denton Bible Church, a conversation with a Denton Bible Church elder or member of our pastoral staff is necessary for mutual understanding of those circumstances. Guidance will be given based on a former church’s determination if it was of similar orientation, or in the absence of an evangelical church, based on what a biblical church would have determined with the information currently available. If those circumstances are in doubt, remarriage may not be supported.

14. PREMARITAL SEX

Premarital sex is a presumptuous sin and is incompatible with Christian marriage preparation and sexual purity. Before a marriage can be performed in this case repentance and abstinence will be expected for at least six months. There is no biblical basis to regard premarital sex and/or pregnancy as grounds for marriage. In these cases, repentance, accountability, and discipleship are necessary before marriage.^{jj}

15. COHABITATION

Cohabitation is also sin because it is an arrangement that is not above reproach. Unrelated men and women are not permitted to live in the same dwelling even in the case of “platonic” relationships or for financial convenience.^{kk}

16. PREMARITAL COUNSELING IS ALWAYS REQUIRED

Before the wedding date all couples are required to take the full course of premarital counseling at Denton Bible Church if they will be married by a Denton Bible Church pastor. This is as much a requirement for multiple marriages as for first marriages. Premarital counseling has proven to dramatically reduce the incidence of divorce and is not optional. Couples who remain associated with



Denton Bible Church should also receive one year of mentoring after their wedding. Premarital counseling from other churches is acceptable if approved by Denton Bible Church Elders.

NOTES

- a. 1 Corinthians 7:39; Malachi 2:14
- b. Genesis 2:18
- c. Genesis 1:28
- d. Proverbs 5:18–19; 1 Corinthians 7:2–5
- e. Ephesians 5:22–33
- f. Genesis 2:18–24
- g. Matthew 19:6
- h. 1 Corinthians 7:39; 2 Corinthians 6:14–15
- i. 1 Corinthians 7:12–13; 1 Peter 3:1–2
- j. Romans 7:2–3; 1 Corinthians 7:39; 1 Timothy 5:14
- k. Exodus 20:14; Leviticus 20:10; Deuteronomy 5:18; Proverbs 2:16–18; Malachi 2:14–16; 3:5; Hebrews 13:4
- l. Deuteronomy 6:1–9; Psalms 127:3; Proverbs 14:26; Matthew 18:1–10; Mark 9:42–48; Luke 17:1–2
- m. 2 Corinthians 2:5–8; 1 John 1:9; 2:1
- n. 1 Corinthians 7:10–11; Romans 7:2–3
- o. Matthew 19:9; 1 Corinthians 7:15, 27–28
- p. Deuteronomy 24:1–4
- q. Matthew 19:6,9; Mark 10:8–12; Luke 16:18; Romans 7:3
- r. Matthew 5:32 Note: “makes her commit adultery” translates a passive Greek verb.
- s. Matthew 5:32; 19:9
- t. 1 Corinthians 7:15
- u. 1 Timothy 3:1–10,12; Titus 1:6–9
- v. Isaiah 50:1; 54:6–7; Jeremiah 3:8
- w. Hosea 1:2; 3:1–3
- x. 1 Corinthians 7:10–11
- y. Deuteronomy 24:1–4
- z. Matthew 18:15
- aa. Matthew 18:16
- bb. Matthew 18:17a
- cc. Matthew 18:17b
- dd.. Also refer to 1 Corinthians 5:1–5,9–13
- ee. 1 Corinthians 7:15
- ff. 1 Corinthians 7:15
- gg. 2 Corinthians 2:5–11; Matthew 6:14; 18:21–35; Mark 11:25; Luke 17:3; Ephesians 4:32
- hh. 1 Corinthians 6:16
- ii. 2 Corinthians 5:17
- jj. 1 Timothy 5:2; 1 Thessalonians 4:3–8; 1 Corinthians 6:12–20
- kk. Philippians 2:15; 1 Thessalonians 5:22; Titus 2:2–8

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MARRIAGE, DIVORCE, AND REMARRIAGE VERSES

GENESIS 1:28 (NASB)

And God blessed them; and God said to them, "Be fruitful and multiply, and fill the earth, and subdue it; and rule over the fish of the sea and over the birds of the sky, and over every living thing that moves on the earth."

GENESIS 2:18-24 (NASB)

¹⁸Then the LORD God said, "It is not good for the man to be alone; I will make him a helper suitable for him." ¹⁹And out of the ground the LORD God formed every beast of the field and every bird of the sky, and brought them to the man to see what he would call them; and whatever the man called a living creature, that was its name. ²⁰And the man gave names to all the cattle, and to the birds of the sky, and to every beast of the field, but for Adam there was not found a helper suitable for him. ²¹So the LORD God caused a deep sleep to fall upon the man, and he slept; then He took one of his ribs, and closed up the flesh at that place. ²²And the LORD God fashioned into a woman the rib which He had taken from the man, and brought her to the man. ²³And the man said, "This is now bone of my bones, And flesh of my flesh; She shall be called Woman, Because she was taken out of Man." ²⁴For this cause a man shall leave his father and his mother, and shall cleave to his wife; and they shall become one flesh.

EXODUS 20:14 (NASB)

"You shall not commit adultery.

LEVITICUS 20:10 (NASB)

"If there is a man who commits adultery with another man's wife, one who commits adultery with his friend's wife, the adulterer and the adulteress shall surely be put to death.

DEUTERONOMY 5:18 (NASB)

"You shall not commit adultery.

DEUTERONOMY 6:1-9(NASB)

¹"Now this is the commandment, the statutes and the judgments which the LORD your God has commanded me to teach you, that you might do them in the land where you are going over to possess it, ² so that you and your son and your grandson might fear the LORD your God, to keep all His statutes and His commandments, which I command you, all the days of your life, and that your days may be prolonged. ³ "O Israel, you should listen and be careful to do it, that it may be well with you and that you may multiply greatly, just as the LORD, the God of your fathers, has promised you, in a land flowing with milk and honey. ⁴ "Hear, O Israel! The LORD is our God, the LORD is one! ⁵ "And you shall love the LORD your God with all your heart and with all your soul and with all your might. ⁶ "And these words, which I am commanding you today, shall be on your heart; ⁷ and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. ⁸ "And you shall bind them as a sign on your hand and they shall be as frontals on your forehead. ⁹ "And you shall write them on the doorposts of your house and on your gates.

DEUTERONOMY 24:1-4(NASB)

¹"When a man takes a wife and marries her, and it happens that she finds no favor in his eyes because he has found some indecency in her, and he writes her a certificate of divorce and puts it in her hand and sends her out from his house, ² and she leaves his house and goes and becomes another man's wife, ³ and if the latter husband turns against her and writes her a certificate of divorce and puts it in her hand and sends her out of his house, or if the latter husband dies who took her to be his wife, ⁴ then her former husband who sent her away is not allowed to take her again to be his wife, since she has been defiled; for that is an abomination before the LORD, and you shall not bring sin on the land which the LORD your God gives you as an inheritance.



PSALMS 127:3 (NASB)

Behold, children are a gift of the LORD; The fruit of the womb is a reward.

PROVERBS 2:16 (NASB)

¹⁶To deliver you from the strange woman, From the adulteress who flatters with her words; ¹⁷ That leaves the companion of her youth, And forgets the covenant of her God; ¹⁸ For her house sinks down to death, And her tracks lead to the dead;

PROVERBS 5:18-19 (NASB)

¹⁸Let your fountain be blessed, And rejoice in the wife of your youth. ¹⁹ As a loving hind and a graceful doe, Let her breasts satisfy you at all times; Be exhilarated always with her love.

PROVERBS 14:26 (NASB)

In the fear of the LORD there is strong confidence, And his children will have refuge.

ISAIAH 50:1 (NASB)

Thus says the LORD, "Where is the certificate of divorce, By which I have sent your mother away? Or to whom of My creditors did I sell you? Behold, you were sold for your iniquities, And for your transgressions your mother was sent away.

ISAIAH 54:6-7 (NASB)

"For the LORD has called you, Like a wife forsaken and grieved in spirit, Even like a wife of one's youth when she is rejected," Says your God. ⁷ "For a brief moment I forsook you, But with great compassion I will gather you.

JEREMIAH 3:8 (NASB)

"And I saw that for all the adulteries of faithless Israel, I had sent her away and given her a writ of divorce, yet her treacherous sister Judah did not fear; but she went and was a harlot also.

HOSEA 1:2 (NASB)

When the LORD first spoke through Hosea, the LORD said to Hosea, "Go, take to yourself a wife of harlotry, and have children of harlotry; for the land commits flagrant harlotry, forsaking the LORD."

HOSEA 3:1-3 (NASB)

¹Then the LORD said to me, "Go again, love a woman who is loved by her husband, yet an adulteress, even as the LORD loves the sons of Israel, though they turn to other gods and love raisin cakes." ² So I bought her for myself for fifteen shekels of silver and a homer and a half of barley. ³ Then I said to her, "You shall stay with me for many days. You shall not play the harlot, nor shall you have a man; so I will also be toward you."

MALACHI 2:14 (NASB)

¹⁴"Yet you say, 'For what reason?' Because the LORD has been a witness between you and the wife of your youth, against whom you have dealt treacherously, though she is your companion and your wife by covenant. ¹⁵ "But not one has done so who has a remnant of the Spirit. And what did that one do while he was seeking a godly offspring? Take heed then, to your spirit, and let no one deal treacherously against the wife of your youth. ¹⁶ "For I hate divorce," says the LORD, the God of Israel, "and him who covers his garment with wrong," says the LORD of hosts. "So take heed to your spirit, that you do not deal treacherously."

MALACHI 3:5 (NASB)

"Then I will draw near to you for judgment; and I will be a swift witness against the sorcerers and against the adulterers and against those who swear falsely, and against those who oppress the wage earner in his wages, the widow and the orphan, and those who turn aside the alien, and do not fear Me," says the LORD of hosts.



MATTHEW 5:31-32 (NASB)

³¹ “And it was said, ‘Whoever sends his wife away, let him give her a certificate of divorce’; ³² but I say to you that everyone who divorces his wife, except for the cause of unchastity, makes her commit adultery; and whoever marries a divorced woman commits adultery.”

MATTHEW 6:14 (NASB)

“For if you forgive men for their transgressions, your heavenly Father will also forgive you.

MATTHEW 18:1-6 (NASB)

¹ At that time the disciples came to Jesus, saying, “Who then is greatest in the kingdom of heaven?” ² And He called a child to Himself and set him before them, ³ and said, “Truly I say to you, unless you are converted and become like children, you shall not enter the kingdom of heaven. ⁴ “Whoever then humbles himself as this child, he is the greatest in the kingdom of heaven. ⁵ “And whoever receives one such child in My name receives Me; ⁶ but whoever causes one of these little ones who believe in Me to stumble, it is better for him that a heavy millstone be hung around his neck, and that he be drowned in the depth of the sea.

MATTHEW 18:7-10 (NASB)

⁷ “Woe to the world because of its stumbling blocks! For it is inevitable that stumbling blocks come; but woe to that man through whom the stumbling block comes! ⁸ “And if your hand or your foot causes you to stumble, cut it off and throw it from you; it is better for you to enter life crippled or lame, than having two hands or two feet, to be cast into the eternal fire. ⁹ “And if your eye causes you to stumble, pluck it out, and throw it from you. It is better for you to enter life with one eye, than having two eyes, to be cast into the fiery hell. ¹⁰ “See that you do not despise one of these little ones, for I say to you, that their angels in heaven continually behold the face of My Father who is in heaven.

MATTHEW 18:15-18 (NASB)

¹⁵ “And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. ¹⁶ “But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. ¹⁷ “And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax-gatherer. ¹⁸ “Truly I say to you, whatever you shall bind on earth shall be bound in heaven; and whatever you loose on earth shall be loosed in heaven.

MATTHEW 18:21-35 (NASB)

²¹ Then Peter came and said to Him, “Lord, how often shall my brother sin against me and I forgive him? Up to seven times?” ²² Jesus said to him, “I do not say to you, up to seven times, but up to seventy times seven. ²³ “For this reason the kingdom of heaven may be compared to a certain king who wished to settle accounts with his slaves. ²⁴ “And when he had begun to settle them, there was brought to him one who owed him ten thousand talents. ²⁵ “But since he did not have the means to repay, his lord commanded him to be sold, along with his wife and children and all that he had, and repayment to be made. ²⁶ “The slave therefore falling down, prostrated himself before him, saying, ‘Have patience with me, and I will repay you everything.’ ²⁷ “And the lord of that slave felt compassion and released him and forgave him the debt. ²⁸ “But that slave went out and found one of his fellow slaves who owed him a hundred denarii; and he seized him and began to choke him, saying, ‘Pay back what you owe.’ ²⁹ “So his fellow slave fell down and began to entreat him, saying, ‘Have patience with me and I will repay you.’ ³⁰ “He was unwilling however, but went and threw him in prison until he should pay back what was owed. ³¹ “So when his fellow slaves saw what had happened, they were deeply grieved and came and reported to their lord all that had happened. ³² “Then summoning him, his lord said to him, ‘You wicked slave, I forgave you all that debt because you entreated me. ³³ ‘Should you not also have had mercy on your fellow slave, even as I had mercy on you?’ ³⁴ “And his lord, moved with anger, handed him over to the torturers until he should repay all that was owed him. ³⁵ “So shall My heavenly Father also do to you, if each of you does not forgive his brother from your heart.”



MATTHEW 19:6 (NASB)

“Consequently they are no longer two, but one flesh. What therefore God has joined together, let no man separate.”

MATTHEW 19:9 (NASB)

“And I say to you, whoever divorces his wife, except for immorality, and marries another woman commits adultery.”

MARK 9:42-48 (NASB)

⁴²*“And whoever causes one of these little ones who believe to stumble, it would be better for him if, with a heavy millstone hung around his neck, he had been cast into the sea. ⁴³ “And if your hand causes you to stumble, cut it off; it is better for you to enter life crippled, than having your two hands, to go into hell, into the unquenchable fire, ⁴⁴ [where their worm does not die, and the fire is not quenched.] ⁴⁵ “And if your foot causes you to stumble, cut it off; it is better for you to enter life lame, than having your two feet, to be cast into hell, ⁴⁶ [where their worm does not die, and the fire is not quenched.] ⁴⁷ “And if your eye causes you to stumble, cast it out; it is better for you to enter the kingdom of God with one eye, than having two eyes, to be cast into hell, ⁴⁸ where their worm does not die, and the fire is not quenched.*

MARK 10:8-12 (NASB)

⁸*and the two shall become one flesh; consequently they are no longer two, but one flesh. ⁹ “What therefore God has joined together, let no man separate.” ¹⁰ And in the house the disciples began questioning Him about this again. ¹¹ And He said to them, “Whoever divorces his wife and marries another woman commits adultery against her; ¹² and if she herself divorces her husband and marries another man, she is committing adultery.”*

MARK 11:25 (NASB)

“And whenever you stand praying, forgive, if you have anything against anyone; so that your Father also who is in heaven may forgive you your transgressions.

LUKE 16:18 (NASB)

“Everyone who divorces his wife and marries another commits adultery; and he who marries one who is divorced from a husband commits adultery.

LUKE 17:1-3 (NASB)

¹*And He said to His disciples, “It is inevitable that stumbling blocks should come, but woe to him through whom they come! ² “It would be better for him if a millstone were hung around his neck and he were thrown into the sea, than that he should cause one of these little ones to stumble. ³ “Be on your guard! If your brother sins, rebuke him; and if he repents, forgive him.*

ROMANS 7:2-3 (NASB)

²*For the married woman is bound by law to her husband while he is living; but if her husband dies, she is released from the law concerning the husband. ³ So then if, while her husband is living, she is joined to another man, she shall be called an adulteress; but if her husband dies, she is free from the law, so that she is not an adulteress, though she is joined to another man.*

1 CORINTHIANS 5:1-5 (NASB)

¹*It is actually reported that there is immorality among you, and immorality of such a kind as does not exist even among the Gentiles, that someone has his father’s wife. ² And you have become arrogant, and have not mourned instead, in order that the one who had done this deed might be removed from your midst. ³ For I, on my part, though absent in body but present in spirit, have already judged him who has so committed this, as though I were present. ⁴ In the name of our Lord Jesus, when you are assembled, and I with you in spirit, with the power of our Lord Jesus, ⁵ I have decided to deliver such a one to Satan for the destruction of his flesh, that his spirit may be saved in the day of the Lord Jesus.*



1 CORINTHIANS 5:9-13 (NASB)

⁹ I wrote you in my letter not to associate with immoral people; ¹⁰ I did not at all mean with the immoral people of this world, or with the covetous and swindlers, or with idolaters; for then you would have to go out of the world. ¹¹ But actually, I wrote to you not to associate with any so-called brother if he should be an immoral person, or covetous, or an idolater, or a reviler, or a drunkard, or a swindler — not even to eat with such a one. ¹² For what have I to do with judging outsiders? Do you not judge those who are within the church? ¹³ But those who are outside, God judges. Remove the wicked man from among yourselves.

1 CORINTHIANS 6:12-20 (NASB)

¹² All things are lawful for me, but not all things are profitable. All things are lawful for me, but I will not be mastered by anything. ¹³ Food is for the stomach, and the stomach is for food; but God will do away with both of them. Yet the body is not for immorality, but for the Lord; and the Lord is for the body. ¹⁴ Now God has not only raised the Lord, but will also raise us up through His power. ¹⁵ Do you not know that your bodies are members of Christ? Shall I then take away the members of Christ and make them members of a harlot? May it never be! ¹⁶ Or do you not know that the one who joins himself to a harlot is one body with her? For He says, “The two will become one flesh.” ¹⁷ But the one who joins himself to the Lord is one spirit with Him. ¹⁸ Flee immorality. Every other sin that a man commits is outside the body, but the immoral man sins against his own body. ¹⁹ Or do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and that you are not your own? ²⁰ For you have been bought with a price: therefore glorify God in your body.

1 CORINTHIANS 7:2-5 (NASB)

² But because of immoralities, let each man have his own wife, and let each woman have her own husband. ³ Let the husband fulfill his duty to his wife, and likewise also the wife to her husband. ⁴ The wife does not have authority over her own body, but the husband does; and likewise also the husband does not have authority over his own body, but the wife does. ⁵ Stop depriving one another, except by agreement for a time that you may devote yourselves to prayer, and come together again lest Satan tempt you because of your lack of self-control.

1 CORINTHIANS 7:10-13 (NASB)

¹⁰ But to the married I give instructions, not I, but the Lord, that the wife should not leave her husband ¹¹ (but if she does leave, let her remain unmarried, or else be reconciled to her husband), and that the husband should not send his wife away. ¹² But to the rest I say, not the Lord, that if any brother has a wife who is an unbeliever, and she consents to live with him, let him not send her away. ¹³ And a woman who has an unbelieving husband, and he consents to live with her, let her not send her husband away.

1 CORINTHIANS 7:15 (NASB)

Yet if the unbelieving one leaves, let him leave; the brother or the sister is not under bondage in such cases, but God has called us to peace.

1 CORINTHIANS 7:27 (NASB)

Are you bound to a wife? Do not seek to be released. Are you released from a wife? Do not seek a wife. ²⁸ But if you should marry, you have not sinned; and if a virgin should marry, she has not sinned. Yet such will have trouble in this life, and I am trying to spare you.

1 CORINTHIANS 7:39 (NASB)

A wife is bound as long as her husband lives; but if her husband is dead, she is free to be married to whom she wishes, only in the Lord.

2 CORINTHIANS 2:5-11 (NASB)

⁵ But if any has caused sorrow, he has caused sorrow not to me, but in some degree — in order not to say too much — to all of you. ⁶ Sufficient for such a one is this punishment which was inflicted by the majority, ⁷ so that on the contrary you should rather



forgive and comfort him, lest somehow such a one be overwhelmed by excessive sorrow. ⁸ Wherefore I urge you to reaffirm your love for him. ⁹ For to this end also I wrote that I might put you to the test, whether you are obedient in all things. ¹⁰ But whom you forgive anything, I forgive also; for indeed what I have forgiven, if I have forgiven anything, I did it for your sakes in the presence of Christ, ¹¹ in order that no advantage be taken of us by Satan; for we are not ignorant of his schemes.

2 CORINTHIANS 5:17 (NASB)

¹⁷Therefore if any man is in Christ, he is a new creature; the old things passed away; behold, new things have come.

2 CORINTHIANS 6:14-15 (NASB)

¹⁴Do not be bound together with unbelievers; for what partnership have righteousness and lawlessness, or what fellowship has light with darkness? ¹⁵ Or what harmony has Christ with Belial, or what has a believer in common with an unbeliever?

EPHESIANS 4:32 (NASB)

And be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you.

EPHESIANS 5:22 (NASB)

²²Wives, be subject to your own husbands, as to the Lord. ²³ For the husband is the head of the wife, as Christ also is the head of the church, He Himself being the Savior of the body. ²⁴ But as the church is subject to Christ, so also the wives ought to be to their husbands in everything. ²⁵ Husbands, love your wives, just as Christ also loved the church and gave Himself up for her; ²⁶ that He might sanctify her, having cleansed her by the washing of water with the word, ²⁷ that He might present to Himself the church in all her glory, having no spot or wrinkle or any such thing; but that she should be holy and blameless. ²⁸ So husbands ought also to love their own wives as their own bodies. He who loves his own wife loves himself; ²⁹ for no one ever hated his own flesh, but nourishes and cherishes it, just as Christ also does the church, ³⁰ because we are members of His body. ³¹ For this cause a man shall leave his father and mother, and shall cleave to his wife; and the two shall become one flesh. ³² This mystery is great; but I am speaking with reference to Christ and the church. ³³ Nevertheless let each individual among you also love his own wife even as himself; and let the wife see to it that she respect her husband.

PHILIPPIANS 2:15 (NASB)

that you may prove yourselves to be blameless and innocent, children of God above reproach in the midst of a crooked and perverse generation, among whom you appear as lights in the world,

1 THESSALONIANS 4:3-8 (NASB)

³For this is the will of God, your sanctification; that is, that you abstain from sexual immorality; ⁴ that each of you know how to possess his own vessel in sanctification and honor, ⁵ not in lustful passion, like the Gentiles who do not know God; ⁶ and that no man transgress and defraud his brother in the matter because the Lord is the avenger in all these things, just as we also told you before and solemnly warned you. ⁷ For God has not called us for the purpose of impurity, but in sanctification. ⁸ Consequently, he who rejects this is not rejecting man but the God who gives His Holy Spirit to you.

1 THESSALONIANS 5:22 (NASB)

abstain from every form of evil.

1 TIMOTHY 3:1 (NASB)

¹It is a trustworthy statement: if any man aspires to the office of overseer, it is a fine work he desires to do. ² An overseer, then, must be above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, ³ not addicted to wine or pugnacious, but gentle, uncontentious, free from the love of money. ⁴ He must be one who manages his own household well, keeping his children under control with all dignity ⁵ (but if a man does not know how to manage his own household, how will he take care of the church of God?); ⁶ and not a new convert, lest he become conceited and fall into the condemnation incurred by the devil. ⁷ And he must have a good reputation with those outside the church, so that he may not fall into reproach and the snare of



the devil. ⁸ Deacons likewise must be men of dignity, not double-tongued, or addicted to much wine or fond of sordid gain, ⁹ but holding to the mystery of the faith with a clear conscience. ¹⁰ And let these also first be tested; then let them serve as deacons if they are beyond reproach.

1 TIMOTHY 3:12 (NASB)

Let deacons be husbands of only one wife, and good managers of their children and their own households.

1 TIMOTHY 5:2 (NASB)

the older women as mothers, and the younger women as sisters, in all purity.

1 TIMOTHY 5:14 (NASB)

Therefore, I want younger widows to get married, bear children, keep house, and give the enemy no occasion for reproach;

TITUS 1:6-9 (NASB)

⁶namely, if any man be above reproach, the husband of one wife, having children who believe, not accused of dissipation or rebellion. ⁷ For the overseer must be above reproach as God's steward, not self-willed, not quick-tempered, not addicted to wine, not pugnacious, not fond of sordid gain, ⁸ but hospitable, loving what is good, sensible, just, devout, self-controlled, ⁹holding fast the faithful word which is in accordance with the teaching, that he may be able both to exhort in sound doctrine and to refute those who contradict.

TITUS 2:2-8 (NASB)

²Older men are to be temperate, dignified, sensible, sound in faith, in love, in perseverance. ³ Older women likewise are to be reverent in their behavior, not malicious gossips, nor enslaved to much wine, teaching what is good, ⁴ that they may encourage the young women to love their husbands, to love their children, ⁵ to be sensible, pure, workers at home, kind, being subject to their own husbands, that the word of God may not be dishonored. ⁶ Likewise urge the young men to be sensible; ⁷ in all things show yourself to be an example of good deeds, with purity in doctrine, dignified, ⁸ sound in speech which is beyond reproach, in order that the opponent may be put to shame, having nothing bad to say about us.

HEBREWS 13:4 (NASB)

Let marriage be held in honor among all, and let the marriage bed be undefiled; for fornicators and adulterers God will judge.

1 PETER 3:1 (NASB) ¶

In the same way, you wives, be submissive to your own husbands so that even if any of them are disobedient to the word, they may be won without a word by the behavior of their wives, ² as they observe your chaste and respectful behavior.

1 JOHN 1:9 (NASB)

If we confess our sins, He is faithful and righteous to forgive us our sins and to cleanse us from all unrighteousness.

1 JOHN 2:1 (NASB)

My little children, I am writing these things to you that you may not sin. And if anyone sins, we have an Advocate with the Father, Jesus Christ the righteous;

Approved by Elders: 07-16-02
Reaffirmed by Elders: _____



Human Sexuality and the Nature of Marriage

A Denton Bible Church Position Paper

I. Introduction

Man and woman were created in the image and likeness of God with the capacity to think, desire and responsibly act both as individuals and in relationship with others. This relational aspect of man in particular is rooted in the nature of God who relates perfectly to Himself within and among the persons of the Trinity.

From the very beginning mankind was created as either male or female and these natures, while equal in their essence before God, are distinct and complementary in their relations to one another. An important part of the complementary nature of man and woman entails their capacity to relate to one another in a sexual manner.

While merely human opinions vary as to the sexual nature of men and women and the proper definition of marriage, we believe the Bible has spoken infallibly, unambiguously and unequivocally on these issues.

This position paper seeks to articulate what we understand the Bible teaches about human sexuality and the nature of marriage.¹

II. The Bible is our moral authority

Our understanding of the Bible is central to any consideration of moral questions such as the nature of human sexuality and of marriage. We acknowledge the Bible as the Word of God in written form and as inerrant and infallible, inspired by the Holy Spirit, and “profitable for teaching, for reproof, for correction and training in righteousness” (II Tim. 3:16-17).

We believe the clarity of the Bible’s teaching on human sexuality and marriage is such that variant positions are only possible to the degree that one rejects the clear teaching of the Bible.² Those who reject the clear biblical teaching that God has designed men and women to be by nature exclusively heterosexual and that God has designed marriage to be the exclusive union of one man and one woman in a life long covenant relationship can only sustain such aberrant beliefs by either:

1. Purposefully rejecting the clear teaching of the Bible

¹ For purposes of Denton Bible Church’s faith, doctrine, practice, policy and discipline, the Elder Board is Denton Bible’s final interpretive authority on the Bible’s meaning and application.

² Not all things are equally clear in the Bible. But on these two issues God has spoken with a profound clarity.



2. Adopting various but spurious strategies of redefining the clear teaching of the Bible, or by
3. Contextually or temporally limiting the clear teaching of the Bible.

We reject all attempts to adopt a scientifically based morality over and against a biblically based morality. Some have sought to demonstrate a genetically or physically rooted cause of homosexuality. However we reject all such attempts to base morality on scientific studies as misguided and flawed in that the studies to date:

1. have been ambiguous at best with respect to what legitimate conclusions can be drawn from such studies,
2. demonstrate at best and under the most favorable interpretation of the studies a *possible minimal* pre-disposition towards homosexual behavior, and
3. are not relevant to questions concerning the morality of homosexuality since all morals are divinely determined and reflected in the Bible.

III. What the Bible teaches about human sexuality

When God created man and woman He created them as sexual beings. This sexual nature is a good thing ³and was designed by God to be enjoyed exclusively within the relationship of marriage. Sexual intimacy was designed by God as the consummate act of intimacy between a man and woman and as the means by which children are brought into the marriage (children are a gift).

However, like all good things, mankind's sexual nature can be abused, exercised in a wrong relation, or exercised toward a wrong object.

We believe that all illicit sexual acts as defined in the Bible are sin. As such, we believe the Bible condemns all forms of:

1. Pornography (as it is devoid of intimacy, is directed toward a person who is not one's spouse, and as it represents empty lust; Luke 6:45; 11:34; Heb. 13:4),
2. Rape (as it is an act of violence and as such is contrary to the voluntary nature of all biblically sanctioned sexual activity; Deut. 22:25-27; Deut. 34),
3. Incest (as it is exercised towards an improper relation; Lev. 18:6-18; 20:11-12),
4. Fornication (as it is by definition sex outside marriage; Matt. 15:19; John 8:41; Hebrews 13:4),
5. Adultery (as it is an act of fraud against one's own spouse; Lev. 18:20; 20:10; Hebrews 13:4),

³ See Gen 1:31 ("all good"), 2:18 ("helper suitable"), Song of Songs 5:1 ("imbibe deeply")



6. Polygamy (as it violates the original divine standard of exclusivity in marriage; Gen. 2:18, 24; Mal. 2:14; reiterated by Jesus in Matt. 19:5),
7. Pedophilia (as it is by definition sexual relations with a child who lacks the ability to consent; It is also a “lust of the flesh” directed towards children; Gal. 5:16–21; Mark 7:21–23; Matt. 18:10),
8. Bestiality (as it is by definition sexual relations with a non-human subject; Lev. 18:23; 20:15–16),
9. Homosexuality (as it is sexual relations with a person of the same sex; Lev. 18:22; 20:13; Romans 1:26–27; I Cor. 6:9⁴),
10. Transgenderism⁵ (as it is a purposeful and sinful rejection of one’s divinely ordained sex at birth; Gen. 1:27; Psalm 139:13–16; Deut. 22:5; I Cor. 6:9⁶), and
11. Cross-dressing and Androgyny (as they are purposeful and sinful confusions of one’s divinely ordained sex at birth; Deut. 22:5; I Cor. 6:9⁷)

We further believe that all illicit sexual *desires* are also sin especially to the extent that they are acted upon and lead to voluntary thoughts, fantasies or actual physical behavior.^{8, 9}

Other than attributing illicit sexual desires to the sin nature that is inherent to all human beings, we need not resolve the question of a more specific cause of sinful sexual desires. We simply call upon all who are tempted by illicit sexual desires of any kind to look to Christ for the sanctifying and cleansing effects of the Gospel. The Apostle Paul specifically highlights these Gospel blessings in the context of serious sexual sins (I Cor. 6:9–11).

⁴ In I Cor. 6:9 Paul uses two distinct words to refer to both the passive (“effeminate” from GR *malakoi*) and the active (“homosexual” from the GR *arsenokoite*) partner in homosexual unions.

⁵ Sometimes known as “Transsexualism,” “Gender Identity Disorder,” or “Gender Dysphoria,” it is a desire to change one’s sex or to fulfill the role of the opposite gender.

⁶ See footnote 4.

⁷ See footnote 4.

⁸ The principle that sin begins first as a matter of the heart is illustrated in Jesus’ teaching in the Sermon on the Mount in Matt. 5–7. (see especially Matt. 5:21–32; See also Luke 6:45)

⁹ We believe the human condition is fundamentally flawed—what theologians call “total depravity.” All humans are sinful not just in our choices but also in our nature. See the comments of the great 19th cent. Theologian Charles Hodge: “We do attribute moral character to principles which precede all voluntary action and which are entirely independent of the power of the will We hold ourselves responsible not only for the deliberate acts of the will, that is, for acts of deliberate self-determination, which suppose both knowledge and volition, but also for emotional, impulsive acts, which precede all deliberation; and not only for such impulsive acts, but also for the principles, dispositions, or immanent states of the mind, by which its acts whether impulsive or deliberate, are determined.” (*Systematic Theology*, II.107)



Homosexuality

While the Bible deems all sexual sins to be serious sins, homosexuality deserves special mention in light of increasing social and political pressures to normalize homosexuality. We oppose such efforts being advanced through legal and governmental channels as well as from other sources—including from within the religious community—as contrary to the clear teaching of Scripture.

The Old Testament and the New Testament are united in their condemnation of homosexuality as sin in all cases. In Genesis 19 we see that God destroyed Sodom and Gomorrah for, among other things, the sin of homosexuality.¹⁰ In the Mosaic Law Moses specifically condemns homosexuality in unmistakable and especially severe terms.^{11,12} All homosexual acts are described as “an abomination” (Lev. 18:22) and as a “detestable act” (Lev. 20:13).

In the New Testament the Apostle Paul condemns the sin of homosexuality in Romans 1:26–27 as a “degrading passion,” as an “unnatural” behavior, and as an “indecent act.”¹³ Such actions are also said to carry with them a punishment in keeping with the offense.¹⁴ In I Cor. 6:9–11 Paul condemns homosexuality as unrighteous and unchristian behavior.¹⁵

¹⁰ We reject efforts to attribute the destruction of Sodom and Gomorrah to the sin of inhospitality by an appeal to Ezekiel 16:49–50 or other texts. A careful examination of the context of Genesis 19 as well as Ezekiel 16 shows that these cities were destroyed because of rampant sexual immorality. In addition, later non-canonical and New Testament writings clearly attribute the destruction of these cities to the sin of homosexuality.

¹¹ Some have sought to interpret Leviticus 18 and 20 as denunciations of a ritualized form of homosexuality associated with pagan religious worship and not of homosexuality *per se*. However, nothing in the text entitles such a special pleading of the case.

¹² The word “abomination” translates the Hebrew *toevah* and refers to what is “loathed” or “repugnant” or “shocking to the sensibilities.” In the Old Testament the “abomination” may be of a physical, ritual or ethical nature and refers to what is abhorred by God or man.

¹³ In this passage the *exchanging* of “the truth of God for a lie” (v. 25) is followed by another exchange—the upsetting of the normal course of nature in sexual relations. Paul notes that this “sin against nature” carries with it a punishment in keeping with the offense.

¹⁴ From verse 27 we see that “sexual deviation contains in itself a recompense, a punishment for the abandonment of God and his ways. This need not demand the conclusion that every homosexual follows the practice in deliberate rebellion against God’s prescribed order. What is true historically and theologically is in measure true, however, experientially.” (EBC)

¹⁵ Those who sin willfully and persistently in these ways are giving evidence that they are not true children of God. We are *not* suggesting that some genuine believers could not be caught up in these sins and find it extremely difficult to escape such sins—perhaps even becoming so hardened that they become desensitized to the conviction of the Holy Spirit. We *are* however suggesting that a genuine believer could not so sin willingly and deliberately without experiencing the conviction of the Holy Spirit that such behavior is sin. The tragic consequences of all sin is that it deadens as it darkens the soul of believers and unbelievers alike.



And yet, the Bible is equally clear that God can and does forgive penitent sinners of all kinds. The Apostle Paul wonderfully describes the redeeming power of God's grace immediately after listing a number of especially severe sins—including a variety of sexual sins:

“And such were some of you; but you were washed, but you were sanctified, but you were justified in the name of the Lord Jesus Christ, and in the Spirit of our God.” (I Cor. 6:11)

All sin places us in desperate need of God's forgiveness. However, *no sin* places us beyond God's capacity to save and to redeem.

IV. What the Bible teaches about the nature of marriage

The Nature of Marriage

Just as God relates to Himself within and among the Persons of His Trinitarian nature¹⁶ even so man and woman are intended *by nature* to relate to one another in a particular manner. We believe that the health and vitality of all male/female relationships is rooted in the divinely designed natures of men and women. The life long marriage of one man to one woman is the only sexual union divinely sanctioned by God.¹⁷ This is clearly and unambiguously attested in the Bible.

Marriage is a life long covenant relationship¹⁸ between a man and a woman for the purposes of mutual companionship,¹⁹ marital satisfaction,²⁰ and inherently ordered to the bearing and rearing of children and the broad sharing of family life.^{21,22}

We see marriage preeminently as the concrete, visible setting in the relationship between God and His people is displayed to the church and the world.²³ This

¹⁶ The Biblical doctrine of the Trinity teaches that inherent to the relations between the Persons of the Trinity there exists an ontological equality that is harmonious and consistent with a functional hierarchy.

¹⁷ By “man” and “woman” we mean the biological sex as determined by a person's chromosomes. For purposes of Denton Bible's policies and practices any ambiguity concerning the biological sex of an individual is to be resolved on a case-by-case basis solely by the Elder Board.

¹⁸ See I Cor. 7:39; Malachi 2:14

¹⁹ See Genesis 2:18

²⁰ See Proverbs 5:18-19; I Cor. 7:2-5

²¹ See Genesis 1:28

²² This is a biblical definition of marriage. However, even proponents of a natural law defense of historical marriage would agree: “Our laws . . . reflect the judgment that marriage is the conjugal union of spouses, rooted in the sexual-reproductive complementarity of male and female, which brings together a man and a woman as husband and wife to be father and mother to any children born of their union. As a social institution, it aims to secure for children the inestimable blessing of being brought up in the committed love—the marital bond—of the man and woman whose union brought them into being, and the related benefit of both maternal and paternal influences and care.” (*Marriage and Equal Protection*, Robert George)

²³ See Eph. 5:22-33



provides the ultimate rationale for seeing marriage as a permanent,²⁴ exclusive²⁵ and comprehensive union that is inherently oriented to family life.

In marriage, one is “leaving” the primary bonds of mother and father and permanently “cleaving” to a husband or wife. Marriage is designed by God to be enacted by a vow to this effect and by its consummation in a sexual union; in this way God makes the couple “one flesh.”²⁶ Every marriage then is permanently binding under God’s authority.²⁷

Divorce

The Bible is clear that “God hates divorce.”²⁸ However, the Bible is equally clear that “due to the hardness of peoples hearts”²⁹ God permits divorce under certain limited circumstances. Divorce is biblically permitted when one’s spouse either commits adultery (or serious sexual sin) or deserts the marital relationship.

In ancient Israel, it was a common misunderstanding of Moses’ words in Deuteronomy 24:1–4 that divorce was allowed simply because something was seen to be displeasing or “indecent” about one’s spouse. In Matthew 19 the Pharisees challenged Jesus on the question of when divorce was permissible citing their misinterpretation of Moses’ words. Jesus addresses their question by narrowing the grounds for divorce and by citing one of the two explicit biblical causes for which divorce is permissible, namely adultery (extramarital sexual sin³⁰). Absent biblical grounds for divorce, remarriage is adultery and brings upon the offending party the further guilt of remarriage.³¹

The second biblically explicit cause for which divorce is permissible is abandonment by a non-believer.³² If a non-believer deserts his or her marriage to a believer, the believer need not (but certainly may) pursue reconciliation; the believer, however, is “not under bondage,” which means “not under obligation” or “free to act,” without respect for the former marriage. In other words, in the eyes of God and the church they are free to re-marry.

²⁴ See Matt. 19:4–6. Life long fidelity in marriage best exemplifies the loyal steadfast love of One who has promised to never leave us or forsake us. “Great is His faithfulness.” (Lam. 3:23)

²⁵ Marriage was designed by God to be monogamous (Gen. 2:18–24). Exclusivity in marriage alone exemplifies our betrothal to one husband, namely Christ (II Cor. 11:2). Obviously there was some accommodation of polygamy in the Old Testament. However, Jesus reiterates the original design and intent of marriage as a monogamous union (Matt. 19:4–6).

²⁶ See Genesis 2:18–24

²⁷ See Matthew 19:6

²⁸ See Malachi 2:16

²⁹ See Deut. 24; Matt. 24

³⁰ The Greek word is *porneia* used in the Gospels and the Epistles to refer to any kind of sexual sin, especially including fornication, adultery and incest.

³¹ The phrases “except for the cause of unchastity” (Matthew 5:32) and “except for immorality” (Matthew 19:9) effectively allow that, in the case of adultery, the offended spouse is permitted to divorce and remarry without sin.

³² See 1 Corinthians 7:12–16.



On the possibility of other grounds for divorce, we believe that there may be circumstances in a marriage so extreme and severe that, after a thorough examination by the Elders, those circumstances may be deemed an abandonment of the marriage by the offending spouse or may permit a consideration that the offending spouse is an unbeliever, notwithstanding their profession to the contrary. Divorce and freedom to remarry for the non-offending spouse would then be permissible under the provisions of I Corinthians 7:12-16.³³

Remarriage

Remarriage after divorce, and while one's spouse is living, is considered adultery³⁴ absent a biblical cause for the divorce.³⁵ Remarriage is permitted without sin following divorce for biblical causes.³⁶ Under normal circumstances, the number of times an individual has been married does not alter this principle.

The Question of *so-called* "Gay Marriage"

As we have stated earlier in this document, we believe marriage is to be a life long covenant relationship between a man and a woman for the purposes of mutual companionship, bearing children, marital satisfaction, and to display the relationship between God and His people. Marriage is enacted not only by a vow to this effect but by a sexual consummation and in this way God makes the couple "one flesh."³⁷

As such, we believe marriage to be a divine mystical union of persons at every level including mind, body and spirit, for the whole of life and inherently oriented to family life. The complementary nature of the divine design of men and women in each of these areas (mind, body and spirit) is an essential part of the reality we call marriage. These complementary differences are harmonized in the divine relationship we call marriage. This is why the Bible *explicitly* refers to homosexual unions as "unnatural" and *by implication* to heterosexual unions as "natural."³⁸

³³ In other words, there may arise circumstances so severe in a marriage that they should be deemed an "abandonment" of the marriage by the offending spouse notwithstanding their professed interest to remain in the marriage. Or there may exist upon examination by the Elders such clear and convincing evidence that an offending spouse is an unbeliever (despite their profession to the contrary) that the provisions of I Cor. 7: 12-16 would apply. In such circumstances should that spouse abandon the marriage the believing spouse would be deemed "not under bondage" and therefore free to remarry.

³⁴ See Matthew 19:6,9; Mark 10:8-12; Luke 16:18; Romans 7:3

³⁵ See Matthew 19:7-9. A primary statement in Matthew 5:32 supports this point. In this verse "...makes her commit adultery" and "...commits adultery" are passive verbs in the Greek language meaning that any guilt from remarriage is upon the deserter of the first marriage, not upon the spouse who has been unjustly divorced or the one who marries him or her.

³⁶ See Matthew 19:9; 1 Corinthians 7:15,27-28

³⁷ See Genesis 2:18-24

³⁸ See Rom. 1:26-27



Properly understood, this comprehensive union requires a man and a woman and by definition excludes same sex unions. It is no rhetorical slight to refer to Gay Marriage as “so-called” Gay Marriage. It is rather to acknowledge the essential nature of marriage as designed by God to be an exclusively heterosexual union. The Bible teaches that sexual complementarity is a critical and indeed indispensable element of the divine institution of marriage.³⁹ This is also why we see all attempts to redefine marriage (same sex unions, plural unions, incestuous unions or pedophilic unions)⁴⁰ as incoherent⁴¹ and as destructive⁴² of the essential nature of marriage.

APPROVED by the DBC Elder Board on June 2, 2015

³⁹ See Genesis 1:27 where God creates man as “male and female.” Then in 2:18-25 where the institution of marriage is established by God, Eve is described as a helper “suitable for” or “corresponding to” Adam. Eve is created as the complement to Adam, not the identical copy of Adam. The essential foundation is laid for marriage inherently oriented to having and rearing children.

⁴⁰ Legislative and judicial efforts to re-define marriage assume that the state’s historical policies of privileging or preferring traditional marriage gives it the right to modify and re-define the reality of marriage. However, God designed and established marriage before the state ever conferred any political benefits or privileges on it. Marriage then, as biblically defined, exists independent of the state. Therefore, we believe the state is not competent to define (or re-define) marriage or indeed any of our human relationships.

⁴¹ We say “incoherent” because there can exist no right to consider a “non-marital” relationship as a “marital” relationship. It is as logically contradictory to conceive of a “gay marriage” as it is to conceive of a “round square” or a “square circle.” Marriage and so-called “gay marriage” are contradictory by definition. This is also why society’s traditional preferencing of conjugal marriage with certain privileges and benefits over other relationships is not truly discriminatory. We are seeking to treat all marriages equally; that is, all marriages that are *indeed* marriages.

⁴² As to the destructive and corrosive effects of expanding the definition of marriage to include homosexual unions: “There can indeed be much harm, if recognizing [other relationships as marriage] would obscure the shape, and so weaken the special norms, of an institution on which social order depends. So it is not the conferral of benefits on same-sex relationships itself but redefining marriage in the public mind that bodes ill for the common good...the law defines marriage to include same-sex partners, many will come to misunderstand marriage. They will not see it as essentially comprehensive, or thus (among other things) as ordered to procreation and family life—but as essentially an emotional union...” [T]hey will therefore tend not to understand or respect the objective norms of permanence or sexual exclusivity that shape it. Nor, in the end, will they see why the terms of marriage should not depend altogether on the will of the parties, be they two or ten in number, as the terms of friendships and contracts do. That is, to the extent that marriage is misunderstood, it will be harder to see the point of its norms, to live by them, and to urge them on others. And this, besides making any remaining restrictions on marriage arbitrary, will damage the many cultural and political goods that get the state involved in marriage in the first place. (*What is Marriage?* By Girgis, Anderson & George)



PREMARITAL COUNSELING

1. COUPLE GUIDELINES

Engaged couples entering into Denton Bible Church's premarital counseling ministry must follow these specific steps.

1.1. The Engaged Couple must be referred to the premarital counseling ministry by a Denton Bible Church Pastor.

1.1.1. A Denton Bible Church pastor, preferably the one conducting the wedding, is the referring pastor.

1.1.2. Couples desiring Denton Bible Church premarital counseling marrying elsewhere still must have a referring pastor from Denton Bible Church, even if they are not regular attendees or members. It is the responsibility of the engaged couple to initiate contact with a Denton Bible Church pastor for referral.

1.2. The engaged couple may register with the premarital counseling ministry only after they have spoken with and received approval from the referring pastor. The Engaged Couple may register in one of two ways:

- Accessing the "Pre-Marital Counseling" link on the ministries page of the Denton Bible Church web site (www.dentonbible.org) and following the instructions. (preferred)
- Contacting the Pre-Marital Counseling Directors via phone.

2. REFERRING PASTOR GUIDELINES

Denton Bible Church premarital counselors work under the assumption that a Denton Bible Church pastor has given "approval" for the engaged couple to enter into the premarital counseling ministry.

2.1. Counselors assume the referring pastor has asked and received satisfactory answers to a set of specific questions that the Senior Pastor requires be asked. The referring pastor must have answers to the following questions:

- *Are both Christians?* Denton Bible Church does not knowingly marry believers to nonbelievers.
- *Are the engaged couple's parents in favor of the marriage?* Parental disapproval does not automatically disqualify a couple from premarital counseling, but the reasons must be carefully evaluated before approving.
- *Is the couple sexually pure?* Recognizing the struggles that an engaged couple may have, or that there may have been inappropriate behavior in the past, are they presently "struggling successfully?"
- *Is the couple living together?* This problem does occasionally appear with claims of sexual abstinence or confessions of sexual intimacy. The referring pastor must proceed with extreme caution before approving such a situation.
- *Has either been divorced?* If the answer is "yes," then the referring pastor must determine if the divorced party has biblical grounds for remarriage.
- *Will the couple be willing to faithfully complete the premarital counseling and commit to a mentoring relationship with their counselors for the first year of their marriage?* Completion of premarital counseling is required of all engaged couples who is to be married by a Denton Bible Church pastor. It is strongly recommended that newly married couple remaining associated with Denton Bible Church enter into a one year mentoring relationship with the couple who conducted their premarital counseling.

2.2. Problematic answers to any of the questions should be discussed with the Senior Pastor.

Approved by Elders: 08-2002
Reaffirmed by Elders: 08-19-03



TRESPASS OF LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN

1. Denton Bible Church may prohibit open carry of a handgun by properly displaying a Section 30.07 notice while still allowing concealed carry on the premises.
2. Denton Bible Church allows licensed handgun holders to conceal their handgun while on church property.
3. The decision to prohibit the open carry of a handgun came out of a responsibility to provide a time at church that is free from distraction.
4. Denton Bible Church will notify licensed handgun holders orally or by written communication that the open carry of handguns is prohibited on church property.
 - 4.1. The term “written communication” shall mean to display a sign in English and Spanish, that appears in contrasting colors with block letters at least one inch in height, and display the sign in a conspicuous manner clearly visible to the public. The sign has to display word-for-word the exact language in the statute to convey the proper notice.
 - 4.2. “Oral communication” shall occur when a licensed handgun holder fails to notice the “written communication.” “Oral communication” shall mean a face-to-face request, from someone with apparent authority to act on behalf of the church, that the licensed handgun holder conceal their handgun.
5. If a licensed handgun holder refuses to conceal their handgun after having been provided oral or written communication, a law enforcement officer will be contacted to deliver a notice of trespass to the license holder and then escorted off the property.

Approved by Elders: 12-15-15

Reaffirmed by Elders: _____



DRIVER EXPECTATIONS & TRAILER USE

DRIVER CONDITIONS

1. All drivers who wish to drive vehicles on behalf of Denton Bible Church (the Church) must have a valid Texas driver license and be at least 21 years old.
2. Drivers of vehicles with an attached trailer must be at least 25 years old.
3. Before driving on behalf of the Church, individuals must complete and provide the following:
 - Signed Driver and Trailer Use Policy Acknowledgement
 - Approved Volunteer Application and Screening Consent Form
 - Approved Motor Vehicle Records (MVR) check
 - Copy of a current Driver License
 - Copy of current Texas Liability Insurance Card
4. Drivers are responsible for reading and enforcing these policies while driving their personal vehicle on behalf of the Church or when operating a rental vehicle.
5. Individuals with multiple moving violations in a twelve-month look back period and/or recent DWI/DUI violations will not be allowed to drive vehicles, either owned or leased.

GENERAL DRIVER POLICIES

6. **PROFESSIONAL BEHAVIOUR:** Drivers are expected to conduct themselves in a professional manner at all times while on business for the Church. Drivers must abide by the motor laws of Texas, as well as any other states in which they drive on behalf of the Church. Smoking, the use and/or possession of alcohol, the use of prescription drugs that would impair driving, and the use and/or possession of illicit drugs is not permitted.
7. **DRIVING TIME:** The front seat passenger must be an adult and remain awake and alert at all times when the vehicle is in motion with the responsibility of monitoring the driver. Additional qualified drivers should be available for trips longer than eight hours or arrangements should be made for an overnight stay.
8. **CELL PHONES:** Cell phones may not be used while operating the vehicle.
9. **SPEED:** Drive at safe speeds based on driving conditions and never exceed posted speed limits. Always slow down if the roads are wet or icy. Maintain proper following distances especially if driving vans or driving with an attached trailer, as they require additional braking time.
10. **ACCIDENTS & TICKETS:** Any accident should be reported as soon as possible to Church Administration including circumstances, location, and citation information. It is the responsibility of the driver to pay any speeding or parking fines.

TRAILER USE POLICIES

11. **ELIGIBILITY:** The Denton Bible Church trailers are to be used for church approved functions only. Individuals are only eligible to tow a DBC trailer after they have completed training and signed the Driver and Trailer Use Policy Acknowledgement prior to their trip. Trailers may only be used by those who have gone through training and the approval process.



12. **RESESRVING TRAILERS:** To guarantee the reservation of a trailer, please reserve one as part of your event reservation in the church's people and/or facilities management system. All trailers should be reserved no later than 24 hours prior to the event.
13. **KEYS:** Trailer keys will be stored in a secure location with Facilities. The drivers will be responsible for retrieving the keys during office hours (Monday-Friday, 8:30am-5:00pm). Keys must be returned to Facilities no later than two (2) work days after the event. No copies of key(s) are allowed. It is the driver's responsibility to ensure that the Pre & Post Trip Checklists are completed, signed and turned in with the keys.
14. **TRAILER USE TRAINING:** All tow vehicle drivers are required to complete a one-time training where they will be shown how to safely pull a church trailer. At the conclusion of the training, the driver will be asked to demonstrate from start to finish the correct way to hookup, tow, and park a trailer. The church will maintain a log of people who have completed the training.
15. **TRAILER CARE:** Trailers are to be locked when left unattended. If the trailer(s) are returned damaged in any way, the ministry responsible for the trailer when the damage occurred may be charged for any repairs.

Approved by Elders: 07-07-20

Reaffirmed by Elders: _____



DRIVER & TRAILER USE POLICY ACKNOWLEDGEMENT

I acknowledge that I must operate any vehicle and/or used on Church business in a safe, responsible manner, and in compliance with the law. I will use vehicles and trailers on Church business only as authorized.

I agree not to use a cell phone while operating any vehicle on Church business.

I agree not to smoke, use and/or possess alcohol, use prescription medication that would impair driving, and use and/or possess illicit drugs while operating any vehicle on Church business.

I will follow all applicable rules or requirements.

I will use the appropriately-sized trailer hitch ball for the applicable trailer coupler. To **NOT** do so is a severe safety hazard.

I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I shall notify Church Administration immediately.

I shall immediately report any accident involving a vehicle or trailer that I am operating on Church business to the police and to Church Administration. I will notify Church Administration as soon as possible and complete all accident and insurance forms as soon as possible. I understand that I am personally responsible for any traffic or parking fines that I may incur while driving a Church vehicle.

I have read and understand the policy on Use of Fifteen Passenger Vans.

If I drive my personal vehicle on behalf of the Church, I agree to maintain the following:

- Valid driver license
- Current vehicle registration and inspection
- At least Texas minimum auto liability insurance coverage
- Working seatbelts and lights, operational horn, functioning brakes

If I am approved to drive a church-owned vehicle, I agree to return the vehicle clean and with a full tank of gas.

If I drive a leased vehicle on behalf of the Church, I agree to add a Collision Damage Waiver (sometimes called a Loss Damage Waiver) to the rental contract for the duration of the event or trip.

If I use a trailer, I agree to complete trailer use training prior to reserving a trailer. Additionally, I agree to return the hitch, keys, and signed Pre & Post Trip checklists to Facilities no later than two (2) days after the event or trip.

Printed driver's full name: _____

Driver's signature: _____

Date of birth: _____ Driver License No: _____

Today's Date: _____

Approved by Elders: 07-07-2020

Reaffirmed by Elders: _____



SERVICE AND EMOTIONAL SUPPORT ANIMALS

1. GENERAL

- 1.1. Under Title III of the federal Americans with Disabilities Act (ADA) and virtually all state laws, a service animal is an animal that has been trained to perform work or tasks for the benefit of a person with a disability. Emotional support animals—also called therapy or comfort animals—have not been trained to perform work or tasks, but instead, provide a benefit by being present.
- 1.2. Emotional support animals often have therapeutic benefits, but they are not specially trained to do particular types of work for their owners.
- 1.3. Under Texas law and the ADA, people with disabilities may bring their service animals to all public accommodations, such as government buildings, hotels, restaurants, stadiums, and stores. The law excludes churches from the definition of a "place of public accommodation." Denton Bible Church is a religious entity and is excluded from the definition of a "place of public accommodation." Additionally, religious entities are exempt from the requirements of Title III of the ADA.
- 1.4. Denton Bible Church is not required to allow service or emotional support animals.
- 1.5. With both service animals and emotional support animals, the handler is responsible for the care and supervision of his or her service animal. If a service animal or emotional support animal behaves in an unacceptable way and the person with a disability does not control the animal, a business or other entity does not have to allow the animal onto its premises.
- 1.6. Service and emotional support animals must be current on vaccinations and comply with local animal control laws.

2. RULES & PROCEDURES

- 2.1. Denton Bible Church may accommodate legal, service animals but reserves the right to deny access to any service or emotional support animals.
- 2.2. In situations where it is not obvious that the animal is a service animal, church representatives may ask only two specific questions: (1) "Is the service animal required because of a disability," and (2) "What work or task has it been trained to perform?" Staff are not allowed to request any documentation for a service animal, require that the animal demonstrate its task, or inquire about the nature of the person's disability.
- 2.3. If it is determined that the animal is an emotional support animal, Denton Bible Church shall make a reasonable effort to accommodate the need but reserves the right to deny access to any animals that are disruptive to ongoing church activities or events due to the handler's inability to control the animal.
 - 2.3.1. Approval for bringing an emotional support animal will require current documentation (not more than one year old) on letterhead from a licensed mental health professional stating (1) that the person has a mental health-related disability listed in the Diagnostic and Statistical Manual of Mental Disorders (DSM IV); (2) that having the animal accompany the person is necessary to his or her mental health or treatment; (3) that the individual providing the assessment is a licensed mental health professional and the individual is under his or her professional care; and (4) the date and type of the mental health professional's license and the state or other jurisdiction in which it was issued.
- 2.4. If Denton Bible Church accommodates a request for service or emotional support animals, both service and emotional support animals shall not be allowed to interact with other people (for example, petting the animal) and must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the person's disability prevents use



of these devices. Service and emotional support animals must remain with their handlers while on church property. While service animals may be allowed around food preparation or serving as part of its assistance, emotional support animals will not be allowed in those areas. Service and emotional support animals will not sit on church furniture. Service and emotional support animals should not whine, bark, grumble, or make other noises (example: snoring). An exception may be if the whining is an alert, such as to notify the handler who is experiencing a physical complication. Service and emotional support animals must not obstruct an area used for emergency evacuation.

Individuals with service animals are typically well-informed of the governing laws, and the animals are typically well-trained in proper interaction with other people. Many who use emotional support animals may not be aware of the laws (specifically, that they do not fall under the same protections as service animals), therefore, any initial discussion with that person should ensure the individual is aware of Denton Bible Church's policy. Should an infraction later occur, a duly recognized representative of Denton Bible Church shall meet with the person, review the policy with them, and request they sign it, agreeing to the conditions, with the understanding that a second infraction will result in the animal being banned. Unless circumstances warrant otherwise, the individual shall be informed that they are welcome to attend Denton Bible activities but without the emotional support animal. Likewise, should a handler of a service animal commit an infraction as noted in item 2.4 above, a similar warning may be issued.

Approved by Elders: 09-17-2019

Reaffirmed by Elders: _____



HUMAN RESOURCE POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

1. EQUAL OPPORTUNITY

Employment opportunities or practices are canonical acts; it is the function of church authorities to determine qualifications. Questions of discipline, or of faith, or of ecclesiastical rule, custom, or law influence employment opportunities or practices and are part of the free exercise of religion at Denton Bible Church.

Denton Bible Church is allowed by law to make employment-related action, including termination and/or refusing to hire employees and applicants based on ecclesiastical rule, custom, or law. Any decisions made by Denton Bible Church regarding a provision of this paragraph are final and not subject to state interference.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2. AGE LIMITATIONS

Minors younger than fourteen may not be employed. A minor who is fourteen to seventeen years old may be employed in any occupation except those declared hazardous by the Secretary of Labor for their age group, as long as the employment does not interfere with their schooling or their health and well-being.

Approved by Elders: 08/19/2025
Reaffirmed by Elders: _____



SEXUAL HARASSMENT

1. Sexual harassment of coworkers and members of the public is a violation of section 703 of Title VII of the Civil Rights Act of 1964, as amended, and thus is absolutely forbidden. Title 29 of the Code of Federal Regulations, part 1604.11 defines Sexual Harassment as
“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”
2. Sexual harassment can take many forms. You must be sensitive to the feelings of others and must not act in a way that might be considered harassment by someone else. A few examples of prohibited harassment (for illustrative purposes only) are:
 - Verbal (sexual jokes and/or comments).
 - Physical (sexually suggestive or unwelcome touching, pinching, brushing against another's body or obscene gestures).
 - Visual (insulting cartoons, sexually suggestive or lewd pictures or photographs).
3. Sexual harassment may take the form of unwelcome sexual advances, deprecating sexual remarks, sexually oriented teasing, kidding, jokes, foul language or any verbalization of sexually suggestive language in the work environment.
4. Sexual harassment does not require a promise for exchanged sex or threat if sex is withheld.
5. Employees do not have to suffer concrete economic hardship to be considered a victim
6. If you think that you or one of your coworkers has been the victim of harassment, you must report the incident and the names of the persons to Human Resources or the Church Administrator immediately. If you do not report harassment, it cannot be investigated.
7. Reports of alleged sexual harassment should include:
 - What occurred
 - When it happened
 - Where it happened
 - If there were any witnesses to the incident
 - Your response to the harassment
 - If this was a first incident with the alleged harasser
 - If anyone else has been told about this
 - If anyone else is known to have been treated similarly
8. Employee cooperation is crucial. There will be no retaliation against an employee by management for making the complaint of sexual harassment or any other type of harassment.

Approved by Elders: _____

Reaffirmed by Elders: 08-19-03



EMPLOYMENT OF RELATIVES (NEPOTISM RULE)

1. The basic criteria for employment, appointment, and promotion at Denton Bible Church shall be appropriate qualifications and performance. Relationship to another employee by family or marriage shall constitute neither an advantage nor a deterrent to any individual in employment, appointment, promotion, transfer, compensation, hours, or other conditions of employment provided the individual meets and fulfills the appropriate job requirements and standards.
2. Our goal is to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts, or management disruptions exist. All hiring, transfer, promotion, and termination decisions involving a relative¹ of any employee at Denton Bible Church will be reviewed by the Executive Leadership Team on a case-by-case basis. Denton Bible Church permits relatives to work, provided no direct reporting relationship exists. Employment relationships will only be considered if the applicant possesses all the listed qualifications for employment in the position AND the ensuing employment relationship formed with Denton Bible Church would adhere to all the following conditions:
 - a. The applicant must not be a relative of a control party, an Executive Leadership Team member, a member of the Board of Elders, or a member of a Board-established, standing Committee or Advisory Team. However, these relationships will not affect the following positions:
 - Part-time (nature of responsibilities reduces influence and favoritism; low opportunity for a breach of confidentiality)
 - Internships (temporary position for the purpose of education and training; no opportunity for appointment or promotion during employment; reduced probability for longevity, preferential treatment)
 - International Missionaries (distance and minimal oversight reduces influence and disruptions to team dynamics)
 - Temporary or seasonal positions, not to exceed nine (9) months in length AND for which the individual may only perform on one occasion (temporary position where nature of responsibilities reduces influence and favoritism; low probability of carrying out unethical acts)
 - b. Employment, transfer, or promotion of the individual would not create a direct supervisor/subordinate relationship with another relative. It is recommended that spouses and parent/child do not work together in the same ministry department. In cases where there is a request for spouses or parent and child to work in the same ministry department, a review by the Executive Leadership Team will occur.
 - c. No actual conflict of interest or the appearance of a conflict of interest between relatives would be created. For example, relatives cannot work together in the finance or accounting function because of the need for dual-control integrity.
3. In cases where relatives are working in the same ministry department, both are prohibited from and must recuse themselves from any discussions or decisions related to the relative's performance, work responsibilities, salary, hours, career progress, benefits, other Human Resources related functions, or other terms and conditions of employment.
4. Control parties, Executive Leadership Team members, members of the Board of Elders, and members of a Board-established, standing Committee or Advisory Team are prohibited from and must recuse themselves from any discussions or decisions related to a relative's performance, work responsibilities, salary, hours, career progress, benefits, other Human Resources related functions, or other terms and conditions of employment.
5. Employees who marry while employed or become relatives must disclose such occurrences to the Executive Leadership Team and are treated in accordance with these guidelines. Affected employees may



be considered for existing open positions in other departments if they possess the qualifications for employment in the position. While an effort will be made to accommodate the affected employees, it is possible that one employee may need to resign.

¹. “Relative” is defined as a person within the third degree of consanguinity (blood), within the second degree by affinity (marriage), or any member of the employee’s immediate household.

DEGREES OF RELATIONSHIP		
1 ST	2 ND	3 RD
Child Parent	Grandchild Sister/brother Grandparent	Great-grandchild Niece/nephew Aunt/uncle Great-grandparent

Approved by Elders: 10-18-2022
Reaffirmed by Elders: _____



OUTSIDE INVOLVEMENT AND OTHER ACTIVITIES

1. Denton Bible Church (the Church) expects all employees to devote their best efforts to the ministry responsibilities for which they were employed. Therefore, **full-time** employees are discouraged from engaging in other income-earning activities outside the Church.
2. Should there be occasion for a full-time employee to **earn income outside of the Church**, they must obtain prior approval. This includes, without limitation, serving as a seller or distributor of goods or services (such as essential oils, candles, health supplements, makeup, etc.) and the external development and marketing of intellectual property. Full-time employees must request approval from their supervisor and Executive Team using the “Outside Involvement” form. One-time or infrequent opportunities, whether compensated or not (e.g., honorarium as a guest speaker at a conference or church, officiating at a wedding or funeral) are generally permissible and will not require approval provided that the opportunity does not impede on the employee’s job responsibilities.

Employees may hold **non-elective offices** with Boards, Commissions, and other state and federal entities provided that the holding of such office is not in conflict with the employee’s position. Full-time employees should inform their supervisor and the Executive Team using the “Outside Involvement” form prior to appointment to the non-elective office.

Employees may serve as members of the **governing bodies** of school districts, cities, towns, or other governmental districts; provided, however, that the holding of such office is not in conflict with the employee’s position. Full-time employees should inform their supervisor and the Executive Team using the “Outside Involvement” form prior to serving as member of a governing body.

Official positions held by **missionaries** in local churches or associations of churches are discouraged. If necessary for a time, approval must be received from the SERVE Office and the Executive Team and the position must clearly be considered temporary, with the goal of transferring responsibilities to the appropriate national for long-term leadership for continued growth and outreach.

3. Outside involvement should meet the following guidelines:
 - That it does not interfere with the regular work of the employee;
 - That it does not compromise their performance as an employee;
 - That it does not conflict with the expected work schedule of the Church;
 - That it involves only a reasonable amount of time, involvement, and duration;
 - That it does not jeopardize Denton Bible Church’s not-for-profit status;
 - That, in the sole discretion of the Church, it does not constitute either an actual or perceived conflict of interest;
 - That the official capacity or connection of the employee with the Church is not used in connection with the other involvement. The employee should not use his/her affiliation with the Church to solicit clients or accounts for a current or future “for-profit” or “non-profit” business or for personal use.
4. The use of Church equipment or facilities in connection with outside involvement or activities by employees is prohibited.
5. Nothing in this policy should be interpreted as granting an employee the right to continued outside employment or involvement in other activities. The employee may be asked to resign from his/her outside employment or involvement outside of the Church if it is deemed to adversely affect his/her performance of Church duties and responsibilities.



6. Failure to disclose or misrepresent outside employment or involvement may result in disciplinary action, up to and including termination.

NOTE: For church employees engaged in and approved for outside employment or involvement prior to the revision of this policy, they may continue their outside employment or involvement given it meets the guidelines established in Paragraph 3.

Approved by Elders: 08-2014

Reaffirmed by Elders: 05-31-16



EMPLOYMENT AND CHURCH MEMBERSHIP

- 1.7. Employees are expected to be members of Denton Bible Church. If not a member when employed by the church, it is expected that the employee will begin and aspire to complete the membership process within three (3) months from the date of employment.
- 1.8. Regular church attendance is both necessary and expected for all employees. If you are in town, you must attend one of the worship services at Denton Bible Church.
- 1.9. In few cases, membership may not be a requisite for employment (e.g., custodial, childcare).
- 1.10. Failure to pursue church membership could result in separation of employment.

Approved by Elders: 02-03-09

Reaffirmed by Elders: _____



EMPLOYMENT AT WILL

1. The Church hopes to retain good employees. However, employment at the Church is for no specific time, regardless of length of service.
2. Just as Church employees are free to leave for any reason, the Church may terminate the employment relationship AT WILL at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Approved by Elders: _____

Reaffirmed by Elders: 08-19-03



JOB CREATION

1. It is the policy of Denton Bible Church to evaluate, from time to time as necessary, ministry and church-wide staffing and positions.
2. Ministry Directors may request the creation of new positions within their ministries.
3. New positions are to be requested during the budget process using both the Position Description Worksheet and the Position Requisition Form.
 - The Position Description Worksheet is used to develop a position by establishing typical job duties and responsibilities through a narrative description, a listing of general duties and percentage of time allocated to each duty, and an analysis of supervision of volunteer and employees provided by the position.
 - The Position Requisition Form is completed following the completion of the Position Description Worksheet. It requests a title, indicates the duration of the job, and defines the work schedule, the final position description, and the qualifications.
4. All positions are assigned to a specified salary range (pay grade) as defined in the current Denton Bible Church Pay Plan.
5. All positions created following the adoption of this policy shall have written position descriptions on file in the Human Resources. Position descriptions are prepared by the employing department and shall include a summary of general functions; a list of key activities; minimum qualifications including experience, education, and applicable certifications; and knowledge, skills, and abilities required; a description of the function and scope of the position.
6. Titles used for official purposes will be the titles assigned to each position. This title shall be used on all personnel records, payroll records, budget documents and other official records and publications. A different or augmented functional title may be used for descriptive purposes.
7. No new position or classification may be established and/or filled without prior evaluation and approval by the Board of Elders, Senior Pastor, the Church Administrator and/or the Finance Board.
8. Major changes in position and/or function must have evaluation and approval by the Board of Elders, Senior Pastor and the Church Administrator.
9. An employee whose position is reclassified with increased responsibilities or complexity of duties and a higher salary range, and who is eligible to remain in the position, is considered to have been promoted as a result of the reclassification.
10. An employee whose position is reclassified and has a change in responsibility and complexity of duties, whether an increase or a decrease, may have an adjustment to their compensation.
11. The Church Administrator is vested with the responsibility to evaluate staffing and insure classification policies and procedures are, in part or in whole, administered uniformly and equitably throughout Denton Bible Church when necessary and directed by the Elders. Ministry Directors and supervisors should assist in this task by recognizing the need for and initiating action to accomplish the establishment of new positions, the deletion of unneeded or outdated positions, and the reclassification of existing positions due to significant or substantial changes in duties and responsibilities.

Approved by Elders: 11-07-06
Reaffirmed by Elders: _____



PROCEDURE FOR COMPLETION OF I-9

1. All New Hires (American Citizens/Permanent Residents/Lawfully Authorized Alien Workers)
 - 1.1. All new hires will complete Section 1 and provide documentation for Section 2 of the I-9 with the hiring Ministry Director or supervisor within the first three days of employment.
 - 1.2. The Ministry Director or his designee will review the documents, complete Section 2, and forward the original I-9 and document copies to Human Resources.

NOTE: It is important that the I-9 be signed by the employee. Do not sign using another employee's name.
 - 1.3. Payroll authorizations will be stopped in the Office of Church Administration if the I-9 is not attached or already on file in the Office of Church Administration.
2. Updating and Reverification (Rehires/Employees with expired work authorizations)
 - 2.1. Employees rehired within three years of their initial hire date must reverify their eligibility for employment. The Office of Church Administration will complete this reverification by completing Section 3 of the I-9.
 - 2.2. Employees rehired after more than three years of their initial hire date will be treated as a new hire and must complete a new employment paperwork (e.g. application)

Approved by Elders: 05-04-04

Reaffirmed by Elders: _____



EMPLOYMENT SEPARATION

1. TYPES OF SEPARATION

The employment relationship is at-will and terminable with or without cause by the employee or the employer at any time. Separation will be within one of the following categories:

1.1. Voluntary Termination

Resignation, retirement, death, failure to return after vacation or leave of absence, or failure to return after three days of unapproved, unexcused absence is considered voluntary termination. When an employee decides to resign, the Church asks for at least two week's written notice.

1.2. Involuntary Termination:

The termination was initiated by the Church.

2. EXIT MEETING AND TERMINATION CLEARANCE

2.1. It is the policy of Denton Bible Church to conduct exit meetings and final termination clearance procedures with all employees prior to their leaving Church employment due to retirement, resignation, dismissal (discharge), layoff or other types of termination. Final clearance status of the individual will not be processed until the employee complies with the provisions and procedures of this policy.

2.2. Denton Bible Church schedules an exit interview with all terminating employees to:

- provide a systematic method to identify the causes of employee turnover,
- insure that employees terminating employment have returned all Church property and settled all financial matters,
- insure that the employee is made aware of privileges in connection with insurance benefits conversion and retirement plan fund options.

3. RESPONSIBILITIES AT SEPARATION

3.1. Employee's Responsibility

Prior to leaving the Church, it is the employee's responsibility to do the following:

- If resigning or retiring, submit a written resignation to the supervisor at least two weeks (two months, if retiring) prior to the effective date of termination, stating the reason(s) for the resignation.
- Return all tools, equipment, manuals, and other Church property in his or her possession to the supervisor.
- Return all keys to offices and/or buildings to the Church Administration.
- Settle all financial matters with the Church Administration.
- Visit the Church Administration for an exit meeting to settle insurance and retirement matters.

3.2. Supervisor's Responsibility

Upon notification of an individual resigning or terminating employment, it is the supervisor's responsibility to do the following:

- Submit the resigning/retiring employee's written notification to the Church Administration.
- Collect all Church property issued to the employee such as tools, equipment, manuals, etc.
- Instruct the employee to return keys, settle financial matters and schedule an exit meeting with the Church Administration.

3.3. Office of Church Administration

The Church Administration is responsible for conducting final exit procedures with the terminating employee through the following:



- Verify that the employee has returned Church property and settled financial matters. If not, explain the clearance process and the reasons therefore, and direct the employee to complete these steps:
 - Inform the employee of privileges in connection with insurance benefit conversion and retirement plan options.
 - Via the Separating Employee Questionnaire, further determine why the employee is leaving the Church.
- 3.4. Final Clearance
The departing employee must have returned all Church property to the Church and settled all financial matters with the Church before final clearance status will be on record with the Church Administration.
- 3.5. SERVE missionaries should refer to the policy **Separation of Service SERVE Missionaries**.

Approved by Elders: 08-19-03

Reaffirmed by Elders: _____



CONFIDENTIAL INFORMATION

1. GENERAL

Employees of Denton Bible Church will be privy to and will receive information that is confidential in nature. Employees are not to discuss, transmit, divulge or reproduce in any form information that is acquired during employment at Denton Bible Church. Employees will refrain from utilizing said information in any way including, but not limited to, interviews or publications of any kind whether authored by the employee or others.

2. REPORTS AND RECORDS

Due to the need for confidentiality on behalf of Denton Bible Church and its Members, confidentiality of information is mandatory. All records, financial or otherwise, are to be kept in the strictest confidence with transfer of information being restricted only to authorized personnel. All information received in the ordinary course of employment is confidential and is not to be discussed with any party other than those authorized in the normal course of performance of one's duties.

3. CONTRIBUTIONS

Contributions of any kind and of any amount made to Denton Bible Church are considered confidential and are to be kept in the strictest confidence. Employees may not accept contributions designated for a particular ministry without approval of the Board of Elders, nor may they issue gift receipts on behalf of Denton Bible Church. This is considered a terminable offense

4. COMPENSATION AND SALARY

Salaries are established and based on the nature and content of an employee's responsibilities, previous experience and other assets related to the execution of the employee's job. It is a policy of Denton Bible Church that employees maintain their rate of pay as confidential, as well as respect the rights of other employees by not asking them their rate of pay. This includes all forms of compensation, such as housing allowances, retirement, life insurance policies, or any other allowances.

5. PERSONAL INFORMATION AND PERSONNEL RECORDS

- 5.1. It is the responsibility of the employee to notify the Office of Church Administration of changes in address, telephone number or other changes in personal information, so that the Office of Church Administration may communicate with you.
- 5.2. Changes in marital status or the birth of a child which may affect insurance coverage must be reported within thirty (30) days of the life-changing event.

Approved by Elders: _____

Reaffirmed by Elders: 08-19-03



PAY PERIODS AND WORK WEEKS

1. All full-time or part-time, salaried or hourly employees are paid bi-weekly, or 26 times a year. The Denton Bible Church workweek is from Thursday to the following Wednesday. A Pay Period is comprised of two workweeks.
2. Timesheets are due to Church Administration by 5pm on the second Wednesday of a pay period. Timesheets turned in after 5pm on Wednesday will not be paid until the following pay cycle. Incomplete timesheets, or timesheets for employees who have not completed all required employment paperwork will be returned for completion and not be paid.
3. Payroll is issued every other Tuesday. Employees may register for Employee Self Service and view their pay history and personal and time off information. Employees may request a remittance advice be placed in their boxes in the mail room or placed in the US Mail after 3pm on the Monday immediately proceeding the Payday. In the event that the Monday is a holiday, paychecks will be released no later than 10am on the Tuesday of Payday.

Approved by Elders: _____

Reaffirmed by Elders: 08-19-03



CLASSIFICATION OF EMPLOYEE STATUS AND OVERTIME

1. CLASSIFICATION OF EMPLOYEE STATUS

1.1. Exempt

There is no overtime payment for exempt employees. With few exceptions, to be exempt an employee must (a) be paid at least \$23,600 per year (\$455 per week), and (b) be paid on a salary basis, and also (c) perform exempt job duties. Denton Bible Church follows the guidelines and test provisions under the Fair Labor Standards Act Regulations promulgated by the U.S. Department of Labor to determine exemption status. Those provisions are:

1.2. Executive

- Regularly and customarily supervises two or more other employees
- Primarily engages in managerial responsibilities
- Either has the authority to hire, fire, promote, or assign other workers or whose recommendations about hiring, firing, promoting, or assigning are given special consideration.

1.3. Administrative employee

- Has a primary duty of performing office or non-manual work directly related to management or general business operations.
- Regularly and customarily exercises independent judgment and discretion about matters of significance.
- Regularly and directly assists a bona fide executive or administrative employee or does special or technical work requiring special experience, training or knowledge, or who performs special assignments under general supervision only.

1.4. Professional

Has a primary duty of performing work:

- Requiring advanced knowledge in science or another field of learning which is generally acquired after a long course of special instruction rather than through a general academic education; or
- Which is original and creative in a recognized artistic field, based on imagination, invention or talent; or
- Which involves teaching, tutoring or lecturing in a school system
- Which requires the exercise of judgment or discretion

1.5. Non-Exempt

Employees who are paid less than \$23,000 per year (\$455 per week) or those who do not meet the provisions above are nonexempt. They are eligible to receive overtime pay, if applicable, in accordance with the provisions of federal and state law.

- ❖ NOTE: An honorary title does not make an employee exempt, nor is the employee exempt simply because payment is on a salary, rather than hourly basis or because the weekly salary meets the minimum salary test.



2. OVERTIME PAY

- 2.1. Overtime shall not be paid until the actual hours worked exceeds forty (40) hours per work week, regardless of the number of hours worked per day or the number of days per week.
- 2.2. As required by federal law, overtime is paid at the rate of one and a half (1.5) times the regular rate of pay.
- 2.3. Until actual hours worked exceed forty (40) hours per week, all compensation shall be at the regular rate of pay.
- 2.4. All categories of leave such as paid personal time, vacation, jury duty, funeral leave and on-the-job injury compensated hours will not be considered as time worked for the purposes of overtime pay.
- 2.5. All overtime must be pre-approved by the supervisor.
- 2.6. It is the responsibility of the supervisor to verify that the overtime hours worked by the employee are accurate.
- 2.7. It is a violation of the Fair Labor Standards Act for an employee to volunteer time to an employer to complete work for which they would otherwise be paid. Volunteer work must be substantially different from the individual's job responsibilities and cannot be expected of the employee as a term of employment.
- 2.8. Employees who work overtime that have not been authorized in advance by their supervisor will be subject to disciplinary action, up to and including termination.

Approved by Elders: _____
Reaffirmed by Elders: 08-19-03



HOLIDAYS

1. The following Holidays are observed at time of adoption, but are subject to change:
 - 1.1. New Year's Day
 - 1.2. Martin Luther King, Jr. Day
 - 1.3. Good Friday
 - 1.4. Memorial Day
 - 1.5. Independence Day
 - 1.6. Labor Day
 - 1.7. Thanksgiving Day
 - 1.8. Day after Thanksgiving
 - 1.9. Christmas Eve
 - 1.10. Christmas Day
2. All full-time staff members and SERVE missionaries are eligible to receive 10 holidays with pay per year.
3. SERVE Missionaries may substitute local holidays of their country of residence for the American holidays.
4. Part-Time employees who regularly work 20 or more hours a week and have been employed at Denton Bible Church for six months or more are eligible to receive the above holidays if it falls on a day that they normally work. They will receive holiday pay for the numbers of hours that they normally work.
5. If an observed holiday falls on a Saturday, the holiday will be observed on the Friday prior to the holiday. If an observed holiday falls on a Sunday, the holiday will be observed on the Monday following the holiday. The holiday schedule for a given year will be released with the last paycheck for the previous year.
6. If a holiday occurs while a staff member is on vacation leave, it will be counted as a holiday and not as leave.
7. Holidays observed should be recorded on each individual's departmental Regular Employee Timesheet by entering an "H" on that date.
8. Christmas Holiday Office Closure
 - 8.1. The church office will be closed during the days between Christmas Day and New Year's Day. Employees will be paid for normally scheduled work hours. Staff should continue to monitor email/voicemail during this time and are expected to respond in a timely manner, as warranted.
 - 8.2. The Christmas Holiday Office Closure may not always apply to staff who must be involved in worship, related holiday activities, or year-end financial activities. With the approval of their direct supervisor, those persons may arrange for other scheduled time off.

Approved by Elders: 09/05/2023
Reaffirmed by Elders: _____



VACATION

1. Vacations are granted to provide employees with time for rest and recreation between periods of work.
2. The vacation benefit depends upon an employee's years of service and the number of hours the employee works each week. Please refer to the following table to determine specific benefits. These vacation hours are granted at the beginning of the calendar year

EMPLOYEE CATEGORY	YEARS OF EMPLOYMENT	VACATION ELIGIBILITY PER CALENDAR YEAR
Full-time	0 but less than a year (0 – 12 months)	40 hours (5 days)
	1 – 6	80 hours (10 days)
	7 +	160 hours (20 days)
Part-time (20 hours or more weekly)*	0 but less than a year (0 – 12 months)	0 hours
	1 - 6	40 hours
	7+	80 hours

*Intent is to provide part-time employees a number of hours equal to two to four weeks based on length of employment.

3. For employees who transition from part-time to full-time, vacation eligibility will be based on full-time years of employment.

Approved by Elders: 01-18-11
 Reaffirmed by Elders: _____



MINISTRY-TIME OFF

The purpose of this policy is to provide paid time off for employees to participate voluntarily in Denton Bible Church ministry-related activities that occur during regularly scheduled workdays.

1. In order for an employee to have paid time off from their regular duties to participate in a ministry-related activity, the following should hold true:
 - The ministry-related activity must be unrelated to the employee's job responsibilities.
 - Employees' duties can be adequately performed in their absence.
 - Employee receives approval from their supervisor.
2. Employees may take paid time off for ministry-related activities for **up to five (5) workdays per year. To that end, all full-time regular employees may take (40 hours) of paid ministry time off each calendar year. Part-time employees may take such time off on a prorated basis.** Time taken for this purpose will not be counted against the employee's vacation.
 - 2.1. This is in addition to earned vacation time.
 - 2.2. The maximum duration of paid ministry time off is five (5) workdays. Vacation days must be used for any days beyond five (5) workdays.
 - 2.3. There is a limit of five (5) workdays per year which is unable to be carried over from year to year.
 - 2.4. "Five (5) days" is the equivalent of your regularly scheduled work week.
3. Ministry-related activities are defined as events, trips, or classes organized by Denton Bible Church through a ministry that is outside of the employee's normal ministry responsibilities.
 - 3.1. Examples of ministry-related activities are short-term mission trips, SportsWorld, Vacation Bible School, Kids Praise Camp, and G.A.P. trips.
4. If an employee is **asked to participate in a ministry-related activity as a subject matter expert that falls within the employee's role at DBC**, this is considered work-related and does not fall under Ministry-Time Off or earned vacation time.

Approved by Elders: 04-16-24
Reaffirmed by Elders: _____



JURY DUTY AND WITNESS DUTY LEAVES OF ABSENCE

1. Denton Bible Church encourages employees to fulfill their civic responsibilities by serving for jury duty when required and testifying when summoned as a witness.
2. Employees must notify their supervisor of the jury duty summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits during their normal working hours.
3. Jury duty will not be considered as time worked for the purposes of overtime pay.

Approved by Elders: 11-07-06

Reaffirmed by Elders: _____



INSURANCE BENEFITS

Denton Bible Church provides health insurance benefits according to the following schedule:

1. HEALTH INSURANCE (DOMESTIC)
 - 1.1. Full-time – 30+ hours per week.
 - 1.1.1. Church pays 100% of premium for the employee and all dependents
 - 1.1.2. Employee is responsible for first \$100 of deductible; the church will reimburse the remainder of the deductible for the employee and each dependent.
 - 1.1.3. Church reimburses 100% of co-pays for the employee and all dependents
 - 1.1.4. Church reimburses 100% of co-insurance for the employee and all dependents
 - 1.1.5. Church does not reimburse for prescription drug co-pays.
 - 1.1.6. This insurance is provided with no tax consequences to the employee.
 - 1.2. Part-time – up to 29 hours per week
 - 1.2.1. No health insurance available
2. HEALTH INSURANCE (INTERNATIONAL)
 - 2.1. Full-time – 30+ hours per week.
 - 2.1.1. Church pays 100% of premium for the employee and all dependents
 - 2.1.2. Employee is responsible for first \$100 of deductible; the church will reimburse the remainder of the deductible for the employee and each dependent.
 - 2.1.3. Church reimburses 100% of co-pays for the employee and all dependents
 - 2.1.4. Church reimburses 100% of co-insurance for the employee and all dependents
 - 2.1.5. Church reimburses at the domestic policy's insurer's co-insurance percentage for prescription drugs when the international policy has no prescription drug coverage and/or prescription drugs expenses accumulate towards the deductible.
 - 2.1.6. This insurance is provided with no tax consequences to the employee.
3. DENTAL INSURANCE
 - 3.1. Full-time – 30+ hours per week.
 - 3.1.1. Church pays 100% of premium for the employee and all dependents
 - 3.1.2. Church does not reimburse for dental co-pays.
 - 3.1.3. This insurance is provided with no tax consequences to the employee.
 - 3.2. Part-time – up to 29 hours per week
 - 3.2.1. No dental insurance available
4. LIFE INSURANCE
 - 4.1. Employees
 - 4.1.1. *Full-time – 30+ hours per week*
 - 4.1.1.1. Church pays 100% of premium for \$50,000 on employee
 - 4.1.2. *Part-time – up to 29 hours per week*
 - 4.1.2.1. No Life Insurance available
 - 4.2. Dependents
 - 4.2.1. *Full-time – 30+ hours per week.*
 - 4.2.1.1. Church pays 100% of premium for \$25,000 on spouse
 - 4.2.1.2. Church pays 100% of premium for \$10,000 on each child (\$500 ages birth to six months)
 - 4.2.2. *Part-time – less than 30 hours per week*
 - 4.2.2.1. No Life Insurance available



5. DISABILITY INSURANCE

5.1. Full-time – 30+ hours per week.

5.1.1. Church pays 100% of the long term disability premium for the employee when the employee pays 100% of the short term disability premium.

5.1.2. This insurance is provided with no tax consequences to the employee.

5.2. Part-time – up to 29 hours per week

5.2.1. No disability insurance available.

6. The Internal Revenue Service considers life insurance premiums for employee dependents paid by the employee to be taxable income for the employee. The cost of 100% of ALL dependent premiums paid by the Church will be reported as wages on the employee's Form W-2 as required by IRS Code.
7. Should an employee elect third-party life insurance, the employee will provide the Office of Church Administration signed permission to withhold the premium from his or her paycheck.
8. Changes in marital status, the birth of a child, or other qualifying event which may affect insurance coverage must be reported within thirty (30) days of the event.

Upon separation of the employment relationship, full-time employees may opt to enroll in COBRA coverage and then talk about continued reimbursement of co-pays, co-insurance, and deductible.

Approved by Elders: _____
Reaffirmed by Elders: 01-10-12



RETIREMENT BENEFITS

Denton Bible Church provides retirement benefits according to the following schedule:

1. FULL-TIME PASTORAL

Self-employed, W-2 employees working 30 hours or more a week (those licensed, commissioned, or ordained who are working in a ministry position):

- 1.1. Pastoral who have OPTED OUT of Social Security MUST choose option 1.
- 1.2. Pastoral who have NOT OPTED OUT of Social Security may choose option 1 or 2.

OPTION 1: If employee contributes 6.5% of salary plus housing, Denton Bible Church will match 10%. If a full-time employee (normally working 30 hours or more per week) HAS opted out of Social Security they may purchase a life insurance policy and a disability insurance policy. Premiums come out of the 6.5% employee contribution as after-tax dollars. Premiums are paid through a payroll deduction plan.

OR

OPTION 2: If full-time employee (normally working 30 hours or more per week) HAS NOT opted out of Social Security, and if employee contributes 3% of salary plus housing, Denton Bible Church will match 3%; Denton Bible Church will pay employee a 7.65% stipend toward the payment of Social Security and Medicare taxes. The stipend will be taxable income to the employee.

2. FULL-TIME NON-PASTORAL

All other full-time employees normally working 30 hours or more a week:

- 2.1. If employee contributes 3%, Denton Bible Church will match 3%.
- 2.2. Full-time employees (normally working 30 hours or more per week) may purchase life insurance and disability insurance through payroll deductions using after tax dollars.

3. PART-TIME, LESS THAN 30 HOURS PER WEEK

All employees normally working 29 or less hours a week:

- 3.1. Will generally be eligible to participate in the salary reduction contribution feature of the Plan.
- 3.2. Will not be eligible to participate in the Church contribution feature of the plan.

Approved by Elders: _____
Reaffirmed by Elders: 12-01-09



WEDDING FEES

1. All full-time employees, full-time SERVE missionaries, or their children who get married at Denton Bible Church will have the wedding fees waived.
2. Part-time employees regularly working 20 hours or more per week or their children are eligible for a 50% reduction of wedding fees.
3. If two part-time employees are getting married, they will be entitled to one 50% discount.
4. Affiliated or endorsed missionaries are not eligible for the wedding fee discount.
5. Waived wedding fees are considered by the IRS as taxable income for the employee. The amount of waived fees is reported as wages on the employee's W-2 as required by IRS Code.

Approved by Elders: _____
Reaffirmed by Elders: 08-19-03



SEMINARY/EDUCATIONAL ASSISTANCE

1. Denton Bible Church is committed to developing and maintaining a highly qualified staff and encourages its employees to continue to develop knowledge and skills necessary to further their effectiveness in achieving their job responsibilities and provide optimum service to the church.
2. Denton Bible Church reimburses tuition and mandatory fees for certain eligible employees who are enrolled at eligible institutions of higher learning.
3. Prior to applying for educational assistance, the employee must request and receive approval from their Ministry Director, Finance Board, and Board of Elders for any time away necessary for the completion of their degree program.
 - 3.1. International employees must also request and receive approval from their Field Director in addition to those listed above in 3.
4. Eligible employees are those approved by the Board of Elders to receive the seminary assistance.
5. Eligible institutions of higher learning fall into one of two categories:
 - Dallas Theological Seminary
 - An institution approved by the Board of Elders
6. All employees requesting seminary assistance must complete six months of ministry involvement, complete an Application for Seminary Assistance, and receive a statement of recommendation by their Ministry Director (and Field Director for international employees) for whom they work or will work.
 - 6.1. Employees who want to pursue a degree or certification, but **WILL NOT** receive educational assistance from Denton Bible Church, will still be required to obtain approval from their Ministry Director and the Finance Board.
7. Employees enrolled in an advanced-level, theology degree program are required to pay \$75 per semester hour.
8. Denton Bible Church does not reimburse books, late fees, schedule change fees or other related fees, nor do they reimburse tuition and fees for duplicate classes.
9. Full-time employees, both domestic and international, may only enroll for a maximum of six credit hours per semester.
 - 9.1. The maximum number of credit hours per semester may be increased if the additional credit hours are completed as part of the employee's normal job responsibilities (e.g., ministry residency or internship).
 - 9.2. International, full-time employees may increase their course load to full-time classification for one long-semester during their home assignment with the approval of the Missions Director.
10. In order to receive this benefit, the eligible employee must submit a semester schedule and a semester bill from the institution, and submit to Human Resources according to the Payroll calendar.
11. There may be instances where full-time employees may be required to remit to the church all or part of those education assistance monies received as reimbursement for expenses incurred.
 - 11.1. Employees must be employed during the entire time they seek educational assistance, from the start of a course through its completion. If this condition is not met, the employee is obligated to remit to the church all assistance provided for that semester.
 - 11.2. In the event that a full-time employee resigns or is terminated within 12 months of receipt of education assistance reimbursement, he/she will reimburse the church, in full, for the amount of education assistance paid by the church to the employee.



- 11.3. In the event that a full-time employee resigns or is terminated between 12 and 24 months of receipt of education assistance, he/she will reimburse the church two thirds of the education assistance paid by the church to the employee.
- 11.4. In the event that a full-time employee resigns or is terminated between 24 and 36 months of receipt of education assistance, he/she will reimburse the church one third of the education assistance paid by the church to the employee.
12. There may be instances where a part-time employee may be required to remit to the church education assistance monies they received as reimbursement for expenses incurred.
- 12.1. In the event that a part-time employee resigns before completion of the course OR after completion of the course AND prior to completing six consecutive months of active employment, he/she will reimburse the church for all courses completed within the 12 months prior to their resignation.
13. In the event that an employee owes a refund to the church, the employee consents and hereby authorizes the church to withhold from his/her final paycheck or disbursement of any kind, such amount as may be necessary to satisfy any balance due. Such withholding may equal the entire amount of said final paycheck or disbursement and may or may not fully satisfy his/her outstanding balance.
14. An employee will not be required to reimburse the church if the employee terminates their employment as a result of becoming employed at another church or parachurch ministry.
15. Human Resources will:
- Verify that the number of hours of seminary work plus additional hours a non-exempt employee works is 29.
 - Verify that 24 hours is paid at the appropriate entry-level hourly rate for the position and five hours is compensated as seminary assistance.
 - Evaluate, annually, the enrollment plans of each employee receiving seminary assistance.

Approved by Elders: 05-04-04
Reaffirmed by Elders: 09-15-15



CELL PHONES

1. POLICY
Domestic and international employees who hold positions that include the need for a mobile device may receive a stipend to compensate for business-related costs incurred when using their individually-owned cell phones. Recipients of this stipend will have their telephone number published on the church's phone list.
2. STIPEND PLAN
 - 2.1. If an employee requests a stipend for a mobile device, the request should be made by the ministry director at the time of hire or during the annual budget submission process.
 - 2.2. Once approved, the stipend amount will be paid through accounts payable monthly. The stipend will be paid as a flat rate per month.
3. OVERSIGHT, APPROVAL, & FUNDING
 - 3.1. Individual Ministry Directors are responsible for identifying employees who hold positions that include the need for a mobile device. Each department is strongly encouraged to review whether a mobile device is necessary, and to select alternative means of communication when such alternatives would provide adequate and less costly service to Denton Bible Church.
 - 3.2. The Ministry Director is responsible for overseeing employee mobile device needs and annually submitting an employee's continued need of a mobile device for business purposes through the budget process.
4. EMPLOYEE RIGHTS & RESPONSIBILITIES
 - 4.1. The employee is responsible for purchasing a mobile device and establishing a service contract with the provider of his/her choice. The contract is in the name of the employee, who is solely responsible for all payments to the service provider. The employee purchases service and equipment; determines plan choices, service levels, calling areas, service and features; and accepts termination clauses and payment terms.
 - 4.2. Because the mobile device is owned, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the staff member is expected to work directly with the carrier for resolution.
 - 4.3. An employee receiving a stipend must be able to show, if requested by his/her supervisor, a copy of the monthly access plan charges and business related use to determine if the amount of compensation is appropriate. If the employee terminates the wireless contract at any point, s/he must notify his/her supervisor within five business days to terminate the Stipend.
 - 4.4. Denton Bible Church does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the mobile device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the stipend.
 - 4.5. Devices covered by this policy are used in part to conduct church business and/or to create, receive, send, or store church data. As a result, information contained on devices covered by this policy are also subject to Federal and State data maintenance and protection laws (e.g., FERPA, records retention requirements), as well as all church policies, including those pertaining to data security, acceptable computing use, and email. An employee receiving a stipend must comply with Federal, State, and church requirements, and assist the church in providing access to information about or contained on the mobile device covered by this policy in response to requests for such data or information by third parties as required by Federal and/or State law.
 - 4.6. Employees are expected to delete all church data from the device when their employment with the church is severed.



5. CANCELLATION

- 5.1. Any stipend agreement will be immediately cancelled if an employee receiving a cell phone stipend terminates employment with the church. Any such stipend will also be cancelled if an employee changes job positions. In case of a change in job positions, a new request must be submitted to the Finance Board to establish the continued business need for a cell phone.
- 5.2. If, prior to the end of the cell phone contract, a personal decision by the employee, employee misconduct, or misuse of the phone results in the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. EXAMPLE: The employee quits, and no longer wants to retain the current cell phone contract for personal purposes.

6. CELL PHONE USAGE

- 6.1. The use of a cell phone (including, but not limited to, texting, voice calling, and GPS) is prohibited while driving minors or adults to or from a church function, whether in a church rented vehicle or a personal vehicle.
- 6.2. Cell phones should be turned off while refueling a vehicle.
- 6.3. Be aware that “clergy-penitent privilege” is applied only to “confidential conversations,” and calls using cell phones may not be protected under “clergy-penitent privilege.”

Approved by Elders: _____

Reaffirmed by Elders: 08-19-03



FACILITIES POLICIES

FACILITY USAGE

Preamble: The Facilities at Denton Bible Church are intended to be used as a tool of ministry. To that end, usage priority is given to ministries of Denton Bible Church, followed by our member/ attendee families, and lastly our community.

RELIGIOUS ACTIVITIES

1. All Denton Bible Church property and facilities (including furniture, fixtures, and equipment) are holy and set apart to worship God.
 - 1.1. Denton Bible Church facilities are consecrated to its religious ministry and mission, because they are a provision from God.
 - 1.2. All use and occupancy of Denton Bible Church property and facilities will be limited to persons of the Christian faith, the propagation of the Christian faith, or related religious purposes.
 - 1.3. All activities on church property must cohere with the religious purpose of Denton Bible Church and further its Christian mission, whether the activity has an overt liturgical religious purpose or a non-liturgical religious purpose (e.g., opportunities to interact with the community, benevolence, charity, education, etc.).
 - 1.4. Church property and facilities (including furniture, fixtures, and equipment) are exclusively reserved for individuals, groups and organizations who agree to abide by Denton Bible Church's doctrine, mission, Facility and Property Use Agreement, Usage Guidelines, Bylaws, Articles of Incorporation, and Human Sexuality and the Nature of Marriage position, at all times, which are incorporated herein by reference, as if fully set forth herein.
 - 1.5. Facilities are not generally open to the public and may not be used by persons or groups holding, advancing, or advocating beliefs that conflict with Denton Bible Church's faith, practices or teachings.
 - 1.6. Any facilities that are made available to an individual, group or organization [not affiliated with the church]for usage are meant to further Denton Bible Church's calling to minister to others, in the vein of charity and witnessing to our faith.

OWNERSHIP/AUTHORITY

2. Denton Bible Church's Board of Elders possesses all the rights and powers to enforce conformity of belief. Church property and facility issues or disputes are directly related to religious doctrine and practice, as all Denton Bible Church property and facilities are utilized in a manner to advance or express the Christian faith, mission, message, and viewpoint.
 - 2.1. In the event that church property or facility use departs in any way from Denton Bible Church's doctrine, mission, Facility and Property Use Agreement, Usage Guidelines, Bylaws, Articles of Incorporation, and Human Sexuality and the Nature of Marriage position, the Board of Elders will resolve any disputes.
 - 2.2. In any case where a question arises regarding ecclesiastical polity, Christian doctrine, questions of Church property, or with respect to any other matter that shall arise concerning the Church, its internal workings, and its governance by any member, congregant, visitor, or other person or group who is ministered to during religious services held by the Church, or at other times, the Board of Elders shall decide such question by consent of two-thirds (2/3) majority of the Elders present at a meeting with a quorum.



FACILITY USAGE FEE

3. Denton Bible Church is a not-for-profit corporation. Because the property and facilities are exclusively utilized for religious and ministry purposes, it may be reserved for a below-market rate. The fee is intended to be used for general maintenance, cleaning, caretaking, and security of church facilities.

RESPONSIBILITIES

4. USER wishing to use Denton Bible Church facilities must be sponsored by a Denton Bible Church ministry.
 - 4.1. A Sports Ministry supervisor will be present if a USER reserves the gym
 - 4.2. A sponsoring ministry must be present for the duration of the event or activity
5. USER desiring use of the gym must contact the Next Gen Director to discuss usage guidelines.
6. The Facilities Department will ensure that all USERS adhere to this policy.
7. Should scheduling conflicts arise, the Ministry Director shall be the first point of contact. If resolution does not occur at that level, the Facilities Director and then senior executive leadership may become involved.
8. Authority to waive fees is exclusively held by the Board of Elders and their designee, the Finance Board. If fees are waived by the Board of Elders, they will decide whether the fees will be paid by the sponsoring ministry or absorbed by the support ministries.

GENERAL FACILITY GUIDELINES

9. Any activities and events involving minors require adequate adult supervision, provided by the non-Denton Bible Church individual, group, or organization ("USER"). USER must have a policy that addresses the importance of protecting minors. The policy should require that all adult volunteers and staff be screened and undergo a criminal background check. USER must have two, screened adults present until the last minor leaves.
10. USER will be required to provide their own general liability insurance coverage naming Denton Bible Church as an additional insured.
11. USER will be required to complete a General Building Use and Reservation Form to reserve space.
12. USER will be required to complete a Facility and Property Use Agreement if approved to use the facility.
13. Denton Bible Church ministries have priority when scheduling facilities.
 - 13.1. If a scheduling conflict arises between ministries, the earliest date of request will be given priority.
14. Denton Bible Church ministries may reserve facilities up to a year in advance.
15. Generally, individuals, groups and organizations [not affiliated with the church] may not reserve facilities more than eight weeks in advance, unless otherwise approved by the Board of Elders.
16. 72 hours advance notice is required for all events using Denton Bible Church facilities, to ensure appropriate custodial scheduling, climate control and room arrangement.
17. Generally, Denton Bible Church is unavailable for personal events. Personal events may include, but are not limited to: birthday parties, recitals, wedding anniversaries, showers, personal luncheons, business meetings, etc.



- 17.1. Wedding receptions, milestone wedding anniversaries (50th), and other milestone events may request use of the facility.
- 17.2. The requesting individual must be a Denton Bible Church member/regular attendee. Additionally, a Denton Bible Church ministry must sponsor the event and be present at the event.
18. Organizations engaged in political campaigns are not eligible to use church facilities.
19. Ministries and USERS of Denton Bible Church facilities are required to clean up after each event, leaving the spaces used as clean as or cleaner than they were found.
20. The use of audio-visual equipment, whiteboard easels, podiums, etc. must be requested on the General Building Use and Reservation Form at the time of reservation and approved through Facilities, and may be subject to a fee to pay the audio and/or video operator(s).
21. If additional tables and chairs are needed, please contact Facilities prior to the event. Do not move tables from one room to another or from one building to another.
22. In the event of a funeral or a funeral-related family's luncheon, a ministry, organization, group or individual that has reserved facilities will be expected to release the space for the use of the funeral/family. Attempts to relocate the displaced event to other Denton Bible Church facilities will be made but is not guaranteed.

Approved by Elders: 05-18-21
Reaffirmed by Elders: _____



FUNERALS

1. For purposes of this policy, “funerals” include:

- A funeral (casket)
- A memorial service (non-casket)
- A bereavement meal for the family or a small reception for a funeral/memorial service held at Denton Bible Church.

1.1. Denton Bible Church provides funerals for the following circumstances:

- For our church family.
- For First Responders.

1.2. Funerals may be scheduled during the normal workweek (Monday through Friday).

1.3. No costs are incurred for workweek funerals.

1.4. Denton Bible Church announces funerals via churchwide email when the decedent either was currently attending Denton Bible Church or were once employed by Denton Bible Church in a 20+ hour role and left in good standing.

1.5. An officiating pastor that is not affiliated with Denton Bible Church must be approved by the Funeral Coordinator.

1.6. Denton Bible Church does not to conduct weekend funerals.

1.7. If circumstances compel the consideration of a funeral outside of our regular practices, it will require approval by the Facility Team and the senior-most Church Administration employee, AND the family will incur costs based on the current Facility Use Fee Schedule.

2. Generally, ministries involved in funerals may be:

- Church Administration
- Care & Support Ministries
- Facilities
- Audio/Visual/Lighting
- Worship and Music
- Pastoral Staff
- Bereavement Meal Team
- Safety & Security

Approved by Elders: 02-18-20

Reaffirmed by Elders: 04-18-23



EAGLE SCOUT PROJECTS

1. Denton Bible Church welcomes Boy Scouts aspiring to the rank of Eagle to select the church as the site of his project.
2. The scout must submit a project proposal in writing to the Denton Bible Church Facilities Director no later than two (2) months prior to the project start date.
3. The project proposal must include:
 1. A detailed schematic/map of the project location and extent, if necessary.
 2. A list of materials
 3. Time and place of work
 4. Estimated start and completion date.
4. The project, whatever its extent, will be at no cost to Denton Bible Church or any of its ministries.
5. Projects requiring on-going care or maintenance may be declined or altered at the discretion of the Denton Bible Church Facilities Director.

Approved by Elders: 08-19-08
Reaffirmed by Elders: _____



LARGE EVENTS

The purpose of this policy is to identify guidelines for scheduling large events for both DBC ministries and outside organizations. Most large events subject to this policy will take place on weekends, but it may also apply to occasional or annual large events held during weekdays, such as Sportsworld and Vacation Bible School

1. DEFINITION OF A LARGE EVENT

- 1.1. Any event that involves the requirement of AVL services.
- 1.2. Any event that involves over 100 persons, or as deemed necessary based on circumstances or subject matter content that requires Safety & Security staff.
- 1.3. Any event that requires extra (outside of normal) staff or supplies from Facilities.

2. MINISTRIES IMPACTED BY LARGE EVENTS

2.1. AVL

- 2.1.1. Staff is typically able to provide services for concurrent events in the Chapel and SMC Auditorium.
- 2.1.2. Staff is not able to provide services for concurrent events if one of the events takes place in the Main Building Sanctuary.
- 2.1.3. Events scheduled on Sunday that require AVL must end no later than 4:00 PM to allow staff time to prepare for the evening worship service.
- 2.1.4. Ministries may be subject to paying the cost of AVL for large events if they do not occur during regular workday hours.
- 2.1.5. Elders have determined the following are included in the budget and do not incur additional AVL fees: Women's and Men's Ministries Conference, DBC Missions Conference, Monday Night Focus, Senior Pastor events, church wide fellowships, and funerals for the DBC family conducted during normal workdays.

2.2. FACILITIES

- 2.2.1. Facilities is impacted by every event whether large or small but large events require additional staff time and supplies.
- 2.2.2. Large events may incur additional fees for weekend custodial services.
- 2.2.3. While AVL fees are waived for events listed in 2.1.5, custodial fees may not be.
- 2.2.4. Activities must conclude no later than 9:00 p.m. when the room being used is scheduled for use on the following day in order to allow adequate time for facilities clean up and set up.

2.3. SAFETY & SECURITY

- 2.3.1. Ministries may be subject to paying cost of staff since these events do not often occur during hours normally covered (e.g. Sunday services and regularly recurring weekday events).

3. SCHEDULING LARGE EVENTS

3.1. FREQUENCY

- 3.1.1. Only two large events per month may be scheduled, due to support staff limitations.
- 3.1.2. There must be at least one weekend between large events.
- 3.1.3. Appeals to 3.1.1 or 3.1.2 may be presented to the Senior Executive Pastor.



- 3.1.4. Weddings may not be subject to this requirement.
- 3.1.4. The wedding coordinator will confer with Facilities Scheduling should a question arise regarding other events already scheduled for that weekend.

3.2. SCHEDULING LOGISTICS

- 3.2.1. Scheduling of large events should be done well in advance.
- 3.2.2. It is reasonable for DBC ministries to schedule large events up to two years in advance.
- 3.2.3. In January of each year, Facilities will publish a “weekend event” calendar to the upcoming year.
- 3.2.4. All ministries should meet following this distribution to discuss dates and facility needs in order to schedule known large events.

3.3. MANAGING SCHEDULING CONFLICTS

- 3.3.1. There is not a designated person who determines priority for ministry events.
- 3.3.2. Ministries are expected to work with each other to resolve any conflicts.
- 3.3.3. Should a consensus not be reached, an appeal may be made to the Senior Executive Pastor.

4. OUTSIDE ORGANIZATION

- 4.1. Outside organizations invited by a Denton Bible Church ministry may use church facilities.
- 4.2. Outside organizations wishing to use Denton Bible Church facilities must be sponsored by a DBC ministry and provide direct benefit to congregants or advance the mission of the church.
- 4.3. It is the responsibility of a DBC ministry sponsoring an outside organization to provide an event coordinator to serve as a liaison between DBC and the organization and to be present for the duration of the event. A coordinator fee may be charged to the outside organization when the event falls outside the coordinator’s normal working hours or duties. Costs are based on the current Facility Use Fee Schedule.
- 4.4. Requests by outside organizations wishing to use DBC facilities without ministry affiliation or sponsorship or simply as an event venue are considered on a case by case basis.
- 4.5. Approved outside organization events may schedule recurring events for up to four months at a time and may schedule a single event up to twelve months in advance.
- 4.6. Outside organizations will be subject to costs based on the current Facility Use Fee Schedule.
- 4.7. Authority to waive fees is exclusively held by the Elder Board and their designee, the Finance Board. If fees are waived by the Elder Board, they will decide whether the fees will be paid by the sponsoring ministry or absorbed by the support ministries.
- 4.8. All outside organizations using DBC facilities must sign a Facility and Property Use Agreement, which will:
 - Acknowledge the event will not conflict with our doctrines and beliefs
 - Agree to abide by DBC security and child safety practices
 - Accept arbitration as a dispute resolution method, and
 - Provide proof of insurance liability coverage and the currently approved amounts.

Approved by Elders: 04-21-20

Reaffirmed by Elders: _____



MISSIONS POLICIES

DEFINITION, VISION, AND PURPOSE OF MISSIONS AND MISSIONS POLICIES

1. Definition of Missions

- 1.1. Missions is the proclamation of the salvation by God in order to bring to maturity those who respond to His message favorably. This process may include any form of encouragement or 'helps' ministries (i.e. short term mission trips, or seminars) that would attract one to, or promote one in continuation of, the exploration of the Gospel to maturity. Missions is teaching others how to glorify God.
- 1.2. Each mission activity will have as its primary goal the furtherance of an individual's spiritual maturity, so they are amply equipped to contribute to, and perform their task in, the body of Christ both locally and internationally.
- 1.3. Spiritual maturity is the result of knowledge obeyed over time. Within this concept of spiritual maturity are the following measurable qualities:
 - Know and understand major Biblical concepts and is able to transfer them to another individual
 - Continually express and apply Biblical Truths in daily life (i.e. Spiritual Fruit)
 - Express their Spiritual Gifts to the benefit of a local church body

2. Vision for Missions within Denton Bible Church

- 2.1. Denton Bible Church is strongly committed to being a sending church of both the lay people and vocational missionaries.

3. Purpose of Our Missions Policies

- 3.1. The purpose of the Missions policies is to facilitate freedom by giving direction and structure.
- 3.2. The Missions policies will provide a consistency among, and accountability for, various members, teams, and ministries as they work throughout the world.

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MISSIONARY SUPPORT CATEGORIES

There are four distinct Missionary Support Categories at Denton Bible Church. All categories are under the direction of the Mission Department and must be approved by the Finance Board and the Board of Elders.

1. Definitions

- 1.1. **SERVE Missionaries** are employees of Denton Bible Church that are sent out by, and under the authority of, Denton Bible Church's sending agency, SERVE International.
 - 1.1.1. SERVE Missionaries must have served in a Denton Bible Church ministry for a period of two (2) years or more, preferably at the leadership level.
 - 1.1.2. SERVE Missionaries are employees of Denton Bible Church and are required to be members of Denton Bible Church.
- 1.2. **Affiliated and Endorsed Missionaries** are those sent out by, and under the authority of, other mission sending agencies approved by Denton Bible Church (e.g., Cru, Navigators, etc.).
 - 1.2.1. Affiliated and Endorsed Missionaries must have served in a Denton Bible Church ministry for a period of two (2) years or more, preferably at the leadership level.
- 1.3. **National Partners** are those who partner with a SERVE Missionary team in his or her home country.

2. Financial Support

- 2.1. **SERVE and Affiliated Missionaries** receive financial support from the General Budget of Denton Bible Church.
- 2.2. **Endorsed Missionaries** do not receive financial support from the General Budget of Denton Bible Church.
- 2.3. **National Partners** may be eligible to receive financial support from the General Budget of Denton Bible Church.

3. Missionaries in all four support categories, **who reside in or visit the Denton area**, are expected to attend and be involved with Denton Bible Church. Missionaries who have a compelling reason to do otherwise should proactively discuss their perspective with the Missions Director prior to making a decision.

- 3.1. Affiliated and Endorsed Missionaries **who reside in or visit the Denton area AND who have no compelling reason** to attend another church BUT choose to attend another church will no longer receive financial support from Denton Bible Church AND will not be classified under any Missionary Support Category and as a result lose all privileges associated with each category.

4. All support categories may, with appropriate permission and approval:

- 4.1. Solicit support from personal relationships at Denton Bible Church.
- 4.2. Have an informational table in the foyer or use the Missions Kiosk.
- 4.3. Host support-raising meetings on the church campus with Facilities' approval.
- 4.4. Use the Printshop.
- 4.5. Be presented to the Church once from the pulpit during a Sunday service.
- 4.6. Have their picture hung in the International Hall.
- 4.7. Be included in the Church's Missionary Prayer Calendar.



- 4.8. Use the following communication methods:
 - 4.8.1. Pulpit announcement on Sunday
 - 4.8.2. Internal communication platforms
 - 4.8.3. Photo slide
 - 4.8.4. First Cup
- 4.9. Participate in and have a table at the Missions Conference.
- 4.10. Receive assistance from the SERVE Home Office in processing newsletter mailings.
- 4.11. Receive assistance from the SERVE Home Office with coordinating visits to other Denton Bible Church ministries.
- 5. Ongoing support will be reviewed annually during the budget process.
- 6. Any movement between Support Categories will occur during the normal budget process and must be approved by Missions, the Finance Board, and the Board of Elders.

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NATIONAL PARTNER SUPPORT

Denton Bible Church conducts ministry overseas, and in so doing, transfers charitable assets from Denton Bible Church to a foreign recipient for charitable purposes, whether in the form of a grant (in cash, securities, or tangible personal property such as tents, mosquito netting, computers, textbooks, or medicines) or in the form of payment for goods or services that will be put to religious use.

1. National Partners

- 1.1. National Partners shall be defined as foreign individuals or foreign entities who(m) further the purposes for which Denton Bible Church was organized.
- 1.2. National Partners are those who partner with SERVE International in his or her home country.
- 1.3. National Partners may be eligible to receive financial support from the General Budget of Denton Bible Church.
- 1.4. National Partners are under the direction of the Mission Department and must be approved by the Finance Board and the Board of Elders.
 - 1.4.1. Selection will be determined through meaningful discussion of National Partner Support Form
 - 1.4.2. Prior to approval, discussion of how the National Partner will use the funds will occur.

2. Disbursement and Substantiation of Regular and/or Ongoing Contributions Overseas

- 2.1. To ensure contributions are made on a true charitable basis in furtherance of the purposes for which Denton Bible Church was organized the following must be substantiated:
 - 2.1.1. Records will be kept showing that Denton Bible Church selected eligible recipients, using articulable standards that align with our non-exempt purpose and obtain recommendations from Missions and the Finance Board and approval from the Board of Elders.
 - 2.1.2. Follow-up investigations will occur and documents will be produced that verify how the recipient is using the funds.
 - 2.1.3. Check the OFAC SDN (Office of Foreign Assets Control Specially Designated Nationals) on a regular basis to ensure that our SDN list is current.
 - 2.1.4. Enter a written agreement that requires the funds be used for the approved purpose. In this agreement, uses for which the funds are to be expended should be specified in detail. Physical inspection of projects, by an employee of Denton Bible Church, is helpful in demonstrating to the IRS that Denton Bible Church retains control over the use of the funds.

3. Uncommon Disbursement or Transfer of Charitable Assets Overseas

- 3.1. When a cash gift, in excess of \$100.00, is given to any foreign individual or entity, whether directly or through an employee in-country, because an immediate need or one-time need is identified, the following will occur:
 - 3.1.1. Records will be kept that identify the foreign individual or entity and a summary of the grant purpose.
 - 3.1.2. Check the OFAC SDN list.
 - 3.1.3. Confirmation, from the grantee, verifying how the funds were used.
 - 3.1.4. Enter a written agreement that requires the funds be used for its intended purpose.



- 3.2. Denton Bible Church may form an auxiliary agency, association, or organization in a foreign country to facilitate its operations there.
 - 3.2.1. With the recommendation of the Missions Department and approval by the Finance Board and Board of Elders, Denton Bible Church may form a foreign organization for the purposes of administrative convenience.
 - 3.2.2. Denton Bible Church controls all facets of the foreign organization's operations.
 - 3.2.3. Denton Bible Church may transmit funds it receives for its foreign charitable activities directly to the foreign organization.
4. Soliciting Funds from Donors
 - 4.1. Support will only be solicited for National Partners who have been approved by the Board of Elders, to do so.
 - 4.2. Donors will be communicated to that Denton Bible Church has full discretion and control over the use of all donated funds, although their designation will be considered and honored where possible, and that earmarked funds will not be accepted, especially if earmarked to a National Partner not yet approved by the Board of Elders.

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MISSIONS CONFERENCE

1. Denton Bible Church Missions will host a biannual missions conference.
2. The missions conference will be comprised of 2 major components:
 - 2.1. A weeklong in-service for SERVE, Affiliated, Endorsed, and National missionaries that focuses on edification, spiritual renewal, and professional development.
 - 2.2. A weekend, church-wide conference that reconnects Denton Bible Church with her missionaries.
3. The purpose of the missions conference is to:
 - 3.1. Keep missions before the people
 - 3.2. Bring missionaries from different areas of the world together
 - 3.3. Provide the stimulus for increased missions giving and prayer
 - 3.4. Introduce the dimension of missions into the lives of the church member
4. The Denton Bible Church Missions Office is responsible for all aspects of the conferences, including defining a theme, selecting speakers and other participants, and format.
5. All SERVE missionaries should attend.
6. Related expenses may be reimbursed via Accounts Payable from the SERVE account, provided funds are available.
7. The family members of SERVE missionaries are free to attend, as determined by the missionary, and expenses reimbursed via payroll from the SERVE account.

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PARTNERSHIPS AND THE STRATEGY FOR THE DISTRIBUTION OF FUNDS

1. Relationships with Other Local Churches
 - 1.1. Denton Bible Church values the role of the local church in the ministry of the Gospel.
 - 1.2. Therefore, we will have an aggressive approach to involve other like-minded churches in mission work.
 - 1.3. We will work with other churches through our preaching about missions, by giving vision, by recruiting both long- and short-term missionaries, and educating on mission involvement (e.g. teaching BTCP/L) and short-term mission trip participation.
 - 1.4. These relationships will be determined by the Missions Office based on the compatibility of focus and vision of each congregation.
2. Relationship between Church and Missions Organizations
 - 2.1. Denton Bible Church asks agencies and parachurch organizations with which we work to:
 - 2.1.1. Provide status reports concerning each missionary we support.
 - 2.1.2. Consult with and inform Denton Bible Church regarding the personal, spiritual, professional, financial, and developmental needs of missionaries which consider Denton Bible Church as their home/sending church.
 - 2.1.3. Allow input into strategy, assignment, evaluation and funding.

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ESTABLISHING PARTNERSHIPS WITH NATIONAL MISSIONARIES AND ORGANIZATIONS

1. Denton Bible Church will develop partnerships with national missionaries and organizations on an 'as need basis,' and only after other means of accomplishing the project are exhausted.
2. When a situation arises that necessitates a partnership with a national missionary or organization, we will then define the project and parameters that are necessary for completion of the project.
3. Such partnerships should focus on developing national missionaries and organizations to the point that Denton Bible Church and SERVE missionaries are no longer needed for the work to continue.
4. Such partnerships do not involve ongoing financial commitments unless expressly stated by Denton Bible Church.
5. Each project will have to include within its structure a reliable means of obtaining information and providing communication of our specific directives and desires between the Missions Office and the national missionary or organization.
6. Per policy 5.1.2 Missionary Support Categories, national missionaries must be approved by the Finance Board and the Board of Elders and are defined as:
 - 6.1. Those who work with a SERVE missionary team in his or her home country.
 - 6.2. Are not employed by Denton Bible Church.
 - 6.3. May or may not receive financial support.
 - 6.4. Are eligible to solicit support from friends and family.
 - 6.5. Are eligible to have promotional materials in the church to raise support.
 - 6.6. May be presented to the Congregation from the pulpit during a Sunday service.
 - 6.7. May have their picture hung on the Missionary Wall.

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GENERAL SUPPORT POLICY

1. STRATEGY FOR THE DISTRIBUTION OF FUNDS

- 1.1. Denton Bible Church will primarily support a missionary first, agency second.
- 1.2. As a sending church, Denton Bible Church will work to send our people out through SERVE first.
- 1.3. Support for congregants serving with other agencies will be prioritized to those agencies that are most compatible with Denton Bible Church theology and the goals of SERVE missions.
- 1.4. Denton Bible Church will use the following criteria to evaluate agencies:
 - 1.4.1. The doctrinal statement of the agency.
 - 1.4.2. The ministry history and track record of the agency, particularly in adherence to Biblical standards and principles.
 - 1.4.3. The oversight, direction, and accountability provided to missionaries on the field by the agency.

2. SUPPORT AMOUNTS FOR MISSIONARIES

- 2.1. The Missions Office will make recommendations annually on missionary and agency support.
- 2.2. Decisions on support amounts rest with the Finance Board and the Board of Elders.
- 2.3. As of the date of approval of this policy, support for Affiliated missionaries will utilize the following schedule:

Status	Minimum	Maximum
Single	\$50	\$300
Married	\$50	\$450

- 2.4. As of the date of approval of this policy, support for SERVE missionaries will utilize the following schedule:

Status	Minimum	Maximum
Single Field Staff	\$50	\$300
Married Field Staff	\$50	\$450
Field Director		\$600

3. WHEN SUPPORT BEGINS, CHANGES OR ENDS

- 3.1. Generally, when a new missionary has been officially approved through the Missions Director, Finance Board, and the Board of Elders, and presented to the congregation, initiation of their support must be approved by the Finance Board.
- 3.2. Support of a missionary may be changed or terminated at any time with a 30 day notice. Possible reasons for change in employment status or termination include, but are not limited to:
 - Any change in assignment (i.e. primary ministry focus)
 - Any change of affiliation (in agency or church body)
 - Failure to maintain the standards used to originally qualify for support
 - A lack of reasonable visitation to Denton Bible Church (when furloughs occur)
 - Failure to correspond with the Missions Office on a regular basis
 - Missionary resignation
 - Agency termination



- Moral departure from Biblical standards
- Refusal of the missionary to abide by the terms and requests of Denton Bible Church
- Significant changes in the missionary's doctrinal position, resulting in major theological differences with Denton Bible Church
- Lack of accountability of the missionary to Missions Office or the Board of Elders
- Per a decision made by the Board of Elders

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SELECTING INTERPRETERS FOR SHORT-TERM MISSION TRIPS

1. Denton Bible Church seeks to employ interpreters skilled enough to meet the objectives of a short-term mission trip.
2. While it is preferable that the interpreter is a believer and is familiar with basic theological concepts, it is not required.
3. When possible, Denton Bible Church will secure one interpreter per team member for both formal and informal ministry time.
4. Generally, interpreters should be adults.
5. Denton Bible Church expects that our national contacts will provide an orientation of our work to the interpreter prior to the arrival of the team, and that the team will have an additional orientation once they are in country.
6. For security and team privacy reasons, interpreters' lodging should be separate from the team when possible.
7. Regarding payment, Denton Bible Church will:
 - Pay a fair rate. We do not want to have difficulty recruiting interpreters because of a reputation for poor payment, nor do we want a reputation for exorbitant payment.
 - Pay all interpreters, unless a believer insists on working without pay.
 - Defer to the Field Director to determine fair payment for the interpreter.
 - Pay all interpreters equal daily rates.
 - Pay any part of a day as a day's work.
 - Pay each interpreter the same rate, regardless of skill level. Skill level is taken into consideration when interpreting for conference teaching or other similar special events.
 - Include consideration of the interpreters' travel, lodging, and meals in their payment.
 - Make payment at the end of the week.
 - Avoid any disputes about payment.

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DEFINITION, GOALS, AND VALUES OF SHORT-TERM MISSION TRIPS

1. Definition of Short-term Missions
 - 1.1. A Denton Bible Church short-term trip is any support raised trip, domestic or international, outside of Denton which has a duration of two days to six months. The purpose of these trips is to provide an effective international or national ministry experience outside of the participant's native culture that honors Christ and transforms lives, churches, and fields. Tasks may include, but are not limited to, all forms of leadership development, evangelism, compassion, service, teaching, worship, and/or missionary care.
2. Goals
 - 2.1. To Glorify God
 - 2.2. To Share the Gospel
 - 2.3. To Grow the Love for God in Ourselves and Internationals
 - 2.4. To Grow Unity Among our Team
 - 2.5. To Experience Growth Toward Maturity By:
 - Developing A Biblically Broad View Of *Missio Dei*
 - Praying for the Countries of the World
 - Developing Cross-Cultural Ministry Skills
3. Guidelines For Short-Term Missions
 - 3.1. Short-term mission trips should be developed in cooperation with, and serve the purposes of, both international field ministries and domestic ministry departments.
 - 3.2. Fields wishing to host a short-term missions project must work through the Short-Term Mission Coordinator in the Missions Office.
 - 3.3. Ministries wishing to engage in short-term missions must work through the Missions Office, who will ensure that the trip is in keeping with the discipleship and strategic goals of Denton Bible Church missions.
 - 3.4. Short-term mission trip goals will be determined on a trip-specific basis and will generally involve the Missions Office along with any sponsoring ministry heads within the church.
 - 3.5. Requirements for participation will be determined by Missions and sponsoring ministry leaders on a trip-specific basis, in accordance with missions policies.
4. Values For Short-term Mission Trips
 - 4.1. Partnership: Develop trips that specifically benefit local churches and local church ministers in the countries we visit. Encourage work that is in partnership with the local church.
 - 4.2. Service: Short-term mission trips should be formed through communication with local church leaders at the destination, since our first goal is to help them in their ministry. Do our best to do no harm, remembering that they continue in year-round ministry to their community and to their members.
 - 4.3. Communication: Communicate carefully with local church leaders, field directors, Denton Bible Church ministry directors, elders, and Missions Office staff to form trips carefully and gain the greatest participation and benefit for home ministries and our overseas host. Work as a team at all levels recognizing shared goals and values. Communication is how God demonstrates His love.



- 4.4. Participation: Inform the congregation of opportunities that arise to enlist the involvement of qualified people to encourage them in their growth and ministry.
- 4.5. Purpose: Unfocused teams can be a burden rather than a blessing. Identify a particular objective that God is leading us to accomplish in the brief time period we have. This can serve as the team focus for recruitment, training, and forms our ministry goal while remaining open to any circumstance that arises.
- 4.6. Preparation: Unprepared teams can be a burden rather than a blessing. We will prepare and train for this particular objective, remaining open to any circumstance that arises, while doing all we can to maximize team readiness, effectiveness, and unity. As far as it is up to us, we will not presume on God's provision, putting individuals at unnecessary risk or leaders in unnecessary discomfort.
- 4.7. Spirituality: Unspiritual teams are self-interested and disconnected from God's purposes. God desires our interests to be love, faith, prayerfulness, service, orderliness, humility, unity, and overall soundness in living and communicating His truth. We place the objective accomplishments of a trip as secondary to the needs of love, service, and encouragement of local church members and leaders.

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SHORT-TERM MISSION TRIP FIELD SELECTION

1. GENERAL

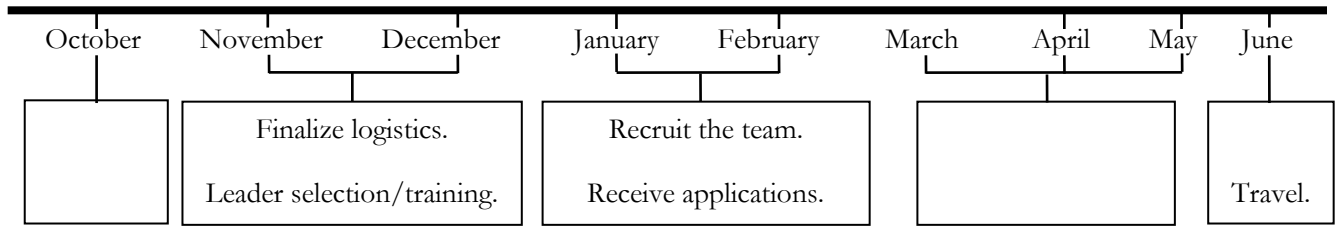
- 1.1. All short-term mission projects will be directed by the Missions Office.
- 1.2. If involving a short-term trip not originated by the Missions Office, the Missions Office will direct the trip in conjunction with Ministry Directors and field staff.
- 1.3. Projects directed by external, parachurch organizations must conform to the overall vision and direction of the Missions Pastor and be approved prior to communicating with other staff or church members.

2. PROCEDURE

- 2.1. The Missions Office, SERVE missionaries, and/or Denton Bible Church Ministries Staff wishing to participate in a short-term mission trip must submit a Request for Proposal.
- 2.2. Short-term mission trip goals are to align with the long-term goals of the Missions Department.
- 2.3. The Missions Office, SERVE missionaries and Ministry staff must submit the Request for Proposals for short-term mission trips to the Missions Office via dbcm.org at least nine months prior to date of departure.
- 2.4. Requests for Proposals are accepted during the months of October or April.
- 2.5. All Request For Proposals will include:
 - 2.5.1. Singular Objective for each trip proposed and the category of the objective: (e.g. Evangelism, Orphanage, Discipleship/Equipping, Leadership Conference, Family Missions.)
 - 2.5.2. Trip Destination City Or Cities
 - 2.5.3. Solid local church or country contact(s) for this trip, including correct spelling of name(s); local church, denomination, or organization he or she is associated with; English speaking ability; phone number(s); email address(es); mailing address(es); best times to contact.
 - 2.5.4. Estimated expense
 - 2.5.5. Range of dates or specific dates of travel
 - 2.5.6. Expected lodging expenses
 - 2.5.7. Air and ground travel expenses
 - 2.5.8. Ministry expenses
 - 2.5.9. Anticipated Team leader
 - 2.5.10. Team size/recommended team size
 - 2.5.11. Team purpose
 - 2.5.12. Field name
 - 2.5.13. Sponsoring ministry (e.g Women's Ministry or Churchwide)
 - 2.5.14. Interpreters skilled enough to meet the objective, (see **5.1.8 Selecting Interpreters**)
 - 2.5.15. Provide any additional information that we should know for planning and recruiting
- 2.6. Project details are the responsibility of the Short-Term Missions Coordinator, and may be delegated to the team leader and/or Ministry Director.
- 2.7. Ministry Directors that are contacted by SERVE missionaries or missionaries from other agencies to request a short-term team should refer the individual to the Short-Term Missions Coordinator.
- 2.8. SERVE missionaries that are contacted by Ministry Directors to request a short-term team should refer the individual to the Short-Term Missions Coordinator.
- 2.9. Once all the forms are received, they will be evaluated for compatibility and availability, and individuals will be notified of outcome.
- 2.10. Request for Proposals will generally be processed within one month of being received.



3. EXAMPLE TIMELINE FOR REQUESTS FOR PROPOSALS



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SELECTING PARTICIPANTS FOR SHORT TERM MISSIONS

1. Criteria
 - 1.1. Serving the Lord as a short-term missions participant requires maturity- physical, emotional, and spiritual. This type of maturity will be evidenced by the participant's lifestyle. If these factors, discipline and maturity, are not present in a person where they are, they will not be present by going somewhere else.
 - 1.2. Short-Term Missions participants must have a personal relationship with Jesus Christ.
 - 1.3. This relationship should be affirmed by the presence of these disciplines:
 - 1.3.1. Spending time with the Master and living in the Word
 - 1.3.2. Praying in faith
 - 1.3.3. Fellowshiping with believers
 - 1.3.4. Witnessing to the lost, and ministering to others
 - 1.4. Short-term missions candidates should routinely participate with others in small group Bible studies that are designed to disciple believers.
 - 1.5. Short-term missions candidates should be actively involved in ministry at Denton Bible Church or a church similar in theology and ministry practice.
 - 1.6. Short-term missions candidates should agree to support the doctrinal statement, distinctives, and core values of Denton Bible Church.
 - 1.7. Short-term missions candidates must have a completed, approved background check prior to the sending of support letters.
 - 1.8. Short-term missions candidates should possess a completed application for participation.
 - 1.9. Short-term missions participants should possess a current passport.
 - 1.10. Short-term missions participants should possess visas and immunizations as required by international destinations.
 - 1.11. Short-term missions participants should possess parental/spouse support and/or approval, as needed.
 - 1.12. Short-term missions participants must be a member of Denton Bible Church.
 - 1.12.1.1. In instances where a short-term missions candidate is a member of another church, they must follow similar requirements, as listed in 1.4 – 1.6, at their local body. Additionally, the Missions Office will perform reference checks with the leadership at the candidate's local body and obtain a Statement of Good Standing from the church they attend.
 - 1.13. Children are welcome to participate in short-term missions in locations deemed appropriate by the Missions Department and the parents of the child.
 - 1.13.1.1. Children under the age of 18 may participate in a short-term mission trip if accompanied by one or both parents or guardian.
 - 1.13.1.2. Children ages 14 to 18 may participate in a DBSM-sponsored short-term mission trip with appropriate parental consent forms.
 - 1.13.1.3. Minor children travelling with one parent must have a parental consent/permission letter, as required by federal law.
2. Procedure
 - 2.1. Persons wishing to participate in a short-term mission trip must attend an 'interest meeting' specific to the trip they desire to participate.
 - 2.2. Following the meeting, they should submit the short-term missions application with the following information:
 - Medical Information Form
 - Three References
 1. Ministry leader
 2. Personal reference
 3. Professional reference
 - Signed doctrinal statement



- Signed release of liability waiver (one for each trip)
 - Completed short-term ministry support raising policy form
 - Personal Spiritual Inventory
- 2.3. Short-term missions candidates must have a completed, approved background check on file with Church Administration within the calendar year of the trip.
- 2.4. Once all required documents are received, the Missions Office will contact the candidate within 2-3 weeks regarding the disposition of the application.
- 2.5. Submission of a short-term missions application is not considered approval to participate and/or raise funds.
- 2.6. Candidates may be required to complete an interview with the Short-Term Missions Coordinator, or other Missions staff.

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TRAINING FOR SHORT-TERM MISSION TRIPS

1. All team members will be required to complete the necessary training, as defined by the Missions Office.
2. The goal of training is to ensure that a short-term missions participant is adequately and appropriately trained for the unique ministry circumstances inherent to cross-cultural ministry.
 - 2.1. The normal orientation period spans approximately three to six months, with meetings held weekly.
 - 2.2. The sessions will last one to two hours each.
 - 2.3. The number, frequency, and content of orientation meetings naturally vary with the nature of the assignment, the number of people involved, and the available time.
 - 2.4. Each session may involve a variety of activities, such as: sharing information, questions and answers, reports, visuals, teaching, memorization, and always sufficient time for prayer.
3. Training should include:
 - Field planning
 - Support-raising process
 - Cultural skills and practices
 - In-field behavior
 - Working with an interpreter
 - Trip-specific ministry activities
 - Prayer
 - Sharing your testimony
 - Sharing the Gospel
4. The Short-Term Missions Coordinator and the Women's Ministry & Mission's Liaison will attend a team meeting two (2) weeks prior to departure to review in-field behavior, policies, and practices.
5. Failure to adequately prepare may lead to removal from the team.

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SUPPORT-RAISING FOR SHORT-TERM MISSION TRIPS

1. FOUNDATIONS

- 1.1. Support-raising involves both financial and prayer support.
- 1.2. Denton Bible Church teaches its congregation to fulfill their biblical responsibility to participate in God's work around the world through short-term missions participation.
- 1.3. Denton Bible Church encourages those gifted with the ability to provide financially for ministry to take great pleasure in serving the Kingdom and showing their love for short-term missions participants and the lost by giving.
- 1.4. Denton Bible Church teaches short-term missions teams to trust the Lord to provide for the needs of a trip.
- 1.5. Denton Bible Church short-term missions participants may benefit from each other's overages in support-raising.
- 1.6. Benefits of Support-raising:
 - 1.6.1. It stretches your faith.
 - 1.6.2. It opens doors to witness.
 - 1.6.3. It builds a base of prayer support.
 - 1.6.4. It opens the door for you to minister to people.
 - 1.6.5. It stimulates a missionary vision in the Body of Christ.
 - 1.6.6. It allows you to develop deeper, personal relationships with supporters.
 - 1.6.7. It allows God to develop you—tact, priorities, poise, polish, attitudes, etc.
 - 1.6.8. It gives people the opportunity to invest in something of eternal consequence.

2. PRACTICES

- 2.1. Participants in a Denton Bible Church short-term mission trip are responsible for raising the funds necessary to cover the cost of their participation in the trip.
- 2.2. Church Administration, with assistance from the Missions Office, will account for all monies in a team "Support Account" established for each short-term mission trip.
- 2.3. Support covers air and ground travel, lodging, food, ministry expenses, and international travel insurance.
- 2.4. Support-raised funds should not be used for expenses related to: personal items, tourism, immunizations, passports, etc.
- 2.5. The total cost of a trip is based on the destination and duration of the trip.
- 2.6. If 100 % of the individual, support-raising goal is not raised one month prior to the trip departure date, the participant will be unable to participate in the trip and will be responsible for expenses incurred for them, or on their behalf.
- 2.7. Support is added to the team Support Account on behalf of the team, not the individual candidate. While the church will accept gifts suggested for the trip of a particular participant, the church will not accept gifts restricted or designated for a particular trip participant. (Reason: gifts restricted or designated for a particular gift participant do not qualify to receive a charitable gift acknowledgment and such gifts are not consistent with the tax-exempt status of the church.)
- 2.8. No monies raised accrue on behalf of an individual team member or for their future use at any time. Fund raising is done on a per trip basis, unless otherwise approved by the Board of Elders.
- 2.9. Funds raised by a team member in excess of the individual fundraising goal for a trip will be used to cover other trip expenses, including shortages of other team members.
- 2.10. Funds raised in excess of the trip-specific fundraising goal and exceeding actual expenses may be used for future short-term missions' needs.
- 2.11. Participants unable to participate in a mission trip are responsible for expenses incurred for them, or on their behalf. Such expenses should be paid prior to the trip leaving.



3. PERSONAL RESPONSIBILITY

- 3.1. Fifty percent of each individual's projected cost is due by the time airline tickets are booked. If an individual has not raised 50% of his or her costs by the time that tickets are booked, the team member is expected to contribute his or her own funds to make up for this deficit. Denton Bible Church will not deposit participant's checks until two weeks prior to the trip's departure in order to give team members an opportunity to continue to raise the required 50% and beyond.
- 3.2. Each team member is expected to raise 100% of their funding. Participants who have a deficit will be responsible to make up their portion of the deficit by contributing their own personal funds. The participants with deficits will be responsible to pay their remaining funds. Trip cost at the time of application is an estimate. The actual cost may be different due the pricing of airline tickets at the time of purchase or other factors.

4. COMMUNICATION WITH DONORS

- 4.1. **Include** "Please make your check payable to Denton Bible Church" and "Please write [Trip Destination] and [the account number] in the memo."
- 4.2. **Include** "Any monies given to Denton Bible Church become the property of Denton Bible Church. By contributing to this mission trip, donors acknowledge that the church has the authority to apply contributions designated for the trip to another, related purpose in the event that the trip is canceled or the participant is unable to go."
- 4.3. Checks will be made out to Denton Bible Church and sent to the church office, where they will be recorded and posted each week.
- 4.4. If a donor gives the short-term missions trip participant cash, the participant should place the cash in an envelope, seal the envelope, write the donor's name and address on the envelope, and turn the envelope in to the Missions office. If a donor hands or sends the participant a check made out to the participant, they will need to cash the check and follow the same procedures, as above.

5. SUPPORT-RAISING EVENTS

- 5.1. While not limited to a support letter as the sole means of raising support, all fundraisers require prior approval of the Missions department and the Denton Bible Church Finance Board. Any such requests should be directed to the Short-Term Missions Coordinator, as soon as possible.

6. SUPPORT-RAISING FOR EMPLOYEES AND ELDERS

- 6.1. Support-raising for employees and dependents is addressed in policy ***5.2.7 Employee Participation for Short-Term Mission Trips.***
- 6.2. Support-raising for Elders and their spouses, and other control parties are addressed in policy ***5.2.7 Employee Participation for Short-Term Mission Trips.***

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



INFIELD BEHAVIOR FOR SHORT-TERM MISSION TRIPS

1. Code of Conduct
 - 1.1. Team members should be aware that they are representing Christ and Denton Bible Church at all times and should act accordingly in ways culturally appropriate and sensitive to the field in which they are serving.
 - 1.2. Drugs, alcohol, tobacco products are not permitted at any time or location during a mission trip. Those who violate this policy will not be permitted to participate in another mission trip with Denton Bible Church and may be sent home. When working in fields where use of alcohol is more socially acceptable and prevalent, every effort should be made to abide by this policy without being detrimental to the ongoing work of SERVE missionaries in that location.
 - 1.3. Team members cannot initiate new, dating relationships with other team members until they have completed the trip.
 - 1.4. Dating of nationals at a mission field site is not permitted and may result in being sent home and preclude future participation in short term mission trips with Denton Bible Church.
 - 1.5. Team members already in a relationship should treat each other as they would other team members for the duration of the trip.
 - 1.6. Team members must be aware that too much friendly attention (as defined by the cultural norms and standards of the ministry location) towards the opposite sex (even if it is one's spouse) may be misinterpreted (whether with individuals at ministry sites or amongst the groups) and should act accordingly.
 - 1.7. Do not take photos or video without first asking permission from those you are filming (as well as the ministry site personnel). Be aware that the appropriateness of taking a photo is culturally defined and act accordingly.
 - 1.8. Each team member is responsible for his or her own property at all times during the mission trip. Never leave anything in vehicles, even if it has no value, unless a Team Leader is attending to the vehicle.
 - 1.9. Team members should have travel documents with them at all times.
 - 1.10. Teams do not have authorization to commit Denton Bible Church to any gift or support of any kind without the express written consent of the Missions office, Church Administration, or the Board of Elders, as appropriate.
 - 1.11. Individual team members may not give any personal money or make personal commitments of funds to anyone in another country without prior approval of the Missions Director and Elders of Denton Bible Church.
 - 1.12. Do not give money to those who are begging. This can just attract more attention to the American team with expectations of handouts. We will follow the lead of our country hosts.
 - 1.13. Team members should dress in attire that is culturally modest and appropriate for the task of the team.
 - 1.14. Team members should always be in groups of two or more at any point during the trip.
2. Team Unity and Conflict Management
 - 2.1. Team Leader
 - 2.1.1. The Team Leader is the designated person responsible for the actions of the team and is accountable to the Elders, the Missions Office, and the Women's Ministry, among others.



2.1.2. The Team Leader alone is responsible for the welfare of each team member no matter what their age or life experience.

2.1.3. The Team Leader has the final say in all team decisions and should be treated with all respect that his or her position Biblically merits.

2.2. Team Member

2.2.1. Team members are to look to the Team Leader as their authority.

2.2.2. Team members are to allow the Team Leader to be the one who communicates and handles planning and logistics with the national leaders. If you want or need something, communicate it to the Team Leader, and he or she will take care of it according to the needs of the field.

2.2.3. Team members should immediately follow the directions of a Team Leader in the moment and discuss any questions at a later time. Questions or suggestions are to be directed to the Team Leader only.

2.2.4. Team members who are travelling on a team with parents and children are to follow the lead of the parent regarding the discipline and correction of the child.

2.3. Conflict Resolution

2.3.1. When a conflict or a sin issue arises with another team member, commit the matter to extended prayer.

2.3.2. If it is an issue that affects the wellbeing of the team or is some hindrance to relationships or ministry, you are expected to address any conflict to the other party involved personally and privately following Biblical guidance as described below:

- Determine how addressing this conflict could glorify God;
- Consider how you may have contributed to the problem. Ask forgiveness if you have identified ways you have sinned against the other person (or all involved);
- With extreme thoughtfulness to affirm the relationship(s), with gentleness and regard for all of the sins you have been forgiven by God, show the other person how they offended you. Listen with patience and mercy to understand and affirm the response. Misunderstandings sometimes do not resolve themselves on their own. Do not demand perfection or total agreement at once.
- Forgiveness is a promise not a feeling. It does not mean that all aspects of the conflict are resolved. Seek to acknowledge any agreement or understanding, and be prepared to ask forgiveness regardless of whether you are received or reciprocated. Forgiveness or responsiveness cannot be demanded, but we should always come to such discussions reminded of the grace and peace we each have in Christ.

2.3.3. In the event of such conflict on a mission trip, it is never wrong to ask the advice of your Team Leader as you would any minister or discipler. They will keep appropriate confidences. If there continues to be unresolved issues, consult again with your Team Leader who will address the matter as needed.

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



EMPLOYEE AND ELDER PARTICIPATION IN SHORT-TERM AND PROJECT MISSION TRIPS

1. Employees and Their Dependents
 - 1.1. Denton Bible Church encourages her employees to participate in short-term mission opportunities as they feel led by the Holy Spirit.
 - 1.2. Employees and their dependents initiating participation as a team member of a short-term mission trip that is generally available to the congregation or ministry segment are allowed to raise support for these trips.
 - 1.3. Employees and their dependents that are **invited** by the Missions department to lead a short-term missions team or to participate in a missions project that requires advanced training may be paid for out of the Missions operating budget or designated funds.
 - 1.4. Employees initiating participation as a team leader or participant of a short-term mission trip are required to complete a waiver of liability. Employees invited by the Missions department are considered to be performing their job duties and are not required to complete a waiver of liability.
 - 1.5. Short-term mission support requirements for a given trip may be structured to include the cost for the full-time employee participating on the short-term mission as team leader at the request of SERVE at the discretion at the Missions office.
 - 1.6. Generally, no more than two, full-time employees may participate on the same short-term team, unless it is in their job duties to do so.
 - 1.7. Employees may be required to use personal vacation to participate on the short-term mission trip, depending on the circumstances of participation and the discretion of the Ministry Director.
 - 1.8. Employees personally funding short-term mission trip participation on trips that are funded by designated dollars may receive tax deductions for their contribution.
2. Elders/Control Parties and Their Dependents
 - 2.1. For purposes of this policy, “Control Parties” are Elders, the Senior Pastor, the Senior Executive Pastor, and the Pastor of Music and Worship.
 - 2.2. Control parties that are **invited** by the Missions department to lead a short-term missions team or to participate in a missions project that requires advanced training may be paid for out of the Missions operating budget or designated funds.
 - 2.3. Control parties and their dependents initiating participation as a team member of a short-term mission trip that is generally available to the congregation or ministry segment are allowed to raise support for these trips.
 - 2.4. Short-term mission support requirements for a given trip may be structured to include the cost for the control party or their dependent participating on the short-term mission as team leader at the request of SERVE at the discretion of the Missions Office.
 - 2.5. Generally, no more than two control parties of similar kind (i.e., two elders or two staff) may participate on the same short-term team.
 - 2.6. Control parties desiring to participate in a short-term mission project are required to fund the cost of the trip, either through personal or support raised funds.
 - 2.7. Control parties personally funding short-term mission trip participation for themselves or their dependents on trips that are advancing the work of the Missions Department may receive tax deductions for their contribution.

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



INSURANCE FOR SHORT-TERM MISSION TRIPS

1. Denton Bible Church requires individuals participating in short-term missions trips to carry insurance to cover medical emergencies and evacuation.
2. Denton Bible Church will purchase short-term travel insurance on behalf of each team member.
 - 2.1. In general, this insurance will be secondary coverage.

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



PROCEDURE FOR SHORT-TERM MISSION TRIPS

1. Directional Oversight
 - 1.1. Directional oversight of Denton Bible Church short-term mission opportunities is retained by the Missions Director or his designee in collaboration with other domestic ministries.
2. Logistical Oversight
 - 2.1. Logistical oversight of Denton Bible Church short-term mission opportunities is retained by the Short-Term Missions Coordinator in collaboration with other domestic ministries and may be delegated to the team leader.
3. Application Process
 - 3.1. See *Criteria for Selecting Candidates for Short-Term Mission Trips* policy.
4. Required Documents
 - 4.1. Documents described in *Criteria for Selecting Candidates for Short-Term Mission Trips* policy - including application or addendum as appropriate and volunteer screening application
 - 4.2. Assignment Contract - a statement of understanding between the trip applicant and Denton Bible Church concerning the costs of the assignment and how those costs will be applied to cover all trip expenses.
 - 4.3. Release of Liability - Volunteer missionaries are expected to assume all liabilities associated with participation in a short-term mission trip and will be required to sign a “release of liability” for each trip on which they participate.
 - 4.4. Prayer Team List - short-term mission trip participants are required to complete a prayer team list and provide a copy to your team leader and the Missions office.
 - 4.5. Copy of Passport - short-term team participants should provide the Missions Office with a copy of the passport face page. In addition, short-term team participants should provide a copy of the passport face page to their team leader and pack one in their checked bag and the carry on.
 - 4.6. Emergency Contact Information - short-term mission trip participants should prepare a list of names, addresses, and telephones that could be useful in the event of an emergency and give one copy to the Missions Office and one to their team leader.
 - 4.7. Signed National Risk Statement – short-term mission trip participants must read and sign a document acknowledging the risks inherent international travel and in their field of service.
 - 4.8. Parent/Guardian Permission Form - Children under the age of 18 may participate in Short-Term Mission trip if accompanied by one or both parents or guardian. Children traveling internationally with one parent are required to complete the Authorization for Foreign Travel with Minor form. If a single parent has sole custody, a copy of the court custody document can replace a letter from the other parent. Children ages 14 to 18 may participate in a DBSM sponsored short-term mission trip with appropriate parental consent forms.
5. Pre-Trip Meetings
 - 5.1. See *Training for Short-Term Mission Trips* policy.

Approved by Elders: 04-05-16
Reaffirmed by Elders: _____



FUNDING FOR SHORT TERM MISSION TRIPS

1. FUNDING FOR SHORT-TERM AND PROJECT MISSIONS

- 1.1. Funding for specific short-term projects will be raised on a per project basis.
- 1.2. Each individual involved in a project will be responsible to raise their part of the project cost.
- 1.3. If an individual raises more than their share of the cost, the extra support may be distributed to others on the team as needed with the approval of the missions staff.
- 1.4. Under no conditions may funds contributed for a missions project be used for personal, non-mission purchases.
- 1.5. Short-term mission trips may require the submission of a nonrefundable deposit with their application at the discretion of the sponsoring ministry.
- 1.6. Denton Bible Church will establish an account for the processing of funds related to the short-term mission trip.
- 1.7. Individuals who travel regularly on a variety of mission trips may have an account created in their name at the discretion of the Missions Office. Individual accounts with inactivity of greater than 18 months may be closed at the discretion of the Missions Office with the approval of the Finance Board.
- 1.8. Generally, Short-Term Mission's teams may not spend money out of their team account until the money has been raised. If expenses are incurred as such, team members will be responsible for those expenses prior to departure.
- 1.9. In the event that available funds are not sufficient at the time arrangements (e.g. airfare, visa purchase) must be made, the Short-Term Missions Coordinator will contact affected team members and discuss their intentions regarding the trip. Team members may be asked to provide an "earnest check," contribute personal funds as nonrefundable contributions for the trip, contact recipients of support letters to appeal for funds, or work with a sponsoring Ministry Director.
- 1.10. 50% of project costs are due at least 60 days prior to the departure date. The remaining project costs are due at least 30 days prior to the project departure date.
- 1.11. Support funds must be raised prior to departure.
- 1.12. Team members failing to meet their fundraising goals may be removed from the current or future teams.
- 1.13. Team members who are unable to participate in a project will be responsible for any expenses incurred as a result of their anticipated participation. Team members will pay any deficit within 15 days following notice of the deficit.
- 1.14. Funds collected on behalf of a team member unable to participate will go to support other project costs.
- 1.15. Any claim or dispute arising from or related to the cancellation of short-term mission trip participation shall be settled by Biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation and will take place in Denton, Texas. Judgment upon an arbitration award may be in any court otherwise having jurisdiction.

2. HANDLING OF DESIGNATED GIVING

- 2.1. The Elders are vested with the responsibility to choose and approve the acceptance of designated gifts.
- 2.2. The Elders have determined that it is appropriate to designate funds for the purpose of Short-Term Missions.

Approved by Elders: 04-05-16
Reaffirmed by Elders: _____



FUNDS SURPLUS POLICY FOR SHORT-TERM MISSIONS

1. Funds raised in excess of expenses of a short-term mission trip will be retained and may be used for future ministry in the field for which they are given.
2. Short-term team and individual accounts with surplus funds and inactivity of greater than 18 months may be closed at the discretion of the Missions Office with the approval of the Finance Board.
3. The Associate Missions Pastor for Operations will notify Church Administration with a recommendation to close accounts and move funds to a general missions fund.

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



CANCELATION OF A SHORT-TERM MISSION TRIP

1. From time to time, it becomes necessary to cancel short-term mission trips.
2. Reasons for cancellation include, but are not limited to, the following:
 - 2.1. Security risks
 - 2.2. Social or political unrest
 - 2.3. Economic collapse
 - 2.4. Lack of funding
 - 2.5. Lack of participation
 - 2.6. Lack of appropriate training
 - 2.7. Unresolved short-term team conflict
 - 2.8. Relationship issues between Denton Bible Church and national partners
3. Considerations in cancellation include, but are not limited to, the following:
 - 3.1. Impact on the gospel
 - 3.2. Impact on the local believers and partners
 - 3.3. Impact on the relationship with national ministry leaders in the host country
 - 3.4. Loss of funds
 - 3.5. Personal security of participants
 - 3.6. Evaluation of security situation on the ground by Stafford, the Overseas Security Advisory Council (OSAC), or other such entities
4. Team leaders or team participants believing a trip should be canceled should contact the Short-Term Missions Coordinator and discuss the reasons for cancellation.
5. The Missions Pastor or his designee will research and determine the course of action and present his recommendation to the Elders as appropriate.
6. If a trip continues to a location that a team member feels unsafe, that member is free to withdraw. However, the team member is still responsible for expenses incurred on their behalf.
7. The Elders retain the right to cancel trip for any reason at any time.

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



SHORT-TERM MISSIONS FROM OTHER SUPPORTING CHURCHES

1. Denton Bible Church recognizes that her long-term missionaries maintain relationships with supporting churches other than Denton Bible Church.
2. Members of other supporting churches wishing to participate with Denton Bible Church short-term mission opportunities must meet all the criteria and requirements for participation including all paperwork.
3. Denton Bible Church recognizes that from time to time, sister supporting churches may send short-term teams to our SERVE missionaries.
4. SERVE missionaries should disclose to the Missions Office when teams from other churches are being hosted.
5. Other churches wishing to participate in a short-term mission trip with a SERVE missionary must complete Short-Term Mission Trip Agreement Form.
6. Form should be sent to Missions Office and retained 10 calendar days prior to the arrival of the team to the field.

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



TEAM STRUCTURE OF A SHORT-TERM MISSION TRIP

1. TEAM LEADER

- 1.1. The Team Leader is the person responsible to Denton Bible Church for the actions of the team.
- 1.2. The Team Leader is selected because of his or her experience in short-term mission projects, maturity in Christ, and heart for missions.
- 1.3. The Team Leader has the final say in all team decisions and should be treated with all the respect that the position Biblically merits.
- 1.4. The Team Leader must be a member of Denton Bible Church.
- 1.5. Each Short-Term Mission Team Leader is responsible for:
 - Representing Christ and Denton Bible Church to the team and their field audience.
 - Communicating with the Short-Term Missions Coordinator and/or the Women's Ministry & Missions Liaison as appropriate.
 - Interacting with national churches, field staff, and others to secure ministry opportunities for the team while in the field.
 - Monies contributed to, and expensed on behalf of, the team.
 - All logistics of the short term mission trip while in the field.
 - The safety, security and spiritual and physical health of team members while in the field.
 - The ministerial activity of the team on the field, in collaboration with the field contact.
 - Maintaining a healthy spiritual life while on the field.

2. TEAM MEMBER

- 2.1. The Team Member is the person selected by Denton Bible Church to participate in a short-term mission trip.
- 2.2. Each short-term mission team member is responsible to:
 - Represent Christ and Denton Bible Church to the team and their field audience.
 - Serve the intended audience of the short-term mission trip.
 - Meet any deadlines given by the Short-Term Missions Coordinator, Team Leader, or Team Administrator.
 - Complete the duties assigned by the Team Leader.
 - Maintain a healthy spiritual life while on the field.

3. TEAM ADMINISTRATOR

- 3.1. The Team Leader may, at his or her discretion, appoint an Administrator to assist him in managing the financial and travel details of the project.

4. FIELD STAFF

- 4.1. Field Staff may include a SERVE missionary, national church member, or any other ministry partner encountered in the field.
- 4.2. It is the responsibility of the Team Leader to liaise between Field Staff and the team members.
- 4.3. It is responsibility of the team members to provide missionary care to Field Staff.
- 4.4. It is the responsibility of the short-term mission team to defer to Field Staff in matters of ministry and cultural import.

Approved by Elders: 04-05-16
Reaffirmed by Elders: _____



PROCEDURE FOR SELECTING NEW CANDIDATES

1. CRITERIA FOR SELECTION

- 1.1. Denton Bible Church desires to send our congregants out as long-term missionaries.
- 1.2. Individuals wishing to be considered as long-term missionaries for Denton Bible Church will be evaluated for recommendation to the Elders using the following criteria:
 - A member of Denton Bible Church
 - Active Denton Bible Church ministry involvement for two or more years, preferably in leadership
 - The recommendation of a Ministry Director or elder
 - Conversion
 - Demonstration of adequate biblical and academic training
 - Spiritual maturity
 - Proven ministry and practical experience
 - Doctrinal agreement, Denton Bible Church involvement
 - General health
 - Other considerations based on the type of work, specific needs, and geographical location.
- 1.3. SERVE missionaries and candidates for long-term missions are expected to adhere to the Denton Bible Church doctrinal statement/core values and distinctives/constitution in total and will be required to sign a Doctrinal agreement form as part of the application process.
- 1.4. Candidates for STINT assignments are expected to subscribe to the Foundational Doctrines portion of the Denton Bible Church doctrinal statement/constitution. STINT candidates must disclose to SERVE leadership those portions of the structural doctrine which they are not settled on during the application process. Failure to do so may result in disqualification of the STINT process.
- 1.5. SERVE missionaries shall reaffirm annually his or her acceptance of the Denton Bible Church doctrinal statement and verification of continuing ministry focus.
- 1.6. Candidates are expected to be in full agreement with and demonstrate adherence to the policies, procedures, and doctrinal positions of SERVE and the Elders.
 - 1.1. For couples, both the husband and wife shall meet the requirements for appointment by the Board of Elders.
 - 1.2. Appointment must be reconsidered by the Board of Elders for those who do not go to the field within three years.

2. PROCEDURE FOR SELECTING NEW CANDIDATES TO SUPPORT

- 2.1. Determination of which missionaries to support will be done through the following process:
 - 2.1.1. The candidate will fill out appropriate application for acceptance and demonstrate how they meet the criteria listed above.
 - 2.1.2. Candidate must submit appropriate references including at least one from the director of the ministry which they are presently involved in.
 - 2.1.3. Candidate will interview with the Missions Pastor or his designee.
 - 2.1.4. Mission Staff will make recommendations to the Finance Board, the Senior Pastor, and the Elders.
 - 2.1.5. Final acceptance of a candidate as a SERVE Missionary rests with the Elders.
 - 2.1.6. Once approved, new SERVE missionaries will be presented to Denton Bible Church according to the appropriate communication practices.

Approved by Elders: 04-05-16



Classification Number: 5.3.1

Reaffirmed by Elders: _____



CONTRIBUTIONS IN OVERSEAS SETTINGS

1. Employed and volunteer missionaries may not solicit support funds for projects or monthly support from foreign nationals.
2. Unsolicited support and donations from foreign nationals may be accepted by employed missionaries only.
3. All donations from foreign nationals must be accounted for through the SERVE account related to the missionary and/or project account.
4. All donations from foreign nationals must be documented on a “Donation From Foreign Nationals” form, and the form must be submitted **immediately to the Missions Office**.
5. Donations made in foreign currency must comply with appropriate IRS regulations if contributions are to be considered tax deductible.
6. Donated funds may be sent into the Missions Office for deposit in the appropriate SERVE account or the employed missionary may request to handle the donation as a cash advance.
7. If an employed missionary receives a donation and wishes to send it to the Missions Office, the following procedure must be followed:
 - 7.1. Convert the foreign currency into US dollars
 - 7.2. Send the donation to Denton Bible Church via visiting DBC Missions staff, a DBC Short-Term Mission Team, wire, Western Union, or a related method.
 - 7.3. Denton Bible Church deposits the donation to the appropriate SERVE account.
8. If an employed missionary receives a donation and wishes to use it as a cash advance, the following procedure must be followed:
 - 8.1. Contact the Missions Office to notify them of the donation and request permission to use it as a cash advance.
 - 8.2. Once permission is granted, document the use of the cash advance (i.e. keeps receipts) and submit a cash advance reconciliation.

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



MISSIONARIES LACKING ADEQUATE SUPPORT FUNDS

Denton Bible Church commits to fulfill its role in the worldwide church's mission of achieving the Great Commission by cultivating, equipping, and mobilizing Christian leaders worldwide. To achieve this objective, we are committed to sending SERVE missionaries overseas to come alongside and serve national church leaders. The raising of support funds by missionaries is for the purpose of accomplishing this objective, and further, the church exercises control over funds received for this purpose and has discretion over the use of all funds.

1. Funds Shortage Policy

- 1.1. Denton Bible Church expects SERVE missionaries to raise adequate funds to cover both compensation and ministry expenses.
- 1.2. It is poor stewardship of resources – both financial and personnel – to allow SERVE support accounts to be in deficit.
- 1.3. Denton Bible Church requires that SERVE missionaries have a two-month reserve in their account (reserve includes salary, allowances, international living adjustments, stipends, team transfers, and benefits).
- 1.4. Should an account experience negative cash flow and the trend indicates an account deficit within six (6) months:
 - 1.4.1. The missionary should work with the Associate Missions Pastor – Global Mobilization to determine the nature of the deficit **AND make the need known to their supporters as soon as possible.**
 - 1.4.2. Expense reductions will be made accordingly:

Step 1	Receive notice that SERVE account is under review
Step 2	Stop transferring funds to team account, seek approval from the Missions Home Office before spending funds on ministry-related trips and expenses, and hold all reimbursement until positive cash flow
Step 3	Discontinue retirement contributions, allowances, and education stipends
Step 4	Reduce salary and discontinue cost of living adjustment and international living adjustments
Step 5	Return to the States for support raising until the account reaches 100% plus two (2) months reserve and maintains a positive cash flow for three (3) consecutive months

- 1.5. The Mission Pastor will regularly update the Finance Board on the status of deficit accounts.
- 1.6. Payroll and insurance premiums will continue to be paid.
- 1.7. The Elders retain the right to address lack of funds as they see fit.

Approved by Elders: 09-15-15
Reaffirmed by Elders: _____



SUPPORT NEEDS

1. Denton Bible Church SERVE Missionaries are expected to raise the funds (“support”) needed to cover all expenses related to their employment and ministry.
2. Support needs are broken into two categories, monthly and one-time.
3. Monthly support needs are listed in Table 1.

Category	Calculation Information
Salary	
Annual Salary before all deductions	Gross salary set by elders
Cost of Living Adjustment	Determined Annually with US Department of State data
International Housing Stipend	Arranged with Home Office
Approved Stipends:	
Stipend 1: Education / Curriculum	Calculated at \$75/month/child
Stipend 2: Car	Requires special request/FB & Elder approval
Expenses	
Health Insurance Premiums	
Employer share FICA/Medicare	As required
Employer Retirement Matching	As required
Home Service Account	Based on family size
Ministry Expense	Set at \$200 a month
Team Account	Set at \$300 a month
Employee Visa Renewal Costs	Employee paid via AP
Dependent Visa Renewal Costs	Dependent via PR
Medical Reimbursements	Calculated at \$50/month/family member
Contingency Fund	Calculated at 10% of Gross salary

Table 1 – Monthly Support Needs

4. One-time support needs are listed in Table 2.

Category	Calculation Information
Employee Set Up	
Reimbursed via Accounts Payable	
2 one-way tickets	
Visa	
Computer	
Office setup	
Language School	
Dependent Setup	
All additional taxable salary reimburse via Payroll	
2 one-way tickets for each person	Based on family size
Shipping Personal items	
House Setup - Furniture	
House Setup - Utensils	
Language school for Spouse	Based on family size
Childcare for Language school	Based on family size
Visas for family	Based on family size
Added amount for income taxes:	Estimated based on 15% of taxable amounts

Table 2 – One-time Support Needs



5. Only the salary and related compensation figures (e.g., Social security taxes and retirement) are eligible to be adjusted down to reduce support needs. All benefits and pre-paid expenses including the home service account and ministry expenses must continue to be funded at 100% of the eligible salary level.
6. 100% of monthly and one-time support plus two months reserve is required before departure.

Approved by Elders: 09-15-15

Reaffirmed by Elders: _____



ONE-TIME, NON-RECURRING, & ADDITIONAL COMPENSATION

1. Set-up Expenses

- 1.1. SERVE missionaries, when deployed to the field by Denton Bible Church, are eligible to receive one-time/non-recurring (“set-up”) expenses to assist in relocating and establishing life in a new location.
- 1.2. These funds are intended to meet the needs of a Missionary and their family as they relocate.
- 1.3. Set-Up Expenses include, but may not be limited to, the following:
 - 1.3.1. Initial travel: A one-way ticket for each family member for deployment and a one-way ticket for each family member to be held in the account until final return. Expenses for the employee and dependents are reimbursable through Accounts Payable.
 - 1.3.2. Initial Shipping of possessions: A one-way shipments of goods at today’s prices for deployment and a one-way shipment of goods at today’s costs to be held in the account until final return. Expense is reimbursed via Accounts Payable.
 - 1.3.3. Ministry Setup: Setup expenses for office including computer, software, desk, and other needed items. Determination of business need should be established prior to purchase and requires approval of Field Director, the Missions Office, and the Finance Board (as appropriate). In determining need, the Field Director will assess both need for ministry and availability among the team. Items that can be shared (e.g., printer, fax, video equipment, etc.) should only be bought once per field. These items remain the property of Denton Bible Church and must be tagged with the appropriate Fixed Asset tags. Expenses are reimbursed via Accounts Payable upon submission of receipts.
 - 1.3.4. Home Setup: Reasonable expenses for establishing a home include, but are not limited to, security deposits, rental contract expenses, living room furniture, bedroom furniture, kitchen items, housewares, and décor. Expenses will be reimbursed via payroll.
 - 1.3.5. Language School: See 5.3.7 – *Missionary Language Training*
 - 1.3.6. Entry requirements: Expenses in this category include, but are not limited to the following: needed vaccinations, visas, etc.. These expenses will be reimbursed through Accounts Payable.
 - 1.3.7. Items not expressly included above require Finance Board approval.

2. Vehicle Stipend

- 2.1. If a missionary desires the use of a vehicle in their host country, the missionary should consult with their Field Director and the Missions Office regarding requirements and challenges of owning a vehicle in a foreign context.
- 2.2. If a team recognizes the benefit of a car and generally approves their use on their specific field, then the missionary should make a request to receive a vehicle stipend. If a need for a car is anticipated prior to departure, approval should be sought and funds should be raised prior to departure.
- 2.3. The request should include:
 - A brief statement of need/use
 - A survey of car prices in the host country
 - The type of car (age, type) needed/wanted
 - Timeframe for purchase
- 2.4. The vehicle stipend is available for first car purchases only.
- 2.5. Approval from Missions Office, the Finance Board, and the Board of Elders will include an approved amount that can be raised and paid as a taxable stipend through payroll.
- 2.6. Vehicles may be purchased in two ways:
 - 2.6.1. Missionaries may elect to purchase an automobile with discretionary funds from salary.



- 2.6.2. Raising special, one-time funds for the purchase of a vehicle. Purchase of a vehicle in this manner requires prior approval from the Missions Office, the Finance Board, and the Board of Elders.
- 2.7. The stipend will be reported as ordinary income on the W-2 for the year received.
- 2.8. Upon purchase, the automobile will become the sole, personal property of the missionary.
- 2.9. All maintenance, insurance, dues, taxes, and mandatory related fees and expenses are the sole responsibility of the Missionary, including the sale of the vehicle upon departure from the field.
- 2.10. Denton Bible Church reimburses expenses for travel (fuel, taxi, bus, trolley, or subway fares, etc.) on behalf of Denton Bible Church or her ministries beyond normal travel to and from home, church, or office. Reimbursement will be via Accounts Payable and will be based on the current rate provided by the Travel Management Office of the Department of Defense or other international standard.
 - 2.10.1. A mileage log of ministry-related odometer readings, purpose of trip, destination, and date of trip must be submitted for ministry travel reimbursements.
- 2.11. There may be instances, where if a vehicle is sold by the missionary during the term in which it was purchased, that the proceeds of the sale (up to a maximum of the original vehicle stipend) will be remitted to the church in whole or in part.
 - 2.11.1. In the event that a missionary resigns or is terminated within 12 months of receipt of a vehicle stipend, he/she will remit to the church, all proceeds from the sale of the vehicle (or the original amount of the vehicle stipend, whichever is less).
 - 2.11.2. In the event that a missionary resigns or is terminated between 13 and 24 months of receipt of a vehicle stipend, he/she will remit to the church three-quarters of the proceeds from the sale of the vehicle (or 75% of the original vehicle stipend, whichever is less).
 - 2.11.3. In the event that a missionary resigns or is terminated between 25 and 36 months of receipt of a vehicle stipend, he/she will remit to the church one-half of the proceeds from the sale of the vehicle (or 50% of the original vehicle stipend, whichever is less).
 - 2.11.4. In the event that a missionary resigns or is terminated between 37 and 48 months of receipt of a vehicle stipend, he/she will remit to the church one-quarter of the proceeds from the sale of the vehicle (or 25% of the original vehicle stipend, whichever is less).
 - 2.11.5. In the event that a missionary owes any remittance to the church, the missionary consents and hereby authorizes the church to withhold from his/her final paycheck or disbursement of any kind, such amount as may be necessary to satisfy any balance due. Such withholding may equal the entire amount of said final paycheck or disbursement and may or may not fully satisfy his/her outstanding balance.
- 3. Residences
 - 3.1. Before the purchase of a home in a missionary's host country, wisdom would suggest that the missionary wait until after their first term of service and consult with their Field Director and the Missions Office regarding location and the challenges of owning a home in a foreign context.
 - 3.2. A house purchase is purely a personal decision made with personal funds.
 - 3.3. Church funds may not be used to provide a down payment or for the purchase of a home.
 - 3.4. All maintenance, insurance, dues, taxes, and mandatory related fees and expenses are the sole responsibility of the Missionary, including the sale of the property upon departure from the field.
 - 3.5. Homes purchases should be similar in size and style to those used by other team members and the population to whom the missionary is ministering.
- 4. Cost of Living Adjustment
 - 4.1. Missionaries employed by Denton Bible Church who are deployed to the field are eligible to receive a Cost of Living Adjustment (COLA).
 - 4.1.1. COLA may be initiated or altered in January of a given year.



- 4.2. The value of the COLA will be determined annually and may be adjusted up or down as compared to the previous year.
- 4.3. If the cost of living is less in a given field as compared to the local cost of living, a missionary's income will not be adjusted downward.
- 4.4. Factors used to determine the value of the COLA include:
 - 4.4.1. The location of the missionary's service
 - 4.4.2. The number of people in his or her household
 - 4.4.3. Data from the US Department of State Bureau of Administration and/or an independent consulting firm
5. International Housing Adjustment
 - 5.1. Missionaries employed by Denton Bible Church who are deployed to the field may be eligible to receive an International Housing Adjustment (IHA).
 - 5.1.1. IHA may be initiated or altered in January of a given year.
 - 5.2. The value of the IHA is determined by comparing the cost of a furnished, like-sized domicile in Denton and the cost of furnished, like-sized domicile in the field location.
 - 5.3. If the cost in the field is less than in Denton, an IHA is not given nor is income decreased.
 - 5.4. If the cost in the field is greater than in Denton in the field, an IHA is given, and the amount is the difference between the two amounts.
6. In-field Moving Expenses
 - 6.1. Denton Bible Church recognizes that there are expenses incurred when moving to the field. These expenses are included as part of one-time, set-up expenses.
 - 6.2. Subsequent moves made in the normal course of life are the responsibility of the SERVE missionary.
 - 6.3. Subsequent moves (their expenses and fees associated with the early termination of rental contracts) made at the direction of the Missions Office may be reimbursed with the approval of the Finance Board and the Elders.
7. Other Ongoing Expenses – Country Specific
 - 7.1. Depending on host country, there may be additional, ongoing expenses associated with residing in that country. The following are examples of items that are reimbursable either through Accounts Payable or Payroll:
 - 7.1.1. France – Annual Habitation Tax

Approved by Elders: 12-06-15
Reaffirmed by Elders: _____



MISSIONARY LANGUAGE TRAINING

1. Direct ministry is extremely hindered when a missionary is unable to speak in the primary and heart language of the target people. All missionaries will be required to acquire proficiency enabling them to teach and preach in the target language without translation during the first-term on the field. Failure to do so may result in a limitation on other ministry tasks.
2. All missionaries are expected to achieve a mid-level 3 as determined by the American Council on the Teaching of Foreign Language.
3. Language acquisition will be one of the primary assignments given to a missionary upon arrival at the target field. To ensure language is a priority, new missionaries will:
 - 3.1. Be required to enroll and successfully complete a SERVE-approved language acquisition program in the field.
 - 3.2. Because the acquisition of language proficiency is essential and vital, missionaries will have only secondary/helping responsibilities in ministry projects until the Field Director and Missions Office approve more significant ministry.
 - 3.3. Complete regular assessments as assigned by the Missions Office.
4. It is vital and essential that spouses of missionaries acquire proficiency during the first-term on the field enabling them to participate in ministry in the target language without translation.
5. A request, that includes itemized expenses, must be made to the Finance Board for the payment of language acquisition expenses.
6. Language acquisition expenses for missionaries will be treated as a reimbursable business expense when allowable by IRS code.
7. Language acquisition expenses for spouses of missionaries will be treated as additional income for the missionary.

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DEPENDENT EDUCATION

1. Missionaries employed by Denton Bible Church who are deployed to the field are eligible to receive a Dependent Educational Stipend to assist in providing their children (generally K – 12) an education that would enable them to meet admission requirements in American colleges or universities.
2. A request, that includes itemized education expenses, must be made to the Finance Board in consultation with the Field Director and Missions Office, for the payment of dependent education.
 - 2.1. The stipend will be paid through payroll as taxable income.
 - 2.2. Education in the field may take one of four forms:
 - 2.2.1. Public Education
 - 2.2.1.1. In general, families required by law to attend public schools in their field are **not eligible** for a stipend, except in cases where there are program expenses at the school.
 - 2.2.2. Homeschool Education
 - 2.2.2.1. A compelling reason must be provided to the Missions Office that home schooling is the best option in your culture.
 - 2.2.2.2. The stipend will be used to purchase curriculum and materials related to the content that is delivered by parents at home.
 - 2.2.2.3. The stipend may be used to pay for expenses related to co-op enrollment fees.
 - 2.2.2.4. The stipend may not be used to enroll in community or extracurricular activities that would be considered a “special area” in public schools (i.e. art, music, or physical education).
 - 2.2.3. Private Day School Education
 - 2.2.3.1. A compelling reason must be provided to the Missions Office that private day schooling is the best option in your culture.
 - 2.2.4. Boarding School Education
 - 2.2.4.1. Due to our core belief in family and the important role parents should have in a child’s life, Boarding School is highly discouraged and only allowed under the most extreme of circumstances and upon approval of the Missions Office and the Board of Elders.
3. To assist in the acclimation in a cross-cultural setting and to promote long-term commitment to the field, a missionary may request reimbursement of language acquisition expenses for their children (generally K – 12).
 - 3.1. A request, that includes itemized expenses, must be made to the Finance Board for the payment of language acquisition expenses.
 - 3.2. Language acquisition expenses for dependents of missionaries will be treated as additional income for the missionary and paid through payroll.

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Reaffirmed by Elders: _____



SEPARATION OF SERVICE – SERVE MISSIONARIES

1. **ASSIGNMENT OF FUNDS:** When staff personnel leave SERVE, all excess funds remain the property of Denton Bible Church and under the control of the Elder Board to be used for ministry consistent with the purposes in which the funds were originally given (i.e. for mission work of Denton Bible Church). The Elders desire to ensure that funds are used to further ministry and are in line with the original intent of contributors when possible.
 - 1.1. Typically, all or part of excess funds will be transferred into an account designated to assist other Denton Bible Church missionaries with financial need (e.g., due to an emergency, loss of key supporter, etc)
 - 1.2. On occasion, the Elder Board may choose to make an exception by allocating all or part of excess funds directly to other SERVE missionaries, or to other ministries either within or outside Denton Bible Church. Consideration for this type of special exception would require the requester to demonstrate that the general goals of the receiving account or mission do not contradict Denton Bible Church's doctrine or philosophy of ministry and is in general alignment with the original intent of donors to support Christian mission work.
2. **SEVERANCE:** Denton Bible Church recognizes that leaving an overseas mission field can be a traumatic time requiring a physical relocation involving the disposal and acquiring of significant personal aspects (e.g., often cannot bring cars, furniture, etc. back to the States), adjusting to a new culture, and finding new employment (a process that cannot typically occur in earnest until a person returns to the States). Therefore, the leadership of Denton Bible Church does desire to provide
 - 2.1. Requirements to be eligible for severance:
 - 2.1.1. The SERVE missionary or STINT employee is returning from a foreign field (persons raising their initial support and residing in the States would not be eligible)
 - 2.1.2. The SERVE missionary or STINT employee has successfully completed their full assignment or is returning for extraordinary circumstances approved by the Missions Office and the Elders (e.g., illness in a close family member)
 - 2.1.3. The SERVE missionary or STINT employee is in good standing with their field leadership and church leadership. In circumstances involving involuntary repatriation, compensation and benefits may be expended for a duration agreed upon by the Missions Office, Finance Board, and Elders.
 - 2.1.4. The SERVE missionary or STINT employee has the funds in their support account to cover costs of the severance package
 - 2.2. Duration:
 - 2.2.1. A STINT employee meeting the above criteria is eligible to receive one month's insurance and two additional paychecks following their physical return to the States.
 - 2.2.2. An SERVE missionary employee that meets the above criteria is eligible to receive insurance coverage and salary until receiving a paycheck from another job, not to exceed 3 months following separation.

Approved by Elders: 06-20-06
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INTERNATIONAL SOCIAL SECURITY AGREEMENTS

1. Policy

1.1. International Social Security agreements, often called "Totalization agreements," have two main purposes:

1.1.1. Eliminate dual Social Security taxation, the situation that occurs when a worker from one country works in another country and is required to pay Social Security taxes to both countries on the same earnings.

1.1.2. Help fill gaps in benefit protection for workers who have divided their careers between the United States and another country.

2. Bilateral Social Security Agreements

2.1. The following countries have bilateral Social Security agreements with the United States:

- Austria

3. Certificates of Coverage

3.1. The certificate serves as proof that the employee and employer are exempt from the payment of Social Security taxes to the foreign country.

3.2. Workers who are exempt from U.S. or foreign Social Security taxes under an agreement must document their exemption by obtaining a certificate of coverage from the country that will continue to cover them.

3.3. When paying U.S. taxes, obtain from the Social Security Administration a certificate certifying U.S. coverage, a copy of the certificate usually must be presented to the appropriate foreign authorities as proof of entitlement to the foreign exemption for the U.S. employee and the employer.

3.3.1 Employers generally are required to request certificates on behalf of employees they have transferred abroad.

3.4. The maximum period of time a certificate of coverage exemption can be in effect will be for five (5) years.

3.5. Access the online Certificate of Coverage service at www.socialsecurity.gov/coc.

4. Procedure

4.1. To establish an exemption from compulsory coverage and taxes under the French, Austrian, and Spanish Social Security systems, Denton Bible Church should request a certificate of coverage from the following Social Security Administration link: www.socialsecurity.gov/coc prior to leaving. The following information will be needed:

- • Full name of worker (including maiden name);
- • Date and place of birth;
- • Citizenship;
- • Country of worker's permanent residence;
- • U.S. Social Security number;
- • Date of hire;
- • Country of hire;
- • Name and address of the employer in the U.S. and France;
- • Date of transfer and anticipated date of return; and
- • For France, a statement, signed by Denton Bible Church, certifying that the employee, and any family members who live with them, are covered by an employer-sponsored or other private



health insurance plan while in France

- • In addition, Denton Bible Church must indicate if the individual remains an employee of the church while working overseas.
- 4.2. SERVE Missionary begins a new commitment (or period of work) overseas.
- 4.2.1. The worker shall not be entitled to a certificate of coverage from the United States with respect to the new period unless:
- 4.2.1.1. The new period of work begins at least 1 year after the end of the initial period of work, or
- 4.2.1.2. The new period of work is not expected to last beyond 5 years from the date on which the initial period of work began.
- 4.3. Prior to the sixth year of employment overseas, the employee should establish their exemption from coverage under the U.S. Social Security system. The employee must request a certificate of coverage from the local, foreign government agency that will collect their Social Security taxes in that country.
- Austria: Form A/USA 1, Main Association of Austrian Social Security Organizations
- France: Form SE-404-1, Agency of Sickness Insurance
- Spain: Form E/USA 1, Provincial Office of the National Institute of Social Security
- 4.4. Certificates of coverage issued by a foreign country should be retained by Denton Bible Church in the United States in case of an audit by the Internal Revenue Service (IRS).

Approved by Elders: 12-06-15
Reaffirmed by Elders: _____



VISA/VISA RENEWAL

1. Missionaries are required to enter their field of service in a manner that complies with the visa requirements for the nation in which they are serving.
2. It is the right of sovereign nations to establish the requirements for the acquisition and renewal of resident visas.
3. It is the responsibility of the Field Director or his designee to determine the visa requirements for their field, to make visa type recommendations in consultation with the Missions Office, and to keep the Missions Office informed of changes to visa requirements in their field as they occur.
4. It is the responsibility of the Missions Office to regularly provide the Finance Board with the current visa regulations for each field and anticipated costs related to visa renewals.
5. Missionaries, in consultation with the Missions Office, should refer to the U.S. Department of State – Bureau of Consular Affairs for specific visa entry requirements for their field of service. The Bureau of Consular Affairs will also include information on passports, immunizations, medical information, additional fees, and conditions abroad that may affect your safety and security.
6. Expenses related to visas that require the missionary and their dependents to depart the country for renewal may be reimbursed as Accounts Payable as allowed by IRS Tax Code. Dependent visa renewals may be reimbursed as taxable income via payroll.
 - 6.1. Visa renewal trips will be reimbursed up to the least expensive option available [known as base cost]. If a missionary decides to travel to a more expensive visa renewal location or combine the trip with personal time-off, only the base cost of the trip will be reimbursed.
 - 6.1.1. Prior to the first time a visa renewal trip occurs, Missions should provide an estimate of the base cost to the Finance Board for approval. Reimbursement and approval for ongoing renewal trips at base cost may occur pending Finance Board approval.
 - 6.2. Dependents, for this policy, will be defined by IRS Tax Code.

Approved by Elders: 04-05-16

Reaffirmed by Elders: _____



REPATRIATION

1. When international employees leave SERVE, all excess funds remain the property of Denton Bible Church and under the control of the Board of Elders to be used for ministry consistent with the purposes in which the funds were originally given (i.e., for mission work of Denton Bible Church). The Board of Elders desire to ensure that funds are used to further ministry and are in line with the original intent of contributors, when possible.
 - 1.3. All or part of excess funds may be moved to a general ledger account used to support other Denton Bible Church missionaries with financial need (e.g., due to an emergency, loss of key supporter, etc.).
 - 1.4. All of part of excess funds may be conveyed to another non-profit, charitable organization that demonstrates that their general goals do not contradict Denton Bible Church's doctrine or philosophy of ministry and is in general alignment with the original intent of donors to support Christian mission work.
2. Denton Bible Church recognizes that leaving an overseas mission field can be a traumatic time requiring a physical relocation involving the disposal and acquiring of significant personal aspects (e.g., often cannot bring cars, furniture, etc. back to the States), adjusting to a new culture, and finding new employment (a process that cannot typically occur in earnest until a person returns to the States). Therefore, Denton Bible Church may provide paid time off to reestablish residency that includes continuation of salary and benefits.
 - 2.1. Requirements to be eligible for continuation of salary and benefits:
 - The employee is returning from a foreign field (persons raising their initial support and residing in the States would not be eligible),
 - The employee has successfully completed their full assignment or is returning for extraordinary circumstances approved by the Missions Office and the Board of Elders (e.g., illness in a close family member),
 - The employee is in good standing with their field leadership and church leadership. In circumstances involving involuntary repatriation, compensation and benefits may be extended for a duration agreed upon by the Missions Office, Finance Board, and Board of Elders, AND
 - The employee has the funds in their support account to cover the cost of the continuation of salary and benefits.
 - 2.2. Short-term missionaries meeting the above criteria are eligible to receive one month's insurance and two additional paychecks following their physical return to the States.
 - 2.3. Long-term missionaries meeting the above criteria are eligible to receive insurance coverage and salary until receiving a paycheck from another job or three months following separation, whichever is shorter. They are also eligible to receive \$1,000 per dependent to assist in reestablishing life in the States.
3. **VOLUNTARY REPATRIATION**
 - 3.1. A missionary deciding to leave the field should give three months' notice, when possible, in order to resolve the financial and logistics related to their departure.
 - 3.2. Those missionaries leaving active field ministry are expected to transfer responsibility of SERVE property and financial accounts and related ministry to the person or persons designated by the Missions Home Office.
 - 3.3. The disposition of property held in the name of Denton Bible Church or designated entities requires authorization of the Missions Office, Finance Board, and Denton Bible Church Elder Board.



4. **INVOLUNTARY REPATRIATION**

- 4.1. The Field Director with the approval of the Missions Office and Church Administration may suspend the activities of a missionary to the extent of departure from the field of ministry should an occasion of sufficient gravity arise. Final authority to reprimand or terminate an employee relationship resides with the Senior Pastor in consideration with Denton Bible Church Board of Elders, the Missions Office and the employee's immediate authorities.
- 4.2. SERVE missionaries required to leave the field for reasons beyond their control will return to the Missions Office for evaluation of their situation.

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PURCHASES OF VEHICLES AND RESIDENCES

1. VEHICLE STIPEND

- 1.1. If a team recognizes the benefit of a car and generally approves their use on their specific field, then the individual should make a request to receive an automobile allowance that includes:
 - A brief statement of need / use,
 - A survey of car prices in the host country and
 - The type of car (age, type) needed/wanted,
 - Timeframe for purchase.
- 1.2. Approval from Missions Office, the Finance Board, and the Elders will include an approved amount that can be raised and paid in the allowance.
- 1.3. Vehicles may be purchased in two ways:
 - 1.3.1. SERVE missionaries may elect to purchase an automobile with discretionary funds from salary.
 - 1.3.2. Raising special, one-time funds for the purchase of a vehicle. Purchase of a vehicle in this manner requires prior approval from the Denton Bible Church Missions Office, the Finance Board, and the Elders.
- 1.4. The allowance will be reported as ordinary income on the W-2 for the year received.
- 1.5. Upon purchase, the automobile will become the sole, personal property of the SERVE Missionary.
- 1.6. If a need for a car is anticipated prior to departure, approval should be sought and funds should be raised prior to departure.
- 1.7. All maintenance, dues, taxes, and mandatory related fees and expenses are the sole responsibility of the missionary, including the sale of the vehicle upon departure from the field.
- 1.8. Denton Bible Church will reimburse mileage for using privately owned conveyance (POC) for ministry travel at a rate per mile in lieu of reimbursement of actual POC operating expenses. Reimbursement will be via Accounts Payable and will be based on the current rate provided by the Travel Management Office of the Department of Defense.
 - 1.8.1. A mileage log of ministry-related odometer readings, purpose of trip, destination, and date of trip must be submitted for ministry travel reimbursements.

2. RESIDENCES

- 2.1. Following the first term of service, and in consultation with their Field Director and the Missions Office, a SERVE missionary may request to purchase a home in their host country.
- 2.2. If approved, a house purchase is purely a personal decision made with personal funds.
- 2.3. One-time funds may not be raised to provide a down payment.
- 2.4. All maintenance, dues, taxes, and mandatory related fees and expenses are the sole responsibility of the missionary, including the sale of the property upon departure from the field.
- 2.5. Homes purchases should be similar in size and style to those used by other team members and the population to whom the SERVE missionary is ministering.

Approved by Elders: 09-15-15
Reaffirmed by Elders: _____



DEPARTURE FOR INITIAL TERM

1. Prior to departure for an initial term on a mission field, a SERVE Missionary must:
 - Meet a list of defined requirements and receive clearance from the Missions Office, the Finance Board, and the Elders.
 - SERVE Missionaries must provide the Missions Office with a list of donors that will provide the funds for their month to month expenses.
 - Attend an Elder meeting for information-sharing, encouragement, and prayer.
2. Defined requirements for departure include, but are not limited to, the following:
 - Pre-established support raising goals have been met or adjusted and received Field Director, Missions Office, and Elder approval.
 - Benefits have been arranged and necessary meetings and forms for retirement and insurance have been addressed.
 - All target country entry requirements have been met including visas, immunizations, and language proficiencies.
 - Last will and testament is completed and a copy is on file with the Missions Office.
 - All details regarding handling of all finances have been arranged and contact information on file.
 - A high-level strategy has been developed and agreed to by the Field Staff, Field Director, and Missions Office including high-level goals, immediate housing and physical needs plan, and a dedicated team “sponsor” to aid transition, if available.
 - Contact information for nearest relatives on file with the Missions Office.
3. The use of a departure checklist can provide guidance for completion of the following steps and requirements:
 - All host country taxes have been identified and planned for
 - All entry requirements researched and addressed, including visa/work permit requirements
 - Plans for transportation (public / private) have been developed and communicated
 - All paperwork submitted and filed in personnel file
 - Employment application including I9 and W2 submitted and on file
 - Missions office application reviewed and references contacted and on file
 - Criminal background check complete and on file
 - Arbitration agreement signed and on file
 - Signed theological statement verifying awareness of, and agreement to, (in total, unless noted) the doctrinal statement, core values, and distinctives of Denton Bible Church on file
 - Signed ministry philosophy statement on file
 - Position Description reviewed and signed
 - Statement of risk read and signed
 - Complete a will
 - Complete a personal information sheet
 - Annually salary set and a signed consent to reduce salary, if needed, should be on file
 - Compensation structure has been explained and understood
 - Adequate proof of health insurance has been provided for all family members
 - Immunization issues have been researched and addressed
 - First year in the field has been defined, initial needs upon landing have been addressed, and team adaptation supervisor has been assigned (if available)
 - Person responsible for picking up at airport identified



- Person overseeing initial transition identified
- Denton Bible Church administrative office notified to re-direct church support (if transferring from another agency)
- Candidate received Board of Elders approval for both:
 - Initial approval to become a Denton Bible Church missionary
 - Final approval to depart.

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Reaffirmed by Elders: _____



HOME SERVICE ASSIGNMENTS

- 1 Home service assignment is a temporary change from field ministry for specific purposes. Included in these purposes are advanced training related to ministry, recruitment and representation, family and health needs, strengthening of prayer and financial support base, and other assignments on behalf of Denton Bible Church.
- 2 Responsibilities, duties, and allocation of time during home assignment are made in consultation with, and approved by, the Field Director and Missions Office. Consideration is given to balancing personal, field, and home office needs.
- 3 Home service assignment is proportional to the length of field service. A maximum of 12 months of home service assignment is earned for every 48 months on the field. (e.g., one year of home service assignment is earned for every four year commitment on the field.)
- 4 The home service assignment does not have to be taken all at once. Consideration for home assignment flexibility should be based on the following:
 - Terms on the field (during a first term it is valuable to spend an extended time on the field without coming home to aid enculturation)
 - Family situation
 - Field needs
 - Team needs
 - Financial support. Taking multiple shorter home assignments during the course of a four year term will impact travel costs and total duration allowed.
- 5 Home service assignment is proportional to the length of field service. In general, this is a ratio of one month on home assignment to four months of field service. Home assignment should be for a minimum of two months and a maximum of one year.
- 6 Plans for home service assignment shall be made in consultation with and approved by the Field Director and the Missions Office. Consideration shall be given to balancing personal and field ministry needs.
- 7 While on home service assignment, SERVE missionaries are responsible to the Missions Office in Denton and should adhere to the following policies:
 - 7.1. During the home service assignment, SERVE missionaries should accomplish:
 - **Denton Bible Church relationships and ministry** – SERVE missionaries on home service assignment are expected to be involved in both large and small group ministry at Denton Bible Church, to re-connect with Denton Bible Church domestic staff and get re-acquainted with the current church life at Denton Bible Church.
 - **Missions Office** – SERVE missionaries will have scheduled office hours and be provided a space to work in the Missions Office during the Denton portion of a home service assignment,
 - **Support raising** – Home service assignments are a valuable time to re-connect with existing supporters and develop new ones.
 - **Vacation** – as accrued according to the vacation policy.
 - 7.2. SERVE missionaries may enroll in seminary or other approved institution for a maximum of six (6) credit hours per semester. In addition, SERVE missionaries may increase their course load to full-time classification for one long-semester during their home assignment with the approval of the Missions Director.
 - 7.3. SERVE missionaries should not have more than one home service assignment annually, nor more than three in any one term, as stated in 3. above.



- 7.4. Home service assignments will typically only be approved for durations of time already earned.
- 7.5. Home service assignments are deemed an important part of ministry and should be used during the four years it is accrued or the year immediately following.
- 7.6. Home service assignments should not interrupt the ongoing nature of the ministry at any time. Ministry responsibilities must be covered and a team presence maintained for the duration of the home service assignment.
- 7.7. Home service assignment is not primarily a vacation and should not be treated or presented as such.
- 7.8. Generally, home service assignment time from one-term does not roll over to another term, unless ministry responsibilities or field conditions prevented SERVE missionary from taking a desired home service assignment.
- 7.9. The exercise of home service assignments are to be tracked by the Missions Office and the Field Director. Tracking records should include the allocation of time during home service assignments and the coverage of field assignments during the home service assignments.
- 7.10. Travel costs associated with the return of the SERVE missionary exercising home service assignments are reimbursable via Accounts Payable, and travel costs associated with the return of dependents are reimbursable via Payroll.
- 7.11. Expenses that are typically incurred in life regardless of the destination are not reimbursable.

8 Reporting

- 8.1. SERVE missionaries on a home service assignment will report to the Missions Director in the Missions Office.
- 8.2. SERVE missionaries will confirm their return date with the Missions Office two weeks before returning to the U.S. and inform their Field Director of their anticipated return to the overseas country. Both offices (SERVE and overseas) must approve these dates before the SERVE missionary returns to his/her assignment.
- 8.3. SERVE missionaries returning for home service assignment will contact the Missions Office within 48 hours of arriving in the U.S. to confirm arrival.

- 9 At the conclusion of the home service assignment, SERVE missionaries must verify adequate support levels to return to the field. Failure to demonstrate this adequate level will result in a delay in preparation for departure and possibly the departure itself.

10 Request and Approval Process

10.1. Types of Requests

- 10.1.1. **Annual schedule:** The Missions Office should receive a home service assignment annual plan listing all requested or anticipated home service assignments including persons, plans, location and needs in Denton (e.g., will they need housing, etc) by the end of October of the year preceding the request.
- 10.1.2. **Formal Request:** The Missions Office should receive an official request for a SERVE missionary home service assignment from the assigned Field Director typically nine to fifteen months prior to the requested date. This will begin a dialogue that will lead to the approval or postponement of the home-service. Contents should include:
 - Date of departure and date of return to the Missions Office
 - An itinerary including a scheduled debrief at the Missions Office, support-raising goal and plans, vacation plans, retraining plans (if necessary)



- Specific personal areas where the Field Director feels the Missions Office can help the SERVE missionary on domestic assignment
- Initial list of field assignments and who is prepared to assume responsibility

10.2.Home Service Assignment Initiation Process

- 10.2.1. The primary location for all home service assignments is Denton, Texas. Locating outside of Denton requires mission office approval prior to arrival in the U.S.
- 10.2.2. Within the first days of arriving back in Denton following any initial vacation, the SERVE missionary on home service assignment should schedule a meeting with the Missions Office to develop a plan for the home service assignment. During this meeting expectations and schedule will be discussed and a plan of action developed for the time home. Additionally, during this time, the prior term should be debriefed and the SERVE missionary will be expected to indicate future plans. Should a SERVE missionary plan to leave SERVE following their home service assignment, notification should be given during this meeting and a transition plan developed.
- 10.2.3. If visiting supporters who are family or reside outside of Denton, travel expenses may be reimbursed. Travel expenses may be reimbursed if the trip is entirely ministry related. If while at the destination, the missionary extends their stay for a vacation, made a personal side trip, or had other personal activities, they will only be reimbursed for their ministry-related travel expenses. If the trip is primarily for personal reasons, such as a vacation, the entire cost of the trip is a non-reimbursable personal expense. However, the missionary can be reimbursed any ministry expenses they have **while at** the destination that are directly related to ministry.

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Reaffirmed by Elders: _____



**DATING, MARRIAGE, AND THE ADOPTION OR FOSTER CARE OF
CHILDREN**

1. Dating of nationals is forbidden during a missionary's first year in the field. Any subsequent decision should be approached with caution and discussed with the Field Director and the Missions Office.
2. Missionary status may be retained after marriage if the non-SERVE spouse is recommended for appointment by the Missions Office and approved by the Finance Board and Elders.
3. The adoption of children or the care of foster children requires prior discussion with and approval from the Field Director, Missions Office, and the Board of Elders.

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SUPPORT RAISING GUIDELINES

1. DEFINITION AND CHARACTERISTICS

- 1.1. The support raising process is an ongoing, mutually beneficial process that facilitates mission work on the part of both the contributor and recipient as funds are provided through personal relationships.

2. INITIAL SUPPORT RAISING

- 2.1. Every SERVE missionary raising support will be accountable to two individuals: one is a person assigned from the Missions Office and the second can be chosen by support raising missionary (it should be someone who understands finances and is outside the Missions Office).
- 2.2. Each SERVE missionary will have an initial meeting with the Missions Office to determine overall need, initial goals, target dates, and milestones.
- 2.3. Each SERVE missionary will submit a weekly support raising progress report to their field director and both accountability partners.
- 2.4. Follow-up training, encouragement, or corrective action will be taken as needed.
- 2.5. During the Support Raising process, the SERVE missionary is expected to:
 - Prepare for moving to a target location by raising necessary prayer and financial support, planning the transition, and continuing to develop cross-cultural and other ministry skills.
 - Participate with the Missions Office to develop a broad understanding of the both the inner workings of the Missions Office and what it is doing on a broadly around the world.
 - Participate in the life of Denton Bible Church to develop and understand an appropriate ecclesiology.

3. GENERAL SUPPORT RAISING POLICIES

- 3.1. SERVE missionaries that develop a support base are actually developing funds for Denton Bible Church. Therefore, all contributions are the property of, and controlled by, Denton Bible Church under the direction of the Elders and their designees for use in ministry.
- 3.2. Funds raised by the SERVE missionary and spent by Denton Bible Church toward the SERVE missionary's assigned ministry are monitored via individual accounts maintained in the name of the staff person on the church's general ledger. Each SERVE missionary is responsible for securing contributions to Denton Bible Church to cover the expenses incurred for salary, training, ministry, benefits, administrative costs, and other approved expenses.
- 3.3. It is the responsibility of the SERVE missionary to manage the account maintained in their name in accordance with the financial policies and practices of Denton Bible Church, including the use and maintenance of the church prescribed financial and contact management databases.
- 3.4. No person may solicit support contributions from members of Denton Bible Church for any long-term, short-term, or other mission activity support without the expressed, written consent of the Elders.
- 3.5. Support should be sought from church members with whom the SERVE missionary has a personal relationship or persons directly referred to a SERVE missionary. Under no circumstances should there ever be a "mass mailing" campaign.
- 3.6. Support for projects, needs, or for any person who is not a SERVE missionary may not be solicited or received without the prior approval of the Missions Office, Finance Board, and the Elders.
- 3.7. SERVE missionaries are directly accountable to the Missions Office. SERVE missionaries may also have secondary accountability to their future field director.

4. SUPPORT RAISING AND CORRESPONDENCE

- 4.1. All persons receiving financial support from individuals are expected to meet the following minimum standards regarding supporter communication:



- A quarterly written newsletter that is mailed to supporters unless the supporter requests an email copy.
 - A monthly communication to all supporters via email.
 - Periodic individual communications (a minimum of personal communication per supporter each year: phone call, post card, etc.).
- 4.2. Each communication should provide updates on ministry and personal life and have a tone appropriate for ministering to recipients (e.g., be real but don't complain).
- 4.3. All communication should be copied to the Missions Office and we will update communications at the International Hall and also track their frequency.
- 4.4. SERVE missionaries are expected to update their web page on the SERVE website once a month.
- 4.5. SERVE missionaries are to contribute prayer requests monthly to be distributed to home team email recipients monthly.

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SERVE INTERNATIONAL FIELD RETREATS

1. This policy applies to SERVE International field retreats. Typically, such activities are undertaken for the purpose of strategic and operational planning and/or employee development. It covers the approval processes for staff retreats and requires all fields to consider the costs, relevance, objectives, and expected outcomes before a decision is made to undertake a staff retreat.
2. Denton Bible Church supports the undertaking of staff retreats for planning and developmental purposes where the objectives have been clearly defined, the relevance of the retreat is clearly demonstrated, expected outcomes have been identified, expenditure is reasonable, and all employees of the team have adequate account funding.
 - 2.1. Costs associated with the staff retreat, including the provision of various services, activities, facilities, venue, accommodation, catering and travel, should be kept within reasonable limits, and the Field Director must be able to justify items of expenditure. Facilities and venue should be of a reasonable quality and standard but not extravagant.
 - 2.2. Retreats are funded from the field's team account and as such are subject to the standards and accountabilities that Denton Bible Church applies to the expenditure of its 'donated' funds. The normal policies on reimbursement apply.
 - 2.3. The provision of 'rewards' or gifts to employees in forms such as expensive recreational activities or entertainment, or expensive accommodation and catering are not permissible.
3. Procedures
 - 3.1. All field retreats must be approved in advance by the Missions Office and Finance Board on the basis of a submission from the Field Director undertaking the retreat.
 - 3.2. Such submissions should:
 - Clearly define the purpose, relevance and expected outcomes of the retreat/conference;
 - Demonstrate that the total cost is reasonable and appropriate and within the financial capacity of each SERVE Missionary;
 - Detailed budget for all costs associated with the retreat (i.e., room rates, food, transportation);
 - Identification of the planned location and dates;
 - Complete listing of retreat attendees, including spouses and children;
 - Provide a complete program of activities, including social and recreational activities;
 - Provide a justification why the retreat is not taking place at a SERVE International facility or residence;
 - Outline any issues associated with the absence or unavailability of the employees and their ministry during the retreat; and
 - Identify the duration, timing, nature and outcomes of previous retreats of this kind undertaken.
4. Code of Conduct
 - 4.1. Retreats for employees are part of the normal workplace activities of Denton Bible Church. As such, participants should conduct themselves in a manner that is consistent with their profession of faith and the teachings of Denton Bible Church.

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OVERSEAS OFFICE RENT

1. Denton Bible Church will provide non-taxable reimbursements through Accounts Payable to cover the cost of maintaining an office or storage facility for ministry purposes, such as rent and utilities. This amount must initially be approved by both the Missions Office and the Finance Board.

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INTERNATIONAL MILEAGE REIMBURSEMENT

1. Denton Bible Church will reimburse mileage for using privately owned conveyance (POC) for ministry travel at a rate per mile in lieu of reimbursement of actual POC operating expenses. Reimbursement will be via Accounts Payable and will be based on the current rate provided by the Travel Management Office of the Department of Defense.
2. A mileage log of ministry-related odometer readings, purpose of trip, destination, and date of trip must be submitted for ministry travel reimbursements.

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CONTRIBUTION HANDLING

1. POLICY
 - 1.1. Account Establishment
 - 1.1.1. By approval of the Denton Bible Church Elder Board, each new SERVE missionary will have an account established in his/her name in the church's general accounting system.
 - 1.1.1.1. This account will be used to track contributions given on behalf of the SERVE missionary to Denton Bible Church.
 - 1.1.1.2. This account will be used to provide management reporting regarding an individual SERVE missionary's financial situation.
 - 1.2. Fund Processing
 - 1.2.1. Church Administration will receive, process, and track all contributions on the church's general accounting system(ACS)
 - 1.2.2. Mission office will receipt gifts. (They only receipt "paper" gifts received in the Church Office, not EFTs or online gifts)
2. PROCEDURES
 - 2.1. Types of Contributions
 - 2.1.1. There are three primary ways for contributors to provide cash contributions to an SERVE missionary
 - 2.1.2. Checks
 - 2.1.2.1. Must be made payable to Denton Bible Church
 - 2.1.2.2. Must have the SERVE missionary account number in the memo line
 - 2.1.2.3. Should be delivered in the contribution envelope provided
 - 2.1.3. Electronic Funds Transfer (EFT)
 - 2.1.3.1. A contributor desiring to have the ease and convenience of contributing without having to write a check, can authorize Denton Bible Church to transfer a pre-approved amount each month directly from the contributor's bank account.
 - 2.1.3.2. A contributor must complete the forms provided by the Missions Office or SERVE missionary.
 - 2.1.3.3. Typically it takes up to two months for this process to begin, so it may be advisable for these contributors to write a check for the first month.
 - 2.1.3.4. On-Line Giving
 - 2.1.3.4.1. Through the church's web-based communication tool, a contributor may set up a one time or recurring gift to a SERVE missionary to be charged to their bank account or credit card.
 - 2.2. Check Receiving
 - 2.2.1. Means for giving check:
 - 2.2.1.1. Drop into the offering box at church (must be made out as stated above)
 - 2.2.1.2. Give to the SERVE missionary who brings it to the Missions Office
 - 2.2.1.3. Mail to Denton Bible Church with the check made out as above
 - 2.2.2. Initial contributions – should include contributor information along with expected frequency (best if they return the contributor intent card)
 - 2.2.2.1. Subsequent contributions – should be inserted in the contribution envelope and contain the bottom third of the receipt that is intended to be returned with contributions.
 - 2.3. Check Processing
 - 2.3.1. All contributions received during the week are processed each Thursday by Church Administration.
 - 2.3.1.1. The contributions will be entered into the Church software (ACS). The following week, the Missions Office mails receipts which included a tear off and return envelope to be returned with future gifts.



- 2.4. Contribution Tracking
 - 2.4.1. Software system - ACS – This is a software system designed by an outside vendor as a church accounting software. This software is used by Church Administration to track all contributions and expenditures of the church. SERVE missionary tracking accounts and all related activity is tracked on ACS.
- 3. ACCEPTABLE CONTRIBUTIONS
 - 3.1. Cash
 - 3.1.1. All cash contributions should be given in the form of a check. The check must be made payable to Denton Bible Church and contain the SERVE missionary's account number in the memo line. Checks may only be made payable to Denton Bible Church. If checks are made payable directly to the SERVE missionary, they will be returned by the Missions Office to the SERVE missionary.
 - 3.2. Electronic Funds Transfer (EFT). Cash contributions can be electronically transferred using the approved ACH process.
 - 3.3. On-Line Giving. Contribution may be given through the church's web-based communication tool by using a bank account or credit card.
 - 3.4. Non-cash donations in the form of securities such as publicly traded stocks and bonds may be given as a contribution to an SERVE missionary. If given to Denton Bible Church, each will be sold at market value as soon as possible.
 - 3.5. A contribution of real property (e.g., a car or home) to the church on behalf of an SERVE missionary is discouraged. It is preferable that the contributor liquidates the property and contributes the cash proceeds to Denton Bible Church. Exceptions to this can be discussed on a case by case basis.

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RESPONSIBILITIES OF THE MISSIONARY WITH CONTINUAL COMMUNICATION

1. There are two major categories of continual communication between the missionary and the church:

1.1. Support Raising

- Missionaries may mention financial needs to personal friends and acquaintances within Denton Bible Church.
- Requests for additional needs, financial or material, must be filtered through the Missions Office prior to requesting to individuals or any group of people at Denton Bible Church.
- To make a request known to the congregation the request first must go to the Missions Director and then to the Finance Board and Board of Elders.

1.2. General Correspondence

- The Missionary must give a written quarterly report to the Missions Office which should include current prayer requests, needs, present work focus, and any relevant information.
- The Missionary should respond promptly to any correspondence made to them by the Missions Office.

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SHORT-TERM TEAM CONTINGENCY

1. Denton Bible Church short term teams operating in a foreign country should abide by the following security and contingency practices. Often such teams will be in a country for less than a month, and have no, or little, knowledge of the environment or local language. Often this is compensated for by being hosted by a resident missionary or by a local church. Even so, when teams are in transit or spending time in a major city prior to departure, they are often under the control of an inexperienced team leader. This Contingency Plan to address in the event of emergency or crisis (e.g. something goes wrong, someone is missing, chaos breaks out, or simply “I think I’m lost.)
2. It is assumed that the principles of situational awareness, low profile, hard target and the buddy system have already been taught and enforced by the team leader.
3. PREPAREDNESS
 - 3.1. Team leaders should
 - 3.1.1. Rehearse basic security principles with the team often.
 - 3.1.2. Carry a Cell phone that works in that country
 - 3.2. All team members should carry:
 - 3.2.1. Passport or photocopy with visa page
 - 3.2.2. Address of hotel or guest house where staying. Written in local language so a taxi driver can read it.
 - 3.2.3. A cell phone that works in that country if possible.
 - 3.2.4. Important phone numbers i.e. team leader’s cell, hotel or guest house where you are staying, home Embassy, host (missionary or pastor), other team members. NOTE: List phone numbers on paper, even if you have them programed into your cell phone. Phones are lost, stolen, broken or lose power.
 - 3.3. Team members SHOULD NOT carry documents or other important information in a wallet or purse/bag or with cash in case these items are stolen.
4. PLAN
 - 4.1. LOCAL RALLY POINT
 - 4.1.1. When in a town or city, whether for ministry or pleasure, team leaders should always designate a Rally Point in the proximity of where the team will be located. It should be a prominent landmark e.g. a large or unique building, or a small park, or a local restaurant. Also designate a time for team members to assemble at the Rally Point. Not only is this a control factor but it provides an emergency location should team members be victimized, disoriented or chaos erupts for any reason.
 - 4.2. CONTINGENCY POINT
 - 4.2.1. If a situation develops that affects the team or individual team members, and either the Rally Point cannot be reached or has not been designated, then the Contingency Point is to return to the hotel or guest house where the team is staying.
 - 4.2.2. If for some reason the team members are not able to return to their hotel or guest house, or that location is no longer a viable location, then an Alternate Contingency Point should be designated. This needs to be done as soon as possible, but for sure upon arrival in the country. The Alternate Contingency Point would come into use if streets leading back to the hotel is blocked, or if the hotel has itself become a target of terrorism e.g. a bombing or armed attack. The Alternate Contingency Point will likely be another hotel NOT located in the vicinity of the hotel in use by the team.
 - 4.2.3. A back-up plan, if for some reason the Primary and Alternate Points are unusable or unreachable, or simply forgotten by the team member(s), will always be to go to the U.S.



Embassy. Explain the situation to the guards and demand to see an American from the Security Division.

- 4.2.4. Having these 3 Contingency Points designated even before entering the country assures that there is a plan in place as soon as the team exits the aircraft. Should something happen anytime, anywhere, the team members always have a plan that will lead them to safety, as well as a place where the team can link up again.

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KIDNAPPING

1. RANSOM

- 1.1. Denton Bible Church affirms the high value we place on all of our members, associates, volunteers and their families. In case of kidnapping their safe return shall be a priority of this organization, and all reasonable efforts consistent with our policies and core values will be made. However Denton Bible Church is opposed to the payment of ransom as a desired means of resolution.
- 1.2. Therefore it is the policy of Denton Bible Church that no ransom will be paid by this organization to secure the release of any hostage. Nor will Denton Bible Church agree to permanently abandon any ministry location in order to secure the release of hostages.

2. NEGOTIATION

- 2.1. In the event of a kidnapping Denton Bible Church commits itself to negotiation as the strategy of first choice. Denton Bible Church will seek to utilize trained negotiators with expertise in such situations. We recognize negotiation as the safest means of resolution, but such negotiations do not imply that Denton Bible Church will make payments or concessions that violate our policies or core values.

3. CRISIS RESPONSE

- 3.1. Denton Bible Church will provide a crisis team for the purpose of:
 - defining and monitoring the crisis
 - liaison with involved governments and non-government entities
 - communicating with family members
 - providing an information source for Denton Bible Church leaders and members
 - assisting in resolution of the crisis when appropriate

4. FAMILY CONCERN

- 4.1. Denton Bible Church is committed to the safety and welfare of all of our members and their families. Experience has proven that in the event of a kidnapping the rapid relocation of remaining family members serves the best interests of the victim, their family and the crisis resolution efforts.
- 4.2. In the event of a kidnapping, Denton Bible Church will relocate all remaining family members in that country as soon as possible to their home country or pre-designated location.
- 4.3. Should both parents, or a single parent, be kidnapped, their children will be relocated to their home country or pre-designated location, and placed in the care of a legal guardian pre-arranged by the parent(s).
- 4.4. In specific cases the Crisis Team may waive this policy if doing so is in the best interests of the crisis management effort.

5. MEMBER CARE

- 5.1. A kidnapping incident will have an emotional impact on everyone involved. The trauma and stress that accompany all crises can have a debilitating effect on those closest to the situation.
- 5.2. Denton Bible Church will provide trained debriefers for the purpose of offering practical advice, as well as emotional and spiritual assistance. It is Denton Bible Church's desire to assist all those affected by the crisis to process their experience in a healthy and God-honoring manner.
- 5.3. Denton Bible Church strongly endorses that all released kidnap victims, their immediate family members and all members of the crisis team undergo a debriefing process.

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PERSONAL SAFETY

1. PERSONAL SAFETY

- 1.1. Denton Bible Church recognizes that there are differences of perception when it comes to matters of personal safety.
- 1.2. We respect each individual as a fellow servant and will never compel anyone to minister in any area where they, or their family, feel it is unsafe
- 1.3. Any Denton Bible Church employee or volunteer has the right to decline assignment to an area they feel is too dangerous.
- 1.4. If any Denton Bible Church employee or volunteer determines that it is unsafe for them, or their family, to remain in their ministry location, they have the right to leave that location without prior permission, judgment or coercion to stay.

2. POLICY: EVACUATION

- 2.1. It is universally understood that risk is an integral part of missions, and we appreciate that our missionaries are willing to hazard their lives for the sake of the gospel.
- 2.2. However there are factors that affect ministry beyond the local risk to our missionaries, and may require the temporary withdrawal of our personnel from a specific area or country.
- 2.3. It is Denton Bible Church's policy that if field or regional leadership determines it is necessary to evacuate a ministry location, all Denton Bible Church personnel at that location are required to comply immediately. It is no longer a matter of personal choice.
- 2.4. Denton Bible Church respects those who may disagree with such a directive and invites discussion after the evacuation.

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SERVE HOME OFFICE CONTINGENCY PROGRAM

1 TRAINING

- 1.1. The most effective security and crisis management activities are those that prevent crises and reduce the impact of unpreventable crises.
- 1.2. Risk to missionaries has increased substantially worldwide. In response Denton Bible Church accepts an obligation to produce missionaries who are adequately prepared to accept those risks.
- 1.3. Therefore Denton Bible Church will provide its personnel with specialized training for the purpose of reducing vulnerability to risk, and how to effectively minister in areas of increased risk.
- 1.4. Denton Bible Church requires that all members attend basic level contingency training. Such training will be offered at a training venue another designated by the Missions Office. Exceptions to attending this training will be considered by the Missions Office on a personal basis.
- 1.5. In addition, Denton Bible Church recognizes the need to have personnel on each field who have the skills necessary to assist in the prevention of crises, and to assume responsibility within a crisis management committee.
- 1.6. Therefore Denton Bible Church requires each field to have select leaders and contingency coordinators who are trained in risk assessment, contingency planning and crisis management.

2 POLICY AGREEMENT

- 2.1. It is essential that all of our missionaries understand and agree with Denton Bible Church's contingency policies.
- 2.2. Therefore, each Denton Bible Church employee and volunteer participating in missions activity will be required to sign a statement of agreement with our contingency policies prior to their acceptance and assignment.
- 2.3. Missionaries already on the field will sign a statement of agreement when their files are updated.
- 2.4. Failure to do so may affect their future assignment or continuation in their current ministry.
- 2.5. A copy of that statement will be kept in their contingency file on the field, as well as in their personnel file at Denton Bible Church.

3 PREVENTING CRISES

- 3.1. It is Denton Bible Church's desire to prevent crises from occurring within our organization.
- 3.2. We believe that with diligent monitoring of threatening situations, good contingency planning and prudent action, it is possible to avoid a crisis incident. To that end Denton Bible Church Missions Office will staff and maintain a Contingency Department that is global in scope and has as its purpose:
 - 3.2.1. Tracking and evaluating risk worldwide,
 - 3.2.2. Advising Denton Bible Church leadership, as well as regional and field staff, regarding security issues,
 - 3.2.3. Coordinating Denton Bible Church's contingency training program,
 - 3.2.4. Assisting in contingency planning and crisis management.

4 OPENING NEW FIELDS

- 4.1. Denton Bible Church supports that it is crucial to understand the full scope of risk within any country or region being considered for a new field of service. Therefore Denton Bible Church requires that a threat evaluation be conducted in that country by qualified personnel, and that this threat evaluation report be included in the approval process for opening new fields.

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EMERGENCY CASH RESERVE

1. POLICY

- 1.1. SERVE Field teams should keep cash on hand for use in medical, political, or other emergencies in amounts recommended by the US Consulate in their country.
- 1.2. Emergency Cash Reserves are intended to be used in case of emergency and to be reimburse back once the emergency is resolved.
- 1.3. These amounts should be kept for each employee and dependent on the team.
- 1.4. These amounts should be a mix of local currency and US dollar, as recommended by the US Consulate in their country.

2. ACCOUNTABILITY/MANAGEMENT

- 2.1. Emergency Cash Reserves must be documented and accounted for using Denton Bible Church accounting protocols.
- 2.2. Monthly reconciliation of the cash reserve must be submitted to the Missions office by noon on the last day of the month.

3. USAGE

- 3.1. Medical emergency
 - 3.1.1. The patient should attempt to use their insurance first. If the provider does not accept insurance, the Field Director may approve the use of the emergency cash reserve.
 - 3.1.2. The patient should file a claim as soon as possible and replenish the emergency cash reserve with any reimbursements from the Insurance Carrier or Denton Bible Church.
- 3.2. Political emergency requiring evacuation

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SAFETY & SECURITY POLICIES

CHILDREN'S MINISTRY SAFETY POLICY

1. Because we desire to protect children involved in our ministry, Denton Bible Church requires all staff members and child-serving volunteers to complete FOUR SAFETY STEPS before ministry work or volunteer placements begin.

1.1. *STEP ONE: SEXUAL ABUSE AWARENESS TRAINING*

All staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in “grooming” a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Denton Bible Church requires all staff members and child-serving volunteers to complete Sexual Abuse Awareness Training. This training can be completed online or in person and must be renewed every two years.

Parents of minors who are child-serving volunteers are welcome and encouraged to complete the Sexual Abuse Awareness Training with or prior to their child completing the training and discuss it with them in age-appropriate ways. Untrained minors who participate as child-serving volunteers are not allowed to be alone with children in a one-on-one or group setting and may be required to serve alongside their parents.

1.2. *STEP TWO: SCREENING PROCESS*

Staff members and volunteers working or serving with children are required to complete the Denton Bible Church Screening Process, which includes:

- Employment Application (employees only);
- Safety Application
- Face-to-Face Interview
- Reference Checks

A volunteer must attend Denton Bible Church services for six months before being eligible to serve in positions providing ministry services to children.

Young Guns and Women’s Discipleship Training Program participants are completing an unpaid internship and may serve immediately.

College and G.A.P. students who have a church background may be allowed to serve immediately and may be asked to provide information about previous church service. Each instance will be evaluated on a case-by-case basis.

In an effort to balance the church’s desires to (1) protect children involved in our ministry and (2) be a place where Christian families who are not Denton Bible Church attendees,



non-attending adults can participate in church ministries with a limited role, applying the following guidance:

- Non-attending adults must have a child participating in the ministry for which they desire to volunteer.
- Non-attending adults must be a member or regular attender of another church, and a staff member at that church must be a reference for them.
- Non-attending adults must be recommended by the Ministry Director for the ministry in which they are applying to volunteer.
- Non-attending adults may participate in ministry activities to include: outings, performing service functions, teaching specific technical skills to support the ministry, and providing adherence to two-adult supervision.
- Non-attending adults may not provide biblical teaching, serve in a position with decision-making authority, or have primary responsibility for a participant's physical, spiritual, and emotional protection and care.
- Non-attending adults must sign a "Non-attending Adult Statement of Understanding" stating that they understand Denton Bible Church's statement of faith and agree to not share their personal beliefs that conflict with Denton Bible Church doctrine while on the property or participating in ministry activities.

In order to remain current, a background check will be completed bi-annually on employees, short-term missionaries, and volunteers in ministries that might serve or come in contact with children, seniors, and those with special needs. Additionally, these individuals may be asked to answer portions of the Volunteer Screening Form, bi-annually.

Screened, trained individuals who leave Denton Bible Church for another church and return after three or more years must be fully rescreened and retrained.

Screened, trained individuals who leave Denton Bible Church for another church and return after less than three years will be asked to renew portions of the volunteer application and asked to provide a reference from the church they left to.

All Sheepdogs, including active law enforcement officers, are required to complete Sexual Abuse Awareness training.

Short Term Mission participants who do not attend Denton Bible Church may be allowed to serve on a trip after completing a volunteer screening application and providing a reference from a staff member at their church. Additionally, if they are serving on a trip whose task is predominantly working with children, they are required to complete Sexual Abuse Awareness Training.

1.3. STEP THREE: POLICIES & PROCEDURES



Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

1.4. *STEP FOUR: CRIMINAL BACKGROUND CHECK*

All staff members and volunteers working with minors must undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required. Individuals who have committed sexually-oriented or sex-related crimes may not serve in any area providing services to children or minors. In addition, certain other past criminal acts *may* preclude an applicant from serving minors. Criminal background checks will be renewed every two years.

2. CHILD PROTECTION

Denton Bible Church supports and maintains a **zero tolerance** policy concerning child abuse and neglect. It is a violation of Texas law and our policy for any volunteer or staff member to physically, sexually, or emotionally abuse or neglect any child or student.

3. ENFORCEMENT OF POLICIES

Staff members and volunteers in supervisory positions must diligently enforce all policies. A violation of these policies maybe grounds for immediate dismissal, disciplinary action, or reassignment. Final decisions related to policy violations will be the responsibility of Denton Bible Church leadership.

4. CONSEQUENCES OF VIOLATION

Any person accused of committing any act considered by the church to be harmful to a child will be immediately suspended from participation in ministry to children. This suspension will continue during any investigation by law enforcement, Child Protective agencies or the Church.

Any person found to have violated this policy may be prohibited from *future* participation as a staff member or volunteer in all activities and programming involving children or minors. If the person is an employee, such conduct may result in termination of employment.

Failure to report a policy violation may be grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or students at Denton Bible Church.

5. REPORTING ABUSE OR SUSPICIONS OF ABUSE

5.1. *REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS*

Denton Bible Church is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services or criminal law enforcement.



Because sexual abusers ‘groom’ children for abuse, it is possible that a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Please report ‘grooming’ behavior, policy violations, or any suspicious behaviors to an immediate supervisor, such that the church may take appropriate action to safeguard children in the program.

DENTON BIBLE CHURCH REPORTS ALL SUSPECTED ABUSE AND NEGLECT.

5.2. *REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES*

Under Texas law, *every adult* is a mandatory reporter of suspected child abuse or neglect. If you reasonably suspect that a child is being (or has been) physically, sexually or emotionally abused or neglected, a report must occur.

A report must be made to:

The Texas Department of Family and Protective Services Hotline (1-800-252-5400), OR the local police department, OR child protective agency in the county.

The person making a report must identify, if known:

- The name and address of the child,
- The name and address of the person responsible for the care, custody, or welfare of the child, and
- Any other pertinent information concerning the alleged abuse or neglect.

A staff member or volunteer who is not acting in a professional capacity *may* report to an immediate supervisor and allow the supervisor to assist in making the appropriate report to law enforcement agencies.

Because many individuals are unfamiliar with Texas mandatory reporting requirements, Denton Bible Church utilizes a ‘tandem or dual report’ for reports of suspected child abuse or neglect: a Denton Bible Church employee will report the suspicion or allegation *together with* the individual who saw or heard something causing him or her to suspect abuse or neglect.

In no way is any provision in this policy meant to discourage any staff member or volunteer from *personally* reporting a suspicion of abuse or neglect to appropriate law enforcement agencies as mandated by law. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report *alone*.

5.3. *REPORTS MADE BY PROFESSIONALS*

A *professional* who has cause to believe that a child has been *or may be* abused or neglected must make a report no later than 48 hours after the professional first suspects that the child



has been or may be abused or neglected, and may not delegate to or rely upon another person to make the report.

Under Texas law, a “professional” includes any individual who is licensed or certified by the state, and who, in the normal course of his or her duties for which a license is required, has direct contact with children.

Professionals include:

- Teachers or daycare employees,
- Nurses, doctors, or employees of a clinic or health-care facility that provides reproductive services,
- Juvenile probation officers or juvenile detention or correctional officers.

By Texas law, communications with a minister regarding suspected child abuse or neglect are not privileged and must be reported to authorities.

5.4. ADULT TO ADULT DISCLOSURES

In addition, a staff member or volunteer must make a report if he or she has cause to believe that an *adult* was a victim of abuse or neglect as a child, and the staff member or volunteer determines in good faith that disclosure of the information is necessary to protect the health and safety of *another child*. **SEE REPORTING HANDOUT**

6. BUILDING SAFETY

Every ministry supervisor will be responsible for ensuring that the ministry program area is monitored during programming. This will include unobserved monitoring of staff members, volunteers and children. No child will ever be left unattended in a ministry area or on a playground during regular programming, classes or activities.

If a third-party vendor (e.g. a contractor or service technician) is in close proximity to children, a staff member must be present with the children. Ministries affected by such vendors will be notified by Facilities, so that they may ensure a staff member is present.

7. SUPERVISION

Only persons with a current security tag, screened ministry volunteers, church staff members, and children are allowed in areas where ministry to children is occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.

Two trained, screened adults should supervise children at all times.

If one supervising adult needs to leave a group of children, another volunteer or employee must be notified so that the *Two Adult Rule* can be upheld.

Avoid being alone with an individual child in any room or during any ministry program.



In the event you find yourself alone with a single child, take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

8. PLAYGROUNDS

On the playground, remember to circulate, watching children during play periods, giving particular attention to the areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

9. OVERNIGHTS

Males and females must be segregated during sleeping time. A minimum of two adults, the same gender as the children or youth being chaperoned, must sleep in each area. All overnights, regardless of whether on or off campus and regardless of setting, must first be approved by the Board of Elders prior to announcement, advertisement, or registration. Permission must also be received from parents. No overnights are allowed on Denton Bible Church property unless part of a ministry-sponsored event that is open to all sponsoring-ministry participants.

10. SECURITY

A child may only be released to an individual authorized to receive that child. Check with your ministry supervisor concerning appropriate release policies for each ministry program.

After every ministry programming event, ensure that every room, area and restroom is checked prior to leaving.

11. STAFF MEMBER/VOLUNTEER TO CHILD RATIO

Denton Bible Church is committed to providing appropriate supervision in all ministry programs. Accordingly, the following worker-to-child **minimum ratios** will be observed:

Program	Workers	Children
Nursery	2	8
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 years old	2	18
Elementary	2	20
VBS	2	20



If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor. Supervisors will make diligent efforts to find screened, trained substitute workers to immediately bring worker-to-children ratios into compliance with Church policy.

12. COMMUNICATING WITH FAMILIES

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete the Denton Bible Church volunteer application and screening process.

Parental Contact

Parents who leave a child in the care of ministry staff members and volunteers during church services or activities will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in ministry programs.

13. DISCIPLINE

Do not use physical discipline in any manner for behavioral management of children in ministry programs. No form of physical discipline is acceptable, including spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children. Instead, use 'time-outs' and other non-physical methods of behavior management, observing the following guidelines:

- Verbally redirect the child before physically intervening. When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.
- If the behavior does not cease, separate the child from the group, but still within eyesight. Avoid being alone with the child.

Uncontrollable or unusual behavior should be reported to parents and an immediate supervisor.

14. DIAPERING AND RESTROOM POLICIES

14.1. *BABIES - 4 years old*

Follow these procedures when changing diapers:

- *Children should be changed on changing stations only.*
- Never move away from or turn your back to the changing table.
- Wear disposable gloves and use new gloves with each change.
- Sanitize the change pad after every use.
- Dispose of diaper and gloves in the trash can provided.
- Only female staff members and volunteers may change diapers.
- Male volunteers should care for other children in the room.

14.2. *SPECIAL NEEDS*



Parents will offer instruction to staff members or volunteers to change the diapers of individuals with special needs. After the age of 4, parents, legal guardians, or caretakers will change the diapers of all individuals with special needs.

14.3. *BATHROOMS*

Because nursery children may require assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

- Provide bathroom assistance only when the child is in need of assistance.
- Only *adult* female workers will assist children in the bathroom.
- Fathers are allowed to assist their own children.
- No child will be forced to toilet train.
- When children are taken into the bathroom, the door will be left open.
- Children will never be left unattended in the bathroom.
- Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present.
- If the bathroom being used is outside the classroom, two staff members or volunteers must be in the restroom with children at all times, but should not enter stalls unless necessary.
- Have only one gender of child in the classroom bathroom at one time.
- Supervise hand-washing after children use the bathroom.

14.4. *GRADES K-5*

- Only *adult* female workers will assist children in the restroom, if necessary.
- Only one child in the bathroom at a time.
- The door must not be locked, and must remain ajar when a worker is assisting a child, if necessary.
- Children should receive the minimum amount of assistance needed based upon their individual capabilities. Encourage children to do all they can for themselves.
- Supervise hand-washing after children use the bathroom.
- All students in grades K–3 must be accompanied by a female leader.
- The leader should take no less than two students and no more than four students to the bathroom at one time.
- Students in grades 4–5 may go to the bathroom without supervision.
- Be aware if a student repeatedly asks to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor if it occurs.
- A single staff member or volunteer should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door,



knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his or her toileting activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

15. EMPLOYEE/VOLUNTEER POLICIES

15.1. TOBACCO USE

Please abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during Denton Bible Church ministry activities or programs, whether on campus or away. Denton Bible Church is a tobacco-free facility.

15.2. INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any Denton Bible Church program or activity.

15.3. NUDITY

Never be nude in the presence of children in ministry programs. In the event that a situation arises that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will discuss his or her plan concerning arrangements for showering or changing clothes with the ministry supervisor. The plan should include intentions for communicating the plan both with children and parents.

15.4. ONE-TO-ONE INTERACTIONS WITH CHILDREN

Never set up or conduct one-to-one, unobserved meetings or interactions with children while participating in ministry activities or programs. Another trained, screened adult should always be present.

15.5. MEDICATION

Except in cases of emergency, volunteers may not administer medication of any kind to any child while serving in ministry programs, including 'over the counter' drugs. In cases of emergency, medications should be administered by medical personnel or a staff member, and parents should be notified as soon as possible.

15.6. SEXUALLY ORIENTED CONVERSATIONS

Do not engage in any sexually oriented conversations with children or students, or discuss any inappropriate or explicit information about personal relationships, dating or



sexual activities with any child or student in the program. If it is necessary to address issues related to purity, dating, sex and human sexuality, clear such discussions with ministry staff and directors before they occur.

15.7. SEXUALLY ORIENTED MATERIALS

Sexually oriented materials (magazines, cards, images, videos, films, etc.) are prohibited on church property or in the presence of children participating in any ministry program.

15.8. CELL PHONE USE

Cell phones should be silent and out of sight while supervising children. Children may be lost or hurt without consistent supervision.

15.9. PHYSICAL INTERACTION/APPROPRIATE DISPLAYS OF AFFECTION

Appropriate physical affection is part of a positive, nurturing environment in a healthy ministry. Physical contact in any form should be above reproach, for the benefit of the child, and never based upon the emotional needs of a staff member or volunteer.

The personal behavior of employees and volunteers must foster trust at all times.

The following guidelines are recommended as positive displays of affection:

- Meet the child's eye level by bending down or sitting
- Listen to him/her with your eyes as well as your ears
- Pat a child's head, hand, shoulder or back when encouraging him/her
- Side hugs
- 'Fist bumps'
- Handshake
- 'High fives'
- An arm around the shoulder
- Walking hand in hand with younger children

AVOID the following interactions:

- Never touch a child in anger or disgust
- Never touch in a manner that may be construed as sexually suggestive
- Avoid touching a child between the navel and the knees
- Never touch a child's private parts (with the exception of diaper or bathroom procedures)
- Never place a child who is over two years of age in your lap
- Avoid carrying children piggy-back, or on your shoulders
- Never kiss a child
- Never place hands beneath a child's clothing to play, rub, or comfort
- Avoid tickling, participating in 'horse-play' or wrestling with a child



Do not force physical contact, touch, or affection on a reluctant child, except in cases of necessary restraint for the protection of the child, other children or teachers.

A child's preference not to be touched must be respected.

Physical contact and affection should be given only in observable places or when in the presence of other children or staff members and volunteers. It is much less likely that touch will be misinterpreted when physical contact is open to observation.

15.10. VERBAL INTERACTIONS

Verbal interactions between ministry workers and children should be positive and uplifting. All verbal interaction should be encouraging, constructive, and mindful of our mission of aiding parents in the spiritual growth and development of children.

To this end, do not talk to children in a way that is or could be construed as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Do not swear in the presence of children.

Interaction between children and adults should occur in a location where others can observe what is happening for safety and accountability purposes. At no time should a child and adult disappear behind a closed door, or interact in an area which cannot be seen by others.

15.11. TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when ministry workers are involved in the transportation of children:

- Children and students should be transported directly to their destination.
- Unauthorized stops to a non-public place must be avoided. Avoid transportation circumstances that leave only *one child* in transport. If such a circumstance is unavoidable, the driver should contact a fellow ministry leader for assistance in resolving the issue
- Avoid physical contact with children while in vehicles.
- When logistically feasible, the two adult rule and/or the “rule of three” applies.
- No cell phones may be utilized by the driver *while driving* Church vans, or vehicles owned or rented by Denton Bible Church, or when using a personal vehicle for church events or functions unless in an emergency. In non-emergency circumstances, stop the vehicle before using a cell phone.
- No drivers under age 21 may drive Church-owned or rented vehicles.
- Never be alone with a single minor in a vehicle, at any time, for any reason.



- Ensure there are at least two (2) adults in every vehicle.
- Avoid physical contact with children and/or students while in vehicles.
- Absolutely NO TEXTING is allowed by the driver of a moving Denton Bible Church vehicle or a moving personal vehicle being used for Denton Bible Church events.
- Before transporting minors, obtain approval (in a method appropriate to the nature of the event, as communicated by an immediate supervisor) from the Church *and* parents.
- Ensure all safety measures are available and in good working order, i.e. seat belts and booster seats.
- Provide parents and ministry leaders with details of transportation routes, length of journey and estimated time of arrival.
- Whenever possible, have every child sit in the back seat of the vehicle.
- On out of town trips, drivers should notify the appropriate ministry leaders when they arrive at their destination



POLICIES AND PROCEDURES

STATEMENT OF ACKNOWLEDGMENT AND AGREEMENT

This page is to be signed, detached, and delivered to the Ministry Supervisor.

I have received and read a copy of Denton Bible Church Children's Ministry Policies and Procedures on the date listed below, and I understand the importance of the matters set forth herein. I understand and agree to abide by these policies during my service at Denton Bible Church.

I understand that these policies may be modified or eliminated at any time by Denton Bible Church.

While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor or ministry leader.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Denton Bible Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed.

Staff member or volunteer's name (please print)

Staff member or volunteer's signature

Date

Approved by Elders: 09-20-22
Reaffirmed by Elders: _____



STUDENT MINISTRY POLICIES

1. WELCOME

Dear Ministry Volunteer or Staff Member,

Welcome to Denton Bible Church!

At Denton Bible Church, we take our responsibility to care for children and youth very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which youth can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members providing services to youth from 6th through 12th grades at Denton Bible Church. Our policies are intended to create a safe environment for children and youth, protecting youth, you, and the mission of the Church.

After you have carefully read these policies, please sign and return the agreement form located on the last page. If you have questions, please contact your ministry director.

Thank you for serving, loving and protecting our children and youth.

Sincerely,

Denton Bible Church Leadership

2. DENTON BIBLE CHURCH STUDENT SAFETY SYSTEM

2.1. SAFETY STEPS

Because we desire to protect youth involved in our ministries, Denton Bible Church requires all staff members and child-serving volunteers to complete FOUR SAFETY STEPS before ministry work or volunteer placement begins.

2.1.1.STEP ONE: SEXUAL ABUSE AWARENESS TRAINING

All staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in “grooming” a child or youth for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Denton Bible Church requires all staff members and child-serving volunteers to complete Sexual Abuse Awareness Training. This training can be completed online or in person and must be renewed every two years.

2.1.2.STEP TWO: SCREENING PROCESS



Staff members and volunteers working or serving youth (grades 6-12) are required to complete the Denton Bible Church Screening Process, which includes:

- Employment Application (employees only)
- Safety Application
- Face-to-Face Interview
- Reference Checks

A volunteer must attend Denton Bible Church services for six months before being eligible to serve in positions providing ministry services to students.

Young Guns and Women's Discipleship Training Program participants are completing an unpaid internship and may serve immediately.

College and G.A.P. students who have a church background may be allowed to serve immediately and may be asked to provide information about previous church service. Each instance will be evaluated on a case-by-case basis.

In an effort to balance the church's desires to (1) protect minors involved in our ministry and (2) be a place where Christian families who are not Denton Bible Church attendees, non-attending adults can participate in church ministries with a limited role, applying the following guidance:

- Non-attending adults must have a child participating in the ministry for which they desire to volunteer.
- Non-attending adults must be a member or regular attender of another church, and a staff member at that church must be a reference for them.
- Non-attending adults must be recommended by the Ministry Director for the ministry in which they are applying to volunteer.
- Non-attending adults may participate in ministry activities to include: outings, performing service functions, teaching specific technical skills to support the ministry, and providing adherence to two-adult supervision.
- Non-attending adults may not provide biblical teaching, serve in a position with decision-making authority, or have primary responsibility for a participant's physical, spiritual, and emotional protection and care.
- Non-attending adults must sign a "Non-attending Adult Statement of Understanding" stating that they understand Denton Bible Church's statement of faith and agree to not share their personal beliefs that conflict with Denton Bible Church doctrine while on the property or participating in ministry activities.



In order to remain current, a background check will be completed bi-annually on employees, short-term missionaries, and volunteers in ministries that might serve or come in contact with minors, seniors, and those with special needs. Additionally, these individuals may be asked to answer portions of the Volunteer Screening Form, bi-annually.

Screened, trained individuals who leave Denton Bible Church for another church and return after three or more years must be fully rescreened and retrained.

Screened, trained individuals who leave Denton Bible Church for another church and return after less than three years will be asked to renew portions of the volunteer application and asked to provide a reference from the church they left to.

Short Term Mission participants who do not attend Denton Bible Church may be allowed to serve on a trip after completing a volunteer screening application and providing a reference from a staff member at their church. Additionally, if they are serving on a trip whose task is predominantly working with children, they are required to complete Sexual Abuse Awareness Training.

2.1.3.STEP THREE: POLICIES & PROCEDURES

Please review the policies contained in this manual and sign the last page indicating that you have read and understood the material, and agree to comply with policy requirements.

2.1.4.STEP FOUR: CRIMINAL BACKGROUND CHECK

All staff members and volunteers working with minors must undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required. Individuals who have committed sexually-oriented or sex-related crimes may not serve in any area providing services to children or minors. In addition, certain other past criminal acts *may* preclude an applicant from serving minors.

2.2. CHILD PROTECTION

Denton Bible Church supports and maintains a **zero tolerance** policy concerning child abuse and neglect. It is a violation of Texas law and our policy for any volunteer or staff member to physically, sexually, or emotionally abuse or neglect any child or youth.

Denton Bible Church will neither condone nor tolerate:

- Infliction of bodily injury upon any child or physically or sexually abusive behavior towards a child.
- Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to church activities.



- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.

2.3. ENFORCEMENT OF POLICIES

Individuals in supervisory positions must diligently enforce all DBC policies. A violation of these policies is grounds for immediate dismissal, disciplinary action, or reassignment. Final decisions related to policy violations will be the responsibility of Denton Bible Church leadership.

2.4. CONSEQUENCES OF VIOLATION

Any person accused of committing any act considered by the church to be harmful to a student will be immediately suspended from participation in ministry to youth. This suspension will continue during any investigation by law enforcement, Child Protective agencies or the Church.

Any person found to have violated this policy may be prohibited from *future* participation in all activities and programming involving minors. If the person is an employee, such conduct may result in termination of employment.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving minors at Denton Bible Church.

3. REPORTING ABUSE OR SUSPICIONS OF ABUSE

3.1. REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Denton Bible Church is committed to providing a safe, secure environment for youth and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services or criminal law enforcement.

Because sexual abusers ‘groom’ students for abuse, it is possible that a staff member or volunteer may witness behavior intended to ‘groom’ a student for sexual abuse. Please report ‘grooming’ behavior, policy violations, or any suspicious behaviors to an immediate supervisor, such that the church may take appropriate action to safeguard students in the program.

3.2. REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Under Texas law, *every adult* is a mandatory reporter of suspected or alleged child abuse or neglect.

If you reasonably suspect that a child is being (or has been) physically, sexually or emotionally abused or neglected, a report must occur. If a child *alleges* that he or she has been abused or neglected, a report must occur.



A report should be made to:

The Texas Department of Family and Protective Services Hotline (1-800-252-5400), OR the local police department, OR the child protective agency in the county.

The person making a report must identify, if known:

- The name and address of the child,
- The name and address of the person responsible for the care, custody, or welfare of the child, and
- Any other pertinent information concerning the alleged abuse or neglect.

A staff member or volunteer who is not acting in a professional capacity *may* report to an immediate supervisor and allow the supervisor to assist in making the appropriate report to law enforcement agencies.

Because many individuals are unfamiliar with Texas mandatory reporting requirements, Denton Bible Church utilizes a ‘tandem or dual report’ for reports of suspected child abuse or neglect: a Denton Bible Church employee will report the suspicion or allegation together with the individual who saw or heard something causing him or her to suspect abuse or neglect.

- 3.3. **In no way is any provision in this policy meant to discourage any staff member or volunteer from personally reporting a suspicion of abuse or neglect to appropriate law enforcement agencies as mandated by law. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report alone.**

3.4. REPORTS MADE BY PROFESSIONALS

A *professional* who has cause to believe that a child has been *or may be* abused or neglected must make a report no later than 48 hours after the professional first suspects that the child has been or may be abused or neglected, and may not delegate to or rely upon another person to make the report.

Under Texas law, a “professional” includes any individual who is licensed or certified by the state, and who, in the normal course of his or her duties for which a license is required, has direct contact with children.

Professionals include:

- Teachers or daycare employees,
- Nurses, doctors, or employees of a clinic or health-care facility that provides reproductive services,
- Juvenile probation officers or juvenile detention or correctional officers.



By Texas law, communications with a minister regarding suspected child abuse or neglect are not privileged and must be reported to authorities.

3.5. ADULT TO ADULT DISCLOSURES

In addition, a staff member or volunteer must make a report if he or she has cause to believe that an *adult* was a victim of abuse or neglect as a child, and disclosure of the information is necessary to protect the health and safety of *another child*. *SEE REPORTING HANDOUT*

4. BUILDING SAFETY

Every ministry supervisor will be responsible for ensuring that the ministry program area is monitored during programming. This will include unobserved monitoring of staff members, volunteers and youth. No minor will ever be left unattended in a ministry area during regular programming, classes or activities.

5. SUPERVISION

Only parents, authorized individuals, screened ministry volunteers, church staff members, and students are allowed in areas where ministry to youth is occurring. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.

Two trained, screened adults should supervise students at all times.

If one supervising adult needs to leave a group of students, another volunteer or employee must be notified so that the *Two Adult Rule* can be upheld.

Avoid being alone with an individual child or youth in any room or during any ministry program.

In the event you find yourself alone with a single child, take him or her to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

Any youth congregating in an unseen or less easily viewed area should be redirected to another (more open) area.

6. SECURITY

A child may only be released to an individual authorized to receive that child. Check with your ministry supervisor concerning appropriate release policies for each ministry program.

After every ministry programming event, ensure that every room, area and restroom is checked prior to leaving.

7. STAFF MEMBER/VOLUNTEER TO STUDENT RATIO



Denton Bible Church is committed to providing appropriate supervision in all ministry programs. Accordingly, a minimum ratio of 1 worker: 10 minors and a 2 adult minimum will be observed:

The TWO ADULT RULE should be followed in all ministry programs providing services to minors. If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor. Supervisors will make diligent efforts to find substitute workers to immediately bring worker ratios into compliance with Church policy.

8. COMMUNICATING WITH FAMILIES

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete the Denton Bible Church volunteer application and screening process.

9. PARENTAL CONTACT

Parents will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in ministry programs.

10. OVERNIGHTS

Male and female youth must be segregated during sleeping time. A minimum of two adults, the same gender as the students being chaperoned, must sleep in each area. All overnight events, regardless of whether on or off campus and regardless of setting, must first be approved by the Executive Team prior to announcement, advertisement, or registration. Permission must also be received from parents. No overnights are allowed on Denton Bible Church property unless part of a ministry-sponsored event that is open to all sponsoring-ministry participants.

11. SLEEPING ARRANGEMENTS

Ministry activities may occasionally require that overnight sleeping arrangements be made for minors and staff members and volunteers (i.e. mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

- The 2-adult rule must be followed; a single child or youth should not be alone with a staff member or volunteer.
- Never spend the night one-on-one at a minor's home or invite a minor to spend the night one-on-one at your home. Group sleepovers should occur in a family home where the parents are present and must never occur at the home of a volunteer.
- All leaders must have previously completed the Church's screening and training process.
- Overnight sleeping arrangements must be submitted in writing via email to and approved by the Student Ministries Director *prior to the activity*.



- As long as any students are awake, one trip leader must be awake and monitoring students to ensure safe behavior.
- Leaders should check with parents and use good judgment regarding movie ratings and content. No R-rated movies are permitted.
- Appropriately modest sleeping attire must be worn; both tops and bottoms.
- In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by student leaders of the same gender.
- Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student.
- Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as students, or in an adjoining room with the door between the rooms kept open.
- In a camp-style setting:
 - Do not share a bed, bunk or sleeping bag with another child or adult, and do not allow children to do so.
 - The “one-person-to-one bag or blanket” rule must be observed
 - Ratio requirements of 1:10 must be observed. I.e. 2 adults may not supervise one cabin of 40 minors: at least 4 adults would be required to meet the 1:10 ratio requirement
- In a hotel or similar setting:
 - Minors sharing rooms should be in the same age-range and the same sex.
 - An adult should never be alone in a room with a minor.
 - Adult volunteers may not share a bed with an unrelated child
 - Adult leaders should be alone in a bed, on a roll-away or sleeper sofa, or on a pallet on the floor when sharing a room with unrelated minors.
 - Adequate sleep wear should be worn by all occupants of the room.
 - Minors with a 3 year age difference or more should not share a room
 - The “one-person-to-one-blanket” rule must be observed.



12. DISCIPLINE

Do not use physical discipline in any manner for behavioral management of youth participating in ministry programs. No form of physical discipline is acceptable, including spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors.

In the event of a fight or physical altercation, verbally redirect those involved and avoid physical intervention unless necessary for the safety of *other* children. Uncontrollable or unusual behavior should be reported immediately to parents and the ministry supervisor.

- Any behavior problems will be handled in the following sequence:
 1. The youth will be asked to correct the behavior.
 2. A staff member will talk with the child to discuss the problem behavior.
 3. Parents will be notified of discipline or behavior problems.
 4. The youth will not be allowed to attend a ministry event. (This is a final measure, but not desired.)
- Any damage of property will be reported to parents, who will be responsible for repairs, including damage incurred at off-campus ministry events.
- A child or youth who is unwilling to correct behavior on an overnight trip will be sent home at parents' expense.

13. RESTROOM POLICIES

Be aware if a student repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor.

14. SPECIAL NEEDS

Parents will offer instruction to staff members or volunteers to change the diapers of individuals with special needs. After the age of 4, parents or legal guardians will change the diapers of all individuals with special needs.

15. EMPLOYEE/VOLUNTEER POLICIES

15.1. TOBACCO USE

Please abstain from the use or possession of tobacco products in church facilities, while in the presence of youth or their parents, or during Denton Bible Church ministry activities or programs, whether on campus or away. Denton Bible Church is a tobacco-free facility. The use of tobacco is not permitted if a leader is under the legal age, around minors, or in public. Leaders may not be addicted to any substances. (Romans 14:21)



15.2. INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with youth, or while working with or supervising minors during any Denton Bible Church program or activity.

15.3. NUDITY

Never be nude in the presence of minors in ministry programs. In the event that a situation arises that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the ministry supervisor concerning arrangements for showering or changing clothes.

15.4. ONE-TO-ONE INTERACTIONS WITH STUDENTS

Meeting the emotional or spiritual needs of children or youth may occasionally involve interaction on an individual basis. Never set up or conduct one-to-one, unobserved meetings or interactions with students while participating in ministry activities or programs.

Never spend the night one-on-one at a minor's home or invite a minor to spend the night one-on-one at your home. Group sleepovers should occur in a family home where the parents are present and must never occur at the home of a volunteer.

Please observe the following guidelines when interacting with minors:

- The TWO ADULT RULE should be diligently followed during ministry programs: do not interact alone with an individual child or youth in any room or building. An adult is anyone aged 17 or older for purposes of this rule.
- In the event you find yourself alone with a single child, take the child to a room or area occupied by others, or to a location easily observed by others.
- One-to-one meetings with an individual youth must occur at a time when others are present and where interactions can be easily observed.
- Example: If a child or youth desires additional conversation after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.
- If a closed-door meeting must occur, a ministry leader must be informed BEFORE the meeting occurs, and the door must remain unlocked.

15.5. MEDICATION



Except in cases of emergency, volunteers may not administer medication of any kind to any child while serving in ministry programs, including 'over the counter' drugs. In cases of emergency, medications should be administered by medical personnel or a staff member, and parents should be notified as soon as possible.

15.6. SEXUALLY ORIENTED CONVERSATIONS

Do not engage in any sexually oriented conversations with children or students, or discuss any inappropriate or explicit information about personal relationships, dating or sexual activities with any child or student in the program. If it is necessary to address issues related to purity, dating, sex and human sexuality, clear such discussions with ministry staff and directors before they occur.

15.7. SEXUALLY ORIENTED MATERIALS

Sexually oriented materials (magazines, cards, images, videos, films, etc.) are prohibited on church property or in the presence of children or youth participating in any ministry program.

15.8. CELL PHONE USE

Cell phones should be silent and out of sight while supervising children or youth.

15.9. MODESTY

Leaders must create an atmosphere of modesty and dress modestly at all ministry events, when with youth in any context, in pictures posted online, or at any time when representing Denton Bible Church.

- For Men, this includes:
 - No speedo type swimsuits
 - No “wife beaters” or tank tops
 - No revealing / form fitting clothes
 - No pants worn below the waist
 - Shirts should be worn when not engaged in an in-water activity.
- For Women, this includes:
 - No leggings/*yoga pants* / tights (ONLY exception is under dresses that are an appropriate length on their own.)
 - No two piece swimsuits (including tankinis) or other revealing swimsuits
 - No revealing / form-fitting clothes



- No shirts with low necklines or that show midriff
- No short dresses, short skirts or short shorts

15.10. *PHYSICAL INTERACTION/ APPROPRIATE DISPLAYS OF AFFECTION*

Appropriate physical affection is part of a positive, nurturing environment in a healthy ministry. Physical contact in any form should be above reproach, for the benefit of the child or youth, and never based upon the emotional needs of a staff member or volunteer.

The personal behavior of employees and volunteers must foster trust at all times.

The following guidelines are recommended as positive displays of affection:

- Listen to him/her with your eyes as well as your ears
- Pat a hand, shoulder or back when encouraging him/her
- Side hugs
- ‘Fist bumps’
- Hand shake
- ‘High fives’
- An arm around the shoulder

AVOID the following interactions:

- Never touch in anger or disgust
- Never touch in a manner that may be construed as sexually suggestive
- Avoid touching a child or youth between the navel and the knees
- Never touch private parts
- Never place a child or student in your lap
- Avoid carrying a child or youth piggy-back, or on your shoulders
- Never kiss a child or student
- Never place hands beneath a child or youth’s clothing to play, rub, or comfort
- Avoid tickling, participating in ‘horse-play’ or wrestling with a child or youth

Do not force physical contact, touch, or affection on a reluctant child, except in cases of necessary restraint for the protection of the child or others.



A minor's preference *not* to be touched must be respected.

Physical contact and affection should be given only in observable places or when in the presence of others. It is much less likely that touch will be misinterpreted when physical contact is open to observation.

15.11. *VERBAL INTERACTIONS*

Verbal interactions between ministry workers and minors should be positive and uplifting. All verbal interaction should be encouraging, constructive, and mindful of our mission of aiding parents in the spiritual growth and development of students.

To this end, do not talk to students in a way that is or could be construed as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Do not swear in the presence of students.

Interaction between students and adults should occur in a location where others can observe what is happening for safety and accountability purposes. At no time should a student and adult disappear behind a closed door, or interact in an area which cannot be seen by others.

16. SOCIAL MEDIA AND TECHNOLOGY

16.1. *SOCIAL MEDIA*

As with any communication, the content of any electronic communication should be readily available to share with the student ministry leader or a parent. No social media or texting communication may occur with a student of the opposite gender.

16.2. *TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS*

Texting is allowed between Denton Bible Church staff members and volunteers and youth, but only in limited contexts. In general, texts should occur in 'group' form.

Prudent judgment must be used in the timing of texts: **do not text before 7am or after 10pm** unless the texting occurs as part of a programmed activity.

16.3. *FACEBOOK AND SIMILAR SITES*

Denton Bible Church staff members and volunteers may communicate to youth through sites like Facebook, but all communication must be in group form and public-- no private communication is acceptable.

16.4. *TWITTER, INSTAGRAM AND SIMILAR MEDIA*

Denton Bible Church staff members and volunteers are not permitted to "direct message" youth through Twitter (and other similar social media contexts). All communication must be public in nature. Staff members and volunteers are not permitted to post inappropriate or off-color content or comment on inappropriate or off-color



posts. When in doubt, treat a post as inappropriate. The use of Snapchat (or other similar media) with youth is not permitted.

Every ministry volunteer or leader is expected to maintain a high moral standard in their social media presence, and is accountable for social media content to his or her ministry supervisor. Inappropriate social media content may be a basis for suspension from participation in ministry to youth at Denton Bible Church.

Please ensure that photos or videos posted on social media reflect DBC ministry guidelines related to modesty in both dress and posture.

17. TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when ministry workers are involved in the transportation of students:

- Children and students should be transported directly to their destination.
- Unauthorized stops to a non-public place must be avoided. Avoid transportation circumstances that leave only *one child* in transport. If such a circumstance is unavoidable, the driver should contact a fellow ministry leader for assistance in resolving the issue
- Avoid physical contact with children while in vehicles.
- When logistically feasible, the two adult rule and/or the “rule of three” applies.
- No cell phones may be utilized by the driver *while driving* Church vans, or vehicles owned or rented by Denton Bible Church, or when using a personal vehicle for church events or functions unless in an emergency. In non-emergency circumstances, stop the vehicle before using a cell phone.
- No drivers under age 21 may drive Church-owned or rented vehicles.
- Never be alone with a single minor in a vehicle, at any time, for any reason.
- Ensure there are at least two (2) adults in every vehicle.
- Avoid physical contact with children and/or students while in vehicles.
- Absolutely NO TEXTING is allowed by the driver of a moving Denton Bible Church vehicle or a moving personal vehicle being used for Denton Bible Church events.
- Before transporting minors, obtain approval (in a method appropriate to the nature of the event, as communicated by an immediate supervisor) from the Church *and* parents.
- Ensure all safety measures are available and in good working order, i.e. seat belts and booster seats.
- Provide parents and ministry leaders with details of transportation routes, length of journey and estimated time of arrival.
- Whenever possible, have every child sit in the back seat of the vehicle.
- On out of town trips, drivers should notify the appropriate ministry leaders when they arrive at their destination



POLICIES AND PROCEDURES
STATEMENT OF ACKNOWLEDGMENT AND AGREEMENT

This page is to be signed, detached, and delivered to the Ministry Supervisor.

I have received and read a copy of Denton Bible Church Youth Ministry Policies and Procedures on the date listed below, and I understand the importance of the matters set forth herein. I understand and agree to abide by these policies during my service at Denton Bible Church.

I understand that these policies may be modified or eliminated at any time by Denton Bible Church.

While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Denton Bible Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

I understand that it is my responsibility to review new guidelines that are created and distributed.

Staff member or volunteer's name (please print)

Staff member or volunteer's signature

Date

Approved by Elders: 09-20-22

Reaffirmed by Elders: _____



OVERNIGHT POLICIES

1. DENTON BIBLE CHURCH CHILD SAFETY POLICY

- 1.1. **All overnight events involving minors, regardless of whether on or off campus and regardless of setting, must first be approved by the Executive Team prior to announcement, advertisement, or registration.**

1.2. *ABUSE TOLERANCE*

Denton Bible Church has a **zero tolerance for abuse**. It is the responsibility of every staff member and volunteer at Denton Bible Church to act in the best interest of every child in every program.

1.3. REPORTING ABUSE OR SUSPICIONS OF ABUSE

1.3.1. *REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS*

Denton Bible Church is committed to providing a safe, secure environment for children. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accord with state law, to Child Protective Services or other appropriate law enforcement agency.

DENTON BIBLE CHURCH REPORTS ALL SUSPECTED ABUSE AND NEGLECT.

If any inappropriate behavior is witnessed (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or abuse or neglect is suspected (physical, emotional, or sexual) report these observations immediately to an immediate supervisor.

1.3.2. *REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES*

*Texas law requires that **any person** who has cause to believe that a child has been adversely affected by abuse or neglect must immediately make a report to the appropriate law enforcement agencies or Child Protective Services.*

All adults in the state of Texas are mandatory reporters.

Because many individuals are unfamiliar with Texas mandatory reporting requirements, Denton Bible Church utilizes a ‘tandem or dual report’ for reports of suspected child abuse or neglect: a Denton Bible Church employee will report the suspicion or allegation *together with* the individual who saw or heard something causing him or her to suspect abuse or neglect.

THIS POLICY PROVISION IS IN NO MANNER INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT OR CPS *DIRECTLY*. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report *alone*.



2. STAFF MEMBER and VOLUNTEER PHYSICAL APPEARANCE - OVERNIGHT EVENTS

Your physical appearance makes a statement to children, parents and other staff members and volunteers. While serving at Denton Bible Church ministry events serving children, we ask that you limit your freedom concerning hairstyle, clothing and other outward physical accessories and fashions. If you have questions about your personal choices in these matters, and whether an article of clothing or style is appropriate for wear at a Denton Bible Church overnight event, please consult a ministry supervisor.

2.1. MODESTY

Your choice of clothing makes a statement. While serving in Denton Bible Church ministry programs we ask that our male staff members and volunteers to show respect to women and create an atmosphere of modesty by wearing t-shirts when not participating in water activities, and to avoid Speedo-style swimsuits. We ask our female staff members and volunteers to show similar respect to men by helping us create an atmosphere of modesty by wearing one-piece bathing suits and covering swimwear with t-shirts and shorts while not participating in water activities.

2.2. PUBLIC DISPLAYS OF AFFECTION

Any public displays of affection between married or dating couples should demonstrate healthy and appropriate touch in the presence of minors. Examples of appropriate public displays would include holding hands, hugging, a short kiss, or an arm around a person's back. Public displays of affection should never take on the appearance of a sexual nature.

2.3. MODELING BEHAVIOR

Please read and understand the guidelines below regarding appropriate “touch and talk” and follow them closely.

These behaviors are appropriate in camp settings:

- Verbal praise
- High-fives, fist bumps, handshakes, arm around shoulders
- Gentle hand on shoulder
- Brief hugs or side hugs- initiated by child or student
- WATCH for bullying or sexually aggressive behaviors
- Sleep in full pajamas (tops and bottoms)
- Enforce ‘one child/one bed or sleeping bag’ rule
- Leave the bathroom light on/ use nightlights in sleeping quarters

AVOID the following behaviors:

- Holding child or youth on the lap



- Tickling, wrestling or any type of massage
- Piggyback rides
- Touching knees/legs of a child, or anywhere a bathing suit would cover
- Touching a child who has requested (verbally/non-verbally) NOT to be touched
- Comments relating to physique, body development, or sexual topics or behaviors
- Do not contact a child using technology (texting, social media) *at camp*
- NEVER kiss a child or youth
- NEVER engage in playful but inappropriate touch (*‘Wedgies’, pantsing, towel pops or ‘cup checks’*)
- NEVER show physical affection in isolated areas (Ex: closet, sleeping or changing areas)
- NEVER share explicit information about personal relationships, dating, or sexual activities with children or students, unless in group setting or part of ministry curriculum
- NEVER sleep, nap or sit in the same bed as a child or youth
- NEVER transport only ONE unrelated child or youth
- NEVER touch under a child’s clothing
- NEVER be nude in a child’s presence, or present where children are nude
- NEVER touch a child’s private parts, for *any* reason
- NEVER physically touch a child or youth during ‘bed check’
- NEVER leave children or youth unattended or unsupervised
- NEVER use physical discipline with a child or youth

2.4. APPROPRIATE INTERACTION WITH CHILDREN

Meeting the emotional needs of children or youth may occasionally require individual meetings. Please observe the following guidelines when interacting with children.

Any one-to-one meeting with an individual child must occur at a time when others are present in an area easily observed by other adults.

Never spend the night one-on-one at a minor’s home or invite a minor to spend the night one-on-one at your home. Group sleepovers should occur in a family home where the parents are present and must never occur at the home of a volunteer.

No child will ever be left unattended or unsupervised during ministry programming or activities. NEVER BE ALONE with an individual child in any room or building. In the event you find yourself alone with a single child, take the child to a room or building occupied by others, or to a ‘public’ location easily observed by others. (Example: If a child desires conversation or counsel after regular programming has concluded, move the discussion to a place where other staff members are present, or which is easily observed. (Example: tables at the snack bar.)

After every programming event, check every room and restroom prior to leaving to ensure there is no child left unsupervised. Any two children together in a hidden or less easily viewed area should be redirected to another (more open) area.



3. BULLYING

Verbal, physical or emotional bullying is not acceptable in Denton Bible Church ministry programs. The majority of peer-to-peer verbal, physical and emotional harassment occurs at night when the lights are out. In order to avoid this we ask that staff members and volunteers maintain a presence in the cabin area at all times while children or students are preparing for bed or are actually sleeping.

At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no “harmless put-down” where bullying is concerned.

1. *First Offense:* Issue a warning to the child and a general reminder to the group that this kind of interaction is inappropriate. Try not to embarrass or chastise.
2. *Second Offense:* Pull the offending child(ren) from the group and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the child know that the next step is communication with ministry leadership and the child’s parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.
 - a. Privately, but with another adult present, confirm that a child who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. **DO NOT SINGLE CHILDREN OUT IN FRONT OF THE GROUP!** Be discreet.
3. *Third Offense:* Send the child to ministry leadership for a phone call to his or her parents and possible removal from the trip, camp or event.

4. RESPECTING PRIVACY

Make sure children or youth understand the importance of respecting privacy. Bathroom and shower time is private time. While toilets and showers are in use, only those taking showers or using the toilet should be in the area, one person per stall.

Never go through a minor’s belongings UNLESS contraband items have been reported, in which case another adult should be present. A minor’s bed and suitcase are private and should not be touched, either by another child or supervising adult.

5. CHILD SUPERVISION

5.1. ADULT TO CHILD RATIO

Denton Bible Church is committed to providing adequate supervision in all overnight activities and programs. Accordingly, a ratio of 1 volunteer/staff member:10 children with a two adult minimum will be observed:

This ratio may change depending on the activity (i.e. swimming, archery etc.).

Please remember, a minor is not an adult: a minor cannot be responsible for other minors without adult supervision.



5.2. TWO ADULT RULE:

Where possible, two adults (18+) should be present and actively supervising every activity involving children. This includes emailing, texting or driving children to, from or during a ministry event.

Three-person rule: An adult should never be alone with a child, at any time, for any reason. Every activity should occur in groups of at least three people.

Notify an immediate supervisor if a program, activity or event is or becomes *out of ratio*. The immediate supervisor overseeing the program or activity will make diligent efforts to immediately bring the adult to child ratio into compliance with this policy. Conduct regular head counts of the children in your care, especially when beginning or leaving an activity.

5.3. OFF-LIMIT AREAS

Please keep all children out of areas deemed *off-limits*.

5.4. MONITORING HIGH-RISK AREAS

Any areas or activities where children are less easily supervised are high risk areas. In these areas, children can more easily bully and abuse other children (verbally, physically, and sexually).

WATCH for potential peer-to-peer sexually aggressive behaviors, particularly in any location where clothes come off (example: bathrooms) or locations which are LESS EASILY SEEN. Do not allow children to congregate in remote areas.

For activities involving large numbers of children, staff members and volunteers will be assigned to monitor high risk areas for the duration of the activity. Monitoring of high-risk areas will be built into program planning for these events.

High-Risk Areas include:

- All bathrooms
- Night activities
- Water activities
- Changing areas (during day and night)

5.5. DISCIPLINE

Do not use physical discipline in any form for behavior management of children or youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors. If a child is unruly or fails to comply with verbal warnings or instructions, inform a ministry supervisor, who will contact the child's parent. If the behavior persists, the child's parent will be contacted to pick up the child. In the event of a fight or physical altercation, verbally redirect children involved, avoiding physical intervention where possible. Uncontrollable or unusual behavior should be reported immediately to a ministry



supervisor.

Any necessary disciplinary actions or conversations must take place in the presence of another adult and after the minor is properly dressed and outside of changing or washing areas.

5.6. VERBAL INTERACTIONS

Verbal interaction with children should be positive, uplifting, encouraging and constructive.

Do not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Do not swear or use profanity in the presence of children or youth.

6. TRANSPORTATION

6.1. For all off-site church related overnight activities where transportation of minors is required, the Church may *or may not* opt to provide transportation:

1. If the Church is providing transportation for minors to and from the overnight ministry activity, staff members must:
 - a. Utilize an approved rented or chartered bus.
Note: fifteen (15) passenger vans are not permitted for transportation use.
 - b. Provide transportation through the Church's company-owned vehicles, operated by approved drivers and those authorized to work with minors.
2. If the Church is unable to arrange such transportation, the parent or guardian of the minor is responsible for providing transportation.

6.2. TRAVELING WITH MINORS

When providing transportation for children or youth, the following guidelines should be strictly observed when workers are involved in the transportation of children:

- Never be alone with a single minor in a vehicle, at any time, for any reason.
- Children should be transported directly to their destination.
- Do NOT make any unnecessary stops during the trip. Unauthorized stops in a non-public place must be avoided.
- Ensure there are at least two (2) adults in every vehicle.
- Avoid physical contact with children while in vehicles.
- The use of cellphones while driving Denton Bible Church vehicles (owned or rented) or when using a personal vehicle for church events is prohibited, unless in an emergency. In non-emergency circumstances, stop the vehicle before using a cell phone.
- Absolutely NO TEXTING is allowed by the driver of a moving Denton Bible Church vehicle or a moving personal vehicle being used for Denton Bible Church events.
- No drivers under age 21 may drive Denton Bible Church owned or rented vehicles.
- Before transporting minors, obtain approval (in a method appropriate to the nature of the event, as communicated by an immediate supervisor) from the Church *and* parents.



- Ensure all safety measures are available and in good working order, i.e. seat belts and booster seats.
- Provide parents and ministry leaders with details of transportation routes, length of journey and estimated time of arrival.
- Whenever possible, have every child sit in the back seat of the vehicle.
- On out-of-town trips, drivers should notify the appropriate ministry leaders when they arrive at their destination

7. PLANNING FOR MEDICAL EMERGENCIES

- Offer first aid only if qualified and in the presence of another adult, unless emergency action is required.
- Contact a Denton Bible Church staff member to quickly report a need for assistance or to contact parents or guardians.
- If a minor requires immediate medical or hospital treatment, call 911 and immediately notify the minor's parents and a ministry supervisor.

8. POLICY VIOLATIONS

8.1. SEXUALLY ORIENTED CONVERSATIONS

Do not engage in any sexually oriented conversations with children or students, or discuss any inappropriate or explicit information about personal relationships, dating or sexual activities with any child or student in the program. If it is necessary to address issues related to purity, dating, sex and human sexuality, clear such discussions with ministry staff and directors before they occur.

8.2. SEXUALLY ORIENTED MATERIALS

Do not possess or show any sexually oriented material or image (magazines, cards, phone pics, videos, etc.) to any child or minor at any Denton Bible Church ministry event.

8.3. NUDITY

- Never be nude in the presence of minors.
- Never be present in an area where minors are nude (i.e. public restrooms or showers). Instead, stand outside the open door and use VERBAL supervision.
- Minors and adults must wear appropriate clothing at all times.

8.4. TOBACCO

Please abstain from the use or possession of tobacco products while on Denton Bible Church property, in the presence of children or their family members, and while participating in Denton Bible Church ministry events.

8.5. INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any Denton Bible Church facility, while



traveling with children, or while working with, serving, or supervising children at any Denton Bible Church ministry event.

8.6. OVERNIGHT EVENT CURFEW

For security and rest purposes, the Denton Bible Church ministry leader overseeing the overnight event will set an appropriate curfew. The only authorized persons outside their cabins or rooms *after* curfew will be security staff and delegated supervisors. Repeated disregard of curfew will be considered a safety risk, and may result in termination of employment or loss of further volunteer opportunities.

9. COMMUNICATING WITH CHILDREN AND PARENTS

9.1. KEEPING PARENTS INFORMED

Inform parents of all overnight trip plans, including:

- The purpose of the trip;
- The destination and venues;
- Accommodations and sleeping arrangements;
- Supervision levels;
- Roles and responsibilities of adults accompanying or supervising;
- Journey times, stopping points, estimated time of arrival/departure; and
- Transportation details.

Suggestion: Encourage parents to join the appropriate parent group on the current church management software to get immediate messages concerning overnight trips.

9.2. *KEEPING CHILDREN OR YOUTH INFORMED*

Before departing, inform all minors of the following:

1. What is expected of them during the trip;
2. All rules and regulations regarding the trip, i.e. lights-out time, off-limit areas, etc.;
3. Who to talk to if they have problems or concerns;
4. Roles and responsibilities of the adults accompanying them; and
5. Staying safe while on the trip.
 - a. Be aware of surroundings
 - b. Ask for help from ministry leaders or adult staff
 - c. If separated from the group, go to a designated area

9.3. *COMMUNICATING WITH MINORS (Social Media, etc.)*

All communications with minors are subject to the two-adult rule. This includes the following modes of communication:

- In person
- Telephone/Text message



- Email
- Video Chat (Skype, FaceTime, etc.)
- Social Media (Facebook, Instagram, Snapchat, Vine, Vimeo, YouTube, Google+, Tumblr, LinkedIn, Yelp, Pinterest, Flickr, weblogs etc.)

Any “private message” to a *single* minor via social media is forbidden.

Use good judgment about what you post, as your communications reflect on Denton Bible Church and its ministry to children and youth.

9.4. COMMUNICATIONS WITH CHILDREN OUTSIDE OF MINISTRY PROGRAMS

The Denton Bible Church safety standards established to protect children and ensure healthy relationships within ministry programs should be respected outside ministry programs as well. In addition to ministry safety standards, the following policies should be respected in all interactions with children occurring *outside* ministry programs.

- The parent of each child must approve any and all interactions with that child occurring outside of any ministry program, including but not limited to: email, social network interactions, phone calls and personal visits. No interaction should ever take place without the knowledge and approval of the child's parent or guardian.
- If a child requests to be a “friend” on Facebook or similar social networking sites, permission from a parent should be granted before accepting these offers.
- Never be alone with a child in an unobserved context or location.
- Limit connections by gender. Male staff members and volunteers should not initiate or maintain contact with female minors. Female staff members and volunteers should not initiate or maintain contact with male minors.
- Any dating or sexual relationship of any kind with a minor is strictly prohibited.
- Never spend the night one-on-one at a minor's home or invite a minor to spend the night one-on-one at your home. Group sleepovers should occur in a family home where the parents are present and must never occur at the home of a volunteer.

If a child shares information that puts that child or others in danger, a parent of that child should be notified immediately. When in doubt, err on the side of caution, and contact a Denton Bible Church ministry leader for counsel.

10. SLEEPING ARRANGEMENTS

Please observe the following rules:

- Stay in the sleeping area with children at all times. Do not leave the cabin or sleeping area when children are asleep.
- Appropriately modest sleeping attire must be worn to bed.
- During bed checks, never physically touch a child.
- Male and female youth should not sleep in immediate proximity to each other.
- Adults should never be alone with a minor at any time.



- Adults should never lie down next to a minor.
- Minors are NOT allowed to be in a hotel room/cabin or similar arrangement alone without appropriate supervision.
- Adults should be awake and “on-duty” while minors are awake or unsettled.
- Never allow a minor to leave the premises without appropriate adult supervision.
- In a camp-style setting:
 - Do not share a bed, bunk or sleeping bag with another child or adult, and do not allow children to do so.
 - The “one-person-to-one bag or blanket” rule must be observed
 - Ratio requirements of 1:10 must be observed. I.e. 2 adults may not supervise one cabin of 40 minors: at least 4 adults would be required to meet the 1:10 ratio requirement
- In a hotel or similar setting:
 - Minors sharing rooms should be in the same age-range and the same sex.
 - Adults should never be alone in a room with a minor at anytime.
 - Adult volunteers may not share a bed with an unrelated child
 - Adult leaders should be alone in a bed, on a roll-away or sleeper sofa, or on a pallet on the floor when sharing a room with unrelated minors.
 - Adequate sleep wear should be worn by all occupants of the room.
 - Minors with a 3 year age difference or more should not share a room
 - The “one-person-to-one-blanket” rule must be observed.



REPORTING ADDENDUM

All adults in the state of Texas are mandatory reporters of child abuse or neglect.

A *professional* who has cause to believe that a child has been *or may be* abused or neglected must make a report no later than 48 hours after the professional first suspects that the child has been or may be abused or neglected, and may not delegate to or rely on another person to make the report.

Under Texas law, a “professional” includes any individual who is licensed or certified by the state, and who, in the normal course of his or her duties for which licensure is required, has direct contact with children.

Professionals include:

- Teachers or daycare employees,
- Nurses, doctors, or employees of a clinic or health-care facility that provides reproductive services,
- Juvenile probation officers or juvenile detention or correctional officers.

In addition, a staff member or volunteer must make a report if he or she has cause to believe that an *adult* was a victim of abuse or neglect as a child, and the staff member or volunteer determines in good faith that disclosure of the information is necessary to protect the health and safety of *another child*.

A person making a report must identify, if known:

- The name and address of the child,
- The name and address of the person responsible for the care, custody, or welfare of the child, and
- Any other pertinent information concerning the alleged abuse or neglect.



POLICIES AND PROCEDURES

STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I have received and read a copy of Denton Bible Church policies and procedures manual, and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service to children or youth at Denton Bible Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Denton Bible Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in my employment or volunteer position description. While, ideally, I will serve for the full term specified in the position description, I understand that my service or employment is voluntary and that I may choose to end this relationship at any time (if possible, by providing two weeks' notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between Denton Bible Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

Staff Member or Volunteer's Name (please print)

Staff Member or Volunteer's Signature

Date

Approved by Elders: 09-20-22

Reaffirmed by Elders: _____



SPORTSWORLD POLICY

1. WELCOME

Welcome to Denton Bible Church Sportsworld!

At Denton Bible Church, we take our responsibility for keeping children and safe very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children may receive the benefits unique to sports participation within a biblical worldview.

The policy statements and guidelines in the Sportsworld Safety Policy are intended to facilitate the mission of Denton Bible Church and the creation of a safe environment for children.

After you have carefully read this Safety Policy, please sign and return the agreement form located on the last page.

Sincerely,

Denton Bible Church Leadership

2. COUNSELORS AND CREW CRITERIA

Sportsworld exists as a local missions opportunity for the students of Denton Bible Church grades 6th – 12th to minister to elementary-aged kids in our community. Because we desire to be above reproach with the counselors and crew who will be entrusted with the campers during the week of Sportsworld, we have specific criteria in place for counselors and crew members.

- Counselors and Crew members must have just completed grade 6 – 12 in the previous school year.
- Counselors and Crew must be involved at Denton Bible Church, and have a relationship with our church body such that they are known by DBC staff or volunteers.
- Counselors and Crew must complete the DBC screening process required for their role.
 - a. Games Crew, Runners – not required
 - b. Counselors, Line Leaders, coaches, nurses, admin, photographers, videographers, and bus drivers – required
- Counselors and Crew must attend a training session the Saturday before the week of camp.
- Counselors and Crew must be able to attend all 5 days of camp. Exceptions may be made on a case-by-case basis.
- Applicants must sign up in person or contact a Student Ministries Employee directly.

3. OVERVIEW OF THE DENTON BIBLE CHURCH SAFETY SYSTEM

3.1. ZERO TOLERANCE FOR ABUSE

Denton Bible Church has **zero tolerance for abuse** in ministry activities. It is the responsibility of every employee and volunteer at Denton Bible Church to act in the best interest of children.

3.2. FOUR SAFETY STEPS

Because we care for children and desire to protect them, Denton Bible Church requires all employees and volunteers to complete **FOUR SAFETY STEPS** *before interaction with children*.



3.2.1. STEP ONE: Sexual Abuse Awareness Training

Employees and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ an athlete for sexual abuse. The ‘grooming process’ is used by an abuser to select an athlete, win the athlete’s trust (and the trust of the athlete’s parent or ‘gatekeeper’), manipulate the athlete into sexual activity and keep the athlete from disclosing the abuse.

To equip employees and volunteers, Denton Bible Church requires Sexual Abuse Awareness Training. This training will be renewed every 2 years. For Sportsworld:

- Sexual Abuse Awareness Training is required for all students grade 9 or older that are serving.
- Sexual Abuse Awareness Training may be required for students grade 7 or 8, depending on the role in which they are serving.
- Sexual Abuse Awareness training is not required for students grade 6 that are serving.

3.2.2. STEP TWO: Screening Process

Employees and volunteers serving children are required to complete the Denton Bible Church Screening Process, which requires:

- Employment, Volunteer, or Teen Application, as appropriate.
- Signed authorization for a criminal background check for volunteers of majority age;
- Face-to-face interview;
- References provided by the applicant.

3.2.3. STEP THREE: Policies & Procedures

Employees and volunteers are required to *review the policies* contained in this document and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

Denton Bible Church policies are meant to provide a safe environment for children, and significantly limit any unsupervised one-to-one interaction between a *single* child and *single* employee or volunteer.

ALL SPORTSWORLD INTERACTION WITH CHILDREN SHOULD COMPLY WITH THE ‘TWO ADULT RULE’ AND A 1 ADULT (AGED 17 OR OLDER):10 STUDENTS RATIO.

3.2.4. STEP FOUR: Criminal Background Check

Denton Bible Church requires that all employees and volunteers undergo a criminal background check. Depending upon position, differing levels or intensity of criminal background check may be required.

3.3. OTHER TRAINING AND EDUCATION



In addition to Sexual Abuse Awareness Training, employees and volunteers participating in ministry programs will receive periodic training relating to other forms of misconduct, including:

- Bullying
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct, and
- Sexual misconduct.

4. REPORTING ABUSE OR SUSPICIONS OF ABUSE

4.1. REPORTING RESPONSIBILITIES

Because Denton Bible Church has a **zero tolerance for abuse**, Denton Bible Church encourages a culture of communication regarding matters that place children at risk.

To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to an immediate supervisor or the head of the ministry where the abuse was suspected or reported, and the Police Department, Child Protective Services, or other appropriate agency.

Denton Bible Church supports and encourages a culture of communication related to abuse or suspected abuse of children. If you see or suspect inappropriate interaction with or between children, it is your responsibility to report the inappropriate interaction to a supervisor or a member of the Denton Bible Church Safety Committee.

Because sexual abusers ‘groom’ children for abuse, it is possible an employee or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Employees and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to an immediate supervisor or a member of the Denton Bible Church Safety Committee.

4.2. *CONSEQUENCES OF VIOLATION*

Any person accused of committing a prohibited act or any act considered by Denton Bible Church to be harmful to a child will be immediately suspended from all Denton Bible Church activities. This suspension will continue during any investigation by law enforcement or child protective agencies.

Any person found to have committed a prohibited act may be prohibited from future participation as an employee volunteer in all activities and programming involving children at Denton Bible Church.

Failure to report a prohibited act as designated in this policy is a violation of this policy and grounds for dismissal. Volunteers who fail to report a prohibited act may be restricted from participation in any Denton Bible Church activities for children.

4.3. *REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES*

Texas law requires that *any person* who has cause to believe that a child has been adversely



affected by abuse or neglect must immediately make a report to the appropriate law enforcement agencies or Child Protective Services.

As well, Texas law requires that some ‘professionals’ (teachers, nurses, doctors, day care employees) must *personally* make a report to the appropriate authorities, and may not delegate to or rely on another person to make the report.

If not a ‘professional’, as defined above, a staff member or volunteer *may* report to an immediate supervisor, and, together with the immediate supervisor, make a report to the appropriate criminal or child protective authorities. In no way is any provision in this policy meant to discourage any staff member or volunteer from *personally* reporting any suspicion of abuse or neglect to the appropriate authorities.

Denton Bible Church employees and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident, and supervisory staff will immediately inform a member of the Denton Bible Church Safety Committee. After receiving a report from an employee or volunteer, a ministry leader will speak with the person or volunteer to whom the child spoke in order to get detailed information about the entire conversation or circumstance.

*Denton Bible Church does not investigate suspicions or allegations of physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations, as a **condition** of reporting suspicions or allegations to appropriate law enforcement authorities.*

Instead, all reports of inappropriate behaviors or suspicions of abuse will be taken seriously, and will be reported in accordance with this policy to the appropriate law enforcement agency. If appropriate, the Texas Department of Family and Protective Services (1-800-252-5400), or Child Protective Services (817-321-8680) will be notified.

Because many individuals are unfamiliar with Texas mandatory reporting requirements, Denton Bible Church utilizes a ‘tandem or dual report’ for reports of suspected child abuse or neglect: a Denton Bible Church employee will report the suspicion or allegation *together with* the individual who saw or heard something causing him or her to suspect abuse or neglect.

In no way is any provision in this policy meant to discourage any staff member or volunteer from *personally* reporting a suspicion of abuse or neglect to appropriate law enforcement agencies as mandated by law. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report *alone*.

5. PROHIBITED SUBSTANCES AND ACTIVITIES

5.1. INTOXICANTS

Denton Bible Church employees and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while participating in Sportsworld events. Employees and volunteers are prohibited from providing alcohol or illegal drugs to children.



5.2. TOBACCO

Denton Bible Church is a tobacco-free church. Denton Bible Church requires employees and volunteers to refrain from the use or possession of tobacco products while in the presence of children or their parents. DBC employees and volunteers are prohibited from providing tobacco products to children.

5.3. NUDITY

Denton Bible Church employees and volunteers should never be nude in the presence of children.

5.4. ABUSIVE LANGUAGE / BEHAVIOR

Employees and volunteers will conduct themselves in a Christ-like manner at all times. No abusive language or actions is acceptable.

5.5. SEXUALLY ORIENTED CONVERSATIONS

Employees and volunteers are prohibited from engaging in any sexually oriented conversations with children. Employees and volunteers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child. This provision includes the use of cellular phones, text messages, email, instant messaging, Facebook, and online chat rooms or other social media.

5.6. POSSESSION OF SEXUALLY ORIENTED MATERIALS

Denton Bible Church employees and volunteers are prohibited from possessing any sexually oriented materials (magazines, videos, etc.) while in the presence of any child.

6. PHYSICAL CONTACT WITH ATHLETES

Appropriate physical contact between children and ministry workers is a productive and inevitable part of sport. Young athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, guidelines for appropriate physical contact reduce the potential for abuse and misconduct in athletics – as well as false allegations of abuse.

NOTE: ‘False allegations’ are extremely rare; studies show that 92-95% of child sexual abuse allegations are factual.

6.1. APPROPRIATE PHYSICAL CONTACT

Denton Bible Church adheres to the following principles and guidelines regarding physical contact with children participating in Sportsworld:

6.2. COMMON CRITERIA FOR APPROPRIATE PHYSICAL CONTACT

Physical contact with children – for safety, consolation and celebration – has multiple criteria that make it both safe and appropriate. These include:

- The physical contact takes place in public;
- There is no potential for, or actual, physical or sexual intimacies during the physical contact;
- The physical contact is for the benefit of the child, not to meet an emotional or other need of an adult or youth volunteer.



The safety of children is paramount, and in many instances we make the athletic space safer through appropriate physical contact. Examples include:

- Spotting an athlete so that he or she will not be injured by a fall or piece of equipment;
- Positioning an athlete's body so that he or she more quickly acquires an athletic skill, gets a better sense of where his or her body is in space, or improves balance and coordination;
- Making athletes aware that he or she may be in harm's way due to other practicing athletes, or equipment use.

6.3. CELEBRATION

Sports are physical by definition. We recognize participants often express a joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- Greeting gestures such as high-fives, fist bumps, and brief hugs;
- Congratulatory gestures such as celebratory hugs, "jump-arounds" and pats on the back for any form of athletic or personal accomplishment.

6.4. CONSOLATION

It may be appropriate to console an emotionally distressed child (e.g., an athlete who has been injured or has just lost a competition). Appropriate consolation includes, publicly:

- Embracing a crying athlete – in a public place or circumstance;
- Putting an arm around a child while verbally engaging them in an effort to calm them down ("side hugs");
- Lifting a fallen child off the playing surface and "dusting them off" to encourage them to continue competition.

6.5. PROHIBITED PHYSICAL CONTACT

Prohibited forms of physical contact, to be reported immediately under DBC's Reporting Policy include, without limitation:

- Asking or having a child sit in the lap of an employee or volunteer;
- Lingering or repeated embraces of a child that go beyond the criteria set forth for acceptable physical contact;
- Slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from a child;
- "Cuddling" or maintaining prolonged physical contact during any aspect of training, practice or competition;
- Playful, yet inappropriate contact that is not a part of regular training, (e.g., butt-pats, tickling, 'wedgies', pantsing, towel pops, 'cup checks', or wrestling);
- Continued physical contact that makes a child obviously uncomfortable, whether expressed or not;
- Any contact that is contrary to a previously expressed personal desire for decreased or no physical contact.



The physical contact listed above is prohibited between ministry worker and child AND child to child. Staff members and volunteers must model the behavior expected from children participating in Sportsworld.

6.6. VIOLATIONS

Violations of this policy must be reported to a supervisor or a member of the Denton Bible Church Safety Committee. Violations will be addressed under Denton Bible Church's Disciplinary Rules and Procedure. Some forms of physical contact may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

7. MISCONDUCT

7.1. BULLYING

Bullying of any kind is unacceptable and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to the victim. Denton Bible Church is committed to providing a safe, caring and friendly environment for all participants. If bullying does occur, incidents will be dealt with promptly and effectively. A child, employee or volunteer who is aware of bullying behavior is expected to tell a ministry supervisor. All reports of bullying or abusive behaviors received by the ministry supervisor must be communicated to a member of the Denton Bible Church Safety Committee the same calendar day.

Objectives of the DBC Bullying Policy and Action Plan:

- To clearly communicate that Denton Bible Church will not tolerate bullying in any form.
- To define bullying, and give children, volunteers and parents a suitable understanding of those behaviors that constitute 'bullying'.
- To make it known to children, employees and volunteers that a policy and protocol exists should bullying issues arise.
- To clearly communicate how to report bullying behavior.
- To communicate to children, employees, volunteers and parents that Denton Bible Church takes bullying seriously, and will immediately investigate and address all reports of bullying.

7.2. *WILLFULLY TOLERATING MISCONDUCT*

It is a violation of this Safety Policy if an employee or volunteer knows of misconduct, but takes no action to intervene on behalf of a child.

7.3. *REPORTING*

Denton Bible Church employees and volunteers will follow the reporting procedures set forth in Denton Bible Church's Reporting Policy.

7.4. *PEER-TO-PEER SEXUAL ABUSE*

Approximately one third of all reported sexual abuse occurs at the hands of other children or youth. Employees and volunteers have an obligation to report peer-to-peer sexual abuse, in accord with Texas mandatory reporting requirements. Whether sexual interaction between children constitutes 'sexual abuse' depends on the existence of an aggressor, a non-aggressor (who does not want or seek the sexual interaction), and an *imbalance of power*



between the parties. The *imbalance of power* typically encompasses a difference in age, physical size or the existence of physical or intellectual disabilities.

Clearly, all forced sexual activity is abusive.

If you have concern that an interaction between children may constitute sexual abuse, report the interaction to a ministry supervisor or a member of Denton Bible Church Safety Committee immediately. All such reports received by supervisors or administrators must be immediately reported to the Denton Bible Church Safety Committee. Some forms of physical contact may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

Peer-to peer sexual abuse risk is highest:

- In any location that is less easily seen.
- At any time athletes are unclothed or changing clothes, for any reason.

Due to this risk, staff members and volunteers must be aware of locations and circumstances of higher risk in Denton Bible Church facilities, as well as practice areas, including restrooms, changing areas, locker rooms and areas less easily seen or supervised. These areas will be patrolled or supervised regularly by staff members and volunteers, where possible. ‘Verbal supervision’ will be utilized when feasible.

7.5. LOCKER ROOMS AND CHANGING AREAS

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of inappropriate touch or talk in locker rooms and changing areas.

7.5.1. MONITORING

Denton Bible Church staff members must make every effort to recognize when a child goes to the locker room, bathroom or changing area during Sportsworld ministry programs, and, if the child does not return in a timely fashion, check on the child’s whereabouts.

If a child needs assistance with his or her uniform or gear (for example, a athlete under the age of eight), or an athlete’s disability warrants assistance, parents must let a staff member know beforehand that the child will require help.

7.5.2. USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk of other forms of misconduct in locker rooms and changing areas.

As a result, ***there will be no use of a device’s recording capabilities in the locker rooms, bathrooms or changing areas.***

The following message will be printed and posted in any area where undressing may occur (i.e. locker room, bathroom, changing area):

The use of photo or video recording devices are

STRICTLY PROHIBITED



in this locker room/bathroom

8. ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA

All electronic communications between a DBC employee or volunteer and child must be ministry related.

As with any communication, the content of any electronic communication should be readily available to share with the child's family. At the request of a parent or guardian, any email, electronic text, social media or similar communication will copy or include the child's parents or guardians.

8.1. FACEBOOK AND SIMILAR SITES

Staff members or volunteers may not have a child join a personal social media page. All posts, messages, texts, or media of any kind shared among children must be professional in nature and for the purpose of communicating information about ministry events.

8.2. TWITTER, INSTANT MESSAGING AND SIMILAR SOCIAL MEDIA

Children involved in Sportsworld programs may not be contacted by "direct message" through Twitter or any other social media platform. All posts must be in group context, and may only occur **during the hours of 7am until 9pm.**

8.3. EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS

All email content between a ministry worker and child must be for the purpose of communicating information about ministry activities. Where possible, the child's parent should be copied on e-mail communications. Email communication with children is allowed **during the hours of 7am until 9pm.**

8.4. TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS

All texts between a ministry worker and child must be in a group text format – the text should include another employee, volunteer or parent. All texts should occur for the purpose of communicating information about ministry activities. Texting is allowed **during the hours of 7am until 9pm.**

8.5. REQUEST TO DISCONTINUE

The parent or guardian of a child may request in writing that their child not be contacted by a staff member or volunteer through any electronic communication. Additionally, a parent or guardian of a child may request in writing that individual photographs or videography of their child not be posted on program or program associated websites, understanding that group photography or videography may render this impracticable.

9. MISCONDUCT

Electronic communication should not contain or relate to any of the following:

1. Drugs or alcohol use;
2. Sexually oriented conversation, sexually explicit language or sexual activity;
3. An adult's or teen's personal life, social activities, relationship or family issues, or personal problems; and
4. Inappropriate or sexually explicit pictures.



Any communication concerning a child's personal life, social activities, relationships, family issues or personal problems must be transparent, accessible and Christ-like in nature.

10. PARENTAL CONTACT AND INVOLVEMENT

10.1. *PARENTAL CONTACT*

Parents will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Denton Bible Church ministry activities.

10.2. *PARENTAL INVOLVEMENT*

Parents are encouraged to attend any and all athletic activities in which their child is involved at Denton Bible Church. Parents must follow instructions given by DBC staff members.

A parent who desires to *participate* in Sportsworld such that he or she will have ongoing contact with children other than his/her own will be required to complete Denton Bible Church's Volunteer Application Process.



POLICIES AND PROCEDURES

STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I have received and read a copy of Denton Bible Church's Sportsworld Safety Policy and understand the importance of the matters set forth within this document. I agree to follow and abide by these guidelines during my service in Sportsworld programs.

I understand that the Sportsworld Safety Policy may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by Denton Bible Church.

I have reviewed and agree to fulfill the duties listed in my position description. Ideally, I will serve in this position for the full term specified in the position description. I understand that if I am serving as a volunteer I may choose to end this service at any time. If possible, I agree to provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this policy statement in no way express or imply a contractual relationship between Denton Bible Church and me. If applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as policy guidelines that are changed or deleted.

I hereby acknowledge receipt of the Sportsworld Safety Policy.

Employee or Volunteer's name (please print)

Employee or Volunteer's signature

Date

Approved by Elders: 09-20-22

Reaffirmed by Elders: _____



DOOR AND ACCESS CONTROL

GENERAL POLICIES

1. DBC strives to maintain a safe environment and to protect the physical facilities from damage and theft.
2. DBC maintains a magnetic lock on one pair at each set of exterior doors on the Main Building and the Student Ministry Center (SMC) that can be remotely controlled in an emergency.
 - 2.1. Remaining doors in all buildings are equipped with crash bars and are to remain locked.
3. Greeters, congregants, or members of the group reserving the facilities may hold doors open for attendees.
 - 3.1. Doors may not be propped open or “dogged down” in any manner.
 - 3.2. It is the responsibility of ministries and groups using facilities to inform participants of which doors to use
4. Security is not automatically scheduled for events. You must request Security when creating the Event.
 - 4.1. Safety & Security will determine the level and provider of security for your event based on the size, time, and topic of your event.

SERVICES & CONFERENCES

5. Doors with magnetic locks are unlocked before, during, and after the start and end times of service. This includes regular Sunday services, Monday Night Focus, Wednesday DBSM services, and the Men’s, Women’s and Missions Conferences.
 - 5.1. Safety & Security team monitor doors and congregants

MINISTRY EVENTS & ACTIVITIES

6. For pre-registered events of limited size and no walk-up registration, a temporary door code may be requested from Facilities and provided to participants. This includes midweek Bible studies, small groups, Re|Engage, choir and orchestra rehearsal, and other events not designated as “Services” or “Conferences.”
 - 6.1. Ministries scheduling events that have scheduled periods of magnetically unlocked doors will provide person(s) to monitor the unlocked doors or request a Safety & Security presence.

OUTSIDE GROUPS USING DBC FACILITIES & MILESTONE CELEBRATIONS

7. Milestone Celebrations include weddings, funerals, anniversaries, and 80th+ birthday parties
 - 7.1. Groups may request a temporary door code from Facilities for specific hours before, during, and after the event. This code may not be given to anyone outside of the event participants.
 - 7.2. If magnetic door locks are unlocked, the Group using the facilities will:
 - Provide a person of at least 16 years of age to monitor each bank of unlocked doors
 - Request security personnel for the event and pay at the current rate listed on the Event Fee Schedule.
 - 7.3. Response time for unscheduled DBC Security Officers may be prolonged.
 - 7.4. School Districts using the Church for commencement may utilize their own law enforcement officials.

DANGER, THREAT, OR CONCERN

8. DBC follows the Avoid|Deny|Defend™ model in response to dangerous or threatening events.
 - 8.1. If safe to do so, Church Family members should exit the facility immediately to AVOID the threat.
 - 8.2. If unsafe to exit the facility, Church Family members should lock themselves in their current location



- and barricade the door to DENY access by the threat.
- 8.3. If Church Family members are unable to successfully utilize AVOID and/or DENY strategies, they should DEFEND themselves using whatever means are available.
9. Regardless of the options utilized, Church Family members shall call emergency services (911) as soon as safely possible.
10. Following a security crisis event, all Church Family members will be provided counseling opportunities.
11. If a person is observed or a situation encountered that is deemed an immediate threat, find secure location and dial 911 to report the threat. Follow the guidance of Avoid, Deny, & Defend™.
12. If a person is observed or a situation encountered that is not an immediate threat, contact your Ministry Leader. He or she will determine to call Safety & Security or the Denton PD non-emergency phone line.
13. Response time for unscheduled Church Security Officers may be prolonged.
14. Scheduled onsite Security Officers will monitor Channel 1 on the radios and should be contacted once you are secure.

Approved by Elders: 07-07-20

Reaffirmed by Elders: _____



BACKPACKS

- 1 For the peace of mind and safety of our congregation, guests, and staff, Denton Bible Church does not allow bags larger than 14" x 14" x 6" in the sanctuary.
- 2 Attendees who bring bags larger than that, after inspection, will be asked to take them to Starting Point, to The Bride's Room, or to return it to their car prior to joining for worship.
- 3 Instrument cases and diaper bags accompanying regularly attending, known individuals may be permitted after inspection by an Usher.

Approved by Elders: 07-16-19

Reaffirmed by Elders: _____

