

CORTEZ CHURCH OF THE NAZARENE

CHURCH POLICIES

UPDATED SEPTEMBER 23, 2019

These policies are promulgated and adopted by the Church Board of the Cortez Church of the Nazarene.

The policies are intended to provide direction for paid staff, pastors, board members, and volunteers. The following documents comprise the entire Church Policy:

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DEFINITIONS

DEFINITION OF CHURCH MEETINGS AND CHURCH YEAR

Refer to the current Church Manual

DEFINITION OF NMI (NAZARENE MISSIONS INTERNATIONAL)

Refer to the current Church Manual

DEFINITION OF NYI (NAZARENE YOUTH INTERNATIONAL)

Refer to the current Church Manual

DEFINITION OF SDMI (SUNDAY SCHOOL AND DISCIPLESHIP MINISTRIES INTERNATIONAL)

Refer to the current Church Manual

GENERAL POLICY

1. The *Unified Treasurer, Chairmen of the Trustees and Stewards* or their designee is authorized to deposit church account funds into or withdraw from savings account.
2. District budgets are to be paid on a ten-month plan as directed by the Colorado District Assembly (district budgets include District, Educational, Pensions & Benevolence). Other matters that arise at the Colorado District Assembly involving finances (i.e.: love offerings, pledges, etc.) shall be handled by the delegates to the assembly. General budgets are to be paid on a ten-month plan or as directed by this local church board.
3. *Missionary special emphasis* may be scheduled as requested by the local NMI after consultation with the Pastor and Church Board. Missionaries shall receive all offerings taken for them as deputation offerings.
4. The Pastor may have the privilege of inviting special speakers who will be paid by the church after consultation with the Church Board.
5. Evangelistic meetings may be scheduled each year by the Evangelism, Church Membership & Pulpit Committee after consultation with the Pastor and Church Board.
6. A *Youth Week Meeting* may be scheduled each year by the NYI with guidance from the Pastor, and consultation with the Church Board.
7. A *Children's Revival* may be scheduled each year under the guidance of the Pastor and Sunday School Ministries Board. The Church Board will be notified of any children's revival proposed to assure adequate staffing.
8. Special emphasis shall be given to the *Thanksgiving and Easter Offerings* handled by the NMI Department.
9. All department leaders are to submit to the Unified Treasurer their proposed budgets for the coming year at dates specified by the Treasurer but no later than May 1.
11. Purchasing shall be done only by Department Chairmen or persons designated by Department Chairmen. The Department Chairmen will sign and complete a voucher form for the Unified Treasurer.
12. The church will give a scholarship of \$200 per year to any student from our church attending a Nazarene college. The NYI Leader will submit the voucher for payment to the treasurer.
13. For use of church facilities and equipment, please refer to the applicable Policy for Use of Vehicles/Facilities or Wedding/Funeral Policies that set forth guidelines for use of the sanctuary, fellowship hall, kitchen, and classrooms.
14. Church Calendar -- Activities and plans that affect the church calendar must be authorized by the Senior Pastor. The Church Office Secretary will be responsible for

keeping an accurate master calendar.

15. Platform Dress Code -- Worship leaders are to dress with the Christian simplicity and modesty that become holiness (Proverbs 29:23; 1 Timothy 2:8-10; James 4:6; 1 Peter 3:3-4; 1 John 2:15-17).
16. There shall be a Petty Cash Fund of \$100. The fund will be reimbursed for documented expenditures.
17. There shall be food-gas cards to local vendors in \$20 increments, totaling \$100 which may be signed out to those in need. This Fund will be refilled each month, but may not be exceeded in the calendar month. A sign out sheet shall be maintained by the Pastor or the Compassionate Ministry Director.
18. The Trustees of Cortez Church of the Nazarene will endeavor to encourage, adopt, and adapt green technologies and practices whenever practicable, so that we may best reflect God's love for creation and His call to care for it (Gen. 1:31, 2:15; Psa. 24:1; Col. 1:16).
19. Each paid staff member and Church Board member of Cortez Church of the Nazarene will comply with the Lifestyle and Ethical Standards Covenant adopted by the Church Board. Failure to comply with the policy will result in removal from office as a church board member. Failure by paid staff members to comply with the policy as determined by the Church Board in its discretion may be grounds for disciplinary action, up to and including termination.
20. The Church Manual is located in the Church or Pastor's Office and was last revised by the Nazarene Church in 2017.
21. All paid ministerial staff must exhibit a spirit of dedication, a real sense of call and mission, realizing it is more than a job - it is a commission from God.
22. All paid staff must exhibit an attitude of commitment in supporting the Pastor and his program, recognizing that they are an extension of that program. This attitude of commitment must be one that recognizes all activities of the church are important, not just the particular area of service they may be involved in. They must be faithful to all services of the church and must be willing to give of their time and talents wherever needed.
23. Their personal spiritual life must become an example to all.
24. All paid ministerial staff and other paid staff will be responsible to the Pastor and will keep the Pastor fully informed of all activities. A spirit of cooperation is a must.
25. Vacation will be earned and taken in accordance with the recommendation of the Colorado District Assembly:

Formula: 1-5 years in the ministry ----- 2 weeks
6-10 years in the ministry ----- 3 weeks
11 or more years in the ministry ---- 4 weeks

- a. Vacation must be taken within the Colorado District Calendar Year or

forfeited.

- b. Vacation scheduling will be approved by the Church Board upon recommendation by the Senior Pastor.
 - c. Vacation Time will not be granted until the Associate Pastor or paid staff has completed 6 months of service at Cortez Church.
 - d. Holiday Time: The ministerial staff shall have legal holidays off (New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day). If a holiday falls on Sunday the regular Sunday duties of the ministerial staff shall be carried out and Monday be taken as the holiday. If the ministerial staff's regular day off is Monday, he may take another day off within 15 days of the legal holiday. Holiday time may not be accumulated. There must be a pastor "*on call*" on holidays for emergency situations.
24. Release time will be allowed by Senior Pastor for sickness or death in the immediate family, for regularly scheduled programs, retreats, meetings, etc. The Board must approve time off after recommendation by the Senior Pastor. Other limited release time may be granted if recommended by the Senior Pastor and approved by the Church Board, and will be without pay.

ANNUAL CHURCH MEETING/CHURCH BOARD ELECTIONS

THE ANNUAL CHURCH ELECTIONS:

Refer to the current Church Manual

The Board of Trustees and the Board of Stewards will be elected to two (2) year terms (one-half of members elected each year) in accordance with the Church Manual.

COMPENSATION FOR GENERAL/DISTRICT ASSEMBLIES

1. An amount will be set by the Church board for all attendees of the General Assembly.
2. Per Diem compensation for delegates and the pastor to the Colorado District Assembly and conventions are as follows:

DISTRICT CONVENTIONS AND ASSEMBLY:

NYI Delegates	1 day
NMI Delegates	1 day
Sunday School Ministries Delegates	1 day
Church Delegates	2 days
NYI President	3 days
NMI President	3 days
Sunday School Superintendent	3 days
Pastor	delegate to all conventions

CHURCH BOARD POSITION DESCRIPTIONS

DUTIES OF THE CHURCH BOARD SECRETARY

Refer to the current Church Manual

DUTIES OF THE CHURCH TREASURER

Refer to the current Church Manual

DUTIES OF THE BOARD OF STEWARDS

Refer to the current Church Manual

In addition to the above:

1. Be responsible for the review of the Church Policy every two years. Bring recommendations for changes or additions during the year as the need arises.
2. Be responsible for the Compassionate Fund Program.
3. Reasonable expenditures below \$300 do not require Church Board approval.
4. Appoint and oversee committees as requested by Church Board/Pastor. Refer to the Church Committee Guidelines.

DUTIES OF THE BOARD OF TRUSTEES

Refer to the current Church Manual.

In addition to the above:

1. The Trustees will work directly with the Finance Committee in bringing a budget to the Church Board for consideration and adoption.
2. Expenditures in excess of \$300 per month will be approved by the Church Board in advance of the expenditure, except in the case of a genuine emergency, where damage to church property or to human life could occur.
3. Reasonable expenditures below \$300 do not require Church Board approval.
4. Maintain air conditioners by oiling and seasonal covering and uncovering; maintain furnaces, pianos, fire extinguishers and emergency lights; sound system.
5. Be responsible for janitor and custodial duties.
6. Appoint and oversee committees as requested by Church Board/Pastor.
7. Review salaries of paid ministerial staff once annually and bring recommendations to Church Board per the current Church Manual.
8. Be responsible for grounds maintenance.

DUTIES OF SUNDAY SCHOOL MINISTRIES BOARD

Refer to the current Church Manual.

DUTIES AND POWERS OF THE SUNDAY SCHOOL MINISTRIES BOARD

Refer to the current Church Manual.

CHURCH BOARD

DUTIES OF THE CHURCH BOARD

Refer to the current Church Manual

EXPECTATIONS FOR CHURCH BOARD MEMBERS:

1. To be clear in our personal experience of sanctification.
2. To be faithful and punctual to all board meetings.
3. To be faithful to all regular services of the church.
4. To be a participating member of the church board team.
5. To be willing to discuss all items on each agenda as we represent the whole program of the church. When decisions are made, we will be of one accord.
6. To be willing to maintain the integrity of the church board so any problem that needs solving can be freely discussed.
7. To be willing to abide by the majority decision. We speak and vote individually. We decide and act collectively.
8. The immediate family of the paid pastoral staff will not be eligible to serve on the church board.
9. Members of the church board must be faithful, consistent givers of their tithe to the local church.

MONTHLY BOARD MEETINGS:

1. The Church Board will meet monthly at the time arranged during the first meeting of the new church board.
2. The Pastor will have the authority to call a special meeting of the board, as he may deem necessary. In the absence of the pastor, the Local Church Board Secretary may call board meetings as authorized by the Manual.
3. The Church Board will elect a secretary who will take minutes at each meeting held by the board.
4. The Pastor and/or Unified Treasurer will be available to meet with any committee for consultation.

**DUTIES OF BOARD COMMITTEES
APPOINTED BY CHURCH BOARD AND/OR PASTOR**

AUDITING COMMITTEE

-- Refer to the current Church Manual.

COUNTING COMMITTEE

-- Refer to the current Church Manual. Members are selected by the Board on a month-by-month rotation.

EVANGELISM, CHURCH MEMBERSHIP & PULPIT COMMITTEE

-- Refer to the current Church Manual. The *Pastor and Church Board are ex officio members of the Evangelism, Church Membership & Pulpit Committee.*

One (1) evangelistic meeting may be scheduled per year and more when available.

- a. We accept the recommendation of the Colorado District Advisory Board, which is: *"We recommend that the evangelists be paid at the ratio of a minimum of 2 1/2 times the pastor's weekly salary."*

Room and board to be provided by the church. Transportation to and from the revival to be the Evangelist's responsibility.

- b. Compensation and mileage reimbursements for *Youth and Children's Evangelists* to be considered on an individual basis.
- c. All monies raised, after expenses for operation, will be deposited into the *Revival Fund* by the Unified Treasurer.
- d. Arrange for pulpit supply and special speakers in the absence of the pastor when the paid assistant pastor cannot fill the pulpit.
- e. Guest speakers will receive \$100 per service. When travel is involved, they shall receive round trip mileage at the current IRS rate and a noon meal.

FINANCE COMMITTEE

-- (Department Heads, Unified Treasurer and Pastor)

Chairman of Stewards
NYI President
Sunday School Superintendent

Chairman of Trustees
Pastor

NMI President
Unified Treasurer

NOMINATING COMMITTEE

--To be appointed by the Pastor. Refer to the current Church Manual.

MINISTRY POSITION DESCRIPTIONS

WOMEN'S MINISTRY COMMITTEE

As ratified at the Women's Ministry Planning Meeting held August 29, 2019.

PURPOSE: To provide a place where women can learn, grow, and mature in their faith; while strengthening our church and its mission.

DIRECTION: This committee is under the direction of the Board of Stewards.

OPERATION: As women of God, we will consistently pursue holiness through prayer and discipleship to others in our church and community.

Our purpose is to:

- 1 . Make God known.
- 2 . Encourage and support women.
- 3 . Make disciples.
- 4 . Minister to all who attend our church.
- 5 . Offer opportunities for spiritual and relational growth.
- 6 . Raise awareness of the needs of the community of Cortez.

We accomplish these purposes through Bible studies, retreats, prayer groups, and community service projects.

We offer God all due honor, respect, and gratitude.

We are called to be holy – set apart from the world. We are to reflect God and bear His image.

This means we need to be aware of the example we set for the community, our families, and anyone we come into contact with; whether within the walls of the church, or on social media, or out in the community...

By our words...

By our dress....

By our actions...

By our church attendance...

By tithing...

LEADERSHIP: Everyone in church should strive to exemplify Christ's character at all times and those in leadership should step up to a higher standard. We lead people into Christ-likeness by our example.

Words: "If you can't say sompin' nice, don't say nufin' at all." - Thumper. Build each other up, support each other, and teach each other. Eph. 4:29 (CEB) - "*Don't let any foul words come out of your mouth. Only say what is helpful when it is needed for building up the community so that it benefits those who hear what you say.*"

Dress: “Keep your privates, private.” Dress with Christian simplicity and modesty that becomes holiness. The way we dress portrays self-respect or the lack of it. 1 Tim. 2:9-10 (NIV) - *“I also want the women to dress modestly, with decency and propriety, adorning themselves, not with elaborate hairstyles or gold or pearls or expensive clothes, but with good deeds appropriate for women who profess to worship God.”*

Actions: Smile, be open to others, eager to help. We should avoid certain practices including (but not limited to) fornication, sexual promiscuity, adultery, pornography, and any form of sexual misconduct and homosexual acts.

We should be exemplary in personal habits, refraining from such activities as the use of harmful or illegal substances and gambling that could result in personal discord or offense to our brothers and sisters.

We need to be in accord with the mission, values, and priorities of the church, and to affirm the Articles of Faith and lifestyle standards of the Church of the Nazarene as outlined in the Statement of Mission, Faith, and Lifestyle Covenant in the Manual.

Each leader either contributes or detracts from the effectiveness of the entire organization. Gal. 5:22 (NIV) - *“But the fruit of the spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, and self-control.”*

Church Attendance: We should want to attend church so we can fill our cups. A good goal to strive for is to be in regular church services at least $\frac{3}{4}$ of the time. Heb. 10:25 (NIV) - *“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another.”*

Tithing: We can give money, time, or both. 2 Cor. 9:7 (NRSV) *“Each of you must give as you have made up your mind, not reluctantly or under compulsion, for God loves a cheerful giver.”*

We will meet once per month to share a meal, a devotion, an activity, and to plan women’s ministry activities and events.

“Big things are built one brick at a time. Victories are achieved one choice at a time. A life well lived is chosen one day at a time.” - Lysa TerKeurst

DECORATIONS COMMITTEE

PURPOSE: To provide a warm, seasonal atmosphere within the church building.

DIRECTION: This coordinator is under the direction of the Board of Stewards.

OPERATION: The Decorations Coordinator is responsible for the flowers, special lights, and seasonal decoration in the Sanctuary and foyer.

The Coordinator will need to work with the Pastor, the Music Committee, and the Stewards concerning special events (i.e. Cantata, Children's Programs, Concerts, etc.)

A written report with receipts should be completed and given to the Unified Treasurer for reimbursement of any expenses out of the appropriate fund.

A Decorations Fund of \$200.00 shall be maintained by the Unified Treasurer and replenished annually.

CARD AND FLOWERS COORDINATOR

PURPOSE: To provide an area of ministry to the church family in the event of **hospital stay** and bereavement by sending flowers, balloons, cards, etc.

DIRECTION: The Coordinator is under the direction of the Board of Stewards and Women's Ministry.

OPERATION: The Coordinator will be notified of the need by the Pastor, Church Secretary, or the Stewards. The Coordinator will order and send/deliver the gift. The gift may be flowers, balloons, toy, food, or any other appropriate sentiment.

The gift will be sent if the hospital stay is the first one in the calendar year.

In the occurrence of subsequent hospital stays during the year a card will be sent. If the hospital is out of town, flowers will be sent to their home upon their return. A plant will be sent to a Church Family when an immediate family member (parent, child, sister, etc.) has passed away.

A written report with receipts should be completed and given to the Unified Treasurer for reimbursement of any expenses out of the appropriate fund.

VISITATION COMMITTEE

PURPOSE: The Visitation Committee shall serve as the primary outreach liaison for the Senior Pastor at Cortez Church of the Nazarene, and shall fulfill the responsibilities of the minister in the spirit of 1 Timothy 3:2-7. This committee is also expected to live in harmony with the general and special rules of the Church of the Nazarene as stated in the Church Manual. Volunteer commitment shall be for a term of one year, and shall be renewable upon recommendation of the Senior Pastor at the beginning of each fiscal year.

DIRECTION: The committee is under the direction of the Senior Pastor.

OPERATION: The areas of responsibilities for visitation will include four different areas: *Absentees, Home Department, Hospital, and Outreach*. Details for each area of responsibility are included below.

ABSENTEE VISITATION

We want to encourage the *Sunday School teachers* to be responsible for calling on the absentees of their class. From time to time, with consent from the *Minister of Visitation and Outreach*, the minister will contact the absentees of the Sunday School.

Since we have a large number of attendees who are not members of our Sunday School, it will be important that from time to time the *Senior Pastor* and the *Minister of Visitation* contact absentee families from the church services. These will be made upon agreement between the two pastors.

HOME DEPARTMENT VISITATION

The visitation of the Home Department will be the primary responsibility of the *Visitation Committee*. Ministry to the Home Department would include visitation, prayer and an occasional administration of the sacraments. The Home Department is divided into two different divisions - *Homebound and Nursing Home*.

HOSPITAL VISITATION

Hospital visitation would only be required during the absence of the Pastor. Any additional visitation would be at the personal desire of the *Visitation Committee*, or upon agreement with the Pastor.

OUTREACH VISITATION

The purpose of the church is to reach out to others who need the message of salvation and holiness. Outreach visitation is an important part of reaching new people for Christ and to follow-up on the new people who come. The *Visitation Committee* would help make the calls to those who have visited the church the Sunday before by Thursday night of each week. From time to time, special outreach visitation will be conducted door to door. The assistance of the *Visitation Committee* will be appreciated, but not required.

OTHER

The Visitation Committee acknowledges the responsibility to act in the best interest of Cortez First Church of the Nazarene at all times, and is expected to conduct their private and public life in a manner which will be a positive representation to the community. Cortez Nazarene Church holds these principles and values close to our hearts because we recognize that each employee contributes to the quality of our ministry to the congregation and community. Each employee either contributes or detracts from the effectiveness of the entire organization.

Prepares written reports of all activities to the Senior Pastor. The reports must be written monthly and submitted to the church office secretary no later than one week prior to board meeting.

To comply with all policies and procedures adopted by the Cortez First Church of the Nazarene. Specifically, each paid staff member of the First Church of the Nazarene will comply with the Lifestyle and Ethical Standards Covenant adopted by the Church Board. Failure by paid staff members to comply with the policy as determined by the Church Board in its discretion may be grounds for disciplinary action, up to and including termination.

REIMBURSEMENT: This is a volunteer, unpaid position. A written report with receipts should be completed and given to the Unified Treasurer for reimbursement of any expenses out of the appropriate fund.

HOSPITALITY AND KITCHEN COMMITTEE (including Church and Funeral Dinners)

PURPOSE: This committee to be responsibility of Stewards and may or may not be chaired by a Steward. This committee (or sub-committees) to be responsible for arrangements for all church dinners, funeral dinners, receptions, etc. and for clean up afterwards. To organize and maintain kitchen facilities.

DIRECTION: This coordinator is under the direction of the Board of Stewards.

OPERATION: The coordinator will order supplies as needed.

Each group/person using the kitchen is to clean it after each use, including the laundry of kitchen towels, cleaning up counter tops, stove, oven, and sweeping the floor as needed.

Requests for payment must be by purchase order in advance of purchase, signed by the Stewards.

CHURCH DINNERS

PURPOSE: To organize dinner fellowship within the church body.

DIRECTION: This coordinator is under the direction of the Board of Stewards.

OPERATION: The coordinator is to arrange for workers to set up, serve, and clean up at any church dinner.

The coordinator will also make arrangements for beverages, which are supplied by the church.

The coordinator will notify the janitor of any function and how the room is to be set up. (Or arrange for a committee to set up.)

FUNERAL DINNERS

PURPOSE: To provide a meal for bereaved families, following the guidelines in the Funeral Policy.

DIRECTION: This coordinator is under the direction of the Board of Stewards.

OPERATION: The coordinator will arrange for a committee that will set up, serve, and clean up the dinners as needed.

The coordinator will contact church members for food or monetary donations.

COMMITTEE FOR FOR SPECIAL NEEDS MEALS

PURPOSE: To provide lunch and/or dinner on a temporary basis for special needs-- such as confining illness, hospital discharge, etc. **Meals following funerals are excluded. See funeral policy.)**

DIRECTION: This coordinator is under the direction of the Board of Stewards.

OPERATION: Possible needs obtained from Pastor, Visitation Minister, Church Secretary or Steward.

Contact family to see if assistance is needed and approximately how long and how many meals are needed.

Discuss with family any diet restrictions or special diets.

Provide meals through the use of volunteers.

Making a list of volunteer help is always useful.

COMMUNION COMMITTEE

PURPOSE: A sacrament through the merits of which believers have life, salvation and promise of all spiritual blessings in Christ.

DIRECTION: This coordinator is under the direction of the Board of Stewards.

OPERATION: Communicate with the Pastor regarding specific dates, time of service, order of service, number of servers needed and set up.

Contact true believers as servers; instruct how communion will be served and exactly what will be expected of them.

Set up communion before the service, using appropriate serving trays.

Provide purchase order for needed communion supplies such as bread or wafers and cups or submit reimbursement form with receipt to the Unified Treasurer when supplies are ordered.

Coordinator supplies the unfermented wine (grape juice).

COMPASSIONATE MINISTRY FUND COORDINATOR

PURPOSE: To provide financial assistance on a temporary basis, during times of financial crisis or need for church members.

DIRECTION: This coordinator is under the direction of the Board of Stewards

OPERATION: The Pastor or Coordinator will announce when a special offering will be taken for the Compassionate Ministry Fund.

Immediate crisis will be taken care of through the discretion of the Pastor and any Steward that can be contacted.

Less urgent needs will receive attention through the Board of Stewards and acted upon at their discretion.

WORSHIP, MUSIC AND DRAMA TEAM

Worship Leader(s) shall be appointed by the Senior Pastor and said leaders will select the *Worship, Music and Drama Team*. The *Worship, Music and Drama Team* will arrange, practice, and perform music for church services and revivals.

PURPOSE: To provide an area of ministry to assist in the Worship Service and involve more people in the fellowship.

DIRECTION: This team is under the direction of the Senior Pastor.

OPERATION: To plan, prepare, and perform music for worship and special services involving drama or special music.

BUDGET: This budget item is part of the music budget of the church.

CONCERT COMMITTEE

PURPOSE: To provide a method of outreach to our community for the purpose of introducing them to Christ. We also desire to provide an uplifting ministry to other Churches and Christians in our area.

DIRECTION: This coordinator is under the direction of the Board of Stewards.

OPERATION: Our desire is to bring quality and inspirational concerts to our Church on a regular basis.

Corporate Sponsors are desired to fulfill the balance of funds needed.

GREETER COORDINATOR

PURPOSE: To warmly welcome everyone that comes to our Church for any service on Sunday.

DIRECTION: This coordinator is under the direction of the Board of Stewards.

OPERATION: The coordinator is responsible for planning and maintaining a Schedule of Greeters for all Sunday services. We desire to have at least two greeters present at each service.

The Sunday School Greeters should arrive by 9:10 a.m. and serve until approximately 10:30 a.m. The Morning Worship Greeters should arrive by 10:20 a.m. and serve until the offering has been taken.

The Greeters are the first smiling faces that people see as they come to our doors. Therefore, we encourage the Greeter to meet guests at the open door with a warm greeting and offer of hospitality. Be sure they are directed to where the restrooms or nursery are located; directed to a class; or introduced to an usher or other church member nearby.

USHER AND SECURITY COMMITTEE

PURPOSE: To collect offerings and organize security during Services and Events and to ensure public safety during events.

DIRECTION: This committee is under the direction of the Board of Trustees.

OPERATION: The committee is responsible for planning and maintaining a Schedule of Ushers for all Sunday services. We desire to have at least four ushers present at each service.

Members of the Security Team designated by the committee will be trained in the safe operation of fire extinguishers, risk assessment, and emergency response.

At least one Security Team member will be stationed near the main entrance during Sunday Morning Services held in the Sanctuary.

In the event of an emergency that requires evacuation, the Security Team will direct persons to the closest exits, ensure the building is clear, and provide a count of all present at the rallying point, which will be the NW corner of the property nearest the intersection of Chestnut St. and MacArthur Ave.

There will be no open carry of firearms by any member of the Security Team. If a Security Team member wishes to carry a firearm concealed, they must have a valid CO Concealed Carry Permit and must adhere to all State and Federal Laws. They must also train annually in the safe operation, cleaning, and storage of their firearm (to include a minimum of 1 range session); preferably with training in responding to active shooters and in church security.

The Usher and Security Committee shall also be responsible for ensuring fire extinguishers are inspected annually and smoke detectors are operational.

GUEST SPEAKERS (HOST) COMMITTEE

PURPOSE: To provide hospitality for Special Speakers or Guest Ministers in the absence of the pastor.

DIRECTION: This committee is under the direction of the Board of Stewards.

OPERATION: The Pastor or Church Secretary will notify the committee if there is a need for hosts.

The Hosts will provide a Sunday noon meal and hospitality for our guests.

The Hosts will coordinate transportation for guest speakers.

NURSERY COORDINATOR

PURPOSE: Assist with coordinating adequate staff or volunteers to care for children in the nursery or cradle room.

DIRECTION: The Nursery Coordinator is under the direction of the Pastor/Minister of Students and Families.

OPERATION: Schedule extra volunteer help as needed to assist the Nursery and Cradle Room Attendant.

Secure services of the Nursery Attendant for special events, giving our paid attendant first choice.

Assure adequate supplies are available in the nursery and cradle room through communication with the Attendant. (Supplies include diapers, wipes, cookies, etc.)

Supplies are donated by church members as needed.

The Nursery Coordinator acknowledges the responsibility to act in the best interest of Cortez Church of the Nazarene at all times, and is expected to conduct their private and public life in a manner which will be a positive representation to the community. Cortez Nazarene Church holds these principles and values close to our hearts because we recognize that each volunteer contributes to the quality of our ministry to the congregation and community.

The Nursery Coordinator will comply with all policies and procedures adopted by the Cortez Church of the Nazarene. Specifically, the coordinator will comply with the Lifestyle and Ethical Standards Covenant adopted by the Church Board. Failure to comply with the policy as determined by the Church Board in its discretion may be grounds for removal from this ministry.

Nursery and Cradle Room Coordinator must submit to criminal history background checks and will comply with safety policies as adopted by the Church Board.

RECEPTIONS COMMITTEE

PURPOSE: To provide direction and organization for the many receptions within the church.

DIRECTION: This committee or coordinator is under the direction of the Board of Stewards.

OPERATION: The Receptions Committee/Coordinator is to direct the planning and scheduling of receptions.

The Coordinator will submit any necessary requests for reimbursement to the Board of Stewards contact person.

SHOWER COMMITTEE

PURPOSE: To provide direction when a Bridal or Baby Shower is needed.

DIRECTION: This committee/coordinator is under the direction of the Board of Stewards and Women's Ministry.

OPERATION: The Coordinator will direct hostesses in the need of showers for church members. We desire to have a Bridal Shower for a couple within the church when they marry, and a Baby Shower for the first baby born to a couple within the church.

The Coordinator will direct those who wish to host these to work together. She will keep a calendar of events that are on the church calendar.

All materials (dishes, napkins, food, etc.) for showers will be supplied by those hosting the shower.

WEDDING COORDINATOR

PURPOSE: Provide the Bride and Groom with direction and assistance in planning, preparing, and conducting their wedding.

DIRECTION: The Wedding Coordinator is under the direction of the Board of Stewards and Women's Ministry.

OPERATION: The Wedding Coordinator will meet with the Bride and Groom (or the Bride's Mother) to schedule the wedding on the church calendar.

She will go through the church Wedding Policy with the Bride and Groom, and will collect the fees.

It is the responsibility of the Wedding Coordinator (or a person appointed by her) to meet with the couple to make all necessary arrangements within the church.

The Wedding Coordinator will inform the Pastor, Janitor, and any other within the church of necessary arrangements for the wedding.

The Wedding Coordinator will be present and will coordinate the rehearsal at the direction of the couple.

The Wedding Coordinator will also be present the day of the wedding. She will give assistance to the wedding party and families. She will also arrange for the return of all church and personal items of the wedding party.

STAFF JOB DESCRIPTIONS

SENIOR PASTOR

Refer to the current Church Manual.

In addition to the general duties and responsibilities outlined in the Manual, the local church requires or grants the following:

1. The Pastor's salary shall be set by the Church Board, payable twice a month.
2. Self-employment tax shall be paid quarterly by the local church account as recommended by the Colorado District Assembly.
3. Monthly car expense to be determined by Church Board, payable monthly as part of the Pastor's submitted reimbursements.
4. At the discretion of the Board, the Pastor may receive up to \$25 per month for literature expense. The items purchased belong to him and may be taken with him when he leaves the local pastorate.
5. The Pastor and his wife shall receive full expense for room, board and fuel for district meetings, for out-of-town service to church members, and other meetings approved by the Board. Documentation is required for reimbursement.
6. The Pastor shall, at his discretion, be free to hold special meetings at another church and arrange to have someone in his place, once a year without loss of pay, with Board permission.
7. The Pastor shall take one day off each week and he shall advise the local church board and the congregation of the day he chooses.
8. The Pastor's vacation time shall be as recommended by the Colorado District Assembly: ***"All those that have served in the pastoral ministry full time from 6-10 years will be granted 3 weeks paid vacation; and those that have served 11 or more years full time in the pastoral ministry will be granted 4 weeks vacation."*** (Minimum of 2 weeks paid vacation annually. See Colorado District Minutes.) Vacation time is over and above time away for district duties. Vacation time must be taken during the church year it is earned, or forfeited as of the close of the Colorado District Assembly each year. Vacation will not be granted until a pastor has completed 6 months service at Cortez Church.
9. Holiday Time: The Pastor shall have legal holidays off (New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.) If a holiday falls on Sunday, the regular Sunday duties shall be carried out and Monday be taken as the holiday. If the pastor's regular day off is Monday, he may take another day off within 15 days of the legal holiday. Holiday time may not be accumulated. The Pastor will notify the Church Board Secretary where he can be reached on holidays for emergencies.
10. Professional Development: The Senior Pastor will be allowed 5-7 full seminar days over and above the District requirements. Actual expenses incurred will be paid. This expense must be documented. The Pastor will notify the Board at the meeting preceding the seminar concerning the money, and the seminar selected.
11. The Senior Pastor will be allowed three consecutive days per quarter for praying, evaluating, planning or refreshing (not vacation and not Sundays). These days are not accumulative. He shall inform the Church Board Secretary of when and where he will be in case of emergencies.

12. The Pastor is expected to co-operate in the District and General programs of the church as those duties demand. We desire our pastor to be "*District and General Church-minded*".
13. The Pastor will be expected to maintain confidences that are entrusted to him by the congregation. When appropriate, keeping a confidence can include consultation with another staff person or church board member. This does not excuse the Pastor from his legal responsibilities as a Mandatory Reporter under Colorado or Federal Law.
14. The Pastor encourages the congregation to attend all church events.
15. The Pastor is expected to work as a team with the board, staff, and volunteers; even when needed outside of one's own responsibility area.
16. The Pastor will provide written reports to the Church Board.
17. The Pastor will comply with all policies and procedures adopted by the Cortez Church of the Nazarene. Each paid staff member and Church Board member of the Cortez Church of the Nazarene will comply with the Lifestyle and Ethical Standards Covenant adopted by the Church Board. Failure to comply with the policy will result in removal from office as a church board member. Failure by paid staff members to comply with the policy as determined by the Church Board in its discretion may be grounds for disciplinary action, up to and including termination.
18. The Pastor supervises all paid staff of the local Church.

PASTOR (OR MINISTER) TO STUDENTS AND FAMILIES

JOB SUMMARY

The Pastor (or Minister) to Students and Families shall serve as a Program Pastor at Cortez Church of the Nazarene, and shall fulfill the responsibilities of the minister in the spirit of 1 Timothy 3.2-7. This pastor is also expected to live in harmony with the general and special rules of the Church of the Nazarene as stated in the Manual: Church of the Nazarene. Employment shall be for a term of not more than one year, and shall be renewable upon recommendation of the Senior Pastor at the beginning of each fiscal year.

DUTIES AND RESPONSIBILITIES

General Items

1. To lead, supervise, and coordinate nursery and children's ministries, the teen bible quizzing program, teen Sunday School, young adult discipleship groups, and family discipleship groups, and to their families as appropriate. To provide effective promotion and advertising of the ministry to the church body at large.
2. In conjunction with the SDMI Superintendent and Unified Treasurer, develops and submits an annual budget request for all nursery and children's ministry areas, and to oversee expenditures in order to maintain budgetary integrity.
3. To develop and provide leadership to all adult nursery and children's ministry volunteers, the NYI President, the NYI Council, and the SDMI Superintendent.
4. To be personally responsible for pastoral care to families in coordination with the Senior Pastor.
5. To assist Youth and Children's Department Sunday School teachers in the regular contact/visitation of their new and regular students.
6. To choose and order appropriate curriculum and materials for classes in coordination with the SDMI Superintendent and Board of Stewards and to recruit and train new workers for all areas of nursery and children's ministry. To motivate, encourage, and supply current teachers with necessary materials for their effectiveness.
7. To provide every child and youth with the opportunity to accept Christ as their personal Savior. To encourage every student to consider the way God might speak about their future ministry, giving special focus to missions.
8. To educate and prepare children and youth for baptism and church membership in conjunction with the Senior Pastor.
9. Prepares written reports of all activities to the Senior Pastor. The reports must be written monthly and submitted to the church office secretary no later than one week prior to board meeting.
10. To comply with all policies and procedures adopted by the Cortez Church of the Nazarene. Specifically, each paid staff member of the Cortez Church of the Nazarene will comply with the Lifestyle and Ethical Standards Covenant adopted by the Church Board. Failure by paid staff members to comply with the policy as determined by the Church Board in its discretion may be grounds for disciplinary action, up to and including termination.

Special / Seasonal Events

1. To plan, promote and implement a comprehensive schedule of seasonal dramas, musicals or special services; in order to provide fellowship opportunities for children within the church, and to encourage the participation of new families in entry-level events.
2. To assist the Senior Pastor in planning an annual Youth Revival in harmony with the church's calendar, and to provide retreat opportunities as needed.
3. To assist the Senior Pastor in planning, staffing and lead special activities and events for children, teens, and families; for the purpose of providing entry-level outreach activities to newcomers and to provide all teens with recreational and fun events for fellowship.
4. To assist the Senior Pastor in planning, organizing, and leading special Mission Trips involving youth or adults and sponsors. To assist the Senior Pastor in researching the project, providing fundraising opportunities, and coordinating all details of the trip.
5. To plan and organize children's and youth musicals in coordination with the Worship Leader.

Positions Directly Supervised

Lay Ministry Directors in Nursery & Children's Ministries

Lay volunteer nursery and children's workers

Supervised By

The Senior Pastor

Other

An extremely important aspect of this position is the spiritual character and integrity of the individual who fills it. The Pastor/Minister to Students and Families should also demonstrate administrative skills, be a team leader, possess spiritual sensitivity, and exhibit these qualities in everyday life. This pastor must have a love for youth and their parents. The Pastor/Minister to Students and Families acknowledges the responsibility to act in the best interest of Cortez Church of the Nazarene at all times, and is expected to conduct their private and public life in a manner which will be a positive representation to the community. Cortez Nazarene Church holds these principles and values close to our hearts because we recognize that each employee contributes to the quality of our ministry to the congregation and community. Each employee either contributes or detracts from the effectiveness of the entire organization.

CHURCH OFFICE SECRETARY

JOB SUMMARY

The Church Office Secretary shall perform the administrative and clerical needs of the pastor and department chairpersons of the church. The secretary shall be available to assist members and volunteers of the church in church-sponsored projects that require clerical assistance. She will perform basic office functions, including but not limited to reception, telephone coverage, coordinating calendars, office management, preparation of church correspondence of all forms, data base maintenance, and general secretarial duties.

SPECIFIC SKILLS

The **Church Office Secretary** is a front-line representative of the Church and shall be cordial and courteous at all times when dealing with the public in person or by phone. Modest business-like attire must be the clothing worn while working and representing the Church.

Due to the nature of the position and the many situations that may exist or develop as a result of the day-to-day operations of the Church the *strictest requirement for confidentiality must be maintained*.

The **Church Office Secretary** must communicate with and work side by side with the Senior Pastor, Department Heads and the members and workers of the Church.

DUTIES AND RESPONSIBILITIES

Compassionate reception for all visitors and callers

Provide telephone coverage during office hours

Take messages and answer voice mail

Make phone calls as requested

Set up appointments for pastoral staff

Office Management

Order and track supplies to insure proper accounting for each department

Process correspondence and church publications including but not limited to:

Visitor letters;

Business correspondence as requested;

Absentee list for Minister of Visitation;

Worship Material;

Bulletins;

Bulletin inserts as requested;

Newsletter.

Maintain current mailing list

Maintain calendars on computer:

Pastor's Calendar, at the Pastor's request

Church Calendar

Facility Calendar

Maintain automated data for Membership List, Responsibility List, and Prospect List and attendance data

Church Office Secretary

Prepare Reports as requested (Board packets, meeting minutes, etc.)
Filing of all church documents
Sunday School Notebook maintenance
Other duties as assigned

The Church Office Secretary acknowledges the responsibility to act in the best interest of Cortez Church of the Nazarene at all times, and is expected to conduct their private and public life in a manner which will be a positive representation to the community. Cortez Nazarene Church holds these principles and values close to our hearts because we recognize that each employee contributes to the quality of our ministry to the congregation and community. Each employee either contributes or detracts from the effectiveness of the entire organization.

The Church Office Secretary will comply with all policies and procedures adopted by the Cortez Church of the Nazarene. Specifically, each paid staff member of Cortez Church of the Nazarene will comply with the Lifestyle and Ethical Standards Covenant adopted by the Church Board. Failure by paid staff members to comply with the policy as determined by the Church Board in its discretion may be grounds for disciplinary action, up to and including termination.

Positions Directly Supervised: None

Supervised by: Senior Pastor

REMUNERATION: Remuneration is established by the Church Board and will be reviewed annually during the May Board meeting.

NURSERY ATTENDANT

JOB SUMMARY:

Provide nursery room care during Sunday School, morning and evening worship and for special events as requested from time to time.

The following definitions apply for this job description:

Nursery: Accommodations for children one to three years.

Attendant: Paid or Volunteer church staff member whose responsibility it is to supervise children in the Nursery and Cradle Room.

Helper: Volunteers used to support the Attendant in the Nursery. This includes only volunteers that have been approved by the Board of Stewards or Safety Committee.

Attendant/Helper Responsibilities:

1. Obtain required information from parent/guardian, which includes child's name and parental form. Parent must provide information when child is signed into the nursery authorizing anyone else to pick up the child.
2. Use only supplies (diapers, bottles) provided by the parent/guardian for each child. In case of emergencies church supplies (diapers, towels) will be used.
3. Entertain children with games, stories and toys that are age appropriate.
4. Send a greeter (or adult helper) to notify parent/guardian if child becomes ill, unruly or desperately unhappy.
5. Maintain toys and room in a clean and safe manner.
6. Notify the Nursery Coordinator when supplies need to be purchased.
7. Infants must be kept dry and clean.
8. Other duties as assigned.

The Nursery Attendant acknowledges the responsibility to act in the best interest of Cortez Church of the Nazarene at all times, and is expected to conduct their private and public life in a manner which will be a positive representation to the community. Cortez Nazarene Church holds these principles and values close to our hearts because we recognize that each employee contributes to the quality of our ministry to the congregation and community. Each employee either contributes or detracts from the effectiveness of the entire organization.

The Nursery Attendant will comply with all policies and procedures adopted by the Cortez Church of the Nazarene. Specifically, each paid staff member of Cortez Church of the Nazarene will comply with the Lifestyle and Ethical Standards Covenant adopted by the Church Board. Failure by paid staff members to comply with the policy as determined by the Church Board in its discretion may be grounds for disciplinary action, up to and including termination.

Nursery and Cradle Room Attendants must submit to criminal history background checks and will comply with safety policies as adopted by the Church Board.

RESPONSIBLE TO: Senior Pastor. The Stewards may assist the Pastor in filling this position or providing volunteer staff from time to time.

REMUNERATION: Remuneration is established by the Church Board and will be reviewed annually during the May Board meeting.

CHURCH CUSTODIANS AND VOLUNTEERS

JOB SUMMARY:

Primary duties of the custodian are to provide cleaning and first reporting of maintenance needs. The custodian takes direction from the senior pastor and the Trustees.

DUTIES AND RESPONSIBILITIES:

Weekly duties include:

- a. Mop all areas not carpeted, if needed.
- b. Remove all papers and litter from the church and grounds.
- c. Dust sanctuary furniture, foyer furniture, piano, etc.
- d. Empty all trash baskets.
- e. Clean and mop restrooms (toilets, sinks, mirrors) and stock paper products.
- f. Stock the racks on the back of the sanctuary pews.
- g. Foyer – wash glass doors.
- h. Sweep hard floors.
- i. Spot mop hard floors as needed.
- j. Kitchen – sweep and mop floors.
- k. Building grounds – sweep sidewalks, steps, pick up litter around building and dumpster as needed.
- l. Building grounds – snow removal from sidewalks as needed.
- m. Lock and unlock the building for each service. If unavailable, other arrangements
- n. are to be made by custodian or volunteers.
- o. Ensure the building is heated or cooled for the comfort of the
- p. congregation.
- q. Ensure that all electrical equipment/fixtures are turned off, i.e. light switches, stove, sound equipment.
- r. Submit work orders for maintenance of items to the Trustees.
- s. Provide minor maintenance of the building when needed, i.e. change light bulbs.
- t. Purchase janitorial supplies (2 months supply at a time) as needed.
- u. Keep mops and other working tools in good condition.
- v. Prepare the building for funerals and special religious services conducted in the church. If unavailable, other arrangements are to be made by the custodian.
- w. Ensure building is clean for Sunday Service, especially if building is used for event on Saturday.
- x. Other duties as assigned.

The Church Custodian and Volunteers acknowledges the responsibility to act in the best interest of Cortez Church of the Nazarene at all times, and is expected to conduct their private and public life in a manner which will be a positive representation to the community. Cortez Nazarene Church holds these principles and values close to our hearts because we recognize that each employee contributes to the quality of our ministry to the congregation and community. Each employee either contributes or detracts from the effectiveness of the entire organization.

The Church Custodian agrees to comply with all policies and procedures adopted by the Cortez Church of the Nazarene. Specifically, each paid staff member of Cortez Church of the Nazarene will comply with the Lifestyle and Ethical Standards Covenant adopted by the Church Board. Failure by paid staff members to comply with the policy as determined by the Church Board in its discretion may be grounds for disciplinary action, up to and including termination.

RESPONSIBLE TO: Senior Pastor.

REMUNERATION: Remuneration is established by the Church Board and will be reviewed annually during the May Board meeting.

FUNERAL POLICY

Cortez Church of the Nazarene
Cortez, Colorado

SCHEDULING:

- a. Contact for arrangements shall be made through the pastor. The service will be placed on the calendar with his approval.
- b. If another minister is considered, arrangements shall be made through the pastor.

SERVICE:

- a. The family and the pastor will arrange the *Order of Service*.
- b. The pastor will arrange for the sound system.
- c. The janitor will be advised of date and arrangements of service.

MUSIC:

- a. The family and the pastor will arrange for the music to be used.
- b. The family (or funeral director) will contact those who will be taking part in the service (musicians, soloists, etc.).

DINNER:

- a. The family will advise the pastor of the need of a dinner for the family (specific number of people and time span – for example, 11:30 a.m. to 1:00 p.m.).
- b. The pastor will inform the Funeral Dinner Chairman of the plans.
- c. The family dinner will be provided for a member of the church family. Guests for the dinner will include close family, pallbearers, and musicians.
- d. Non-church families will be advised of the need to make their own arrangements.

FEES:

- a. There is NO charge for the use of the church, or any of the church facilities, when either the deceased or a member of the immediate family is a member of the church family.
- b. To use the facility for a family dinner the family will need to make their own arrangements for the preparation and serving of the meal.
- c. Church Facility Rental prices for non-members are as follows for funeral services:
 1. \$100 to utilize the sanctuary.
 2. \$50 to utilize the kitchen and gym.
 3. \$40 to utilize the sound system (paid to the operator).
 4. \$50 for camera/video recording (paid to the operator).
- d. These fees may be waived at the Pastor's or Board's discretion.

WEDDING POLICY
Cortez Church of the Nazarene
Cortez, Colorado

I. SCHEDULING:

- A. Initial contact for arrangements should be made through the pastor or Church Office Secretary, who will verify the date on the church calendar so that it will not conflict with other scheduled activities. It is suggested that, in order to avoid conflicts, this scheduling should be made at least two months in advance of the wedding date.
- B. Before the wedding date is scheduled on the church calendar, a date will be set for the bride and her mother (or the groom) to meet with the pastor and the Wedding Coordinator to discuss the ceremony. These appointments shall be set for as early a date as possible.
- C. Pre-marital counseling sessions will be set up with the pastor of Cortez Church of the Nazarene and the couple as far in advance of the wedding date as possible. (The couple shall make arrangements for these sessions within two weeks of the initial meeting with the Wedding Coordinator.)
- D. If another minister is being considered, arrangements shall be made through the pastor.
- E. The church will not be available for weddings from December to January due to Christmas activities of the church.

II. THE CEREMONY:

- A. The State of Colorado requires certain phrases and wording to be included in the wedding ceremony. The Church of the Nazarene Manual has a ceremony that can be used in its entirety or as a guide for planning the wedding ceremony.
- B. The local pastor must approve any requests for deviations, deletions, or additions to the wedding ritual, or self-written vows.
- C. Every bride wishes for her wedding to be a very special occasion...and this is as it should be. A wedding is made special not by being different in terms of the ritual, but in terms of the following qualities:
 - 1. Adequate preparations;
 - 2. Attention to details;
 - 3. A successful rehearsal,
and, most of all,
 - 4. The inner quality of spirit in the bride and groom.
- D. The pastor and the church will do everything they can in helping the ceremony planned to be a beautiful, special time for the bride and groom. However, the real beauty lies in the lives of the couple who are planning and preparing beyond the ceremony to establish a Christian home.
- E. The throwing of birdseed shall UNDER NO CIRCUMSTANCES be allowed anywhere in the church building. The throwing of birdseed will be permitted outside of the building. (Rice will NOT be allowed.)
- F. There shall be NO SMOKING allowed in any section of the church. If family members or guests need to smoke, the outdoor smoking area is outdoors, at the SE

Corner of the building, by the utility poles and dumpster. Alcoholic beverages SHALL NOT be allowed on the church property. THIS RULE MUST BE OBSERVED!

III. MUSIC:

- A. It is usually advisable to use the regular church pianist. However, the request for other instrumentalists will be considered for approval by the pastor or the church pianist.
- B. A fee of \$20 per musician provided by the church is required (to be paid to the musicians).
- C. Because the ceremony is a sacred rite, music of a religious nature is to be used. This includes the traditional music used for weddings and may include popular or semi-popular music, if appropriate. The church musicians are available for consultation regarding music, instruments, soloists, etc.
- D. The church hymnal is the most over-looked source of religious music for a wedding, and there is a trend toward using this resource in a very beautiful and meaningful manner.
- E. Arrangements for the use of the sound system must be made with the Wedding Coordinator. Only persons trained in the use of the sound system may operate it. Fee to the operator is \$40.

IV. DECORATIONS:

- A. The musical instruments (i.e. piano) MUST NOT be moved from their usual locations without prior approval from the Pastor.
- B. NONE of the church furniture, pulpit, altar appointments, and classroom equipment is to be moved without prior approval from the Wedding Coordinator or Pastor.
- C. Simple floral decorations are most successful in enhancing the dignity and beauty of the sanctuary. To secure the beauty of the sanctuary furniture, it is imperative that candles and floral arrangements NOT be placed on the pulpit, altar, or the instruments.
- D. NO tape of any type, nails, or tacks will be used on the sanctuary furniture, railings or walls.
- E. The carpets and floors MUST, at all times, be protected from candle wax.
- F. Arrangements for the disposition of flowers or decorations should be made during the planning session with the Wedding Coordinator. Decorations and/or flowers may be left in the sanctuary for Sunday services, if so desired.
- G. The Wedding Coordinator MUST have the final approval of the decorations and the placement of such.

V. PHOTOGRAPHS:

- A. NO photos will be allowed during the service. (One exception: The professional photographer may take a photo of the bride and her father ONLY.) will discretely take photographs during the ceremony.
- B. Arrangements for the location and nature of video camera MUST be made in advance of the ceremony with the Wedding Coordinator. (The video camera MUST have NO lights.)

- C. The bride is responsible for insuring that the photographer, family, and interested persons, understand, and abide by these rules.

VI. RECEPTION:

- A. The reception is separate and distinct from the sacred nature of the wedding ceremony, and is to be understood as a social function for the wedding party and guests.
- B. In the early arrangements for the wedding, the bride and her mother (or groom) should visit with the Wedding Coordinator, so that she may assist them in showing our facilities for the reception.
- C. It will be necessary to have at least one member of our Church Hospitality Committee present to supervise the reception.
- D. The family, or friends, or the professional caterer, who may sponsor the reception, are responsible for leaving the kitchen and Family Life Center, clean, with the dishes, silver, etc., that have been used, back in the proper place.
- E. The Wedding Coordinator has a list of items that are available for the bride to use during the reception.

VII. FEES: See attached fee schedule.

- A. The church is to be left clean: all trash will be left in bags; all rooms used will be left in the order that they were found. Custodian will vacuum after the ceremony.
- B. ALL FEES shall be paid to the Wedding Coordinator at the time the ceremony is placed on the church calendar.
- C. Cancellation of the wedding any time after two weeks prior to the date scheduled constitutes forfeiture of the fees.

VIII. CONCLUSION: The scheduling of a wedding in the CORTEZ CHURCH OF THE NAZARENE constitutes the agreement that all parties involved will abide by the Wedding Policy herein described.

IX. Wedding Coordinator: _____ Phone# _____
Appointment Schedule: Date _____ Time: _____

X. Signature of Bride _____ Date _____

Signature of Groom (or Bride's Mother)

Wedding Reservation Form

Information and arrangements
Cortez Church of the Nazarene
Cortez, CO

BRIDE _____ **Phone** _____

Address _____

GROOM _____ **Phone** _____

Address _____

Is the Bride, Groom, (or parents) a member of Cortez Nazarene Church? _____

Has the Bride and Groom met with the Pastor? _____

Arrangements for Pre-Marital Counseling. DATES _____

Wedding Rehearsal: Day _____ **Date** _____ **Time** _____
(to be arranged after consultation with the Pastor)

Wedding Ceremony: Day _____ **Date** _____ **Time** _____

Reception Location: Here _____ **Other** _____

Organist: _____ **Soloist:** _____
(consultation with church organist _____)

Number of Guests for Ceremony: _____ **for Reception:** _____

Attendants: Bridesmaids _____ **Groomsmen** _____ **Ushers** _____

Flowergirls _____ **Ring Bearer** _____ **Candlelighters** _____ **Arrangements:** _____

Candlestick placement: _____

Wedding Unity Candle: _____

Lighting Arrangements: _____

Other: _____

Person responsible for clearing Bride's room _____

Bridal room arrangement _____

Person responsible for clearing Groom's room _____

Groom's room arrangement _____

Receiving Line _____

Name of Florist: _____ **Delivery:** _____

Name of Photographer: _____ **Photo Time:** _____

Videographer: _____ **Where:** _____

Sound System _____ **Person in charge:** _____

Media: _____ **Soloist:** _____

Reception Arrangements

Room: _____

Set-Up _____ **Tables** _____ **Chairs** _____

Servers: _____

Special Instructions:

Person responsible for cleaning the facility _____

Church Hospitality Member _____

Fees/Deposits (must be paid in full two weeks prior to the wedding date):

_____	Pastor Fee \$100
_____	Use of the Sanctuary \$125
_____	Use of the Kitchen/Gym \$75
_____	Sound Operator \$40
_____	Camera/Video Recording \$50
_____	Musicians Provided by Church, \$20 each
_____	Wedding coordinator \$50
_____	TOTAL

Bride's signature and date

Coordinator's signature and date

FEE SCHEDULE

MEMBERS: There is a \$50.00 deposit for the use of the church, and the church facilities, when the groom, the bride, or their parents are members of the Church Family. In the event the bridal party chooses not to clean up, \$50.00 will be placed in the Building Fund. When everything is left clean and returned to its proper place \$50.00 will be refunded.

d. NON-MEMBERS: Church Facility Rental prices are as follows for funeral services:

1. \$100 to utilize the sanctuary.
2. \$50 to utilize the kitchen and fellowship hall.
3. \$20 per musician (paid to the musician).
4. \$40 to utilize the sound system (paid to the operator).
5. \$50 for camera/video recording (paid to the operator).

POLICY FOR USE OF FACILITIES/EQUIPMENT

CORTEZ CHURCH OF THE NAZARENE

Any group wishing to utilize the sanctuary, fellowship hall, kitchen or classrooms of Cortez Church of the Nazarene must comply with these policies.

Any request for use of the facilities must be submitted to the church secretary or Pastor for presentation to the Church Board at their next regularly scheduled meeting. The Church Board approves use of the facilities.

Any group or agency that desires to utilize the facility must pay a clean-up deposit of \$50.00. The group or agency utilizing the facility shall be responsible for any damages incurred during the course of the event. The fee may be waived at the discretion of the Senior Pastor or church board.

Clean up of the grounds and building shall be the responsibility of the group or agency utilizing the facility. Such clean up shall be done at the conclusion of the event and shall be completed prior to the next regularly scheduled Sunday service. The grounds and building must be returned in the same cleanliness and condition as when utilized. Failure to return the building and grounds to the same condition may result in withhold of any or all of the deposit.

In no event shall the building or grounds be utilized for any activity which would create a nuisance, hazard, or undue liability (hazardous to a participant's health).

UNDER NO CIRCUMSTANCES MAY ALCOHOL BE SERVED, SOLD, OR CONSUMED IN THE BUILDING OR ON THE GROUNDS OF CORTEZ CHURCH OF THE NAZARENE. If guests must smoke, the designated smoking area shall be outdoors, at the SE corner of the building, by the utilities poles and dumpster.

The following governs the use of church furnishings and equipment (for example, copier, tables and chairs) owned by the church:

1. All office equipment (i.e.: typewriters, computers and printing equipment) is to be used only for church purposes and only by authorized persons.
2. Concerning office copy machine:
Copies made for personal use (not the local, district or general church business) will be charged 10 cents a copy (whether furnishing own paper or not).
3. Tables and chairs may be used by church members only and must be reserved by permission of the Pastor or a Trustee. The member must contact the Church Office Secretary to assure that no other church function requires the use of the equipment.

FACILITY UTILIZATION APPLICATION

Event: _____

Date of Event: _____ Time: _____

Sponsor: _____

Contact Person: _____

Address/Phone: _____

Church Hospitality Member in Charge: _____

Describe the event and which rooms will be needed: _____

Checklist

- Are the grounds clear of all trash and properly disposed
- Notify church office of any maintenance problems involving the building or grounds (plugged toilets, etc.) by calling (970) 565-7826 during office hours
- Lights are all off
- Doors are secure
- Kitchen is swept if necessary
- Tables and chairs are replaced

Key Checked Out:

Signed: _____

Date: _____

Return Date: _____

Received by: _____

LIFESTYLE COVENANT POLICY

Cortez Church of the Nazarene seeks to keep Christ at the center of all our interactions which will show in the life of our employees, board members, and ministry leaders. We will distinctly display the following attributes:

- Exhibit the fruit of the Holy Spirit: love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, and temperance;
- Defend the worth of human beings, from conception to death, as the masterpieces of God;
- Maintain the sanctity of marriage between a man and woman and purity among the unmarried;
- Spiritual disciplines of personal study of the Word, a life of prayer, and commitment to a local body of believers;
- Love what the Lord sees as good, and be repulsed by what is evil;
- Be people of faith, testify to the truth of the Gospel, and live a life of charity toward all.
- Be the cohesive body of Christ, committed to the mission of the local church through our faithful participation in service, attendance in communal worship and at the sacraments, and with our tithes.

Cortez Church of the Nazarene attempts to develop and interpret all we do from a Christian vantage point. We operate from the conviction that God has created men and women to operate in an orderly and purposeful fashion in concert with His intent for the world. Thus, a Christian community must develop regulations as guides to realize its mission. Regulations help the church community put into practice its basic moral and social principles.

We believe that the teaching and learning processes flourish best in a Christian environment where trust and respect form the bedrock of relationships within the community. With this belief as our focus we agree to uphold the following principles:

1. To speak the truth at all times.
2. To be respectful of all the members of the church community.
3. To avoid certain practices, including, but not limited to, fornication, sexual promiscuity, adultery, pornography, any form of sexual misconduct and homosexual acts.
4. To be upright in speech, refraining from the use of coarse or obscene language, and profanity.
5. To wear modest attire while working for and representing the church.
6. To be exemplary in personal habits, refraining from such activities such as the use of harmful or illegal substances and gambling that could result in personal discord or offense to the church community.

7. To be in accord with the mission, values, and priorities of the church, and to support the Articles of Faith and lifestyle standards of the Church of the Nazarene as outlined in this Statement of Mission, Faith, and Lifestyle Covenant and in the Manual.

Cortez Church of the Nazarene holds these principles and values close to our hearts because we recognize that each employee and board member contributes to the quality of life for our congregation. Each employee and board member either contributes to or detracts from the effectiveness of the entire congregation.

Failure to adhere to the principles set forth in this Statement of Mission, Faith, and Lifestyle Covenant, as determined by the Pastor and Church Board of the Cortez Church of the Nazarene in their discretion, may be grounds for disciplinary action, up to and including termination or removal from volunteer office.

Cortez Church of the Nazarene seeks to be a community not only of those who testify to Christian faith, but grow into Christian maturity, exemplified primarily in love for Christ, others, and the potential of church.

CHURCH VEHICLE USAGE POLICY

The Church Vehicle is reserved for the use of church function and personnel unless approved by the Board of Trustees.

All Drivers of the church vehicles must be a member of the church and over the age of 25 years with a valid Colorado Driver's License, unless specifically authorized by the Board of Trustees.

Vehicles are to be returned clean, filled with fuel, and ready for the next group to use. In the event maintenance is required, the driver must notify the Board of Trustees.

KEY ISSUING POLICY

Keys to the building will be issued on an "as needed" basis with the Pastor's approval. The office secretary will track all keys issued and returned. Failure to return a key upon request, or upon the completion of one's duties, will result in a \$10 key fee to be paid into the building fund.

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

We at Cortez Church of the Nazarene cannot stress just how important the care of vulnerable populations among us, especially children, is. Children are a gift from God and, unfortunately, we live in a world where child abuse happens and often goes unreported. In order to provide a safe environment where children are encouraged to flourish, the following procedures **MUST** be followed by all staff and volunteers of Cortez Church:

1. All classes, activities, or games involving minors (children under 18 years of age) must have at least 2 responsible adults present. This includes both on and off church property.
2. No adult may be alone with any child under the age of 18 (unless they are the parent or guardian of that child) during any church activity or outing or at any time on church property. This includes vehicles.
3. All staff and volunteers who will be working with children **IN ANY CAPACITY** must submit to a background check at least every 3 years.
4. State law C.R.S.19-3-304 stipulates that all clergy are mandatory reporters. Additionally, by policy, all staff and volunteers of Cortez Church shall operate under mandatory reporting guidelines as well. This means that if any staff member or volunteer suspects that child neglect or abuse is occurring or has occurred, they are to immediately:
 - a. Write down verbatim (word for word), if possible, what the child, family member, or friend told you or what you witnessed. Sign and date it.
 - b. Immediately call either 9-1-1 or 1-844-CO-4-KIDS to report the abuse to State Law Enforcement. No matter how small or insignificant you might think it could be, it should still be reported. You can never be too safe with a situation of this kind.
 - c. **AFTER REPORTING TO LAW ENFORCEMENT**, if the suspected abuse occurred on church property or during a church sponsored event, report any suspected child abuse to the Pastor.
 - d. Once you have reported to the above authorities, do not discuss anything of this nature with other staff, volunteers, or church members. Sensitive issues need to be dealt with the highest level of confidentiality.
 - e. All mandatory reporters should report suspected neglect or abuse whether other mandatory reporters do so or not. It is better to over-report and let the authorities investigate than to not report suspected abuse. If you have questions whether or not to report, you and/or the Pastor should seek further direction; a call to a local DHS office to consult with CPS-trained staff is a good option, as they can help you determine if it is a situation requiring a report.
 - f. Do not promise the child that the abuse will never happen again. You cannot guarantee that.