

# **Ephesus Seventh-Day Adventist Church Handbook March 14, 2010**

**“The church, though feeble and defective it may be, is the apple of God’s eye.”**



The Ephesus Seventh-day Adventist Church Handbook has been developed for the sole purpose of enhancing the smooth operation of all church departments in coordinating our total church program. The handbook is to serve as a guide and referenced point as our programs continue to expand.

This document is not to be viewed as supplanting the Church Manual. Our handbook is simply to detail those policies and protocol that are unique to the Ephesus church family. Nothing should be added to this document that is in contradiction to our Church Manual.

It is not the intent of the Pastor or Church Board to burden our congregation with pages and reams of policies, however, we wish to put in place a procedure for modification or expansion to this document as the need may arise. That procedure is outlined in the following guidelines:

1. Department heads must meet with their respective bodies to develop and approve additional policies. The minutes from the respective departments should reflect the decisions that are submitted to the Pastor.
2. After departmental approval has been obtained, the policy should be submitted to the Pastor for review. At this time a request can be made to be placed on the agenda of the next Board Meeting to further review and discuss the said item.
3. After the Board has discussed the item, it will be voted on. If the item is voted down for inclusion into Church Policy, the department can meet to modify the item and resubmit it at the next Board Meeting. If the item is accepted for inclusion into Church Policy, it must then be presented to the Church at Large at the next duly called Business Meeting.
4. The policies developed by the Church Board are not to be implemented until they have been ratified by the church at Large.

We thank God and you for all of your prayers and input that allowed this document to become a reality. We trust that in years to come our handbook will serve as a tool for our being better servant-leaders as we strive to accomplish the work set before us; that being the spreading of the GOSPEL, telling men, boys, and girls throughout Wilmington that Jesus saves. It is our prayer that this document will also serve as the unifying force, diminishing those obstacles that sometimes prove divisive. Let us continue to pray for one another that our individual heart's desire will be to submit totally to God's will for our lives.

## **Responsibilities of Membership In The Seventh-day Adventist Church**

“The great day of the Lord is near, it is near, and hasteth greatly.” Jesus says, “Lo, I come quickly.” We should keep these words ever in mind, and act as though we do indeed believe that the coming of the Lord is nigh, and that we are pilgrims and strangers upon the earth. The vital energies of the church of God must be brought to active exercise for the great object of self-renovation; every member must be an active agent of God.” 5T,266.

The church of God “on earth is to assume divine proportions before the world, as a temple built of living stones, each one reflecting light. It is to be the light of the world, as a city set on a hill, which cannot be hid. It is built of stones laid close together, stone fitting stone, making a firm, solid building. Not all the stones are of the same form or shape. Some are large, some are small, but each has its own place to fill. And the value of each stone is determined by the light that it reflects. This is God’s plan. He desires all His workers to fill their appointed places in the work for this time.” 8T,173,174.

“We are not to feel that the work of the gospel depends principally upon the minister. To every man God has given a work to do in connection with His Kingdom. Everyone who professes the name of Christ is to be an earnest, disinterested worker, ready to defend the principles of righteousness. Every soul should take an active part in advancing the cause of God. Whatever our calling, as Christians we have work to do in making Christ known to the world. We are to be missionaries, having as our chief aim the winning of souls to Christ. To His church of God has committed the work of diffusing light and bearing the message of His love. Our work is not to condemn, not to denounce, but to draw with Christ, beseeching men to be reconciled to God. We are to encourage souls, to attract them, and thus win them to the Saviour.” 6T, 427

### **Loyalty To The Church**

“When men arise claiming to have a message from God, but instead of warring against principalities and powers, and the rulers of darkness of this world, they form a hollow square, and turn the weapons of warfare against the church militant. **BE NOT AFRAID OF THEM!** They do not bear the divine credentials. God has not given them any such burden of labor. They would tear down that which God would restore by the Laodecean message. He wounds only that He may heal, not cause to perish. The Lord lays upon no man a message that will discourage and dishearten the church. He reproveth, He rebukes, He chastens but it is only that He may restore and approve at last.” TM,22,23.

“His church is to be a temple built after the divine similitude, and the angelic architect has brought His golden measuring rod from heaven, that every stone may be hewed and squared by the divine measurement, and polished to shine as an emblem of heaven, radiating in all directions the bright, clear beams of the sun of righteousness.” TM,17.

### **Transfer Of Membership:**

When a church member moves from one locality to another for a period of longer than six months, he/she should, after becoming located, make immediate application for a letter of transfer to a church where his/her new residence will be located. In case /he/she is isolated, the customary plan is to make application to join the conference church. Such a letter of transfer is valid for three months from the date of issue, and unless acted upon within that time is void.

**Note:** Students that move to a new location for an extended period of time are encouraged to transfer their membership to the church at or near the school which they attend, and change it again promptly when they leave the institution.

### **Granting Of Letter of Transfer**

Application for a letter of transfer should be made to the clerk of the church where the member desires to unite. The clerk then sends the request to the clerk of the church from which the member desires to be transferred. After receiving the letter of transfer, the clerk presents it to the Pastor or First Elder, who in turn lays the request before the Church Board. After due consideration, the Board recommends to the church that the letter be granted. The Pastor or First Elder then brings the recommendation to the attention of the church, announcing that this is the first reading. Final action is deferred for one week when the request is again presented to the church, and a vote is taken.

**Note:** The purpose of deferring action is to give any other member opportunity to object to the granting of the letter if he knows any valid reason for withholding it.

### **Keep In touch With Your Church:**

It is a serious neglect for a church member to regard the obligation of church membership so lightly that he deliberately absents himself/herself for indefinite periods and makes no report of his/her faith and hope to the church. If, because of age, infirmity, or other unavoidable causes, a member finds it impossible to regularly attend the services of the church, especially Sabbath School and Divine Worship, he/she should consider it a duty to keep in close contact with the church leaders by letter or by other means. After an absence of two years, A MEMBER WHOSE WHEREABOUTS IS UNKNOWN may be dropped from the membership by vote of the church, provided the church officers can certify that they have faithfully endeavored to locate him/her without any success.

### **Behavior In The House Of God:**

“Holiness becometh Thine house, O Lord, forever.” Psalm 93:5.

“Humility and reverence should characterize the deportment of all who come into the presence of God.”  
PP,252

“In an endeavor to lead our congregation to a keen awareness of the presence of God in the house prepared for Divine Worship, the Pastor presents the following for your careful consideration:

**Sabbath School:**

Sabbath School begins at 9:15. Jesus is already here, and it is to meet with Him that we come. Let us show our loyalty by being in our seats and ready for the program on time.

As far as possible, sit near the area designated for your class. We should remember that true reverence is shown in our thoughts, words, and actions, and that we will indeed worship our Creator.

The children and youth should go immediately to their departments, a place is provided for their wraps and other needs.

**Intermission:**

Everyone should move from their Sabbath School Class to the area they generally use during the Divine Worship Hour.

Children will be directed to their parents in the Sanctuary by the Division Leaders.

After worship service, all are invited to meet and talk with their friends in the Fellowship Hall or on the walkway outside. Everyone should go quickly and quietly through the hall and foyer at all times.

**Church Service:**

It is important that families sit together. “Families that pray together stay together.” This includes parents, teenagers, and younger children. The last rows should be reserved for the ushers and latecomers.

The Sanctuary is God’s meeting place with His people and should be free from all food, chewing gum and candy. The rostrum is not a common place, and no one should step onto it needlessly. This is where God’s word is spoken to the people. The song books, and all parts of the building are to be treated with proper respect.

The foyer is not to be used as a “sign-up” or promotional area. The bulletin board is to be used for general church, and departmental advertising and is maintained by the office staff.

Signs, banners, poster, etc., are not to be placed on the walls and doors of the foyer or Sanctuary. “First Impressions Are Last Impressions.”

All ears, hearts and voices are to be tuned to hear God’s message in the sermon, prayer and song. When the service has ended, the congregation will remain seated until dismissed by the ushers, beginning with the pews near the front doors of the church.

### **Meetings:**

The scheduling of meetings during the Sabbath hours is discouraged. These hours are best spent engaged in Missionary Activities, Quality Time with our families, and support of the Adventist Youth Program.

### **General Announcements:**

The mood with which we leave home often determines the mood which we enter the church.

At the close of the service we should be alert to any strangers around us, making sure that such people always feel welcome in the house of the Lord. From New Testament times the Christian has always been known as one "given to hospitality." There is no excuse for a cold church.

### **Weddings**

Weddings are deeply religious services and should be conducted in a sacred manner. The church property is to be treated with respect both during the rehearsal and the wedding ceremony.

1. As soon as the date of your marriage is determined, clear this date with the Pastor to avoid embarrassing conflicts.
2. Arrange for a personal conference with the Pastor, with both the future bride and from present. Arrange for premarital counseling sessions at least three to six months in advance of the wedding date.
3. The marriage license should be in the Pastor's possession no later than the day before the ceremony.
4. The bride and groom should make non Seventh-day Adventist participants aware of the church's standards regarding the use of intoxicants such as alcohol and tobacco, and that they are not to be used on the grounds of the church.
5. Have the details of the wedding rehearsal well in mind beforehand so that the wedding party can conduct themselves without argument, but with maximum dignity. The rehearsal is not to become a frivolous event.
6. The Pastor of the church customarily officiates at all weddings. However, when it is the wish of the couple to invite another clergyman to perform, or participate in the ceremony, it should be made known as soon as possible to the Pastor who will extend official invitation to the guest minister.
7. A small custodial fee will be charged for the clean-up where the bride and groom request this be done.
8. In the use of floral decorations, care must be taken to the furnishing of the church by the use of nails, wire or candles. Decorations should be removed immediately after the ceremony.

### **Funerals:**

This is an occasion when tenderness and thoughtfulness on the part of everyone concerned can mean so much, but to do so requires infinite care. The time and place for the service should be arranged in

consultation with the Pastor and Funeral Director before any public announcement is made, and whether the funeral is held in the church or elsewhere, the Pastor is to be in charge of the religious service. Except under special circumstances, participation in the service by secular groups is unwise and does not lend itself to true worship.

The Christian Funeral should be simple, without excessive display. Instead of sending flowers, many people prefer to send a gift to a charity or to the local church to be used as a more fitting and lasting memorial for the deceased. In any case, extravagance is to be avoided.

In a Christian Funeral we seek to enter our attention on eternal realities reminding ourselves that Christ is victor over death. It is best therefore to have the casket closed during and after the service. If music is used, it should be that which expresses the Christian Faith.

The family should not expect the Minister to make overly personal remarks about the deceased, instead, his words should stress the glory of God and the victory of the gospel. This is the most comfort that can be given, the comfort of our triumphant Faith.

#### **When To Call The Pastor:**

Many people have the idea that the only time the Pastor should be called is when someone is critically ill or when there is a death in the family.

This is a limited restricted view of the ministry and should be replaced by an understanding of the wider role of a Christian Pastor plays in the life of his parish.

The most obvious part of the Pastor's work is preaching, administering the sacraments, and conducting the worship service. However, the most intimate part of his ministry is quite often his relationship to families and individuals at the times of greatest significance to them.

Most Pastors have had professional training and one of the first things a Pastor learns is the limitations of his ability and the need to recognize situations that require other help. On the other hand, many church members simply carry their problems along all alone when there is immediate help available from their Pastor.

The situations described here do not exhaust the occasions when the Pastor can be helpful. The purpose is to indicate that there are many times when he can bring to people the resources of the Christian Faith.

#### **Before Going To The Hospital**

If you are going to have surgery, your Pastor will make every attempt to see you at home or at the hospital before the operation and to express in prayer Christian's confidence and quiet trust in God. Ordinarily the best time to call is the afternoon or the evening before the operation. If you are going for a medical checkup or for tests, the Pastor would like to call sometime during your hospitalization.

Evert Pastor has had some experience of having parishioner say to someone, “When I was in the hospital the Pastor never came to visit me.” He cannot call unless you tell him you are there!

#### **Before You Engage a Lawyer:**

This does not mean before you engage a lawyer for any purpose, but before engaging in a lawyer when you are considering separation of divorce. Often when marital difficulties arise, the Pastor is consulted only after all arrangements have been settled, and in effect he is asked to give his blessing to decisions already made.

You may need a lawyer, but if you take the Christian view of marriage seriously, you will want to talk with your Pastor long before matters proceed to the point of engaging legal counsel.

#### **Before Entering Into a Marriage:**

Our Father in heaven desires that every home should be a happy home, for this reason it is most essential that the Pastor be consulted well in advance of final arrangements.

The couple should expect the Pastor to involve them in counseling sessions. If the couple are not well known to the Pastor, he must diligently question them, so that he may be fully assured that there are no legal or moral obstacles to the marriage.

The Pastor should conscientiously refuse to officiate in cases in which the marriage is hasty or clearly ill-advised. Seventh-day Adventist Pastors/Ministers are not permitted to perform the marriage ceremony of believers/members with unbelievers/non-members. This is contrary to the Bible and the teaching of the church. Hearts must be happy in one faith if the reefs of discord are to be avoided. II Corinthians 6:13-18; Adventist Home, pp. 61-69.

On the question of remarriage of divorced persons, see the latest edition of the Seventh-day Adventist Church Manual.

#### **When A Baby Is Born:**

When a baby is born the Pastor would like to call while the mother is still at the hospital, or shortly after mother and baby come home. He will rejoice with her and ask God’s blessing upon the child. Arrangements should be made for the blessing of the baby as soon as possible.

#### **When A Young Person Goes to College:**

Your church wishes to maintain a close relationship with its young people during their college years. These are decisive years for students, and they need to know that their church is vitally interested in the college careers they have chosen to pursue. Since the date of departure is always known, the Pastor can be notified well in advance.

#### **When Someone Is In Need Of Spiritual Help:**



It is a curious fact of human nature that often people are shy about seeking assistance just when they are most in need of it. It is part of our Christian responsibility to be alert to the needs of others.

Your name need not be revealed if you think it best. The Pastor's first responsibility is to the members of his church, however, he receives many calls to serve people who have no church relationship and he is glad to respond. "We are members one of another," (Romans 12:5) we must be sensitive and responsive to the needs of all people.

#### **Before Entering The Armed Services:**

The Pastor wants the person entering the service to feel an abiding solidarity with his home church, and wants to assure him of the prayers and best wishes of his church friends. Some people have had their faith depended by their service experiences. Others have become indifferent or just drifted away from the worship and fellowship of the church. In any case the Pastor wants to welcome the serviceman and remind him that this home church is eager to renew the relationship.

#### **When There is Death in the Family:**

If the Pastor is not already with you when a death occurs, he should be notified at once so that he can bring you the strong consolation of the Christian Faith, and counsel with you regarding arrangements for the funeral and internment.

#### **When There is Prolonged Reaction to Greif:**

Grief and sorrow at the loss of a loved one are perfectly normal. Jesus said, "Blessed are those who mourn" (Matthew 5:4). However, when there is prolonged reaction to grief it is an indication that the person needs help.

God does not intend for us to live in the valley of the shadow of sorrow, but to pass through it into the sunshine and strength of normal life. The deceased is not forgotten, but we are to live with Christian assurance and confident hope. Most often the Pastor will know of resources available to the person in need.

#### **When You Are Spiritually Depressed:**

Remember, THERE IS HELP AVAILABLE! The finest Christians who have ever lived testify that they had their "midnight's of the soul." Don't try to fight it through alone. Spiritual depression can come upon anyone!

If God seems far off and religion has lost its reality, you are not the first person to feel that way. But don't struggle with it alone! Your Pastor will not give you pink pills or easy prayers, but he will understand the depth of your problem and will help you back to the reality and confidence of Christian Faith.

### Policies:

1. Announcements are to be turned into the church Secretary or the designee of the Secretary no later than Wednesday 10:00 a.m. of the week preceding the Sabbath for the announcement to appear. If the event there is no Secretary or designee, the Church Clerk is to be contacted.
2. Every officer must prearrange to have his post of duty adequately supervised in the event of his/her absence.
3. Department leaders are to submit a department plan for the year to the Pastor or the Church Board Chairman where the Pastor is not the Chairman.
4. Every department leader is held responsible for the orientation of his/her subordinate officers.
5. Every officer is expected to lend his/her support to the local church and conference program.
6. Church Board Meetings should not exceed more than one and one half hours.
  - A. Church Board agenda items are to be reviewed with the Pastor (or Board Chairman) at least 72 hours prior to said meeting.
  - B. Board agenda shall be distributed to members at least 24 hours prior to meetings.
  - C. Three unexcused absences for the year from regularly scheduled meetings are allowed. The Board may review the status of members if cause is found after consulting with said member.
  - D. Board Meetings will convene every 2<sup>nd</sup> Sunday morning. Additional meetings will be considered "Called Meetings." Called Meetings will vary as to time and place, at the discretion of the Chairman and board members.
  - E. Board Meetings will be scheduled to start at 9:00 a.m. However, board members are asked to be in place 8:45 a.m. This will allow for each member to review the agenda, treasurer's report, and any additional handouts, pertaining to the meeting.
  - F. A quorum must be in place to transact business. The quorum for the church is nine board members, including the Chairman. If a quorum is not in place fifteen (15) minutes after the scheduled starting time, the Chairman or First Elder will have the discretion to postpone the meeting to a later time.
  - G. Church Business Meeting will be held bimonthly (February, April, June, etc) on the fourth Sabbath. These meetings will convene immediately after sunset. Church Business Meetings will be called upon necessity.
7. Auxiliary organizations must consult the Pastor of all church related activities, spiritual, social, educational, no later than three weeks before scheduled dates.
8. No one is authorized to open any account or purchase any items in the church's name without written authorization from the Church Board.
9. No literature, magazine, books, supplies, equipment or services, etc. may be ordered or bought independent of department committee action.
10. The Pastor, Elders, Head Deacon and Assistants, Custodian and Church School Principal will have keys to the church others desirous of having keys must get permission from the Church Board.
11. All groups representing Ephesus at other churches or gatherings should consult with the Pastor.
12. The Head Deacon is to execute policy as established by the church and/or Church Board regarding the care, custody and control of church property. Individuals or groups desiring usage of church property should seek approval of the Church Board.

13. The Chairman of the Church Hospitality Committee is to supervise usage of the church kitchen for church related activities. Cooperation shall exist between said committee and the church school and day care cafeteria staff and/or supervisor regarding licensing, inspection requirements and other matters that are necessary for all entities to function and operate both individually and collectively.
14. In order to fully understand his/her responsibility, every church leader should purchase an updated Church Manual. (Available at the Adventist Book Store).
15. To assure reverence of God's house and to bring about a sense of uniformity all signs, place cards and notices that are placed on the walls or bulletin board of the church must be channeled through Communication Secretary, and then removed immediately after said program.
16. The Church Policies should be reviewed every two years.
17. No departmental meetings shall be held during Church Board Meetings.
18. No church meetings or rehearsals shall be held during worship service (Divine, Sabbath School, Personal Ministry, AYS, or Prayer Meeting).
19. Departmental meetings should not be held during Sabbath hours at the church.
20. Nomination of officers shall commence no later than the first Sabbath of September and shall end by the second Sabbath of October. The Nominating Committee shall be composed of one member per thirty general members and no one may server two consecutive years on the same committee (steering or nominating).

#### **Hospitality Committee:**

1. The Chairperson of the Hospitality Committee will be responsible for coordinating church sponsored dinners. This would include fellowship dinners and special occasions. The Chairperson would also be responsible for coordination meals for any church family the experiences a loss. This would be done in concert with the Deaconess Department. The Chairperson would also be responsible for preparing menu's and budgets, which would be presented to the Church Board and Pastor for approval.
2. The Hospitality Secretary will be responsible for all the minutes of Hospitality Committee Meetings. The Secretary will also be responsible for contacting the Church Florist in the event of a member being hospitalized or a member passing, and ordering the appropriate acknowledgement. The Secretary will also maintain a supply of cards and postage stamps to acknowledge members who are ill at home.
3. The Hospitality Committee will assist the Chairperson in the coordination of church dinners. The committee will not be responsible for departmental functions. They can be contacted for advice and expertise, but are not obligated to perform for departments.
4. The committee will assist in planning menus and preparing budgets. The committee will assist in coordinating individuals in the preparation of and serving of meals. The committee will also assist and coordinate in the decoration of venues for church sponsored dinners.
5. The Church Board will allow for a petty cash account for the Hospitality Committee each year, to be determined at the annual budget review. The operating expenses for this committee will come from Church Expense. All disbursements, except the Mother's and Father's Day Flower Program, must be approved by the Church Board and Pastor.

6. The Hospitality Committee will be responsible for sending flowers to church members who are hospitalized overnight, and to those recuperating at home from an accident or extended illness. The Hospitality Secretary may send a plant, floral arrangement or fruit basket with a value not to exceed \$25. In the event of a church member passing, the Secretary will be empowered to send, on behalf of the church family and Pastor, a floral tribute not to exceed the value of \$45. The acknowledgements mentioned are limited to church members. The families involved with individuals who pass will be given the option to request funds instead of a floral tribute. These expenditures are to come from Church Expense.
7. In the event of a church member experiencing the loss of a husband, wife, son, daughter, mother, father, sister or brother that is not a member of Ephesus, a freewill offering will be lifted at the end of Divine Worship to send a floral tribute in the churches name. A minimum of \$25 would be sent on the churches behalf. If the offering does not collect \$25, the deficiency would be made up by Church Expense. In the event of the family requesting financial assistance, instead of purchasing a floral tribute the freewill offering will be given to the family on the churches behalf.
8. For the members to receive the acknowledgment in the event of illness, contact MUST be made with the Hospitality Chairperson, Hospitality Secretary or the Pastor. Please do not make any assumptions.
9. The Hospitality Committee will sponsor two carnation distributions, Mother's and Father's Day. For Mother's Day, the men of the church will collect a freewill offering the Sabbath before Mother's Day to purchase carried colored carnations to be distributed the Sabbath of Mother's Day weekend to all Mothers in attendance. Any deficiency will be made up by Church Expense. For Father's Day, the women of the church will collect a freewill offering the week before Father's Day to purchase carnation boutonnières. On the Sabbath of Father's Day weekend these boutonnières will be distributed to all the Fathers in attendance. Any deficiency will be made up by Church Expense.
10. These guidelines are not exhaustive, and can be added to at any time with approval from the Pastor, Church Board, and then ratified by the church at large.

**Speaker Gratuity and Travel Compensation:**

Under the following, all Church Programming (i.e. Fall Week of Prayer, Pastoral guest, seminar presenters, etc) all Departmental Programming (i.e. Sabbath School Community Guest Day, Youth Day, etc.) would adopt these guidelines. The Church School would be given the flexibility to operate according to their financial abilities, however, if additional funds are requested from the Church for Speakers of Facilitators those funds issued would conform to this policy.

1. All Speakers serving Ephesus during the Divine Worship Experience, a Revival or a Week of Prayer will receive \$50 per sermon as a Love Token. This would include Conference officials, Union officials, NAD officials and General Conference officials.
2. Any Department soliciting the services of a Speaker that has a set fee will have to be prepared to shoulder the entire responsibility for that fee. If the fee includes travel provisions, the following formulas will not apply.
  - a. Individuals traveling from 0-250 miles round trip will be compensated at .15 cents per mile.

- b. Individuals traveling from 250-500 miles round-trip would be compensated at .15 cents per mile, given a day of per diem (\$20 for an individual, \$30 for a family), and offered a night at a motel, with the rate not to exceed \$55.00.
  - c. Individuals traveling from 501 and above miles would be offered the option to be flown at the most desirable rate available to the Church, or if they wished they would receive the same compensation as outlined in item (B). Speakers who chose to fly would not receive any per diem regardless of mileage.
  - d. Conference officials, Union officials, NAD officials and General Conference officials would not receive any travel compensation or per diem.
3. Speakers housing and meals would be handled as follows:
- a. Some speakers request to be housed in motels. If that request is made the Church will be responsible for a rate not to exceed \$55.00 per night. Of course this depends solely on the Churches' and Department's financial ability.
  - b. If it is amenable for the Speaker to stay with the Pastor or designated church member, the hosting family will be compensated \$15.00 per night excluding food.
  - c. If the Speaker chooses to stay in a motel, the Church will remain responsible to provide meals. This can be done by allotting a per diem to the Speaker (\$20 per day), giving them full responsibility and freedom to provide their own meals.
  - d. In the event of a Speaker opting to stay with the Pastor or designated church member, the Church or Department would still be responsible for providing \$20.00 per day to the hosting family for meal preparation. This amount would increase to \$30.00 if the family is present.
  - e. It would be left to the discretion of the Pastor after consultation with the Guest Speaker if a traditional approach will be following in rotating the dinner meal among church members.

These proposed formulas would be subject to annual review and possible modification.

### **Music Committee**

1. The Music Committee will meet once per month on the first Wednesday, from 8:15 – 9:15 p.m. This meeting will be held to transact choir business, to screen accompaniment tapes, to coordinate programming, scheduling, and participants for Divine Worship Experience, to make recommendations to the Church board, and to discuss suggestions directed to the Music Committee.
2. All committee members are encouraged to faithfully attend each meeting. Accumulated unexcused absences will result in the relinquishing of the offending members position. All vacant positions will be filled as necessary. Recommendations for replacements will be made by the Music Committee to the Church Board.
3. The Music Coordinator will serve as the Chairperson of this committee. The assistant Music Coordinator will serve as Vice-Chairperson. A Secretary will be selected from among the committee to record all minutes, and maintain files for correspondence, etc.

4. This committee will be responsible for the selection of the Congregational Hymn, unless the scheduled speaker or the Pastor desires to select a particular hymn for that day. The committee will also be responsible for the selection of all responses during the Divine Worship Experience (offering, before and after the intercessory prayer, etc.). These selections will be made in consultation with the Pastor and will be reviewed on an annual basis.
5. The Music Committee will assign and schedule choirs and participants for the Divine Worship Experience. The committee will also assist departments and auxiliaries in programming upon request. The Music Committee does not usurp the authority of departments (i.e. Sabbath School, AYS) in arranging music for particular services in accordance with Church Music Policy.
6. All accompaniment tapes to be used in Ephesus by our choirs and our members MUST be reviewed, prior to use, by the Music Committee.
7. All departments, auxiliaries, officers, and individuals who wish to invite guest choirs, soloist, and musicians must process these invitations through the Music Committee. The Music Committee will extend the invitation on behalf of the church or the auxiliary after consultation and advisement from the Pastor or Board of Elders.
8. During choir rehearsals in the sanctuary no slacks or attire akin to slacks (split skirts, culottes, etc.) will be worn at anytime by females. Shorts will not be worn by male or female participating in choir rehearsals in the sanctuary, except for those in the Singing Cherubs. Reverence will be maintained in the sanctuary. Attitudes, decorum, and appearance will be monitored. This will be the responsibility of the choir director and the parents present.
9. For the screening of accompaniment tapes, lyrical and musical content, and the occasion will be the deciding factors used as to whether the tape will be deemed appropriate for us in the church. NO SECULAR OR POPULAR MUSIC WILL BE ALLOWED FOR ANY PURPOSE OR OCCASION.
10. Expression as part of rendering musical selections will be to the discretion of the choir director. Biblical principles will be followed in the demonstration of clapping of hands, patting of feet, swaying or rocking, etc.
11. Choristers will be assigned as song leaders for Divine Worship Experience.
12. Before choirs travel or visit away from the church, the choir should check and respect the calendar of the church. All engagements for Church Choirs should be brought before the Music Committee.
13. Regarding the use of instruments: During the Divine Worship Experience instrumentation will be limited to piano, organ, brass instruments, woodwinds, and strings. Percussion instruments such as drums and cymbals, as well as rhythm instruments (brass guitars, etc) will not be allowed during the Devine Worship Experience. Percussion and rhythm instrumentation will be acceptable for AYS and concert programming. The use of all instruments and synthesizers bears responsible behavior. Violations of the responsible behavior will be addressed by the Music Committee and the Pastor.
14. The Music Committee will be responsible for providing music appreciation and music education programming on a semi-annual basis.

#### **Finance Committee Policies:**

You can expect the following from your Finance Committee Members:

- A. Honesty in dealing with God's Money

- B. Faithfulness in personal tithe and offering
  - C. Confidentiality
  - D. Cooperation
  - E. Respect
  - F. Accuracy in record keeping
1. Any tithe envelope that is incorrect or incomplete will be returned to the member.
  2. Any tithe envelope submitted without identification will be reflected in our financial reports as "No Name."
  3. A minimum of \$10.00 service charge is required to be paid by the member of and NSF (non sufficient funds) checks. No additional checks will be accepted until fees are paid.
  4. Funds are disbursed upon approval of the department leader, Church Board, or by vote of the Church. Exception is made for monthly operation expenses of the church.
  5. Disbursement from the Benevolence Fund can be made by the Pastor up to \$100.00 for members and up to \$50.00 for non members. In the Pastor's absence, the First Elder or Pastor's designee may authorize disbursements using the same guidelines. In the event of emergency the Pastor or First Elder may disburse larger sums of money, however they must be prepared to make an explanation to the Church Board. When there is no emergency, the Church Board can authorize larger disbursements from the Benevolence Fund.
  6. Blank checks will not be disbursed. If the amount of the expenditure is unknown, the department may; (a) accept a check for \$50 or the balance in its fund, whichever is less, or (b) purchase the item and ask for a reimbursement for receipts presented.
  7. No department will be allowed to disburse more funds or be reimbursed more funds that are in their account.
  8. No health food payments are to be made through tithe and offering envelopes.

