



PROPOSED CHURCH POLICIES AND PROCEDURES



Church Policies and Procedures

Victory Biker Church International 12190 Miller Rd Lennon, MI 48449 | 810-271-0002
| www.victorybikerchurch.org | info@victorybikerchurch.org



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Debit and Credit Card Policy

Policy Statement

This policy provides guidance for the use of credit and debit cards for which the church has responsibility. It provides accountabilities for authorization of use as well as reporting of purchases.

Inclusions and Exclusions

All employees of the church who are authorized to make purchases on behalf of the church are governed by this policy. There are no excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Inasmuch as employees may be authorized and instructed to make purchases on behalf of the church using a debit or credit card for which the church is responsible, the following procedures should be used for the management of such usage.

The use of a debit or credit card for which the church is responsible is authorized for the convenience of the church and its employees. It is expected that the employee will use the card in a conservative manner and protect the card from damage or theft.

Purchases that are routine in nature and a component of an approved departmental operating budget may be made without additional approval provided that the total purchase does not exceed \$50.00.

Purchases that are not routine, are not a component of an approved departmental operating budget, or which total more than \$50.00 must be approved in advance of the purchase by the Senior Pastor or designee.

Purchases made by the Senior Pastor that are not routine, are not a component of an approved departmental operating budget, or which total more than \$50.00 must be approved in advance of the purchase by any other officer or designee set by the board of directors.

The use of a debit or credit card for which the church is responsible should be confined to those approved purchases that have direct ministry need and value. No personal use of the debit or credit card is authorized. Purchases that are deemed to be personal in nature will be credited to the employee as taxable wages and deducted from compensation and may, at the discretion of the board of directors or designee, result in the loss of privileges and disciplinary action.

Forms and Instructions

Requests for approval of purchases, when required, should be made using the *Purchase Authorization and Check Request* template that is attached to this policy.

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Reconciliation of all purchases should be made using the *Purchase Authorization and Check Request* template that is attached to this policy. Please review the written policy for use of this form and utilize it accordingly.

Definitions

Debit Card – a card, usually plastic, by which money may be withdrawn or the cost of purchases paid directly from the holder's bank account without the payment of interest.

Credit Card – a card, usually plastic, issued (with or without a fee) by an issuer for the use of the cardholder in obtaining money, goods, services, or anything of value; and that creates a liability by the card user in favor of the issuing institution.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Purchase Authorization and Check Request

Purpose

Authorization to Purchase

Debit & Credit Reconciliation

Check Request

Date: _____

Submitted by: _____

Date check is needed: _____

Information for Check:

Name: _____

Address: _____

City/State/Zip: _____

Description of Item	Expense Category or Ministry Department	Cost
	TOTAL:	

Approved by: _____



Travel Expense Policy

Policy Statement

This policy provides guidance for allowable travel expenditures incurred in the conduct of the ministry of the church. It provides accountabilities for approval of travel expenses, reporting of those expenses, and establishes policy regarding reimbursement of those expenses.

Inclusions and Exclusions

All employees of the church who are authorized to travel on behalf of the church are governed by this policy. There are no excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Expenses incurred by employees during approved travel on behalf of the church will be reimbursed subject to the guidelines of this policy. Reimbursements will be requested using the *Travel and Expense Reimbursement Request* and should meet the following guidelines and documentation requirements:

<p>Airline Travel</p>	<p>A receipt from the airline must be provided as a basis for reimbursement. Electronic tickets may be documented with the emailed receipt from the airline company.</p> <p>Reimbursable airline travel expenses include:</p> <ul style="list-style-type: none"> ▪ Airline travel tickets ▪ Baggage fees ▪ Airport parking ▪ Reasonable and customary gratuities <p>Non-reimbursable airline travel expenses include:</p> <ul style="list-style-type: none"> ▪ Travel insurance ▪ Travel club dues or fees
<p>Automobile Expense</p>	<p>Personal automobile expenses are generally reimbursable at the standard mileage rates quoted by the Internal Revenue Service. Actual mileage for the ministry purpose should be recorded on the <i>Mileage Log</i> page of the <i>Travel and Expense Reimbursement Request</i>. In lieu of mileage reimbursement, the employee may elect to be reimbursed for actual automobile expenses with proper documentation.</p> <p>Other reimbursable automobile expenses include parking fees, highway tolls, taxicabs, and airport or hotel shuttles. No police or court fines nor tickets for parking violations will be reimbursed.</p>



Rental Car Expense	<p>Rental cars will be reimbursed where common carriers are not available or feasible due to scheduling needs or when actual rental costs including gasoline and other direct charges are less than the standard mileage rate or common carrier cost.</p> <p>In general, the “intermediate” class of rental car should be satisfactory for travel needs unless considerable distance will be traveled. When using a church credit card, optional insurance offered by the car rental agency should be declined. If reimbursement is to be made to the employee for car rental expenses, the cost of optional insurance is reimbursable.</p>
Lodging	Lodging should be obtained at the most reasonable rate available for the location. If attending a conference, the employee should check for group rates at hotels affiliated with the conference.
Meals	Meals are reimbursed at actual cost including gratuity. Reimbursement will not be made for alcoholic beverages. Generally, meals should not exceed \$35.00 per day per employee. When using a church credit card, one employee should pay for the meal for all employees present.
Incidental Expenses	Expenses incurred by employees not mentioned above will be reimbursed at actual cost. Examples of such costs include gratuities, telephone charges, postage/courier, and business office expenses.

Notwithstanding the above specific guidelines, employees of the church shall be reimbursed for ordinary and necessary ministry travel expenses incurred on behalf of the church if the following conditions are satisfied:

- 1) The expenses are reasonable in amount;
- 2) The employee incurring the expense documents the amount, time and place, ministry purpose, and ministry relationship of each expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the employee’s federal or state income tax return;
- 3) The employee documents expenses by submitting for approval an accounting of such expenses no more than thirty days after the trip. In no event will an expense be reimbursed if substantiated more than sixty days after the trip unless approved by the employee’s supervisor.
- 4) Receipts must be submitted for all expenses that are more than \$20.00. The receipt should report the nature of the expense, people who attended, and the method of payment.

A travel advance may be obtained by the employee to fund travel expenses by submitting a *Purchase Authorization and Check Request* to the immediate supervisor. The advance should be reconciled along with actual travel expenses on the *Travel and Expense Reimbursement Request* within thirty days following the travel.

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Requests for reimbursement of travel expenses should be made using the *Travel and Expense Reimbursement Request*. Requests for travel advances should be made using the *Purchase Authorization and Check Request*. Facsimiles of each are made a part of this policy document.

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary

Victory Biker Church International



Date Requested: _____
Requested by: _____

Payable to: _____
Address: _____

Check Needed by: _____
Amount: \$0.00

Department	Description	Amount
	Mileage Reimbursement (from following page)	\$ -
Total:		\$ -

Date Approved: _____
Approved by: _____



Armed Safety and Security Team Procedures

Policy Statement

This policy provides guidance for the Armed Safety and Security Team for which the church has responsibility to insure safe handling of firearms on church property.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Not all members of the existing safety and security team will be armed. Hereafter, the members of the team who are armed will be referred to as armed team and/or armed member. This is solely to establish an additional ranking within the team and to facilitate communication and eliminate confusion.

Qualifications for Armed Team Members

Each member of the armed team shall provide a resume of qualifications along with three independent references, fill out an application, submit to a background check and will be interviewed by the safety and security director and the team weapons trainer.

Requirements for Armed Team Members:

1. All members must maintain a current concealed-carry weapons permit.
2. Members will draw and display their weapons ONLY in an imminent threat to life situation.
3. All members will supply their own weapon and approved caliber ammunition.
4. All weapons will be inspected regularly.
5. Any repairs made to a member's weapon will be at his/her expense.
6. Any modifications to a member's weapon must be approved by the safety and security director.
7. Weapons must be carried in a concealed manner at all times.
8. Members must qualify from the carrying concealed position.
9. Members will not display weapons to anyone outside of The Church Leadership, law enforcement, or other safety and security team members, and only in a safe, concealed area.
10. Members will not confirm or deny the carrying of weapons to persons outside of The Church Leadership, law enforcement, and other safety and security team members.



11. All members must have their team ID when working a shift.
12. If a team member is forced to respond to an imminent threat-to-life situation, he or she will make every effort to safely display their team ID card.
13. Members will yield to all uniformed law enforcement officers and to plain clothed officers that display proper identification.
14. Members will follow all commands and directions given by law enforcement.
15. Members will introduce themselves to all extra-duty police officers and to the lead pastor before each shift.
16. Any questions about security procedures or tactics will be directed to the safety director and pastor.
17. Members are not to make statements to the media/press and should refer questions to designated spokesperson.
18. Members must complete an additional _____ hours of training, above and beyond safety and security team training, before being allowed to carry a weapon.

Training

This is the basic plan and outline for weapons training. Although it looks like advanced training, please don't be led to think we are forming a SWAT team. Use of force by the armed team is limited to imminent loss of life situations only. This training is for stopping a deadly force threat only and is intended to provide adequate training to save lives and minimize collateral damage in a close quarter's situation.

Weapons training will include, but is not limited to:

1. Semi-annual basic weapons qualification course
2. Move and shoot class
3. Cover and reload class
4. Active shooter training
5. Deadly force class with a 100% passing grade
6. Quarterly training and qualifications above and beyond normal safety and security team training

Forms and Instructions

None

Definitions

None

Signatures

Victory Biker Church International



Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Permission for Concealed Carry on Church Property

As the presiding official of Victory Biker Church International
(Insert Name of Religious Organization)

I hereby authorize

(Insert Name of CPL holder)

holder of a valid Concealed Pistol License in the State of Michigan, to carry his or her concealed pistol while on our property. This permission is granted pursuant to MCL 28.425o(1)(e) of the Firearms Statute being part of Public Act 372 of 1927 as amended. This permission continues until:

1. Myself or my successor, as presiding official, revoke this permission in writing served on the above-named license holder; or
2. The above-named holder no longer has a valid Concealed Pistol License.

(Signature of Presiding official)

As: Apostle & Senior Pastor
(State presiding official's title)

Dated



Automobile Policy

Policy Statement

This policy provides direction for the provision and use of vehicles that are owned by the church.

Inclusions and Exclusions

All employees of the church who require the use of a church-owned vehicle for the conduct of church ministry are included in this policy. There are no excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The church may provide vehicles for use by certain authorized employees for the conduct of church ministry. The church will bear all expenses for the ownership, maintenance, and operation of those vehicles.

The supervisor of the employee or the church Board may authorize the personal use of church-owned vehicles. Some church-owned vehicles may not be suitable or approved for personal use by employees.

All employees who operate a church-owned vehicle must account to the church for all vehicle expenses and for any personal mileage and shall otherwise comply with the church's *Accountable Reimbursement Policy* for recordkeeping of personal mileage. Purchases made by the employee on behalf of the church during the operation of a church-owned vehicle should be made in accordance with the *Accountable Reimbursement Policy* and the *Debit and Credit Card Policy* as appropriate.

The church business office shall include on the W-2 or 1099 wage statement of each employee using a church-owned vehicle an amount equal to the reasonable value of any personal use of said vehicle, calculated by a method approved under IRS tax code. The business office may use any IRS approved method in calculating the value of the personal use of the vehicle. Personal use shall not be interpreted to include driving to or from the home of the employee when the church has the benefit of work done at home by the employee when necessary to perform the ministry of the church.

In the event that any church vehicle is titled in the name of an employee or another individual acting on behalf of the church as a title-holding trustee, with or without disclosure on the face of the title of the fiduciary capacity so existing, for insurance or other purposes, it shall be expressly agreed that if said vehicle is sold, that all proceeds of the sale shall belong to the church absolutely and without exception, and that if the employee using a church-owned vehicle which is titled in the individual's name leaves the employ of the church for any reason, said vehicle shall remain the property of and in the possession of the church with no exceptions, and each person using a church-owned vehicle for the conduct of ministry may be required to sign a statement to this effect, or sign any other documents deemed necessary to substantiate this intent, such as placing a lien in favor of the church on the title of the vehicle of other means, such as pre-signing the back of the title as authorization for transfer title of the vehicle by the church without further action.

Victory Biker Church International



In the event of any dispute regarding the reasonable value of personal use of a church-owned vehicle that is reported on the W-2 or 1099 wage statement of the employee, the decision of the church business office will be considered to have authority. The church reserves the exclusive right to revoke authorization for use of its vehicles at any time and for any reason. The church shall own its vehicles absolutely, and no employee using a church-owned vehicle shall acquire any ownership in said vehicle for any reason whatsoever, except for fair consideration in which the church receives the reasonable value as approved by the church board.

Forms and Instructions

Requests for reimbursement of vehicle expenses, when required, should be made using the *Purchase Authorization and Check Request* template that is attached to this policy.

Reporting of personal use of a church-owned vehicle should be made using the *Mileage Log of the Travel and Expense Reimbursement Request* template that is attached to this policy.

Definitions

Accountable Reimbursement Plan – an expense reimbursement plan in which the employee is required to provide documentation as to the time, place, reason, and amount for an expense in order to be reimbursed for those expenses. An Accountable Reimbursement Plan’s primary purpose is to substantiate ministry expenses in such a way as to avoid the reimbursement amount being classified as ordinary income to the employee in accordance with IRS Publication 15, Employer’s Tax Guide (Circular E).

Non-accountable Reimbursement Plan – an expense reimbursement plan in which the employee is not required to provide documentation as to the time, place, reason, and amount for an expense in order to be reimbursed for those expenses. In a Non-accountable Reimbursement Plan, reimbursed amounts are subject to be classified as ordinary income to the employee according to IRS Publication 15, Employer’s Tax Guide (Circular E), and are reported to the employee and IRS on the *Form W-2 Wage and Tax Statement*.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Purchase Authorization and Check Request

Date: _____

Submitted by: _____

Date check is needed: _____

Information for Check:

Name: _____

Address: _____

City/State/Zip: _____

Purpose
<input type="checkbox"/> Authorization to Purchase
<input type="checkbox"/> Debit & Credit Reconciliation
<input type="checkbox"/> Check Request

Description of Item	Expense Category or Ministry Department	Cost
TOTAL:		

For Debit & Credit Card Purchases:
 Current Balance: _____
 This Purchase: _____
 New Balance: _____

Approved by: _____

Mileage Log

Date	Miles	Description	Rate	Amount
			\$ 0.50	\$ -
Total:			\$ -	-



Compensation Policy

Policy Statement

This policy provides guidance for determining compensation for officers, directors, or employees of the church. It specifically provides guidance to the church Board for ensuring compliance with Section 4958, *Excise Taxes on Excess Benefit Transactions*, of the Internal Revenue Code.

Inclusions and Exclusions

All compensated officers, directors, and employees of the church are governed by this policy. There are no excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Section 4958, *Excise Taxes on Excess Benefit Transactions*, of the Internal Revenue Code provides guidance on compensation for officers, directors, and employees of the church. Salaries and wages, together with fringe benefits or other forms of compensation (housing, transportation, and other allowances), paid to or provided for officers, directors, and employees of the church shall not exceed a value which is reasonable and commensurate with the duties and working hours associated with such employment and with the compensation ordinarily paid individuals with similar positions, duties, and qualifications.

Compensated officers, directors, and employees of the church shall not be allowed to vote on decisions concerning their own compensation, nor will individuals related to them.

The church Board, by itself or through its designated committee, shall take the steps required to secure for the church the rebuttable presumption under Section 4958, *Excise Taxes on Excess Benefit Transactions*, of the Internal Revenue Code, as amended, for all compensation paid by the church to its officers, directors, and employees.

All benefit programs, plans, and policies maintained by the church for the benefit of its officers, directors, and employees are specifically made subject to all applicable requirements of the Internal Revenue Code, shall operate in accordance with such requirements, and shall conform to such requirements where necessary at any time the need for such conformance is made known to the church Board.

The church Board, by itself or through its designated committee, shall set the dollar amount of each benefit paid to a disqualified person in line with the findings of an independent compensation consultant, when deemed necessary, and shall comply with the regulations under Section 4958, *Excise Taxes on Excess Benefit Transactions*, of the Internal Revenue Code in setting such benefits.

In compliance with the applicable requirements of the Internal Revenue Code, any other applicable law, and any contractual obligations of the church, the church shall have complete discretion over whether to offer the opportunity to participate in any benefit programs, plans, and policies maintained by the church to any officer, director, or employee of the church.

Victory Biker Church International



Forms and Instructions

Section 4958, *Excise Taxes on Excess Benefit Transactions*, of the Internal Revenue Code is attached to this policy.

Definitions

Disqualified Person – A disqualified person is generally defined as a person in a position to exercise substantial influence over the affairs of the applicable tax-exempt organization.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary

]



1099 Tax Reporting and Withholding Policy

Policy Statement

This policy provides guidance for tax reporting and withholding for certain suppliers, contractors, and non-employees who receive payments for services rendered on behalf of the church. The goal is compliance with the Internal Revenue Code with respect to taxation, withholding, and reporting of such payments.

Inclusions and Exclusions

Suppliers, contractors, and non-employees of the church who receive compensation for services rendered to the church are included in this policy. There are no excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church and changes to the Internal Revenue Code.

Body

The Internal Revenue Service requires the church to issue a *Form 1099-Misc* reporting certain payments made to suppliers, contractors, and certain non-employees who receive compensation for services rendered to the church. Whether a payment is reportable on *Form 1099-Misc* depends on the payment amount, payment type, and the supplier's business entity type. Reportable payments are specified in *Instructions for 1099-Misc* published by the Internal Revenue Service which provides governing guidance for this policy and includes, but are not limited to:

- 1) Unincorporated independent contractor services
- 2) Honorariums to guest speakers and musicians
- 3) Consultant services
- 4) Professional services
- 5) Medical services
- 6) Commissions to non-employees
- 7) Rent for buildings and facilities
- 8) Royalties
- 9) Copyright payments
- 10) Prizes and rewards to non-employees

In general, a *Form 1099-Misc* is required to be presented to a supplier, contractor, or non-employee if the total payments made by the church during the calendar year are equal to or greater than \$600.00. Royalty payments have a lower reporting threshold of \$10.00 for the calendar year.

Because the church may be liable for tax, penalties, and interest for failure to comply with the Internal Revenue Code, this policy is adopted as an official component of church policy and procedures.

Prior to engaging a supplier, contractor, or non-employee for service to the church, a completed *Form W-9 Request for Taxpayer Identification Number and Certification* should be presented to the church business office.

Victory Biker Church International



This should be done concurrent with any contract and prior to any payments being issued by the church for all suppliers, contractors, or non-employees as specified by the *Instructions for 1099-Misc*, a sample of which is made a part of this policy. The *Form W-9* should be signed and returned in a timely fashion to the church for a part of its permanent files.

A new *Form W-9* shall be requested from each supplier, contractor, or non-employee at the beginning of each new calendar year to ensure such information is current and accurate. Without exception suppliers, contractors, and non-employees shall not be paid until a completed *Form W-9* is presented to the church business office. If a properly prepared *Form W-9* is not presented by a supplier, contractor, or non-employee, the church may, at its discretion, issue payment but as required by law subject to backup withholding of twenty-eight percent (28%) of the total compensation and report such withholding to the Internal Revenue Service on *Form 945*.

Forms and Instructions

Instructions for Form 1099-Misc provides guidance for the use, preparation, and submission of the *Form 1099-Misc* for suppliers, contractors, and non-employees who render certain services on behalf of the church.

Form W-9 Request for Taxpayer Identification Number and Certification provides guidance for the use and preparation for the *Form W-9* that is required for suppliers, contractors, and non-employees who render certain services on behalf of the church.

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Intellectual Property Policy

Apostle BMAN Ministries

Purpose

The pastor of this ministry provides religious services to this ministry. In the course of providing religious services, he/she will be developing or creating intellectual property related to those services. This policy is adopted to ensure that the pastor, an individual religious service provider, as described in section 3401(a)(9) of the Internal Revenue Code, is free to work and provide this ministry with his/her religious services without any hindrances, and to also induce the pastor of our choosing to accept employment by this ministry.

Intellectual Property

The term "Intellectual property" includes any and all ideas, sermons, songs, processes, trademarks, service marks, inventions, designs, technologies, computer hardware or software, original works of authorship, formulas, discoveries, patents, copyrights, copyrightable work products, marketing, and business ideas, and all improvements, know-how, data, rights, and claims related to the foregoing, whether or not patentable, which are conceived, developed or created which: (1) relate to religious services provided by the pastor; (2) relate to this ministry's counseling of members; (3) result from any religious service provided to this ministry; (4) involve the use of this ministry's equipment, supplies, facilities or trade secrets; (5) result from or are suggested by any work done by the ministry's request, or (6) any projects assigned to the pastor.

Ownership

Any and all intellectual property developed by the pastor while employed by this church will be deemed owned fully and completely by the pastor. All right, title and interest in and to all intellectual property, including but not limited to all patent rights that can be registered, which may subsist therein, shall be held and owned by the pastor, and where applicable, all intellectual property and inventions, as defined herein, shall not be considered works made for hire.

During his employment, those works shall not otherwise be commercially available (since the Organization has been granted an exclusive license regarding those works under the terms of his/her employment). Additionally, the organization will retain unrestricted license to the work upon the pastor's termination or resignation. Finally, the pastor shall, under no circumstance, receive any royalty, license fee, or other direct or proportional benefits regarding the sale of those works. The pastor retains rights, title, and interest in and to those works.

We believe that retention of licenses is necessary for the fulfillment of our mission, does not represent a substantial business activity, and does not violate the private benefit or inurement proscriptions of IRC 501(c)(3).

Adopted and approved by the Board of Directors this _____ day of _____, 20____.

Secretary

Victory Biker Church International



The paragraph below is to be added to any employment agreement that is signed between the pastor and the church. If you are using the Complete Church Compliance Kit, please add it to Article V Professional Responsibility.

The church has adopted an Intellectual Property/Creative License Policy that allows the employee to retain ownership of all his/her intellectual property. That policy is part of this agreement. The employee understands that promises made in this agreement have induced him/her to take action or forbearance to his/her detriment in reliance on the promises contained in this agreement.



Benevolence Policy Benevolence Fund Committee Guidelines

Policy Statement

This policy provides guidance for the benevolence fund policy. Before any requester receives any portion of the approval benevolence fund amount, a copy of this policy must be read and signed.

Inclusions and Exclusions

All employees of the church who are authorized to make purchases on behalf of the church are governed by this policy. There are no excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Definitions

Benevolence Fund: The benevolence fund is an officially recognized and designated permanent fund, established according to the church bylaws and constitution. As such, it is an approved recipient for designated giving (one of very few that exists). It has no budget for either income or expense. Its receipts consist entirely of designated giving, and its expenses consist of funds disbursed for its stated intended purposes at the direction of the Pastor or the Benevolence Fund Committee.

Purposes

The purpose of this document is to set forth the responsibilities of the Benevolence Fund Committee and the guidelines for discharging those responsibilities. It is not intended to cover all circumstances under which funds may be disbursed from the benevolence fund, only those which involve the Benevolence Fund Committee. The Benevolence Fund Committee has ultimate responsibility and accountability for the benevolence fund and will necessarily make many decisions to disburse funds from the benevolence fund—according to its charter, and subject to these guidelines—without involving the Benevolence Fund Committee.

The purpose of the benevolence fund is to meet people's basic needs. The benevolence fund achieves this purpose in this way: through specific disbursement at the direction of the Benevolence Fund Committee.

Guidelines for Disbursement General Guidelines

The benevolence fund is intended as a source of last resort, to be used when the family or individual requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. It is intended to be a temporary help during a time of crisis.

Assistance from the benevolence fund is intended to be a one-time gift. In unusual circumstances, the Benevolence Fund Committee may decide to help more than one time.



However, under no circumstance is a gift from the benevolence fund to be considered a loan. No gift may be repaid, either in part or in full, in money or in labor.

If the recipient desires to give to the church at a later time, this individual should be encouraged to give directly to the general fund of the church. At the discretion of the Pastor of Care and Concerns, the individual may be informed that the benevolence fund accepts designated giving, but only if the pastor discerns that the person understands this is not a payback of what originally was given.

Those requesting assistance must also be willing to receive financial, family, or emotional counseling. The Benevolence Fund Committee will not provide help to anyone who, in its estimation, will have negative or irresponsible behavior reinforced by financial help.

Those requesting help must be willing to give the Benevolence Fund Committee permission to follow up on any of the information provided to the committee. The committee will be sensitive to confidential issues.

Recipients

In order of priority, recipients of funds disbursed from the benevolence fund at the direction of the Benevolence Fund Committee are:

1. Church members
2. Regular attendees
3. Members of the community
4. Ministries and Christian agencies that serve people with the same needs as those which fit the criteria for assistance from the benevolence fund, but which provide services the church does not
5. Employees of the church, the Benevolence Fund will occasionally assist staff members in need subject to the guidelines of the employee assistance program.

Criteria

The stated purpose of the benevolence fund is to meet peoples' basic needs. Normally, these needs are defined as:

- lodging
- food
- clothing
- medical treatment
- transportation to or from a place of employment
- funeral expenses
- initial evaluation and professional counseling appointments

Needs that may *not* be met by the benevolence fund include:

- school expenses, business investments, or anything that brings financial profit to the individual or family
- paying off credit cards. Exceptions can be made when an individual has had to use a credit card in a crisis or emergency (e.g., hospitalization, death, etc.)
- needs of individuals who are wanted by the law or for paying fines as a result of breaking the law
- housing for unmarried couples
- legal fees
- penalties relating to late payments or irresponsible actions
- private school fees or tuition



- business ventures or investments

Financial assistance for counseling will be considered if it is perceived that counseling would directly enable the individual to address a current financial situation. In most cases, this would be limited to an initial counseling appointment. Under special circumstances, additional financial help could be given. In such cases, the committee will consult with the Pastor of Counseling Ministries to determine a specific amount.

Generally, assistance from the benevolence fund will not exceed \$1,500 per person or family (this is a cumulative cap in the unusual case of someone who receives more than one gift from the fund). In very unusual circumstances, families and individuals who are in need of substantial funds (over \$1,500) and who have the opportunity to make a life-changing decision can continue to be assisted up to whatever limit the benevolence fund deems appropriate. Such cases should be reviewed carefully and, when appropriate, additional accountability should be sought (such as the Chairman of the Board of the Directors, the Pastor of Business Administration, etc.).

Special projects, sometimes funded by special offerings designated for the Benevolence Fund, might include supporting local outreach ministries to the poor, or helping to provide assistance during times of catastrophe or major crises.

Procedure for Disbursement Source of Request

A Request for Assistance Application must be filled out by the person requesting help or by someone who is assisting the person in need. In either case, the person must be in the presence of a representative of the church. The church representative taking the request will record references and contacts to collaborate the need.

Processing the Request

1. The Request for Assistance Application is returned to the Benevolence Fund Committee. The process takes approximately three days.
2. In a meeting or by a telephone conference, the Benevolence Fund Committee reviews the request and comes to a decision.
3. The person making the request is informed of the decision.
4. Checks are written and disbursed. As much as possible, checks from the benevolence fund will be payable to vendors, homeowners' associations, etc., rather than to the individual requesting assistance. This is excepted when less than \$100 is needed for living expenses.
5. The pastor who oversees the assisted person's age group will be notified.

I, _____ hereby have read and agree with the Victory Biker Church International Benevolence Fund.

Signature: _____ Date: _____



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Benevolence Application

Date of application: _____

Applicant: _____

Submitted by: _____

Description of need: _____

Information for Check:

Vendor: _____

Address: _____

City/State/Zip: _____

Account: _____

Amount: _____

Amount approved: _____

Approved by: _____



Altar Ministry Policy and Procedures

Policy Statement

This policy establishes guidance for the altar ministry of the church. It provides specific policy and procedures for the conduct of the altar ministry during scheduled services and events of the church. The goal of the policy is that God would be honored through the selection, training, and conduct of ministers and leaders of the church in this important ministry.

Inclusions and Exclusions

All pastors, ministers, employees, and certain designated members of the church are governed by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The altar ministry of the church is used by God to draw an individual closer to Him and develop a sense of community between an individual, the church, and the Holy Spirit. As such, it is a special spiritual event that warrants the development of policies and procedures that will help to nurture the experience of the individual and protect the church from confusion, conflicting theology, and attacks from Satan.

Historically, there has been some confusion and controversy over certain aspects of altar ministry as practiced by some ministries and churches. For this reason, the church requires that those individuals who are called and assigned to altar ministry receive proper training and supervision. Specifically, those individuals who serve in the altar ministry of the church must:

- 1) Attend *Altar Ministry Training* provided by the church or a church-approved ministry.
- 2) Acknowledge having received such training and agree to honor the provisions of the church's *Altar Ministry Policy and Procedures* by signing the *Altar Ministry Affidavit* each year.
- 3) Submit to the authority of the church pastor or his designee as regards to availability and conduct during assignment to serve in altar ministry.

The following are components of the policy and procedures of the altar ministry of the church that will serve as general guidelines for those serving in this ministry. Because of the individual nature of experiences during altar ministry, these guidelines are not considered exhaustive but serve to provide a foundation that will cover most aspects of the ministry. In all cases, the pastor of the church or his designee will determine the proper conduct of individuals who serve in altar ministry.

Prayer

A vital component of altar ministry is prayer. Altar ministry workers should preface any service or event with prayer for God's anointing and a move of the Holy Spirit.

During the conduct of altar ministry, servants of the ministry will pray with and for individuals, and it is important to observe some specific techniques and protocols for prayer:



- 1) In almost all cases, altar ministry workers should respect gender during prayer. That is, men should pray with men and women should pray with women. Some aspects of altar ministry are often emotional, and it is usually inappropriate for ministry workers to touch, embrace, or lay hands-on members of the opposite gender.
- 2) In all cases respect the person's space by following the arm's length rule. Always approaching from the front of the person coming for prayer.
- 3) When circumstances require that an altar ministry worker and an individual adjourn to a more private place than the room in which the service or event is being conducted, under no circumstances should a worker and individual of the opposite gender be alone in that place. In cases where a worker or individual of the opposite gender needs more privacy for specific ministry needs, a pastor or minister should be notified before such a meeting takes place to avoid the potential of a poor decision or accommodation.
- 4) It is usually preferable for altar ministry workers to pray with their eyes open in order to be aware and sensitive to what is happening during the altar ministry. This facilitates the ability to quickly respond to the needs of the pastor or other ministry workers.
- 5) If possible - When a family member of an altar ministry worker comes forward for prayer. Allow another member of the altar ministry team to pray for that family member.

Laying on of Hands

God uses the laying on of hands for three common purposes: commissioning, healing, anointing. This special aspect of ministry should always be conducted with wisdom, discretion, and respect so that the work of the Holy Spirit would not be hindered in any way.

When laying on of hands is incorporated as a function of facilitating the interaction of the individual and the Holy Spirit, the best practice is to use place two fingers of your hand on the individual's forehead, or sometimes lightly lay the palm of your hand on the individual's forehead. The use of guidance or pressure on the forehead should be avoided. If the individual should begin to sway under the influence of the Holy Spirit, pull your hand away and allow the ministry of the Holy Spirit to function. See the section below entitled "Slain in the Spirit" for further guidance.

A best practice for laying on of hands as a healing ministry would be that the altar ministry worker who is praying should place their hands on the individual's head. When praying for healing of a specific body part, it is best to place the individual's hand on that body part (e.g., the stomach), and then the altar ministry worker would place his hand over the individual's hand and pray. Of course, there are some body parts for which this would be inappropriate, so altar ministry workers should use common sense and wisdom during this aspect of ministry.

Slain in the Spirit

Altar ministry workers provide important services when an individual experiences the phenomena of being slain in the Spirit. The goal of the worker is to ensure the safety of the individual and facilitate their experience with the Holy Spirit.

Altar ministry workers may need to be available to help guide an individual who is being slain in the Spirit down to the floor to avoid potential injury to the individual. A specific technique will ensure safety to the ministry worker and the individual:



- 1) Make every effort to work with each other so that ministry workers and individuals are of the same gender.
- 2) Do not attempt to catch an obese person alone. When ministering at the altar, workers should be sensitive to how the Holy Spirit is working, and in the case of an obese individual, two altar ministry workers should attend that individual.
- 3) When observing the work of the Holy Spirit in this regard, altar ministry workers should place their hands on the backs of the individuals to display support and preparation as those individuals experiences the sensation of being slain in the Spirit. The individual should be guided down carefully, protecting the head of the individual from hitting the floor harshly.
- 4) Use modesty cloths to provide protection and modesty when appropriate. Do not remove a modesty cloth from an individual; instead, allow them to return it to you when no longer needed.

Other

Altar ministry workers should wear appropriate attire during ministry. Their attire should be conservative in accordance with any policy of the church or direction of the pastoral staff.

Communication among altar ministry workers should be as silent as possible, so as to not distract from ministry. The leader of the altar ministry is responsible for developing protocols for silent communication. These can be head or hand signals such as needing help with an obese individual or other pertinent needs.

Because of the close nature of altar ministry, workers should display excellent hygiene, such as the use of breath mints and the avoidance of strong perfume or cologne.

An area should be pre-determined by the security team to which disruptive individuals should be guided. The church's security team should handle situations that appear disruptive or dangerous based on their own observation and the discretion of the altar ministry team and pastoral staff. The goal is to quietly, but firmly, remove such individuals from the service or event if disruptive behavior occurs.

Designated individuals of the Ministry team should always be aware of undesigned 'prayer' in operation of other, not designated individuals, that may be taking place away from the altar or within the church property. Listen to what is being said and if necessary, interrupt i.e., stop it.

Forms and Instructions

The *Altar Ministry Affidavit* should be reviewed and signed by all altar ministry workers each year following training and review of policies and procedures. The form is attached as a part of this policy.

Definitions

Laying on of hands – a blessing involving placing the hands-on an individual, especially on the head, in a religious ceremony such as commissioning, ordination, anointing, or healing.

Slain in the Spirit – a term that describes a behavior in which an individual falls to the floor, usually happening during an event they perceive as a personal encounter with the Holy Spirit, often associated with the practice of laying on of hands.

Victory Biker Church International



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Vacation and Holiday Policy

Policy Statement

This policy establishes guidance for paid vacation and holidays for eligible employees of the church. The policy provides vacation and holiday eligibility as well as definition of annual holidays of the church.

Inclusions and Exclusions

All church employees are eligible for paid vacation and holidays are governed by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Vacation:

All full-time active employees of the church are eligible for certain paid vacation time in accordance with their years of service to the church. Accrued vacation time that is not taken may not normally be carried over to the following year, except at the approval of the Senior Pastor of the church.

Vacation eligibility begins after the employee has worked for six months and according to the following schedule:

After the first six months of employment	One week
After the second six months of employment	Second week
The second year of employment through the fifth year of employment	Two weeks
The sixth year of employment through the eighth year of employment	Three weeks
Ninth and subsequent years of employment	Four weeks

Holidays:

All full-time and part-time active employees of the church are eligible for paid holiday observance if their prescribed duties allow for time off for holidays. If an eligible employee is not able to observe a normally scheduled holiday due to work responsibilities, the employee may take the holiday at another time subject to the approval of the employee's supervisor.

In general, holidays will be observed according to the following schedule:

Victory Biker Church International



- New Year's Day (January 1)
- Birthday of Martin Luther King, Jr. (Third Monday in January)
- Washington's Birthday (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November).
- Christmas Day (December 25)

In addition to the schedule above, all full-time and part-time active employees are eligible to take two discretionary days as holidays subject to the approval of their immediate supervisor. Examples of discretionary days would be birthdays, the day after Thanksgiving, etc. From time to time, the pastor of the church may elect to observe other holidays; these additional holidays will not reduce the above scheduled holidays or discretionary holidays.

Forms and Instructions

Employees should use the *Vacation Request Form*, included in this policy, to schedule and receive approval for vacation.

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



VACATION REQUEST FORM

Your request for vacation must be submitted and approved by your supervisor in advance.

VACATION DAYS AVAILABLE:	NAME:

You may request vacation time throughout the year. When more than one employee has requested the same time and when this would make it difficult to provide quality ministry or meet projected schedules, requests will be considered in the order in which they are received. Every effort will be made to honor your vacation request. Please keep in mind that the ministry needs may dictate that the employee reschedule his/her vacation.

Directions: Indicate your vacation choice(s) in the space(s) below. Sign, date and forward to your supervisor for approval.

Vacation date(s) requested:	
Employee Signature:	Request Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Remarks:	
Supervisor/Manager Signature:	Date:

Vacation date(s) requested:	
Employee Signature:	Request Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Remarks:	
Supervisor/Manager Signature:	Date:

Vacation date(s) requested:	
Employee Signature:	Request Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Remarks:	
Supervisor/Manager Signature:	Date:



Tithes and Offerings Collection Policy

Policy Statement

This policy establishes guidance for the collection of tithes and offerings during regularly scheduled worship services and other church events.

Inclusions and Exclusions

All officers, directors, pastors, and employees of the church are governed by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Treasurer of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The presentation of tithes and offerings is a vital spiritual discipline of the church and is a form of worship. Tithes and offerings are also the primary financial income of the church. The church depends on the faithful stewardship of its members and attendees and has a responsibility to collect and process tithes and offerings in a manner that is respectful of the contributor and honoring of God.

There are several guiding principles for the collection and processing of tithes and offerings that are designed to provide security of funds and protection of the reputation of individuals that have responsibilities pertaining to this process:

- 1) As our in person giving is placed in the Offering Saddlebag. The Offering Team will meet prior to the beginning of the worship service or event to pray for God's provision and that this component of the service will be dignified, honoring, and have high integrity.
- 2) The church pastor or event leader will talk about giving and the offering during the announcement period before worship. This will usually include a short message and prayer by the pastor to the congregation.
- 3) At the completion of the service, the leader of the Offering Team will consolidate the contents of the offering saddlebags into a small manila envelope and give it to the trustees to count. In addition to the leader of the Offering Team, at least one other trustee should observe and assist in this process.
- 4) The trustees will fill out the Offering Sheet with information from written checks and giving envelope information. So that the church Treasurer can update each individuals giving record in PushPay.
- 5) The church Treasurer or designee will take the Deposit to the church Credit Union for Deposit.

Forms and Instructions

None

Definitions

None



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Tithes and Offerings Counting Policy

Policy Statement

This policy establishes guidance for the counting and processing of tithes and offerings collected during regularly scheduled worship services and other church events.

Inclusions and Exclusions

All officers, directors, pastors, and employees of the church are governed by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The presentation of tithes and offerings is a vital spiritual discipline of the church and is a form of worship. Tithes and offerings are also the primary financial income of the church. The church depends on the faithful stewardship of its members and attendees and has a responsibility to process tithes and offerings in a manner that is respectful of the contributor, honoring of God, and protects the integrity of the church.

There are several guiding principles for the processing of tithes and offerings that are designed to provide security of funds and protection of the reputation of the church and individuals that have responsibilities pertaining to this process:

- 1) Key values of the counting process:
 - Physical security and controlled access to the counting room.
 - Accuracy of the count.
 - Timely physical deposit of the offering into the bank.
 - Accuracy of posting contributions into the church management system.
- 2) Counting team
 - Consists of a minimum of two Trustees; ideally there would be four to six members of the team to allow for rotation of responsibilities. With 2 or 3 of each gender for each counting session.
 - Periodic team rotation (monthly or quarterly based on availability and church calendar).
 - Attributes of the counting team include unquestioned integrity, attention to detail, consistent in availability, and discreet with confidential information.
 - There should be a consistent time and place for the counting process.
- 3) Counting process
 - No less than two counters should be in the count room whenever monies are present.
 - The door to the counting room should be locked and access restricted to the team and its staff supervisor.
 - The counting team retrieves the offering bags from the safe or dropbox.
 - Each offering event should be counted separately and recorded on a separate count sheet (e.g., Sunday Morning Worship, Sunday Night Worship, Wednesday Night Worship).



- The offering bag is opened, and contents separated
 - Communication and registration cards
 - Loose cash and coins
 - Loose checks (without envelopes)
 - Envelopes with contents (checks and cash/coins)
 - Envelopes with debit and credit card data (DBCR)
 - Record loose checks on the *Loose Check Roster* and verify accuracy. Transfer the total to the *Offering Count Sheet*.
 - Count the loose cash and coins; record on the *Offering Count Sheet* and verify accuracy.
 - Open the offering envelopes
 - Verify contents with markings on the envelope; record the check number on the envelope.
 - Place cash and coins in a separate stack.
 - Place checks in a separate stack.
 - Place envelopes in a separate stack.
 - Count cash and coins and checks and record on the *Offering Count Sheet*.
 - Total amounts on debit and credit card envelopes and record on the *Offering Count Sheet*.
 - Total all rows on the *Offering Count Sheet* when finished and assemble materials.
- 4) Prepare deposit and data
- Endorse all checks with the church stamp.
 - Sort cash by denomination and place in deposit envelope.
 - Sort and coins as needed (loose coins in small envelopes by denomination).
 - Prepare the deposit slip.
 - Place cash, coins, and checks in bank bag along with the deposit slip.
 - Seal bank bag and return it to safe or dropbox to present to designated staff member for transport to the bank.
 - Place the *Offering Count Sheet*, *Loose Check Roster*, photocopies of checks, and all envelopes in *Offering Data Envelope* and return to safe or dropbox.
- 5) Office procedures
- A designated office staff member retrieves the bank bag from safe or dropbox on the morning of the first business day following count and takes directly to the bank; brings deposit receipt to office from bank. Deposit receipt is added to *Offering Data Envelope*.
 - The posting team receives the *Offering Data Envelope* from staff and performs posting of transactions into the church management system or accounting software.
 - The church accountant or church office performs entry of the deposit into the accounting system.

Forms and Instructions

Included in this policy are forms to be used during the counting process:

- *Offering Count Sheet*
- *Loose Check Roster*

Definitions

None

Victory Biker Church International



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Leadership Tithe Requirement Policy

Policy Statement

This policy establishes a requirement that all officers, directors, leaders, and employees of the church tithe from their income in accordance with scripture.

Inclusions and Exclusions

All officers, directors, leaders, and employees of the church are governed by this policy. There are no specifically excluded individuals, groups, or departments to this policy. This policy applies to all leadership positions of the church, whether or not such a position is compensated.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

It is the policy of this church that all officers, directors, leaders, and employees of this church be tithers of their income or gain. This church considers obedience to the scriptural principle of tithing to be a prerequisite and requirement to hold a position of influence in the church. Examples of positions of influence include, but may not be limited to, officers, directors, pastors, ministers, lay leaders, and employees.

Forms and Instructions

None

Definitions

Tithe – a ten percent portion of an individual’s or family’s income or economic gain presented to the Lord through His church, often referred to as the “storehouse” in scripture. Titles are designated “first fruits” in scripture, and the common practice is that the tithe is calculated as ten percent of the individual’s or family’s gross income or economic gain, before taxes or voluntary deductions.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Returned Check (NSF) Policy

Policy Statement

This policy establishes procedure and policy for handling checks, debit card, or credit card transactions that are returned or refused by the bank for insufficient funds.

Inclusions and Exclusions

All officers, directors, leaders, employees, and members of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Treasurer of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Payments or contributions made to the church by its members or attenders that are returned by the church's bank for insufficient funds or refused by the financial institution (in the case of debit or credit cards) shall be handled in the following manner:

The check will not automatically be presented to the church's bank a second time in order to avoid penalties and fees to the church and member or attender. Debit or credit cards will not automatically be processed a second time for the same reason.

A letter will be prepared on official church letterhead informing the member or attender of the returned check or refused debit or credit card transaction. The author of the letter should be the church pastor or designated representative and should be crafted in such a manner as to demonstrate grace, understanding, and forgiveness. The letter should include a copy of any correspondence received from the church's bank and member's or attender's financial institution regarding the payment or contribution and should ask for guidance on whether to present the check or process the credit or debit card again.

The accountant of the church should be given a copy of the notice from the church's bank so that accounting records can be updated properly. In the case of a contribution from a member or attender of the church, the custodian of the individual's contribution record should be given a copy of the correspondence so that contribution records can be updated properly.

Generally, checks returned for insufficient funds will not be presented a third time nor will debit or credit cards be processed for a third time. In these cases, the member or attender should be contacted with a letter that states that the transaction was returned or refused a second time and that arrangements should be made with the church office for disposition of the transaction.

Forms and Instructions

None

Victory Biker Church International



Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Change From the Offering Policy

Policy Statement

This policy establishes procedure and policy for making change from the collection of tithes and offerings for the benefit and convenience of the contributor.

Inclusions and Exclusions

All officers, directors, leaders, employees, and members of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Treasurer of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The presentation of tithes and offerings is a vital spiritual discipline of the church and is a form of worship. Tithes and offerings are also the primary financial income of the church. The church depends on the faithful stewardship of its members and attenders and has a responsibility to collect and process tithes and offerings in a manner that is respectful of the contributor and honoring of God.

There may be times when a contributor has a desire or need to receive change from a contribution made during the time of collection of tithes and offerings. Two specific circumstances are referenced in this policy:

If a contributor wants to contribute cash, but only possesses a denomination larger than their desired contribution, the contributor should see an usher immediately after the worship service or event without placing the offering into the offering plate. The usher will then receive the contribution in cash and provide the requested change from the offering plate or bags. In order to receive change, the contributor must make their contribution in person to the usher or a ministry staff member. It is inappropriate to give change to a contributor after a worship service or event that made a cash contribution during the offering collection time of the service or event. If this situation arises, the contributor should be asked to contact the church office for instructions on how to obtain change for the contribution. In general, the church office may make a change if the contributor used an offering envelope to affect the contribution. In other circumstances, the church pastor or designee must approve the transaction.

If a contributor wants to make a contribution with a check or credit or debit card, the church is not able to provide change. The contributor should be informed that a check may not be written for an amount larger than the desired contribution and cannot receive the balance as change from the offering plate, an usher, or the church office. In the same manner, a credit or debit card contribution must be made in the exact amount of the desired transaction. It is not possible for the contributor to receive change for an amount charged or debited in excess of the desired contribution.

Forms and Instructions

None



Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Tithe Refund Request Policy

Policy Statement

This policy establishes procedure and policy for refunding tithe and offering contributions to a member or attender of the church.

Inclusions and Exclusions

All officers, directors, leaders, employees, and members of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The presentation of tithes and offerings is a vital spiritual discipline of the church and is a form of worship. Tithes and offerings are also the primary financial income of the church. The church depends on the faithful stewardship of its members and attenders and has a responsibility to collect and process tithes and offerings in a manner that is respectful of the contributor and honoring of God.

There may be times when a contributor has a desire or need to receive a refund of a contribution made to the church as part of their tithe or offering. The following guidelines should be applied as appropriate to the particular circumstance.

Since tithes and offerings are secured immediately following that portion of the worship service or event in which they are received, no refund is available on that day. A contributor who has a desire or need to receive a refund of a contribution must contact the church office as soon as possible, preferably the next business day, on the day following the worship service or event in which the contribution was made.

In general, it is not possible to retrieve a contribution from secured funds prior to the deposit being made following the worship service or event. The contributor who needs a refund should contact the church office and submit a *Request for Refund* form, which is attached and a part of this policy. Once approved by the church pastor or designee, refunds will only be made with a check drawn on the church's bank account. It is not possible to provide a refund of contributions made by check or cash with cash.

Refunds to debit or credit card transactions can only be made by applying for a refund transaction through the bank's debit and credit card merchant provider. It is not possible to provide a refund of contributions made by debit or credit cards with cash or check drawn on the church's bank account. The contributor who needs a refund for a contribution made by a debit or credit card should contact the church office and submit a *Request for Refund* form, which is attached and a part of this policy.

Victory Biker Church International



Forms and Instructions

The *Request for Refund* form is used when requesting refunds of contributions made during a church worship service or event. The form should be presented to the church office for processing as soon as possible after the need for a refund is identified.

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Budget Policy

Policy Statement

This policy establishes procedure and policy for the development of operating budgets of the church and funding of ministries of the church through budget management.

Inclusions and Exclusions

All pastors, ministers, and leaders of the church who have authority and responsibility for management of all or portions of the church operating budget are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The church operates with an annual operating budget that is developed annually during the fourth quarter prior to the beginning of the following year. The operating budget establishes strategic financial goals and boundaries from which individual ministries and departments of the church operate.

The annual operating budget cycle will typically begin in October of the year preceding that for which the budget is being developed. The senior pastor of the church or his designee will schedule and conduct a meeting of the ministers and department heads of the church to review expenditures of the current year to date and provide guidance for the development of financial expenditure goals for the following year.

The annual operating budget of the church is a unique combination of strategic ministry goals and financial forecasting and as such is a process that involves vision casting from the senior ministry leaders of the church and an evaluation of income trends that support the vision.

The end result of the budget development cycle is an approved operating budget available to ministers and department heads prior to mid-December of the preceding year to facilitate their planning of ministry for the first quarter of the budgeted year.

Source documents for development of the annual operating budget include various accounting reports that are made available to appropriate ministers and department heads. In addition to accounting reports, there are a number of other documents and reports that can be useful such as capital expenditure forecasts, building project plans, income projections, missions giving pledges, etc. These documents should be considered confidential by participants in the budget development process and not generally shared with members of the church unless approved by the senior pastor.

Once the annual operating budget has been approved, ministers and department heads should be guided by church purchasing guidelines and policies in making expenditures to support approved ministry functions.

In most cases, the annual operating budget will be presented to the church congregation for review and approval, in accordance with provisions of the church bylaws and constitution.



The church's accountant or administrative team will periodically prepare reports that show income and expenditures relative to the budget for evaluation and monitoring. These reports should be a part of the regular monthly and annual financial reporting procedures but should also be available on demand from those ministers and department heads that have accountability for management of the budget.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Employee Media Policy

Policy Statement

This policy establishes procedure and policy for interaction between directors, officers, ministers, employees, and volunteer leaders of the church and representatives of media such as newspapers, television, or radio.

Inclusions and Exclusions

All directors, officers, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Because the church is an integral part of community life, there may be occasions when representatives of various media approach leaders of the church for comments or explanations of aspects of the church ministry that may be of interest to the community.

In order to present a consistent and Christ-honoring message to the community, the Senior Pastor or his designee should approve all communication with media prior to the engagement. The Senior Pastor or his designee must approve all written or verbal responses to media inquiry prior to submission, regardless of the form of the inquiry and includes, but is not limited to, telephone, email, social media, newspaper, magazine, or live interview.

Under no circumstances should a director, officer, minister, employee, or volunteer leader of the church provide direct or indirect communication with the media without specific approval of the Senior Pastor or his designee.

A condition of employment on behalf of the church, or acceptance of any volunteer or assigned position in the church, is conditional upon the individual's agreement that they will comply and adhere to this policy and procedure before, during, and after their tenure as a director, officer, minister, employee, or volunteer leader of the church.

Forms and Instructions

None

Definitions

None



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Personal Conduct Policy

Policy Statement

This policy establishes guidelines for the personal conduct of pastors, ministers, employees, and volunteer leaders of the church.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Pastors, ministers, employees, and volunteer leaders of the church are considered representatives of the church and Christ, and as such are subject to certain scriptural and cultural expectations in regard to personal conduct. This policy provides a framework of expectations but is not exhaustive or inclusive. In all cases, the personal conduct of pastors, ministers, employees, and volunteer leaders of the church should honor Christ, the community, and the members to whom the church has been commissioned to serve. As scripture implores, all leaders of the church should avoid the appearance of evil in every circumstance and should reflect the love and purity of Christ in all things. In the case of any circumstance that is not specifically addressed in this policy, the Senior Pastor of the church should be consulted for guidance.

The following general guidelines of personal conduct are made a part of this policy:

Personal finances:

Leaders of the church should manage their personal finances in a way that honors scripture. Leaders should avoid the bondage of debt and materialism. Generosity should be a visible component of a leader's lifestyle. Leaders should be active and enthusiastic providers for their families and extended families. Tithing of all family income by church leaders is expected and a condition of employment or leadership of ministries of the church.

Work habits:

Leaders of the church should have excellent work habits. They should be known for working hard and working smart, always being attentive to their prescribed duties. If their position requires specific office hours, they should report to the office on time, and avoid leaving prior to their appointed time unless responsibilities or special circumstances require otherwise. The reputation of being a good and faithful worker is important, and such behavior encourages church members to emulate an attitude of productivity and stewardship. Absence from ministry responsibilities should be coordinated with the leader's direct supervisor or the Senior Pastor of the church.

Standard of attire:

Victory Biker Church International



Choosing attire for worship services, ministry, and events should be made in a way that does not provoke undue attention to one's appearance. Although the wearing of current styles may provide contextual benefits, leaders should avoid styles that are garish, offensive, or subject to question by members of the church and the public. In those cases where t-shirts are appropriate, secular graphics, wording, or advertisement should be avoided. Modesty should always prevail, and leaders are encouraged to avoid styles that expose parts of the body that are traditionally covered.

Recreational pursuits:

Leaders should avoid recreational opportunities that reflect poorly on the church and Christ. Some movies, concerts, and events are of such extreme secular nature as to be inappropriate for Christians and church leaders. Parties and gatherings where large amounts of alcoholic beverages are served should be avoided due to the controversial nature of their use and the potential for misunderstanding. Spectator or participative sports that promote violence or extreme competition may be inappropriate for leaders if they contradict spiritual principles of honor, dignity, and modesty.

Government and politics:

All Christians are commanded by Christ to submit to the authority of government institutions and law. Church leaders should pay personal taxes that are due to the government in a timely manner. Church leaders should refrain from official public endorsement of political candidates (from the pulpit) in accordance with provisions of the Internal Revenue Code pertaining to the church's tax-exempt status. Adherence to public law is important to protect the reputation of the church and its leaders, and a proactive approach to good citizenship honors Christ.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Staff Dress Code Policy

Policy Statement

This policy establishes guidance for proper attire for pastors, ministers, employees, and volunteer leaders of the church during worship services, ministry events, and the office environment.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Pastors, ministers, employees, and volunteer leaders of the church are considered representatives of the church and Christ, and as such are subject to certain scriptural and cultural expectations in regard to attire. This policy provides a framework of expectations but is not exhaustive or inclusive. In all cases, attire of pastors, ministers, employees, and volunteer leaders of the church should honor Christ, the community, and the members to whom the church has been commissioned to serve.

The following general guidelines of attire are made a part of this policy:

Sunday morning worship services:

Choosing attire for Sunday morning worship services should be made in a way that does not provoke undue attention to one's appearance. Because the Sunday morning worship service is the service most often attended by visitors, apparel should be jeans, t-shirts, and leather vests. For those that don't ride clothing should be chosen that is conservative in accordance with the established culture of the church.

Sunday evening and mid-week worship services:

Sunday evening and mid-week worship services are much the same as Sundays. So, jeans, T-shirts, and leather vests are the norm.

Office attire:

The church offices are a casual environment, but leaders should report for work in attire that is suitable for events and meetings planned for the day. Keep in mind that the workday may involve hospital visits, off-campus meetings, and unexpected requirements that may require less casual attire.

Although the wearing of current biker styles may provide contextual benefits, leaders should avoid styles that are garish, offensive, or subject to question by members of the church and the public. In those cases where t-shirts are appropriate, secular graphics, wording, or advertisement should be avoided. Modesty

Victory Biker Church International



should always prevail, and leaders are expected to avoid styles that expose parts of the body that are traditionally covered.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Disruptive Person Policy

Policy Statement

This policy establishes guidance for management of disruptive persons during worship services and ministry events of the church. Specifically, it establishes policy regarding the management of situations where one or more persons verbally or physically distract attention from the event leader to themselves in an intentional manner.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Disruptions of worship services and ministry events are rare but must be handled in a manner that provides minimal disturbance to the event and ensures the safety of those attending the event.

Examples of disruptions include:

- Verbal shouting during a worship service directed at the pastor or other ministry leader.
- Verbal or physical disagreements between church attendees or ministry leaders during a worship service or ministry event.
- Loud non-verbal commotion in a hallway, lobby, or foyer such as the movement of furniture or fixtures during a worship service or ministry event.
- Loud communication between members or leaders outside of the worship service or ministry event that disturbs those participating in the event.
- Parking lot annoyances such as loud vehicle sound systems, screeching of tires, and honking of horns.

During any worship service or ministry event, all pastors, staff members, and ministry leaders should be attentive to identify and resolve any disruptions before they become noticeable by more than a few attendees. Members of the Usher Team should be the first responders to any disruption, but safety and orderliness of any event require diligent observation of all leaders of the church. In all cases, the Senior Pastor or event leader has authority over the situation and will provide direction in cases where established protocols are incomplete or inadequate. Volunteer ministry leaders, such as children's ministry workers and youth ministry workers, should be trained to seek the assistance of the Lead Usher in any situation that has the potential to become disruptive.

The prevailing protocol in all disruptions will be that the Lead Usher in the worship service or ministry event will provide immediate management of the disruption. In most cases, the presence of two or more authoritative members of the Usher Team will quickly resolve the disruption. The following protocol represents a sequence of interactions designed to promptly neutralize the disruption and protect the physical safety of attendees and minimize property damage. Each disruptive situation will be unique, so modification of the specific protocol may be necessary to successfully resolve the disruption.

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- 1) The Lead Usher or members of the Usher Ministry will be observing the worship service or ministry event and, in most cases, should be the first to observe the disruption. If not, an event participant or ministry leader should notify the Lead Usher or a member of the Usher Ministry immediately.
- 2) The Lead Usher and at least two other members of the Usher Ministry should approach the disruptive person and identify themselves as leaders of the church. One of the members of the Usher Ministry should have a cellphone and be prepared to call law enforcement officials if the disruption is not immediately resolved.
- 3) In the case of a disruption during a worship service or ministry event, the Lead Usher should firmly, but politely, request that the person accompany him outside the room of the event.
- 4) If the disruptive person refuses to accompany the Lead Usher from the room, a member of the Usher Ministry should call local law enforcement officials and request assistance. The call to law enforcement officials should be made early in the process of resolving the disruption and members of the Usher Ministry should be trained to not hesitate to make this call if the initial verbal interaction is not successful.
- 5) Physical contact between the disruptive person and a member of the Usher Ministry is not recommended. If any form of physical contact is deemed necessary or desirable, a hand resting on the shoulder of the disruptive person is preferred over grasping the wrist or arm of the person. Grabbing the person will usually escalate the disruption rather than resolve it and has the potential for misunderstanding, injury, and litigation.
- 6) In the rare case where a disruptive person becomes physically violent and refuses to respond to the verbal commands of the Lead Usher and Usher Ministry, attendees of the event should be directed to leave the room or immediate area and law enforcement officials should be notified via telephone.
- 7) If the disruptive person leaves the worship service or ministry event, members of the Usher Ministry should escort or follow the person to the entrance of the church. If the disruptive person leaves the property in a vehicle, members of the Usher Ministry should attempt to record the license tag number of the vehicle. In many cases, it may be desirable to contact law enforcement officials and report the incident.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Counseling Policy

Policy Statement

This policy establishes guidance for conduct of pastors, ministers, and leaders in counseling of church members and attenders.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Counseling is an important part of the ministry of the church, and should be offered in a way that honors God, respects the privacy of the individuals receiving counseling, and protects the reputation of the church.

Counseling by pastors, ministers, and leaders of the church is always subject to the authority of the Senior Pastor of the church and subject to his review and guidance. It is important to respect the privacy and confidentiality of those receiving counseling; it is also important that counseling is provided in a manner that allows accountability and harmony with the overall goals of the church ministry.

It is recommended that counseling be provided at the church facility during normal office hours where administrative resources are available, privacy is assured, and protection is adequate. Below are listed some guidelines that will help ensure a successful counseling ministry:

- 1) When counseling an underage child, one or more parents should be present during the session or immediately outside the counseling office.
- 2) There is never a circumstance where a counselor should be alone with a counselee who is of opposite gender. In most cases, a minister, leader, or member of the administrative staff will be available to sit in the counseling office; they will usually not participate in the counseling session but will be in the room for accountability and protection of the counselor.
- 3) No disclosure of the discussion or topics of the counseling session should be shared with any other individual other than the Senior Pastor. Confidentiality and privacy are important components of a successful counseling ministry.
- 4) The counseling ministry of the church is offered without cost to church members. No compensation, whether financial or in the form of a gift, should be accepted for counseling services. If the counselee has a desire to make a financial contribution to the church ministry, they should be invited to give an offering during the next scheduled worship service.
- 5) Disclosures during the counseling session that appear to be infractions of the law or potentially harmful to an individual should be discussed with the Senior Pastor immediately. ****Reminder: ordained ministers & Chaplains you are a mandatory reporter by law.***

Victory Biker Church International



- 6) Generally, counseling sessions should not be recorded on video or audio. However, it is important to document the counseling session in writing. A *Counseling Session Report* is provided for this use and should be retained by the counselor securely.

Forms and Instructions

The *Counseling Session Report* should be used to provide a record of all counseling sessions. It is recommended that a folder be created for each counselee to organize and store documents pertaining to the counseling ministry.

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Counseling Session Report

Date: _____

Counselee: _____

Counselor: _____

Others present: _____



Disaster Relief Policy

Policy Statement

This policy establishes guidance for disaster relief efforts conducted by the church on behalf of its members, neighbors, and the community.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

An important role of the church is to provide resources for its members, neighbors, and community during times of disaster. Relief efforts to its members are a privilege of the church family and offer an opportunity to demonstrate the love of Christ and provide practical resources to help strengthen the family and minimize loss. Relief efforts to neighbors and the community provide the extra benefit of enhancing the reputation of the church, bring glory to Christ, and provide meaningful resources that can help rebuild and safeguard families.

Disaster relief efforts can be provided in many different forms and are commensurate with the availability of resources and the number of church members that can devote themselves to the project. The first point of contact when proposing disaster relief efforts should be the Senior Pastor or his designee. In many cases, a team or committee of church leaders will manage disaster relief efforts, but the Senior Pastor should always be consulted before a commitment of resources is made on behalf of the church. This maximizes the opportunity to coordinate efforts efficiently and enables the Senior Pastor to serve as a spokesman for the church.

The nature of a particular disaster may create an opportunity to use the church facility as a distribution point for resources, or in some cases to provide shelter or a gathering point for members of the community. The church generally welcomes the use of facilities or resources in this manner, but coordination of efforts and allocation of resources must be done through the church office by the Senior Pastor or his designee. Members of the church should refrain from making commitments to public and private agencies with respect to use of church property or resources until the opportunity has been presented to church leadership and a decision made as to how to best provide these services.

In the case where church facilities or resources are offered for use by the community, applicable committees and organizations of the church should be notified and a plan made to ensure the safety and security of facilities and resources. It is likely that church organizations and teams such as security, ushers & greeters, deacons, etc. will need to be mobilized to maximize effectiveness, and the Senior Pastor or his designee should coordinate this allocation of resources.



Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Social Media Policy

Policy Statement

This policy establishes guidance for the use of social media services for pastors, ministers, employees, and volunteer leaders of the church for personal use and on behalf of the church.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Social media services are an important component of church communication to its members and the public and add great value to the ministry of the church. In addition, these services are enjoyable to use and offer entertainment value to members of the church.

Examples of social media services include:

- Facebook
- Twitter
- LinkedIn
- Instagram
- Truth Social

It is important that pastors, ministers, employees, and volunteer leaders of the church understand how these services function and exercise discretion in their use so as to be effective and enhance the reputation of the church and its leaders.

The following guidelines should be observed when using social media services:

- 1) A designated leader of the church should approve all postings that are made on a church account or made to advertise events and worship services of the church.
- 2) Users of social media services must refrain from making statements or postings that support a particular political candidate or partisan position on legislation.
- 3) Photographs that contain images of church members engaging in church-sponsored activities or events should be reviewed carefully and permission to post should be obtained from any recognizable individuals in the photograph.
- 4) Pastors, ministers, employees, and volunteer leaders should refrain from any statements or postings that would cause dishonor or controversy over the church or its members or attenders.
- 5) All statements or postings made by pastors, ministers, employees, and volunteer leaders of the church should be reviewed for consistency of message and adherence to the doctrine of the church or its affiliations.

Victory Biker Church International



- 6) No pictures should be posted by pastors, ministers, employees, and volunteer leaders of the church that depict the use of alcohol or recreational drugs. No statements or postings should be made that encourage the use of alcohol or acceptance of the use of recreational drugs.
- 7) Pastors, ministers, and employees of the church should govern their use of social media services in such a manner that such use does not impede the performance of their church duties or give the impression of poor use of their work time.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Public Recording Policy

Policy Statement

This policy establishes guidance for the audio and video recording of worship services and events of the church.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. Members, attenders, and visitors to worship services and events of the church are also governed by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The content of all worship services and events of the church is considered the property of the church and is presented for the benefit of members and attenders of the church and the community. As such, the church retains all ownership rights to the audio and video recordings of worship services and events as well as the private and public use of all such recordings.

The audio or video recording of any worship service or event of the church is expressly prohibited without the specific permission of a designated official of the church. The church may provide access to audio and/or video recordings of worship services or events of the church through such channels as social media services, podcasts, or other downloads. The church may also elect to provide access to such recordings through the church office or other approved outlets.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Photography Policy

Policy Statement

This policy establishes guidance for photography in worship services and events of the church.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. Members, attenders, and visitors to worship services and events of the church are also governed by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The content of all worship services and events of the church is considered property of the church and is presented for the benefit of members and attenders of the church and the community. As such, the church retains all ownership rights to all photography in worship services and events as well as the private and public use of all such photography.

Photography in any worship service or event of the church is expressly prohibited without the specific permission of a designated official of the church. The church may provide access to the photography of worship services or events of the church through such channels as social media services or other downloads. The church may also elect to provide access to such photography through the church office or other approved outlets.

In general, photography of worship services and events of the church for personal family use is permitted, but publication of photographs in newsletters, magazines, and social media should be avoided if individuals who are not a part of the family are included in the photography unless permission has been given by the individual for that use.

Flash photography should be avoided during a worship service or event unless permission has been given by the pastor or leader of the event. Examples of events where photography is welcomed are children's events, award ceremonies, or certain other occurrences when documentation of the event by family members and friends is appropriate.

Flash photography during most aspects of worship services would be considered inappropriate and distracting. Prior to making photographs during worship services, permission should be sought from the pastor or worship leader.

Forms and Instructions

None

Victory Biker Church International



Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Discipleship Curriculum Policy

Policy Statement

This policy establishes guidance for the choice and implementation of discipleship curriculum in small groups, Sunday School, children and youth groups, and other events of the church.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer teachers of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Selection of Discipleship Curriculum

The goal of all church discipleship is to provide an opportunity for members and attenders to know Christ and develop a strong relationship to Him. The church uses a variety of different groups, classes, and programs to develop that spiritual relationship and teach the scriptural and doctrinal principles that are foundational to the Christian faith.

All curriculum and materials used in small groups, Sunday School, children and youth groups, and other events of the church must adhere to sound Christian principles and adhere to the doctrinal precepts of the faith and the affiliation of the church. To provide consistency and ensure proper and adequate teachings, the Senior Pastor of the church or his designee must approve all curriculum materials used in these settings.

A list of previously approved curriculum materials may be obtained at the church office. New resources should be submitted to the Senior Pastor or his designee for review and approval at least two weeks prior to the projected date of first use of those materials.

Forms and Instructions

None

Definitions

None



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Child Safety Policy

Policy Statement

This policy establishes guidance for the safety of children in attendance at worship services, classroom studies, and other events of the church.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Children are a precious gift to the church from God. The church is committed to the safety and well-being of every child who attends and participates in activities and events of the church. As such, the following guidelines are presented and should be observed by all pastors, ministers, employees, and volunteer leaders who have responsibility for ministry to children:

Admission

- All children who attend adult worship services should be in the company of their parent or a designated adult guardian. Children may worship as a group without their parents when under the direct supervision of the children's minister.
- All children must be admitted to children's events through the designated check-in station by a parent or designated guardian.
- Children will be dismissed from a children's event only through the designated checkout station and custody will only be transferred to an adult who presents a valid ticket or check-in tag for that child.
- The children's minister should be notified by the parent or guardian of any special needs or conditions that a child possesses that will require monitoring or special care. These special needs or conditions must be documented in the prescribed manner and made available to all children's workers and the children's minister.

Health

- Children will not be admitted to a children's event or worship service if they exhibit the following physical characteristics:
 - Runny nose from a cold
 - Excessive coughing
 - Fever
 - Nausea
 - Other evidence of contagious disease
- If a child becomes ill during a children's event or worship service, the children's worker should contact the children's minister. If the children's minister directs, the parent or guardian of the child should be

Victory Biker Church International



contacted, and a determination made as to whether the child should continue participating in the event.

- All toys, tools, and tables used in the children’s ministry area should be cleaned and sanitized after completion of the event or activity. The children’s minister will supply materials to be used for this purpose.

Behavior

- Children are expected to exhibit good social behavior and respect for other children and adults. If a child becomes unruly and their behavior cannot be made acceptable through verbal counsel, the parent or guardian of the child should be notified and asked to intervene. If the parent or guardian cannot regain the good behavior of the child, the child should be dismissed into the custody of the parent or guardian.
- Under no circumstances should a children’s worker physically reprimand a child who is exhibiting unruly behavior. No physical discipline of a child by a children’s worker is ever acceptable.

Supervision

- When a child needs to use the restroom, at least one adult worker must accompany the child, along with another adult, youth worker, or child.
- No less than two adult workers should be present at all times in the classroom or other room used for the event.
- All children’s ministry workers must submit to a background check in accordance with other established church policies and procedures.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Child Transportation Policy

Policy Statement

This policy establishes guidance for transportation of children to and from sponsored activities and events of the church.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Transportation of children to and from sponsored activities and events of the church must be done safely and under the supervision of a designated ministry leader.

Drivers of vehicles used to transport children to and from sponsored activities and events of the church must possess a valid state license to drive. In addition, drivers of personally owned vehicles used to transport children must also possess insurance as prescribed by the state vehicle code.

Children who are attending a church activity or event for which transportation is necessary must have completed and submitted a *Children's Activity Permission Form* that includes a waiver of liability to the church, and all employed or volunteer drivers.

If a church-owned vehicle is used for the transportation of children, the driver of that vehicle must possess adequate licensing for the vehicle that will be used. Specifically, if a vehicle is used that requires the driver to possess a Commercial Driver's License, a copy of that license must be on file in the church office and in the possession of the driver when operating the vehicle.

If a church van or bus is used for the transportation of children, there should be at least one other adult in the vehicle to provide order and increase the safety of the passengers and driver.

Forms and Instructions

A *Children's Activity Permission Form* should be completed by all children attending a sponsored church activity or event and should be on file at the church office. The driver of a vehicle used for transportation of children should have copies of this completed form onboard the vehicle for each child during the activity or event.

Definitions

None

Victory Biker Church International



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Personal Property Policy

Policy Statement

This policy establishes guidance for the use of personal property in the conduct of ministry on behalf of the church.

Inclusions and Exclusions

All pastors, ministers, employees, volunteer leaders, members, and attenders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The church endeavors to provide all resources and materials necessary for the conduct of the ministry of the church. Procedures and policies for the acquisition of resources and materials are detailed in various other documents that are a part of this policy manual.

All resources and materials purchased by the church for the conduct of the ministry of the church are considered the property of the church unless specifically deemed otherwise by the Senior Pastor or his designee.

The use of resources and materials in the conduct of ministry that are owned or controlled by an individual is permissible, subject to the determination of suitability and permission of the Senior Pastor or his designee. When individually owned or controlled resources or materials are used, the church will not assume responsibility for the suitability of those resources or materials. In addition, the church will not assume responsibility for the maintenance, repair, or replacement of personally owned property due to wear and tear or accidental damage.

The owner of personal property used in the conduct of ministry will hold the church harmless for any accident, injury, or damage sustained to person or property as a result of the proper or improper use of said personal property. The church specifically rejects any responsibility for the use of personally owned property in the conduct of ministry on behalf of the church.

Forms and Instructions

None

Definitions

None

Signatures



Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Travel Accountability Policy

Policy Statement

This policy establishes accountability and expectations regarding travel for pastors, ministers, and employees of the church.

Inclusions and Exclusions

All pastors, ministers, and employees of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Pastors, ministers, and employees of the church may need to travel as representatives of the church. This policy establishes accountability expectations for such travel.

The Senior Pastor or his designee must approve all ministry-related travel in advance, preferably two weeks or more prior to the first day of travel. Travel should have a specific ministry purpose, and the request for travel should include an estimate of costs, transportation mode, and the number of workdays that will be missed by the representative.

Pastors, ministers, and employees who incur travel on behalf of the church must ensure that all ministry responsibilities are met during their absence. If substitutes are designated to perform ministry functions while the staff member is gone, the Senior Pastor should be notified of the name of the substitute and contact information. If ministry functions will be delayed or postponed until the staff member returns, the Senior Pastor should be notified, and agreement made that such functions are not vital to be performed during the absence of the staff member.

Travel accommodations and restaurant meals should be modest in cost, in keeping with overall expectations for ministry. All expenses should be documented in accordance with established policies for purchases with approvals as necessary and expected.

Staff members who are traveling on behalf of the church should stay in active communication with the church each day through phone, email, text, etc. It is important that the church office know the staff member's location every day for safety and ministry emergencies. The staff member is also expected to be in contact with their family members to maintain family responsibilities as needed.

Forms and Instructions

A *Travel Request Form* should be submitted to the Senior Pastor or his designee to request travel authorization for ministry purposes. The *Travel Request Form* should be submitted at least two weeks prior to the first day of travel.



Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Substance Abuse Policy

Policy Statement

This policy establishes substance abuse policy, procedure, and remediation for pastors, ministers, and employees of the church.

Inclusions and Exclusions

All pastors, ministers, and employees of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

The term “substance abuse” provides a significant opportunity for interpretation and can be the subject of much confusion in a church setting. The following definition is provided as an overall starting point for this policy:

The term “substance abuse” refers to an unhealthy pattern of substance (alcohol or drug) use that results in significant problems in one of the following ways:

- An inability to adequately take care of your responsibilities or fill your role at work, school, or home.
- The frequent use of substances in situations where it might be dangerous to do so (for example, driving while under the influence).
- Repeated legal problems due to substance use (for example, public intoxication, disorderly conduct, or possession of controlled substances).
- The continued use of substances even though the substance use is causing considerable problems in your life.
- The use of controversial substances reflects poorly on the personal or professional reputation of an individual or the church.

The church is committed to the welfare of its pastors, ministers, and employees and will endeavor to nurture and serve any staff member who is a victim of substance abuse. Some general behavior guidelines are important in considering whether the use of a substance is considered abuse and actions that may be taken by the church leadership:

- The use of any illegal or controlled drug or other substance by a church staff member is inappropriate and not in conformity with the spiritual and relational ideals of the church.
- The abusive use of liquor (*beer, or wine*) by a church staff member is generally inconsistent with the spiritual and relational ideals of the church.
- The abusive use of prescription drugs for any purpose other than as prescribed by a certified medical professional may be considered substance abuse.

Victory Biker Church International



- If a staff member confesses or is discovered to be abusing drugs or alcoholic beverages, the Senior Pastor will make a determination as to the suitability for that staff member to remain in active work status for the church.
- In some cases, substance abuse by a church staff member will result in temporary or permanent removal from active employment from the church.
- Counseling and remediation services may be available to assist the staff member who is a victim of substance abuse. Such counseling and remediation services may be paid for by the church if approved by the Senior Pastor
- A staff member of the church who is undergoing counseling, treatment, or other remediation for substance abuse may be reassigned to other ministry duties if remaining in active employment status.
- All counseling, treatment, or other remediation for substance abuse is highly confidential and the use of such services will not be disclosed to church members or staff members.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Sex Offender Policy

Policy Statement

This policy establishes guidance for the attendance, membership, or employment of individuals who have been legally registered as a sex offender.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer leaders of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

If a church staff member becomes informed that a registered sex offender is attending or participating in any church activity, a series of steps should be followed to protect the individual, church members, and the reputation of the church:

- 1) The Senior Pastor should interview the identified individual and request confirmation and clarification of the individual's status as a sex offender
- 2) The Senior Pastor should obtain the results of a national criminal records check including a record of the specific criminal convictions of the individual.
- 3) Registered sex offenders will usually have a court-appointed guardian or probation officer who should be contacted for advice and determination of any specific court-ordered exclusions or provisions that might influence the position of the church in allowing attendance or participation in church ministry events.
- 4) If the sex offender's guardian or probation officer approves of attendance or participation in church events, the sex offender must agree to adhere to certain provisions:
 - a. The sex offender must not work with children or other minors in any capacity, including teaching, chaperoning, or observation of programs in which children or minors are participating. The only exception to this provision is in the case of the sex offender's own children.
 - b. The sex offender must always be accompanied by a designated chaperone while on church property or in attendance or participation in any event sponsored by the church.
 - c. The privilege and ability of a sex offender to attend or participate in any church event is subject to approval by the Senior Pastor and official board of the church.
 - d. The sex offender will not request, obtain access to, view, or remove membership rosters or class attendance rosters of children or minors of the church.
- 5) No staff member of the church should discuss or verify the attendance or participation of a sex offender in any church event. All inquiries of such nature should be addressed immediately with the Senior Pastor of the church.
- 6) Inasmuch as the attenders and members of the church must be provided reasonable information and protection from a sex offender, the Senior Pastor and board of the church will disclose as appropriate

Victory Biker Church International



to members of the church the name and other information regarding the attendance or participation of a sex offender at any church event.

- 7) In general, sex offenders may attend or participate in public worship events or other activities so long as those events or activities are open to the general public and are not primarily for the benefit of children or minors.
- 8) The church recognizes that it can be instrumental in the healing and rehabilitation of sex offenders and their successful assimilation into normal life. But given the requirement and desire to protect the church membership from acts of abuse, violence, or discomfort, the proactive submission of the sex offender to accountability and supervision is important. The church reserves the right to restrict attendance or participation of a sex offender in church events at any time and for any reason.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Wedding Policy

Policy Statement

This policy establishes guidance for the conduct of weddings at the church for members, attenders, and the community.

Inclusions and Exclusions

All pastors, ministers, and employees of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Marriage Guidelines

The church defines marriage as the union of one man and one woman. Pastors of the church will not conduct marriage ceremonies between individuals of the same gender nor between a Christian and a non-Christian.

Scheduling

The use of the church facilities for weddings must be reserved with as much advance notice as possible to increase the probability that the facility will be available on the desired date. A non-refundable deposit of the amount specified by the church office must accompany reservations. The church office will coordinate the availability of the sanctuary, chapel, and other rooms as requested as well as the availability of the pastor for the wedding and other staff members needed for the ceremony, reception, and other events associated with the wedding. Honorariums for the pastor and other staff members that participate in the wedding will traditionally be given at the time of the wedding ceremony; the bride and groom should inquire at the church office regarding amounts and appropriate timing of the presentation of honorariums.

The Marriage License

A Marriage License must be obtained by the bride or the groom and presented to the church office at least one week prior to the wedding ceremony. The pastor will sign the Marriage License with required witnesses at the time of the wedding ceremony and will return the License to the groom. The groom is responsible for all legal filings and associated costs.

Premarital Conferences

The pastor requires premarital counseling sessions with the bride and groom prior to the wedding. Counseling times should be scheduled far enough in advance in case of unforeseen issues that often arise.

Victory Biker Church International



Counseling time is reserved for the purpose of sharing Biblically based principles on marriage. It is the responsibility of the bride and groom to schedule these conferences.

Musicians and Music

Wedding music should be selected and presented to the church office at least two weeks prior to the wedding ceremony. Although it is not a requirement to use members of the church worship team for the music, it is recommended that they be consulted for information regarding sound equipment, lights, and other similar topics to ensure that the wedding is presented with high quality and to minimize problems with equipment.

Forms and Instructions

None

Definitions

None

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Adverse Weather Policy

Policy Statement

This policy establishes guidance for cancelling or postponement of worship services and other events of the church in case of adverse weather.

Inclusions and Exclusions

All pastors, ministers, employees, and volunteer teachers of the church are governed or influenced by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

During times of bad weather, worship services and other church events may need to be cancelled or postponed. The Senior Pastor of the church will have primary responsibility for the decision to cancel or postpone a particular service or event.

The Senior Pastor will make the decision regarding cancellation or postponement as promptly as possible and communicate that decision to ministers of the church, staff members, board members, and other employees as appropriate for the widest distribution of that decision. Each direct report to the Senior Pastor will communicate with individuals that have responsibility for ministry functions of the church.

The church website will be updated with an announcement on the first page of the site if possible. Social media outlets will be used as an additional communication tool, but individuals should not post information about the cancellation or postponement without the approval of the Senior Pastor or his designee. Other tools may be used to communicate announcements of this effect such as automated telephone systems, email, television, and radio as appropriate and available.

If adverse weather does not necessitate cancellation or postponement of the worship service or other church events, leaders and participants should use good judgment in determining whether they can safely travel to the worship service or church event. Ministry leaders should attempt to communicate with other leaders if they are hindered from participating in a worship service of another church event that has not been cancelled or postponed.

Forms and Instructions

None

Definitions

None

Victory Biker Church International



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Internet and Technology Usage Policy

Policy Statement

This policy provides guidance for the use of computer, network, tablets, electronic devices, and the internet for which the church has responsibility | ownership

Inclusions and Exclusions

All employees and volunteers of the church who utilize information technology assets owned by the church are governed by this policy. There are no excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor (Technology Pastor, IT Manager) of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Church management will determine:

- The extent to which staff/volunteers may use the Internet and/or church computers to accomplish job responsibilities. Any questions about the appropriateness of a particular use of the Internet should be discussed with the Church leadership
- The appropriateness of using the Internet and/or church computers for professional contacts and career development activities during office hours; and
- The training required of staff using the Internet and/or church computers and the work time that may be used to practice/acquire skills needed to effectively access and use the Internet and/or church computers.

Staff | Volunteers should notify the leadership if s/he observes or becomes aware of any inappropriate conduct or use of the Internet and/or church computers by church staff or others.

All files and E-mail are property of the Church. Staff use of church technology is not private.

The Church reserves the right to monitor staff use of the Internet and/or church computers at any time.

Staff must abide by security policies, procedures, and guidelines, and are to refrain from practices which might jeopardize the church's computers, data, network, systems security or work in general.

Staff must guard against computer viruses and security breaches of any kind.

Staff who use the Internet may not transfer or install any software or files from the Internet to any church computers or information systems except in consultation with appropriate technical staff (i.e., no downloading of software, programs, games, etc.).

Victory Biker Church International



Inasmuch as employees and volunteers may be authorized and instructed to use computers, devices and the internet, the following guidelines should be followed for that usage:

Staff and volunteers of the Church who are designated to have access to the Internet and church technology are required to use their access in a Christian, legal, and informed way, conforming to network etiquette, customs, and courtesies.

The Internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information.

Use of the Internet, computers and technology is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

Examples of inappropriate conduct include, but are not limited to:

- use of inappropriate, offensive or abusive language in either public or private messages
- unlawful activities
- defamation
- infringement of copyrights
- misrepresentation of oneself or the church
- logging on or accessing pornographic, sexually explicit, violent sites or materials
- accessing gambling sites
- sending messages that might result in congestion or disruption of networks and systems.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary

Accountable Reimbursement Policy

Whereas Treasury Regulations 1.162-17 and 1.274-5(e) provide that an employee "need not report on his tax

Victory Biker Church International



return" expenses paid or incurred by him/her solely for the benefit of his/her employer for which he/she is required to account and does account to the employer, and which are charged directly or indirectly to the employer; and

Whereas Treasury Regulation 1.274-5(e) further provides that "an adequate accounting means the submission to the employer of a reimbursement form (statement of expense) or similar record maintained by the employee in which the information as to each element of expenditure (amount, time and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner which conforms to the 'adequate records' requirements" set forth in the regulation; and

Whereas this organization desires to establish a reimbursement policy pursuant to Treasury Regulations 1.162-17 and 1.274-5(e); therefore, be it Resolved, that This organization hereby adopts a reimbursement policy pursuant to IRC Section. 62(c), IRC Section 274 and Treasury Regulations 1.162-17 and 1.274-5(e), upon the following terms and conditions:

The President, or any person now or hereafter employed by this organization shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the organization, if the following conditions are satisfied:

1. The expenses are reasonable in amount.
2. The person incurring the expense documents the amount, time and place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the person's federal income tax return; and
3. The person documents such expenses by providing the organization treasurer with an accounting of such expenses no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by a pastor, associate in ministry or employee.

The organization shall not include on a President's or other employee's Form W2 the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and these persons should not report the amount of and such reimbursement on his or her Form 1040.

Any organization reimbursement that exceeds the amount of business or professional expenses properly accounted for pursuant to this reimbursement policy must be returned to the organization within 120 days after the associated expenses are paid or incurred and shall not be retained by the President, associate or employee.

Victory Biker Church International



If, for any reason, the organization's reimbursements are less than the amount of business and professional expenses properly substantiated by a President or other employee, the organization will report no part of the reimbursements on the employee's W2, and the President or employee may deduct the unreimbursed expenses as allowed by law.

Under no circumstances will the organization reimburse a President or other employee for business or professional expenses incurred on behalf of the organization that are not properly substantiated according to this policy. Organization and staff understand that this requirement is necessary to prevent our reimbursement plan from being classified as a "non-accountable" plan. All receipts and other documentary evidence used by a President or other employee to substantiate the business nature and amount of business expenses incurred on behalf of the organization shall be retained by the organization. The President or employee may, at his or her election, make copies of such evidence.

The organization reserves the right to deny a reimbursement request for the following reasons:

1. The individual requesting the reimbursement incurred an unauthorized expenditure.
2. The individual does not submit the request within 60 days of incurring the expenditure: or
3. The organization's budget cannot support the reimbursement.

In the case where the organization denies a reimbursement request, a written explanation shall be given to the individual stating one of the three items described above.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Conflict of Interest Policy

Article I

Purpose

The purpose of the Conflict-of-Interest Policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
2. Compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
4. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
5. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.



Determining Whether a Conflict of Interest Exists:

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest:

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.



Article V

Compensation

A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.



Article VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Donated Personal Property Policy

In the event that the church receives a donation of personal property that does not have a useful church function, the board of directors will meet at a regularly called board meeting and decide how to put the property to use or dispose thereof. The church will follow the procedures outlined below:

1. We will first attempt to find an applicable use of the property.
2. The property will be evaluated, and an estimated value will be established that is as close to the reasonable value of that item. An attempt to sell the property at that price will be made. The monies raised from the sale of the item shall be used solely for church purposes.
3. If efforts to sell the property fail, then it shall be auctioned off on the church property to the highest bidder. At all times the funds from the sale of the item shall be used solely for church purposes.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Cell Phone Use Policy

This policy provides direction for the use of a “wireless telecommunications device” for any reason while performing a function of Victory Biker Church International, Inc. either directly or indirectly.

All employees, volunteers, or other personnel of Victory Biker Church International, Inc. performing a function of the church either directly or indirectly are included in this policy. There are no excluded individuals, groups, or departments to this policy.

The term “wireless telecommunications device” shall include a cellular telephone, a text messaging device, a personal digital assistant, a stand-alone computer, or any other substantially similar wireless device that is used to initiate or receive a wireless communication with another person.

The Senior Pastor of Victory Biker Church International, Inc. is responsible for the management of this policy. The Senior Pastor of the church provides practical administration of this policy. The Board of Directors of Victory Biker Church International, Inc. is authorized to make changes to the scope and details of this policy in accordance with the bylaws of Victory Biker Church International, Inc.

Use of any wireless telecommunications device for any reason while performing a function of Victory Biker Church International, Inc. either directly or indirectly is governed by the following provisions:

1. Use of a wireless telecommunications device to make or receive calls while operating a motor vehicle is prohibited unless:
 - a. The individual uses a handsfree device.
 - b. The individual is reporting a traffic accident, medical emergency, fire, serious road hazard, or a situation in which the individual reasonably believes a person's health or safety is in immediate jeopardy.
 - c. The individual is reporting the perpetration or potential perpetration of a crime, or
 - d. The vehicle is lawfully parked.
2. Use of a wireless telecommunications device to write, send, or read any text-based communication, including but not limited to a text message, instant message, e-mail, or Internet data while operating a motor vehicle is prohibited unless:

Victory Biker Church International



a. The vehicle is lawfully parked.

3. Use of a wireless telecommunications device in a manner that is inconsistent with any federal, state, or local ordinance is prohibited.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Anti-Terrorism Policy

WHEREAS exempt organizations under section 501(c) of the internal revenue code may engage in activities overseas and give money and support to foreign organizations that have not qualified for tax-exempt status in the United States, Revenue Ruling 68-489, 1968-2

C.B. 210 clearly indicates that " An organization will not jeopardize its exemption under section 501(c)(3) of the Code, even though it distributes funds to nonexempt organizations, provided it retains control and discretion over use of the funds for section 501(c)(3) purposes so long as it meets certain requirements."

1. All foreign activities and support of foreign organizations shall be to further the purposes of this organization as stated in the articles of incorporation.
2. The exempt organization will be required to ensure that use of the funds for section 501(c)(3) purposes will be limited to specific projects that are in furtherance of this organization's exempt purposes.
3. This organization shall retain control and discretion as to the use of the funds and;
4. Maintain records establishing that the funds were used for section 501(c)(3) purposes.

WHEREAS, Executive Order 12947, and its annex 13099, issued by President Bill Clinton and Executive Order 13224, issued by President George W. Bush, blocking certain transactions between U.S. citizens, including corporations and persons who commit, threaten to commit or support terrorism.

Be it RESOLVED that this organization adopts an International Activities and Terrorism Policy effective immediately and unless rescinded or amended shall remain in effect perpetually. This policy is based on the voluntary best practices guidelines issued by the U.S. Treasury Department. The organization shall take all reasonable steps to stay up to date with the latest list of countries considered state sponsors of terrorism and are subject to special sanctions under 31 CFR Part 596. This organization shall regularly check and rely upon the data provided by the U.S. Department of State as found in the "Specially Designated Nationals and Blocked Persons List" and "List of Sanctioned Countries".

Furthermore, this organization shall ensure that all transactions between this organization and any foreign entity or individual will be for the furtherance of our exempt purposes, and that the following information be gathered:

1. The foreign organization's name in English, in its native language, and any other identifying information.
2. The places where the foreign organization maintains a physical presence.
3. Copies of the organization's formation documents as approved by the proper authorities.
4. The addresses and telephone numbers for the organization's offices.
5. The organization's principal purpose.
6. The full names, addresses and other identifying information of the individuals in charge of the organization.
7. The names of financial institutions where funds will be deposited.
8. The names and addresses of its employees, contractors and subcontractors.
9. A written agreement describing how the funds will be used, and how it will further our exempt purposes.

Victory Biker Church International



Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Cell Phone Provision Policy

This policy provides direction for the provision of “wireless telecommunications devices” for church purposes and the proper use thereof.

All employees of Victory Biker Church International, Inc. who require the use of a cell phone for the conduct of church business are included in this policy. There are no excluded individuals, groups, or departments to this policy.

The term “wireless telecommunications device” shall include a cellular telephone, a text messaging device, a personal digital assistant, a stand-alone computer, or any other substantially similar wireless device that is used to initiate or receive a wireless communication with another person.

The Senior Pastor of Victory Biker Church International, Inc. is responsible for the management of this policy. The Senior Pastor of the church provides practical administration of this policy. The Board of Directors of Victory Biker Church International, Inc. is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of Victory Biker Church International, Inc.

The possession and use of a wireless telecommunications device by certain designated employees of Victory Biker Church International, Inc. is a requirement and is needed for the proper performance of church functions. The costs associated with the purchase and use of a wireless telecommunications device by designated employees of Victory Biker Church International, Inc. will either be paid directly by the church to the service provider or reimbursed to the employee at the discretion of Victory Biker Church International, Inc.

All wireless telecommunications devices used by designated employees of Victory Biker Church International, Inc. are provided and/or reimbursed for the convenience of the church. Inasmuch as wireless telecommunications device is required for certain designated employees of the church to properly perform their responsibilities, they are provided for the following substantial non-compensatory church reasons in accordance with Section 280F of the Internal Revenue Code:

1. Immediate accessibility to the employee in the event of an emergency; or
2. The employees' office telephone is inadequate, as they are away from the church office frequently during office hours.

Use of a wireless telecommunications device provided by Victory Biker Church International, Inc. is governed by the following provisions:

1. The device will be returned to the church when employment is terminated.
2. Devices are not to be “shared” by more than one employee.
3. Employees should report the loss of a device to the church office immediately so that service to the device can be terminated and a replacement procured.
4. Service charges in excess of that deemed reasonable and proper for the conduct of church business will not be eligible for reimbursement to the employee or direct payment by the

Victory Biker Church International



church subject to the following stipulations:

- a. Limited reimbursement/direct pay: reimbursement or direct pay will be limited to the monthly rate plus fees as contracted with the service provider. All charges incurred in excess of the monthly usage limit will be reimbursed or paid at the discretion of the church, but will be reported as taxable income to the employee; or
 - b. Church use reimbursement/direct pay: reimbursement or direct pay will be made at the discretion of the church but must be properly substantiated as being a church requirement.
5. The use of wireless telecommunications devices provided by the church shall not violate any provision of the Cell Phone Use Policy of Victory Biker Church International, Inc.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary



Indemnification Policy

The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

Signatures

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Policy on Marriage and Human Sexuality

Introduction

This is a policy statement on the beliefs of Victory Biker Church International regarding marriage and human sexuality and our policies based upon the necessary application of our faith to life and practice.

What We Believe About Marriage and Human Sexuality

We believe, based on the teaching of the Scriptures in both the Old and New Testaments, that marriage is an institution ordained by God from the foundation of the world, and intended as a lifelong union of one man and one woman. This idea is supported by the account of creation in Genesis chapters 1 and 2. Genesis 1:26-28 provides that God created man in His own image, both male and female. The passage implies that a unity of one man and one woman is in some way necessary to fully represent the image of God in mankind.

Genesis chapter 2 provides a more detailed account in which God created the first man, Adam, and decided that it was not good for him to be alone. (Genesis 2:18). God indicated that He would make "a suitable helper for him." God brought all of the animals to Adam, but none of them was a suitable helper for him, so God then created Eve, the first woman, from part of Adam himself. God did not create a second man to be Adam's helpmate, or an assortment of multiple women, but rather one woman. Together they were man and wife and had "no shame" or sin in their union with each other. (Genesis 2:15-25).

Jesus Christ reaffirmed the teaching of the Old Testament when He said, as recorded in Matthew 19:4-6, "Haven't you read, he replied, that at the beginning the creator made them male and female and said for this reason a man will leave his father and mother and be united to his wife and the two will become one flesh. So, they are no longer two, but one. Therefore, what God has joined together, let not man separate."

The Apostle Paul states in Ephesians 5:22-32 that marriage is not merely a human institution but is a special divine metaphor that is supposed to illustrate the union of Christ and the church. For this reason, also, only a union between a man and a woman can be a proper marriage because a union between two men, two women, or one man and multiple women or any collection of people could not properly illustrate the relationship between Christ and His church.

I Corinthians 6:9-11 condemns a variety of lifestyles including those associated with adultery, prostitution, and homosexuality. The Bible condemns all forms of sexual immorality and encourages Christians to flee from it because of its destructive effects, and because the body of the Christian is the temple of the Holy Spirit. (1 Corinthians 3:16 & 6:12-20).

Romans 1:18-32 makes it clear that it is not only sinful to engage in homosexual unions, but also to approve of such sins in others or encourage their practice. As a result, in order to maintain our consistent Christian witness, we cannot sanction, approve, or promote in any way adultery, fornication (a sexual relationship between an unmarried man and woman; i.e., "living together"), pornography, pedophilia, polyamory, polygamy, bestiality, or homosexual unions. This is made clear also by countless other verses throughout the Old Testament as well as by these and other passages in the New Testament.

Our church follows what the Bible reveals as the "sure foundation" of the teachings of Jesus Christ and his apostles (Matthew 7:24-29 and I Corinthians 14:37). The church is called to teach and practice these teachings and is not at liberty to depart from them for a different authority if it is to authentically bear the name "Christian."



Though we strive to live peaceably with all people and to obey legitimate government authority, in instances involving matters as foundational as marriage we must ultimately obey God rather than man if the two come into conflict (Acts 4:18-22).

Sexual activities outside of marriage, including but not limited to fornication, adultery, incest, homosexuality, pedophilia, polyamory, and bestiality are inconsistent with the teachings of the Bible and the church. Lewd conduct, transgender behavior, and the creation or distribution or viewing of pornography are incompatible with God's intention.

Our Faith Based Policy on Marriage and Human Sexuality

As a result of these above-described religious beliefs and our belief in the need for a practice of fidelity to these beliefs, it is our policy that the facilities of this church may not be used for any ceremony that in any way approves of, solemnizes, supports or allows a same-sex union or a polygamist or any union which, in the judgment of the Officers Board, in some way constitutes child abuse. It is also the policy of the church that no pastor or member of the church staff shall officiate at any ceremony designed to solemnize, promote, create, or approve of such a union. Nor may any member of the church enter into such a union without being subject to church discipline.

A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of marriage found in this Policy Statement.

VICTORY BIKER CHURCH POLICY REGARDING SEXUALITY

Recognizing that we all struggle with sin, Victory Biker Church International will provide an environment that welcomes people who struggle with sexual sin. We will seek to love all people in Jesus' name, pointing them towards Christ's power to forgive and heal. While the Bible teaches that those who engage in sexual sin, sin against their own body we also recognize that sexual sin is not characterized in Scripture as being more severe than other forms of sin. We will seek God to discern ways that we can directly and indirectly minister and share God's love with those who struggle with every kind of sin. We also recognize that there is a difference between temptation and behavior and while temptation is sometimes unavoidable, we are responsible for our behavior.

Church Practices Derived from This Policy Clergy

1. Ordained clergy or licensed ministers employed by the church shall affirm the statement of faith on marriage and human sexuality adopted by this church.
2. Only ordained or duly licensed clergy approved by this church shall officiate at marriage ceremonies conducted on church property.
3. Clergy employed by the church shall be subject to dismissal and/or loss of ordination for violating this statement of faith on marriage and human sexuality or by officiating at a marriage ceremony that violates the letter or the spirit of this policy.

Applicants for weddings performed by church staff:

1. Applicants wishing to have a ceremony performed by a member of the clergy employed or clergy or judiciary approved by the church or to use the church facilities for their wedding shall affirm the statement of faith regarding marriage and human sexuality and shall conduct themselves in a manner that is consistent therewith.
2. Applicants shall participate in premarital counseling by clergy or counselors employed by this church or other persons who, in the sole opinion of the pastoral staff of the church have the appropriate training, experience, and spiritual understanding to provide such counseling. All pastoral staff, counselors or other persons providing premarital counseling shall affirm the statement of faith of this church on marriage and human sexuality.



Use of Facilities:

1. Any marriage performed on church premises shall be officiated by an ordained or duly licensed member of the clergy. Any officiant not employed by the Victory Biker Church International shall serve at the discretion of the Apostle/Pastor or Board of Directors.
2. Clergy officiating marriage ceremonies on church premises, whether or not employed by the church, shall affirm their agreement with the statement of faith on marriage and human sexuality adopted by this church and conduct themselves in a manner that is consistent therewith.
3. Clergy and staff assigned by the church to implement the procedures contained in this Marriage Policy may, in his or her discretion, decline to provide church facilities for, and/or decline to officiate at a ceremony when in his or her judgment, there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons.

Membership, Leadership and Staff:

1. Every minister, board member, or employee hired by the church shall affirm their agreement with Victory Biker Church's statement on marriage and human sexuality and conduct themselves in a manner that is consistent therewith.
2. The Board of Directors will be asked to affirm their agreement with this policy on marriage and human sexuality and shall conduct themselves in a manner that is consistent therewith.
3. Church leaders, teachers and members are expected to teach and live in a manner that is consistent with this policy.

¹ Clergy as used in this document means ordained clergy and licensed ministers of Victory Biker Church International.

Signatures

Senior Pastor/President

Assistant Pastor/Vice-President

Treasurer

Secretary

Victory Biker Church International



The undersigned hereby certifies that he/she is the duly elected and qualified secretary and the custodian of the books and records and seal of Victory Biker Church International, Inc., a corporation duly formed pursuant to the laws of the State of Michigan and that these Corporate Policies have been duly adopted at a meeting of the official board of directors and that said meeting was held in accordance with state law and the bylaws of the above- named corporation and that the policies therein are now in full force and effect without modification or rescission.

Signature

Secretary