



POLICIES AND PROCEDURES

*"Everything should be done in a fitting and orderly way."
1 Corinthians 14:4*

Riverside Community Church of the Assemblies of God

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Privacy and Confidentiality

This manual is for the express interest of the staff and congregation of Riverside Community Church. No portion of this manual may be reproduced without approval.

STAFF AND CONGREGATION - The relationship between Riverside Community Church and its congregation is a very personal one. Employees may at times have access to privileged information. Employees are expected to hold in confidence information about congregants. This includes information about congregant pledges, contributions, health and family matters, personal problems, counseling, etc. This information may not be shared with other employees, staff family members or church congregants in casual conversation and shall only be disclosed on a strict need-to-know basis. Staff members agree to maintain confidentiality following separation from employment of Riverside Community Church.

WITHIN STAFF - In addition, conflicts within the staff or issues related to employment are not to be shared with Riverside Community Church congregants. Circumventing the chain-of-command by communicating staff issues directly with the congregation is a serious violation of policy. The Grievance procedure in this manual outlines the appropriate process to follow concerning grievance conflicts. The staff will present a unified appearance to the congregation at all times.

STAFF AND SALARIES - Except for addressing overall staff expense at the annual meeting, salary information is confidential. Salaries and wages are not to be disclosed between employees or between employees and Riverside Community Church congregants.

BOARD of DEACONS

Board of Deacons Portfolio

Definition: Board members serve in two functions, Trustee and Deacon. A trustee is responsible for the ongoing financial concerns of the church such as: building operations and maintenance, budgeting, and staff salaries. A deacon is a spiritual leader. One who assists the pastoral staff in helping the church fulfill its purpose and mission.

Qualifications:

Practical Criteria

1. Attendance Record: If we expect our members to be faithful to all the gatherings, then, the Board Members need to be faithful to the meetings. Family crises, work conflicts, and illness are understandable excuses from attendance, but church must take priority over most other things in the leader's schedule.
2. Tithing Record: God has been so kind to provide for us that He has given us 90% to function on and 10% He requires us to return as our first fruits. The nominee's tithing record must be consistent for the year.
3. Spiritual Walk: This means having a consistent Christian life that avoids extreme mood swings. This area will be expanded when we look at scripture. We are looking for those who best emulate Christ and who can thus serve as role models for the rest of the congregation.
4. Health Record: This relates to the first area. If one's health keeps them from being able to regularly attend church, they would not be able to fulfill the responsibilities of a deacon.
5. Willingness to Serve: This servant's attitude is crucial to your effectiveness and happiness on the Board. The church needs people who will serve with gladness and joy. God is still looking for those who will make up the hedge and stand in the gap (Ezekiel 22:30).
6. Agreement with the By-Laws and Scripture. Since your responsibility will be to govern the church, you must be in agreement with the church's By-Laws. This important legal document is a tool that will help the church to stay secure through transitions and times of difficulty.

Scriptural Criteria

1 Timothy 3:8-13

VERSE 8: *“Deacons are to be worthy of respect.”* The leader is one who through their influence, character, and relationships have earned the respect of others.

“sincere.” You can take their word at face value, their word is their bond.

“not indulging in much wine.” We are to be temperate, self-controlled and not dependent upon physical stimulants. It is the stance of this church that extreme moderation is to be a mark of the Christian leader.

“not pursuing dishonest gain.” The Christian must not be greedy after financial gain nor dishonest in his attempt to get it. “

VERSE 9. *“They must keep hold of the deep truths of the faith with a clear conscience.”* Here is a person who is bringing their life into line with the truth of God’s Word. The Word is the guiding light of their conscience.

VERSE 10 *“They must first be tested and found to have nothing against them.”* A person must first prove themselves. Jesus told us that one must first be found faithful in little things before He is given authority in greater things. We expect those who serve in leadership have a track record of serving in other places of ministry within the church.

VERSE 11. *“In the same way, the women...”* This means that all the preceding verses also apply to women deacons, or possibly the wives.

VERSE 12. *“A deacon must be the husband of but one wife and must manage his children and his household well.”* This does not mean that a person must be married in order to be a deacon, but those who are married must have exemplary families.

Concerning the phrase, *“must be faithful to his wife,”* or *“husbands of only one wife”* (NASB)

This assembly believes strongly in the sanctity of marriage between one man and one woman, and desires that its deacons are not divorced and remarried. However, there are certain instances whereby divorce is permitted in the scriptures. If a person’s former spouse had deserted them or was continuously unfaithful to them, or if one’s divorce and remarriage occurred prior to their salvation, they may be considered for the position of deacon.

Code of Conduct

Our love for one another, our commitment to maintain the spirit of unity in the bond of peace, our loyalty to the Lord and His church, our desire to please Him in all we do, and our willingness to be workers together with God; all these facts call us to a high and holy standard of conduct as spiritual leaders. Therefore, we will commit ourselves to the following code of conduct:

1. We will endeavor to use our meeting times wisely not giving more time and attention to minor items. We see as important those items which reflect on the spiritual life of this fellowship and our stewardship of time, talent and treasure.
2. We will make prayer a priority knowing that more is accomplished if we are praying together. Also, we will encourage the church to pray for, rather than criticize the spiritual leadership of this assembly.
3. We understand that having our SAY is more important than having our WAY! Every opinion matters and having the opportunity to express your view is vital to us discovering God's will.
4. We will not keep silent in a meeting on an issue that won't be kept silent at home. When opinions get expressed outside of a meeting that do not get expressed in the meeting, the result is disunity and misunderstanding.
5. We will give our support and loyalty to Board decisions whether or not they reflect our opinion or vote. We will not represent Board decisions saying: "The Board did thus and so but I don't agree", or "I think differently." We will stand together rather than cause division or mistrust of church leadership. This means we must speak our concerns in our meetings so we can represent Board decisions as "The Board discussed this and we decided."
6. We have not been called by God to serve on the Board of Deacons as a lobbyist for any particular ministry, person, or cause. We represent the total picture of what God is doing and wanting to do in and through His Church. We must always be willing to look at what is best for the church, even if that will cause some to not speak well of us. We recognize that this is part of the price of leadership.
7. We will withhold financial support from a ministry only when we agree that the Lord has stopped blessing that area of ministry.
8. We will stay in the role of servant while serving as a leader, not removing ourselves from opportunities to serve, help or "get dirty" while doing the Lord's work.

9. Whenever possible we will give more time to prayer and fact-finding on major issues that divide us thus striving for unanimity on important issues. However, we will also remember that every dissenting vote symbolizes a possible word of caution from the Lord. Since the church is not a democracy, we also recognize that there comes a time when we willingly submit to what a majority of the Board believes is God's direction and wisdom.
10. We recognize and will practice the truth that people can still love and respect one another while disagreeing on issues or ideas. We commit ourselves to disagree in respectful and loving ways.
11. Because we are dealing with a sacred trust and with people's lives, we commit ourselves to confidentiality. Our credibility and integrity is in question if we do not maintain such confidences. Some issues must also be kept confidential until we have done our work and it is the right time to make the issue public. Timing and wisdom are important in these areas.
12. We recognize that our personal relationship with the Lord is the key to our effectiveness in serving as deacons. God has called us to Himself before He ever sends us forth to serve. He sends us, not with titles, but with a servant's heart that can only come out of communion with Him. We commit ourselves to a life of devotion with Jesus Christ.

Board Responsibilities

Board Secretary

1. Keep an accurate record of the minutes of official board meetings, annual church business meetings, and special church business meetings.
 - a. Minutes should be filed in the church office.
2. Report to the official board the minutes of the previous meeting and to the church membership the minutes of the previous annual church business meeting.
3. Keep an accurate listing of the church membership role.
4. Be familiar with the church By-Laws.
5. Keep a record of important papers such as the articles of incorporation, legal agreements (deed, mortgage agreement, etc.), Insurance policies, etc.

Board Treasurer

1. Work with the Business Administrator to report such accounting at the official board meetings and annual church business meetings.
2. Work with the Business Administrator to keep an accounting of all church income and disbursements.
3. Work with the Business Administrator to oversee the record keeping of personal giving and the distribution of year-end receipts to those who financially support the church.
4. Along with the Business Administrator oversee the collection of the offerings via the head usher and assigned deacon.
5. Work with the Business Administrator to establish the budget for RCC and keep tabs on such budget.

Board Building and Grounds Overseer

1. Work with the Facilities/Operations Manager to keep the facilities in good condition and make improvements as the budget permits.
2. Report to the board the progress and needs that may pertain to the building or grounds.
3. Make sure the Facilities/Operations Manager and Custodians understand their responsibilities and are appreciated for their efforts.

Board Policies, Procedures and Bylaws Overseer

1. Maintain with Business Administrator a comprehensive list of the church policies and procedures.
2. Insure along with administrative staff that the policies and procedures are current and cover all aspects of church business and operations.
3. Coordinate all requests for by-law changes with board and oversee their presentation at the annual business meeting or other special business meeting.

4. Oversee the updates to the by-laws that are approved at the annual business meeting or other special business meeting.

Board Missions and Outreach

1. Coordinate with the Lead Pastor and the Missions and Outreach Pastor all missions and outreach efforts.
2. Champion the Contribute Core Value as it overlaps with Missions and Outreach.

Board Member General Responsibilities

1. Attendance at all monthly meetings, annual membership meeting, and special meetings.
2. Review staff reports and meeting minutes.
3. Be available as a Prayer Partner during Sunday morning worship.
4. Responsible to help with counting of the offering at designated gathering.
5. Meet prior to Sunday Gatherings for prayer.
6. Pray diligently for RCC, its pastors, leaders, and congregation.

POLICIES

Accident / Incident Reporting

It is the policy of Riverside Community Church that all accidents and injuries regardless of severity be reported within 24 hours of occurrence. A form is available that should be filled out by the leader or their designate whenever an injury or accident happens anywhere on RCC facilities or at an RCC event.

Please complete the form to the best of your ability as soon after the accident or injury as is appropriate.

Please notify the church office as soon as possible to inform us of the nature of the event and what occurred.

Forms are available in the office and in all church facilities as well as this manual.

Once the forms are handed in, the Business Administrator will notify the church insurance company as soon as possible. A copy of the report must be mailed, emailed or faxed to the insurance office. Please complete the bottom portion of the form to keep track of the reporting process.

Accident / Incident Report Form

Organization	Name:		
	Address:		
Time and Place of Injury	Date of Injury:		Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
	Where did it occur?		
Person Injured	Name:		Age:
	Address:		Telephone:
	Name of parents/ guardians (if a minor):		
	Employer:		
	Injuries sustained:		
	Where was injured taken? (hospital/doctor):		
	Relationship to organization: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Student/Camper <input type="checkbox"/> Tenant/Resident <input type="checkbox"/> Other		
	If medical treatment was not provided, state reason:		
	If injury occurred on Riverside premises, for what purpose was the injured on the premises?		
	Who was responsible for supervision at the time of injury?		
	If injury occurred elsewhere, what connection did it have with Riverside's operations or activities?		
	Does the injured party have personal medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Name of medical insurance company:		
Full Description of Injury and what Occurred			
Witnesses	Name:		Telephone:
	Address:		
	Name:		Telephone:
	Address:		

Additional Comments or Helpful Information	
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Signature: _____ Date: _____

Church staff member(s) receiving the report: _____

Riverside Community Church Assembly of God insurance policy is with Brotherhood Mutual Insurance. We will turn this report into Brotherhood Mutual as soon as possible. Contact the church office at 412-828-2488 for all inquiries or questions.

OFFICE USE ONLY:	Date and time report received:
	Date Brotherhood Mutual Insurance Company informed:
	Claim Number:
	Agent:
	Comments:

Attendance Tally: Oakmont

Sunday Attendance Tally

Date: _____

To be completed before the end of each service by the Head Usher.

Count every head in the sanctuary, café and lounge AFTER the kids have been dismissed to their classes. If kids remain with their parents after dismissal, also count them.

Do not count anywhere else in the building.

9 AM Service: Head Usher Name: _____

Count: _____

11 AM Service: Head Usher Name: _____

Count: _____

11 AM Head Usher - Please place this form in the briefcase to be returned to the Church Office. Thank you.

Attendance Tally: Pittsburgh Mills

Sunday Attendance Tally

Date: _____

To be completed before the end of each service by the Head Usher.

Count every head in the sanctuary and lounge AFTER the kids have been dismissed to their classes. If kids remain with their parents after dismissal, also count them.

Do not count anywhere else in the building.

10 AM Service: Head Usher Name: _____

Count: _____

Please place this form in the briefcase to be returned to the Church Office. Thank you.

Background Check Policy & Procedure

Background checks are required for all RCC staff members and ministry volunteers as outlined in this policy. Background checks are performed for the purpose of gathering information for staff members prior to employment, and volunteers prior to participation in any ministry to help ensure that due diligence in hiring/recruiting was executed as it relates to safety and security for the church and those who attend.

Important information on individuals is found in criminal history records, sex offender registries, child abuse registries, driving records and credit bureaus. Record checking is not a one-stop fix. It is not a substitute for using other screening tools or risk reduction techniques such as the Screening Form. Using third party screening services strengthens our position in potential litigation involving claims of negligent hiring or recruiting, but most importantly helps to provide a safe environment. Important factors such as consistency of method and lack of collusive behavior provide this approach a significant advantage.

All background checks begin by filling out and submitting the Background Checks Screening Form, all background checks will be performed as follows:

A. Employees: all individuals 14 years of age or older

1. Initial Check after offer and acceptance of employment but before starting employment
 - State Police Criminal Background check through the PATCH system.
 - State of Pennsylvania Child Abuse History Clearance
 - Social Security Verification through the Social Security Administration Business Services Online
 - Federal Criminal History Report from the FBI
2. Every 5 years after initial check or as circumstances present themselves that would necessitate an immediate recheck.
 - State Police Criminal Background check through the PATCH system.
 - State of Pennsylvania Child Abuse History Clearance
 - Federal Criminal History Report from the FBI
 - *Remember: All three every five years!*

B. Volunteers – Kids and Student Ministries – all individuals 18 years of age or older:

1. Initial Check prior to working in ministry
 - State Police Criminal Background check through the PATCH system.
 - State of Pennsylvania Child Abuse History Clearance

- Any volunteer for an unpaid position who has resided in Pennsylvania for the last 10 consecutive years does not need any further screening or clearances, but they will be required to sign an affidavit relating to residence and volunteer qualification. Any volunteer that has not resided in PA within the last 10 consecutive years, or will not sign an affidavit will need to obtain an additional Federal Criminal History Report from the FBI.
2. Volunteer screenings are valid for 5 years and will need to be re-screened within 5 years of the most recent, or as circumstances present themselves that would necessitate an immediate recheck.
- State Police Criminal Background check through the PATCH system.
 - State of Pennsylvania Child Abuse History Clearance
 - Federal Criminal History Report from the FBI unless they meet the 10 consecutive year residency rule and will sign an affidavit.

C. Occasional Volunteers not working with kids or students:

1. For certain occasional volunteers not working with kids or students, background checks will be done as described above under Volunteers, except for the FBI finger print check. If working with kids/students all requirements must be met.

Note: If the volunteer applicant can produce original valid background check documents as described above related to a current employment situation that are less than a year old, they may be deemed acceptable. However, they will be required to sign the Affidavit Relating to Residence and Volunteer Qualification.

Background Check Procedure

Criminal Records Check Authorization forms must be completed by all kids and student ministries volunteers and RCC paid staff members and potential staff members. Completed forms should be forwarded for the authorization check to:

- Student Ministry Assistant for student staff
- Kids Ministry Directors (campus specific) for kids staff
- Office Manager for employees or other volunteers

All background checks will be placed into a central database alphabetically with the person's name and the dates each requests were completed. When the results are returned any findings will be recorded in the comments section of the database and the form will be filed. All volunteer forms are stored in the confidential files. Volunteer authorization/screening forms and results will be kept on file indefinitely. Authorization and screening forms and results for RCC staff will be kept in the personnel file indefinitely.

*There is a fee involved for each background check.

**Occasional Volunteers may include persons who only help on an infrequent basis. Typically, less often than weekly or at unscheduled events including, but not limited to the following:

- Parents who help in classrooms on an occasional basis
- Ushers and greeters
- Special Services team
- Landscape team, work teams, etc.
- Board members

ANY AND ALL DATA ACQUIRED THROUGH THIS PROCESS WILL BE TREATED WITH THE HIGHEST LEVEL OF CONFIDENTIALITY AND PRIVACY.

As of 12/1/23, all Background Check Applications, Screening Forms, Affidavits relating to Residence, Volunteer Qualification and Covenants are available online and through each ministry department.

Benevolence

Riverside Community Church, in the exercise of its religious and charitable purposes, has established a benevolence fund to assist persons in financial need. The church welcomes contributions to the fund and makes this available through our various donor options. Donors are free to suggest beneficiaries of the fund or of their contributions to the fund, however such suggestions shall be deemed advisory rather than mandatory in nature.

The administration of the fund including all disbursements, is subject to the exclusive control and discretion of the church leadership as defined in the benevolence procedure. The church leadership may consider suggested donations to individuals but in no event is it bound in any way to honor those suggestions. Suggestions are accepted only on the condition that they are merely nonbinding suggestions or recommendations. As a result, donors will not be permitted to recover a designated contribution on the grounds that the church failed to honor the donor's designation.

Donors wishing to make contributions to the benevolence fund subject to these conditions may be able to deduct their contributions if they itemize their deductions on the federal income tax return. The church cannot guarantee this result and recommends that donors who want assurance that their contributions are deductible seek the advice of a tax attorney or CPA. Checks should be made payable to the church, with a notation that the funds are to be placed in the church benevolence fund.

Benevolence gifts to any employee or family member of an employee is treated as a gift to the employee and is subject to being treated as **compensation**.

Benevolence Fund Procedure

For Riverside Members and Adherents:

These provisions for the receiving of aid apply to families and individuals who attend Riverside Community Church on a regular basis (determination made from the application). All other individuals will be referred to other community resource agencies or given a gift card for personal expenses.

The person(s) requesting aid must complete the application. Second party requests may be made, providing the person in need is a regular attender of the church. No promises shall be made at this level. Any support shall be viewed as a response to a crisis and not as an ongoing way of life. The actual need shall be verified through inquiry (either direct or indirect).

Where a financial need exists when one or more parties are currently employed, it is strongly recommended that the family in question submit themselves to financial counseling. In many instances, improper budgeting and unplanned spending account

for financial crisis rather than a lack of dollars. Riverside uses the Financial Peace University and other resources to aid the recipient in getting their financial house in order.

When assistance is granted, it shall never be in the form of cash or check to the individual. Payment shall be made directly to the grocer, landlord, or whichever business is used. No assistance shall be in the form of a loan. Applications shall be kept on file; assistance may be limited and will be granted on a case-by-case basis.

Each pastor and the Business Administrator have a \$150 authorization limit. For over \$150 and less than \$350 two pastors, a pastor and the Business Administrator, or a pastor and a board member's signature is required. For more than \$350, Board authorization is required.

Emergency Fund

For those outside of Riverside:

- Funds may be in short supply for unforeseen crises needs and will be determined on a case-by-case basis.
- Community agencies should be contacted first.
- Person's need request must be verified.
- Person's identification must be verified, and a copy attached to the request.
- Maximum \$50 per case. (\$25 for gas)
- Never give money directly to an individual but we can provide gift cards.
- Written request must be made; application will be kept on file.
- One night's lodging in Day's Inn (or another appropriate inn) may be provided if an emergency exists.

Benevolence Application Form

Financial aid as well as food and other services are given to those who are a part of the Riverside Community Church family. Those not a part of Riverside may be referred to other appropriate community agencies. Please fill out the form below and we will contact you after your request has been reviewed. Processing may take at least (5) business days from this date. Any request received/approved after Tuesday may not be processed for payment until Wednesday of the following week. Copies of bills for which assistance is needed must be provided and will not be returned. Failure to complete the entire form may delay the review of your request. Please Print

FAMILY INFORMATION

RCC Staff member providing this form: _____

Applicant's Name: _____

Spouse's Name: _____

Household Members:

Name	Relationship	Date of Birth

Current Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____

Email Address _____ Cell Phone _____

EMPLOYMENT INFORMATION

Employer: _____ How Long? _____

Employer Address: _____ Employer Phone No. _____

Spouse Employer: _____ How Long? _____

If Unemployed, how long? _____

Reason for Unemployment? _____

What has happened to create this need? _____

CHURCH INVOLVEMENT

Involvement is more than just occasional attendance. It is a week-by-week commitment that says, "I believe in the ministry of Riverside Community Church and support it with my time, talent, prayers, and resources".

• Are you a member of Riverside Community Church? Yes ___ No ___

• Are you currently tithing at Riverside Community Church? Yes ___ No ___

• Have you been helped previously by Riverside Community Church? Yes ___ No ___

• Have you received assistance from any other church, ministry or agency during the past 6 months? Yes ___ No ___

If yes, whom? _____

Amount and/or type of assistance? _____

• Connection Group you are a member of? _____

• In which area of ministry do you serve? _____

REFERENCE INFORMATION

List two people within our Riverside church family whom we may contact as references:

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Please list all income and expenses for your household, not just the expenses for which assistance is needed. You must provide a copy of the bill(s) for which assistance is requested.

Type of Monthly Income/Cash Available	Current Monthly Income Amounts or amount earned (before unemployed)	<input type="checkbox"/>	✓ here if requesting payment of this bill	Type of Monthly Expenses	Current Monthly Expense Amounts	Due Date
Applicant's Wages		<input type="checkbox"/>		Mortgage/Rent		
Spouse's Wages		<input type="checkbox"/>		Electricity		
Other Household Members Wages		<input type="checkbox"/>		Gas		
Social Security		<input type="checkbox"/>		Water/Sewage		
Disability Benefits		<input type="checkbox"/>		Food		
Retirement Benefits		<input type="checkbox"/>		Medical		
Food Stamps		<input type="checkbox"/>		Prescriptions		
Unemployment		<input type="checkbox"/>		Gasoline		
Child Support		<input type="checkbox"/>		Auto Insurance		
Extended Family Support		<input type="checkbox"/>		Home Insurance		
Any Other Income		<input type="checkbox"/>		Health Insurance		
		<input type="checkbox"/>		Phone		
Total Income		<input type="checkbox"/>		School Expense		
		<input type="checkbox"/>		Laundry		
Checking Account Y/N		<input type="checkbox"/>		Clothing/Shoes		
Savings Account Y/N		<input type="checkbox"/>		Car Payment		
Savings Bonds Y/N		<input type="checkbox"/>		Cell Phone		
Investment Account Y/N		<input type="checkbox"/>		Cable/Satellite		
Retirement Account Y/N		<input type="checkbox"/>		Child Care		
		<input type="checkbox"/>		Child Support		
		<input type="checkbox"/>		Credit Card 1		
		<input type="checkbox"/>		Credit Card 2		
		<input type="checkbox"/>		Credit Card 3		
		<input type="checkbox"/>		Cigarette/Alcohol		
		<input type="checkbox"/>		Loans(explain)		
		<input type="checkbox"/>		Other Expenses		
		<input type="checkbox"/>		Total Expenses		

FOR OFFICE USE ONLY

Approved Amount \$ _____ Pay to: _____

Membership Date: _____ Attendance record the last six months: _____

Previous Assistance _____

Enrolled in Budgeting Course? Yes ___ No ___ Completed Budgeting Course? Yes ___ No ___

Approved By: _____ Date: _____

Check Signing

The Business Administrator, Board Treasurer, and Lead Pastor are authorized to sign checks for the church. The bookkeeper is authorized to sign if countersigned by the Business Administrator, Board Treasurer, or Lead Pastor.

There will be two approved signatures on every check written for RCC.

Approved check signers will need to have their signatures on file at the bank or savings institution of the RCC accounts.

RCC's most recent Bylaws and amendments will govern all payments from RCC's checking and savings accounts.

All church checks are to be kept in the 'safe' unless being used to pay the church obligations.

The Business Administrator, Bookkeeper and Lead Pastor have the combination to the church safe and drop safes at each site.

Child Protection

The staff and congregation of Riverside Community Church (RCC) are committed to providing a safe environment in which all kids and students are able to learn to love, worship and to follow Jesus Christ. The Scripture is very specific about the importance of kids and that they are to be protected (Matthew 18:1-10). Therefore, the following objectives are in place to best serve and protect the kids, students and families of Riverside Community Church.

1. *The Protection of the Kids* – It is of the utmost importance that kids have a safe and secure environment while at RCC. In order to best accomplish this objective all volunteer and compensated workers will undergo a screening process, including but not limited to a criminal history check.
2. *Good Stewardship* – We acknowledge that no church is immune from allegations, whether true or untrue, of child abuse. We as a church must not be found unprepared or unwilling to provide protection to our resources, both human and financial.
3. *Ministry Support* – The implementation of these policies and procedures ensures continued support of the ministries which in turn provides the best environment possible for the workers, kids and students.
4. *To Raise the Awareness of the Church* – The goal of these policies and procedures is not to raise suspicion of any involved, only to educate the church about the processes and systems regarding the protection of the workers, kids and students.

Throughout this policy, the terms “child,” “kids,” “student,” and “youth” refer to all persons under the age of 18. Preschool/Kids programs and activities include infants through 5th grade, and students programs and activities include 6th grade through 12th grade. The guidelines set forth in this Child Protection Policy seek to uphold our commitment to the safety of the kids and students of Riverside Community Church. This policy governs all volunteers and compensated workers enlisted to work with kids and students at Riverside Community Church.

Enlistment Of Workers:

All prospective workers for Kids and Students ministries, whether compensated or volunteer, are required to fill out the application packet and agree to undergo a screening process.

Volunteers:

All prospective volunteer workers must be a member or regular attendee of RCC for a period of no less than six (6) months before being allowed to apply for a position.

Volunteer and Paid Workers:

- ◆ Upon receipt of the application packet, the ministry leader will ensure the packet is complete, including the application, acknowledgements form, and security background check release.
- ◆ The prospective worker must agree to and sign a release for RCC to conduct a security background check by a staff member designated by the church. This will be done prior to engagement and will be repeated according to our Background Check Policy.
- ◆ Reference forms will be sent to the references listed, via mail, email or phone calls will be made.
- ◆ All reference checks and interviews will be conducted by the ministry leader.

EXCEPTIONS To The Six (6) Month Rule:

With the approval of the ministry leader, an exception may be granted in regard to the six (6) month rule. The ministry leader must:

- ◆ Give written and signed approval for the exception for volunteer workers desiring to work with kids/students (to be filed with the background check documents).
- ◆ Ensure that all steps listed in the previous section are completed.

Short Term Volunteers/Special Events:

Members of RCC that volunteer for ministry events such as winter retreat, beach escape, summer day trips, mission trips, or other Kids or Student events and the like, are instances in which a six (6) month rule exception may be made. The ministry supervisor will be responsible to make the decision regarding exceptions. The Kids or Student Pastor/Director will affirm the exceptions made.

Disqualifications:

Any person wishing to serve in the Kids or Student ministries will not be allowed to serve if they will not sign the **Affidavit Relating to Residence and Volunteer Qualification**. There will be no exception to this rule, regardless of when the individual's conversion experience occurred. They may however, be allowed to work in other areas of service with the approval of the Lead Pastor and ministry leader and may be subject to the RCC Registered Sex Offender Accountability Covenant.

Records Retention:

RCC will keep a personnel file on each worker, both compensated and volunteer, who applies to work with kids or students. Reasonable efforts will be made to keep all files confidential.

Records Administration:

- ◆ The Kids and Student directors will oversee the records retention process for their area.
- ◆ All files will be maintained in a secure storage system.
- ◆ Only the Lead Pastor, Kids or Student Pastor/Director, Assistant director, Preschool/ Kids Director, and Nursery Coordinator shall have access to the files.

File Content:

The following is to be kept in each workers file:

- ◆ Completed Application
- ◆ Completed standard reference form
- ◆ Security Background Check release
- ◆ Security Background Check
- ◆ Disclosure of personal abuse victimization
- ◆ Any reasons and documentation for disqualification from working with kids ages birth through 18 years of age.
- ◆ A signed receipt for:
 - Acknowledgement of receipt and compliance to RCC Child Protection Policies and Procedures and Information on Reporting Child Abuse
 - Acknowledgement of receipt of any changes or revisions to Child Protection Policy

Worker Education:

RCC may provide education and training to all volunteer and compensated workers that are designed to better equip workers to serve the kids/students at RCC. Training can include discipline techniques, safety, basic first aid, child abuse recognition and how to report abuse and other subjects as necessary.

Procedures For RCC Programs And Activities

RCC ministry leader shall oversee and monitor all RCC sponsored programs and activities, on-campus or off-campus.

Two Person Rule:

A minimum of two (2) adults, compensated or volunteer, who are not married to one another will be present at all RCC sponsored programs and activities where any kids ages birth through 18 years are present*. In the instance there is only one adult, door must be open and other groups must be in close proximity. A reasonable ratio of adults will be maintained in each situation involving the supervision of preschoolers, kids and students. A child shall not be taken to any isolated area on or off the church campus alone with an adult.

***Note:** *A married couple working together shall be considered as only one approved adult.*

Restroom Procedures for ages birth through 5th grade:

For kids that are in diapers:

- ◆ Whenever possible, men shall not change diapers of either a male or a female child.
- ◆ Whenever possible, only paid workers are to change diapers of the kids.
- ◆ Diapers are to be changed in close proximity to other workers.

For kids out of diapers through age five:

- ◆ Kids should be accompanied to the restroom but restroom doors should remain open.
- ◆ If at all possible, female workers should accompany both male and female kids.
- ◆ If kids do not require assistance, the adult should step out of the restroom in order to give the child privacy.

For kids ages 1st grade through 5th grade:

- ◆ Adults are not to accompany kids into the individual restroom stalls unless special help* is required.

**Special help is for medical conditions which require help.*

Upset/Crying or Disruptive Kids:

In the instance that kids are upset/crying or disruptive and removal from the large group is necessary, they shall be taken into an open, public area in close proximity to the classroom. No child should be removed from an activity and left unsupervised in a hallway or other area. A child shall not be taken to an isolated area on or off the church campus alone with an adult.

Three Year Guideline:

Any person working with kids birth through 8th grade on a regular basis must be at least three years older than the oldest child participating in the scheduled church sponsored activity to which they are assigned whether on or off-campus. Student interns are generally university aged students. These interns are occasionally called to lead group studies and activities. In the event that an intern is in charge, there must be at least two adults present.

Appropriate Adult/Child/Student Interaction:

Anytime kids or students are in the presence of adults it is natural that demonstration of affection will occur. Adults must make an effort at all times to refrain from inappropriate behaviors.

One-on-One Meeting Between ministers, leaders, and child/student:

It is reasonable that occasionally a child/student will want to meet privately with a group leader. In order to ensure the protection of both the child/student and the leader the following guidelines must be followed.

- ◆ The meeting must occur in a public/semipublic location. The minister's office is acceptable; however, the window must remain uncovered and the office staff must know of the meeting.
- ◆ If off-campus, the meeting must occur in a public/semipublic location and the office staff must know of the meeting.
- ◆ The Student Pastor/Director, Kids Director or any other workers, volunteer or compensated, should not transport a child/student of the opposite gender alone in a vehicle.

Reporting Accidents:

If a child, student, or adult is involved in an accident during a church activity, an accident investigation form should be completed and turned in to the ministry leader who will inform the Lead Pastor and Business Administrator of the situation.

Child/Student Sleepovers:

Child/Student sleepovers, on or off campus, must adhere to the following guidelines as well as the understanding that parents are ultimately responsible for their child's behavior after kids/students and leaders have gone to sleep.

On campus sleepovers:

- ◆ The two adult rules must be followed when possible. In scenarios where one adult must supervise a group of students overnight, they must have their own personal sleeping area. One adult and one student unrelated to each other is an unacceptable arrangement.
- ◆ Emergency contact information must be on file for each student.
- ◆ Good judgment must be used in regard to movies and planned activities.
- ◆ Appropriate sleepwear must be worn.
- ◆ Boys and girls must sleep in separate rooms properly supervised with leaders of the same gender.
- ◆ As long as any students are participating in activities, leaders must be present.

Off campus sleepovers:

All of the above guidelines are in effect with the addition of the following:

- ◆ The adult leaders must be present at all times.
- ◆ The adult leaders, if married, count as one person in the two adult rules, therefore, an additional adult must be in attendance.
- ◆ The adult leaders must take reasonable actions to ensure the kids/students do not have access to inappropriate materials including those found on the Internet or television, nor harmful items such as guns or other weapons. It is understood that content accessed on personal devices such as cell phones may not be controlled by ministry leaders. Content accessed on personal devices is the responsibility of the student and their parents.

Definition Of Child Abuse:

Definitions of abuse from the Pennsylvania Child Protective Services Law (CPSL [Title 23 PA.C.S. Chapter 63], as amended December, 2013, effective December 31, 2014, as follows:

Intentionally, knowingly or recklessly doing any of the following:

1. Physical abuse: Causing bodily injury through any recent act or failure to act. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
Bodily injury is impairment of physical condition or substantial pain.
The following are "per se" acts of child abuse (meaning the act itself, apart from the outcome, is considered child abuse).
 - Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - Forcefully shaking a child under one year of age.
 - Forcefully slapping or otherwise striking a child under one year of age.
 - Interfering with the breathing of a child.
 - Causing a child to be present at a location while a violation of 18 PA.C.S. §7508.2 (relating to operation of a methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Mental abuse: Causing or substantially contributing to serious mental injury to a child through an act or failure to act or a series of such acts or failures to act. Serious mental injury is a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:
 1. renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or
 2. seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.
4. Neglect: Causing serious physical neglect of a child. Serious physical neglect is any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:
 - (1) A repeated, prolonged or unconscionable egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.

- (2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.
5. Causing the death of the child through any act or failure to act.
6. Sexual abuse: Causing sexual abuse or exploitation of a child through any act or failure to act. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act. Sexual abuse or exploitation is any of the following:
- (1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
- i. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - ii. Participating in sexually explicit conversation in person, by telephone, either by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - iii. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - iv. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

The following are per se acts of child abuse:

Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:

- Is required to register as a Tier II or Tier III sexual offender under 42 PA.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
- Has been determined to be a sexually violent predator under 42 PA.C.S. §9799.24 (relating to assessments) or any of its predecessors.
- Has been determined to be a sexually violent delinquent child as defined in 42 PA.C.S. §9799.12 (relating to definitions)

Any of the following offenses committed against a child (Criminal code)

- (i) Rape, as defined in 18 PA.C.S. § 3121 (relating to rape).
- (ii) Statutory sexual assault, as defined in 18 PA.C.S. § 3122.1 (relating to statutory sexual assault).

- (iii) Involuntary deviate sexual intercourse, as defined in 18 PA.C.S. § 3123 (relating to involuntary deviate sexual intercourse).
- (iv) Sexual assault, as defined in 18 PA.C.S. § 3124.1 (relating to sexual assault).
- (v) Institutional sexual assault, as defined in 18 PA.C.S. § 3124.2 (relating to institutional sexual assault).
- (vi) Aggravated indecent assault, as defined in 18 PA.C.S. § 3125 (relating to aggravated indecent assault).
- (vii) Indecent assault, as defined in 18 PA.C.S. § 3126 (relating to indecent assault).
- (viii) Indecent exposure, as defined in 18 PA.C.S. § 3127 (relating to indecent exposure).
- (ix) Incest, as defined in 18 PA.C.S. § 4302 (relating to incest).
- (x) Prostitution, as defined in 18 PA.C.S. § 5902 (relating to prostitution and related offenses).
- (xi) Sexual abuse, as defined in 18 PA.C.S. § 6312 (relating to sexual abuse of kids).
- (xii) Unlawful contact with a minor, as defined in 18 PA.C.S. § 6318 (relating to unlawful contact with minor).
- (xiii) Sexual exploitation, as defined in 18 PA.C.S. § 6320 (relating to sexual exploitation of kids).

Any recent act or failure to act is defined as occurring within the last two years.

Reporting Child Abuse

Mandatory Reporter Information: Are you a mandated reporter?

The following adults are considered mandated reporters and are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse:

- A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
- A medical examiner, coroner or funeral director.
- An employee of a health care facility or provider licensed by the Department of Health, who is engaged in the admission, examination, care or treatment of individuals.
- A school employee.
- An employee of a child-care service who has direct contact with kids in the course of employment.
- A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.
- An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
- An employee of a social services agency who has direct contact with kids in the course of employment.
- A peace officer or law enforcement official.
- An emergency medical services provider certified by the Department of Health.
- An employee of a public library who has direct contact with kids in the course of employment.
- An individual supervised or managed by a person listed above, who has direct contact with kids in the course of employment.
- An independent contractor who has direct contact with kids.
- An attorney affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of kids.
- A foster parent.

When must a mandated reporter make a report?

A mandated reporter must make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.

- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse

Must I report suspected abuse if I learn of the abuse from someone other than the child who was allegedly abused?

Yes. Nothing requires the mandated reporter have direct contact with the child in order to make a report.

How does a mandated reporter make a report if they suspect child abuse?

Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either electronically (recommended) at www.compass.state.pa.us/cwis or by calling **1-800-932-0313**.

What if a mandated reporter fails to follow the law?

The penalties for a mandated reporter who willfully fails to report child abuse range from a misdemeanor of second degree to a felony of the second degree.

Can you report suspected abuse if you are not a mandated reporter?

Yes. Anyone who is concerned about the safety of a child is encouraged to make a report. Individuals who are encouraged, although not required by law, to make a report of suspected child abuse, can make a report to **ChildLine by calling 1-800-932-0313**.

Am I protected from civil and criminal liability if I make a report of suspected child abuse?

Yes, persons making a report of suspected child abuse are immune from civil and criminal liability as long as the report was made in good faith.

If I make a report, is my identity protected?

The identity of the person making the report is kept confidential with the exception of being released to law enforcement officials or the district attorney's office.

This website, www.KeepKidsSafe.pa.gov, is designed to serve as the hub for information related to critical components impacting child protection including a link for mandated reporters to make reports of suspected child abuse electronically, training on child abuse recognition and reporting, information related to clearances and general information related to child protection.

Questions related to child protection can be emailed to the Office of Children, Youth and Families at RA-PWCPSLQuestions@pa.gov.

For questions regarding Child Abuse Referrals, contact **ChildLine at 1-800-932-0313**.

For questions regarding your Pennsylvania Child Abuse History Clearance Application, contact **ChildLine at 1-877-371-5422**.

Any person supervising any child is responsible for the immediate report of any perceived “inappropriate behavior” to their immediate ministry appropriate leader. RCC is dedicated to swift and responsible action when any allegations are made. These actions include reporting allegations to the proper local and state authorities.

Riverside Reporting Procedure:

Any person observing inappropriate behavior shall report the behavior to the ministry appropriate leader in a swift manner.

- ◆ Workers in the Nursery/Preschool area are to immediately report to the Kids Director who will report to the Lead Pastor.
- ◆ Workers in the Kindergarten through 5th grade classes are to immediately report to the Kids Director who will report to the Lead Pastor.
- ◆ Workers in the Student Ministry (grades 6 through 12) are to immediately report to the Student Ministry Pastor who will immediately report to the Lead Pastor.

The worker that observed the inappropriate behavior, the ministry appropriate leader and the Lead Pastor will report the behavior in a timely manner to one of the following agencies.

- ◆ Allegheny County Department of Family and Youth Services – 412-473-2000 or 800-932-0313 (24-hour hotline)
- ◆ Oakmont Police Department – 412.828.3131 or
- ◆ Tarentum Police Department – 724.224.1515
- ◆ Allegheny County Sheriff’s Office – 412.350.4700

A written incident report by the observing worker must be made within 24 hours of the observance of the behavior to the ministry appropriate leader. The report must include:

- ◆ The name of the child abused or neglected.
- ◆ The name of the parent or legal guardian of that child.
- ◆ The name of the person inflicting the abuse or neglect.
- ◆ Exactly what was observed, including locations, times and specific details.

State law protects persons reporting suspected abuse from liability when that report is made in good faith and without malicious intent.

Upon the observation of any inappropriate behavior and after the report of such behavior, the workers are expected to:

- ◆ Treat any observation or report with confidentiality and respect for the persons involved.
- ◆ Cooperate fully with civil authorities, ministers and other agents of RCC.

- ◆ Share no information regarding any allegation with anyone other than the above mentioned persons.

Ministerial Response Plan:

- ◆ The ministry leader will immediately notify the Lead Pastor.
- ◆ Upon an allegation of abuse, the accused is to be immediately suspended from duties until the investigation is completed.
- ◆ If there is confirmation of the abuse, the accused will immediately be terminated from service.
- ◆ If the evidence is inconclusive then RCC will take appropriate actions that may include termination of duties.

Abuse Allegations Response:

- ◆ The central spokesperson for RCC will be the Lead Pastor. Refer to The Media Procedures for Church Staff.
- ◆ Determine if the Registered Sex Offender Accountability Covenant may need to be used.

Conflicts of Interest and Disclosure of Certain Interests

This policy is designed to help Deacons, officers and employees of Riverside Community Church (RCC) identify situations that present potential conflicts of interest and to provide RCC with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction. All capitalized terms are defined in Part 2 of this policy.

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

A. Outside Interests

- (i) A Contract or Transaction between RCC and a Responsible Person or Family Member.
- (ii) A Contract or Transaction between RCC and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

B. Outside Activities

- (i) A Responsible Person competing with RCC in the rendering of services or in any other Contract or Transaction with a third party.
- (ii) A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with RCC in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities and Entertainment - A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

- (i) Does or is seeking to do business with RCC or;
- (ii) Has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from RCC;

(iii) Is a charitable organization operating in the United States of America; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of RCC.

2. Definitions

- A. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- B. A "Responsible Person" is any person serving as an officer, employee, or member of the Board of Deacons of RCC.
- C. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- E. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by RCC. The making of a gift to RCC is not a Contract or Transaction.

3. Procedures

- A. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- B. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

- C. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- E. Responsible Persons who are not members of the Board of Deacons of RCC, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair or the Chair designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect RCC participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be averse to the interests of RCC. Furthermore, a Responsible Person shall not disclose or use information relating to the business of RCC for the personal profit or advantage of the Responsible Person or a Family Member.

5. Review of policy

- A. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
- B. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a Director of or consultant to RCC, or ownership of a business that might provide goods or

services to RCC. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

- C. This policy shall be reviewed annually by each member of the Board of Deacons. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Conflict of Interest Information Form for year: _____

Name: _____ Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Riverside Community Church Policy on Conflicts of Interest) arising.

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Riverside Community Church that is currently in effect.

Signature: _____ Date: _____

Donor Privacy

Riverside Community Church is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

Awareness. At a donor's request, Riverside Community Church provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove (unsubscribe) your name from our mailing list if you desire to do so.

Information collected. Here are the types of donor information that we collect and maintain:

- Contact information: name, complete address, phone number, email address
- Payment information: Riverside does not collect any credit card information, that is held by our third-party processor.
- Information concerning how you heard about Riverside Community Church
- Information you wish to share: questions, comments, suggestions
- Your request to receive periodic updates; e.g., upon individual request, we will send periodic communications.

How information is used. Riverside Community Church uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, to communicate back to you, and to update you on ministry happenings. We use the comments you offer to provide you with information requested, and we carefully consider each recommendation as to how we might improve communication.

No sharing of personal information. Riverside Community Church will not sell, rent, or lease your personal information to other ministries. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Riverside Community Church and only to further the ministry activities and purposes of Riverside Community Church.

Removing your name from our communications. It is not our desire to send unwanted communications to our donors. Please contact us if you wish to be removed (unsubscribed) from our communications list.

Contact us. If you have comments or questions about our donor privacy policy, please send us an email at office@riversideconnect.org or call us at 412.828.2488.

Facilities

There are procedures and Facility Entry/Exit Checklists for each of the Campuses. Contact the Facilities/Operations Manager or Business Administrator for those documents.

Facilities & Assets Usage

Riverside Community Church facilities and assets are invested in and provided for the support and advancement of Riverside ministry. To be good stewards of the resources God has provided we need to be diligent in the care, maintenance and usage of all church facilities and assets. This includes making sure all facilities and assets are secure, safe and well maintained.

Church facilities and assets may be used as agreed upon only under the approval, direction and responsibility of a Riverside Pastor or Ministry Director to support functions that are in harmony with Riverside's Core Values. Riverside Community Church welcomes groups to use our facilities as long as the activities, beliefs and practices of such groups are not contrary to our Christian statements of faith.

Everything that is taken off the church grounds is expected to be returned to the place it was taken from and in the same condition as it was found.

With the approval of the Lead Pastor, Riverside may lend equipment to another non-profit ministry organization whose work advances and is in line with the mission and values of Riverside Community Church.

As a general rule, expensive kitchen, musical, computing equipment and audio-video equipment will not be loaned out under any circumstances.

All requests for facilities and asset usage must be made through the Event Requisition Process. See Event Requisition Form.

As a 501c(3) tax exempt organization, our property, assets, and resources must be used in the furtherance of the exempt purposes of the church and in accordance with its statement of faith and avoid Private Benefit or Inurement.

Private Letter Ruling 201517014 (2015) The use by insiders of the organization's property for which the organization does not receive adequate consideration is a form of inurement. For example, a federal appeals court ruled that insiders' use of organization-owned automobiles and housing constituted inurement.

To assure compliance with State and Federal laws, and regulations governing non-profit and tax-exempt status, RCC does not permit use of our facilities or resources by any for-profit entity or by private individuals (including RCC staff) or groups without the express approval of the Lead Pastor.

Key / FOB Access Policy for Facilities and Storage Locations

Riverside Community Church facilities and assets are invested in and provided for the support and advancement of Riverside ministry. To be good stewards of the resources God has provided we need to be diligent in the care, maintenance and usage of all church facilities and assets. This includes making sure all facilities and assets are secure, safe and well maintained.

To that end, RCC buildings and storage facilities have locks, (some have camera and security systems) which require key or key fob access. Every request for a facility key or key fob must be accompanied by a Key or Key Fob Request Form (see under Requisition and Request Forms in this manual) completely filled out and signed by a pastor, ministry director or business administrator. The forms are maintained in the office and each request is logged into a computer database for tracking.

Staff members must fill out a form for each key or key fob requested. Keys/key fobs may only be given to personnel requiring regular access to the facilities being requested. Board members are given keys/key fobs for the term of their service. Connection group leaders and others may be given keys/key fobs based on need and approval of the ministry leader whom they serve with and only for the duration of their service.

It is expected that all keys will be returned after they have served their purpose. Only the Facilities Manager may have copies made of keys. A yearly audit will be done to determine if the Key/Key Fob Database is still accurate.

Fixed Assets

Fixed assets are specific items of property that: (1) are tangible in nature; (2) have a life longer than one year; and (3) have a significant value. The stewardship responsibility involved in safeguarding such a large Church investment is of the utmost importance to sound financial administration.

All fixed assets should be appropriately marked and numbered by a permanent method of identification. Authorized personnel should take periodic inventories. Capitalization of fixed assets will be according to accepted accounting practice as advised by Riverside's CPA and overseen by the Business Manager.

The Business Manager shall keep a list of Fixed Assets according to their identification (asset tag) numbers. This record will include asset descriptions, identifying information, cost, and additions, disposals, and transfers between ministries. If assets are donated to or purchased by individuals or departments other than the Business Administrator, staff shall provide pertinent information to the Business Administrator for record keeping, management, and identification of assets.

Offerings – Collecting, Counting, Recording, and Disposition

This describes the procedure for control, counting and recording of the offerings. To be followed by all counting teams. At least two unrelated approved counters must be present.

In this ministry, maintaining confidentiality of giving is of the utmost importance.

OAKMONT:

During Each Gathering:

Receive the offering during the gathering or after the service.

After the offering is taken in the sanctuary, it should be consolidated into one bucket. The Head Usher and one other should take the offering to the counting room, meet the Rear Sanctuary usher, place all offerings in a large envelop or basket and lock it in the counting room. The Head Usher should keep the key or combination until it is time to count.

After Each Gathering:

At the conclusion of each gathering, two unrelated approved counters gather in the counting room to count the offering. Keep the door closed and locked to avoid distractions. You should find an adding machine, bank money envelopes, bank deposit bag, offering tally report (see Offering/Funds Tally Sheet).

MILLS:

During Each Gathering:

Receive the offering during the gathering or after the service.

The Head Usher and one other should take the offering to the Mills Resource Room and place offering in the zippered bank bag.

Place the locked bank bag in the Connection Team travel bag.

Lock Resource Room door. The Head Usher should keep the key or combination until it is time to count.

After Each Gathering:

Return to Mills Resource Room and lock the door.

Count money as per procedure.

Place counted money in the bank lockable bag with appropriate paperwork. Put misc. money from café, books, etc. in the 11AM bag but do not include them in the offering tally. Lock the bag.

Hand-off to staff member (Campus Pastor or their designate). Complete Mills offering tally sheet.

BOTH CAMPUSES - Preparing for accounting:

1. Place the contents of the collection on the table or desk.
2. Separate currency by denomination, coins, envelopes, checks, and other items.
3. Open all envelopes (note envelope process before separating envelope contents from the envelopes).

ENVELOPE PROCESSING: (For each envelope do the following but keep ALL envelopes unless they are blank) Use the 'Office Only' box to record all envelope information and initial.

CASH ONLY

- Verify currency amount enclosed and place with cash collection by denomination.
- On ALL envelopes which contain cash and a name, write “Cash - \$amount” (amount you found in the envelope), regardless of whether amount on envelope is correct or not, and put your initials on it.

CHECKS ONLY

- Place with check collection. Save the envelope and mark “Check - \$amount” and the check number on it and put your initials on the envelope.
Keep the envelope together with the check that has designation on the envelope.

CASH with CHECKS

- If no name is on the envelope, place the name from the enclosed check on the envelope.
- Since the envelope has both cash and check(s), record the amount of each on the envelope, write “Cash - \$amount” and “Check - \$amount” and the check number and put your initials on it. Keep envelopes together with the checks that have designations on the envelope but not on the check.

Envelope Disposition

- Put all envelopes in the money bag.

ACCOUNTING FOR CHECKS:

- If you come across a postdated check, or one with a note on it asking to defer deposit, please do not tally, but leave separate.
- One person uses the adding machine to record and tally each check (keep checks in the order you tally them).
- Count the number of checks (or use the adding machine-supplied number).
- Second counter reads off each check amount to verify them against the adding machine list to ensure accuracy.
- Second counter counts number of checks to verify accuracy unless adding machine tally is used.
- Record the total dollar amount of checks on offering tally sheet.
- Record the number of checks on the offering tally sheet.

ACCOUNTING FOR CASH:

- Separate cash by denomination and count cash by denomination and report total by each denomination.
- Have a second counter verify the amount of each denomination to ensure accuracy and record each cash denominational amount on offering tally sheet.
- Count the coin that was given and have a second person verify the coin count and record on the offering tally sheet.

FINAL RECORDING:

- ❑ Record the grand total of all checks, currency, and coin on the designated space on the **tally sheet**.
- ❑ Use the adding machine to total the cash (by denomination) and coin, and also add the check total to the cash/coin total.
- ❑ Each counter should initial the check, cash/coin and total reconciliation tape(s).
- ❑ Each counter should sign the offering tally sheet.
- ❑ Be sure tally sheet indicates which worship gathering it applies.
- ❑ Cash is placed into a provided envelope.
- ❑ All funds, adding machine tape(s), offering tally sheet, and saved envelopes are placed into a bank bag.
- ❑ All **money-related** items that you can't identify must be placed in the bag for the bookkeeper to review.
- ❑ For last gathering, return the counters tools to their proper place before you leave.

FINAL DISPOSITION:

- All other material, such as Communicators, Prayer Requests, and sign-up forms should be paper clipped together and placed in the connection team transport bag that should be on the counter.
- OAKMONT - Upon completion of the process, place the bag into the drop safe and be sure it went down into the safe.
- MILLS - Upon return from the Mills, place locked bank bag in the drop safe at 401 or Parkside and be sure it went down into the safe.

Offering/Funds Tally Sheet

DATE: _____

OAKMONT: 9:00 A.M.
MILLS:11:00 A.M.
10:00 A.M.MISC.
MISC.

COUNTED BY: _____ AND _____

PLEASE NOTE FOLLOWING:

1. CLEARLY MARK on envelopes
if "CASH" and/or "CHECK" and
TOTAL AMOUNT ENCLOSED, and initial it.
2. List all cash received.
3. Run tape on adding machine of all checks received and
double check.
Both counters MUST sign tape.
4. Place counting form in the offering bag.

CURRENCY:

Total Ones	\$ _____
Total Fives	\$ _____
Total Tens	\$ _____
Total Twenties	\$ _____
Total Fifties	\$ _____
Total Hundreds	\$ _____

TOTAL CURRENCY	\$ _____
TOTAL COINS	\$ _____
TOTAL CHECKS	\$ _____

No. of checks _____

GRAND TOTAL \$ _____

Offering for Mills - Sign-off Sheet for Mills

Date	Head Usher	Counter	Returned By

Political Information Dissemination

To insure Riverside Community Church's tax-exempt status and to insure the unbiased presentation of public policy issues that could impact Riverside Community Church, the borough of Oakmont, or other governmental entities, we agree to the following:

Candidates For Elective Office

- No action on behalf of or in opposition to any candidate for public office is authorized on behalf of Riverside Community Church.
- No public office candidate information of any kind may be distributed or displayed on Riverside Community Church property.
- Only nonpartisan, Board approved public office voter guides will be distributed or displayed on Riverside Community Church property.
- Any Riverside Community Church member who runs for public office shall not add any new public ministry from the time of filing his or her candidacy for public office until the day of the election.
- Any Riverside Community Church member who runs for public office shall not campaign in any form while attending functions at Riverside Community Church.
- Any Riverside Community Church staff member or minister who runs for public office shall not campaign in any form while working or attending functions on Riverside Community Church property.
- Any Riverside Community Church staff member or minister who runs for public office shall not use any property of Riverside Community Church for his or her campaign, including without limitation, use of the telephones and email.

Lobbying:

- The Lead Pastor may appoint a committee (Public Policy Committee) to approve all uses of Riverside Community Church facilities or assets to influence legislation.
- Riverside Community Church is not a general, public forum to discuss issues facing legislative bodies.
- Instead all attempts to influence legislation involving Riverside Community Church must further the mission of Riverside Community Church.
- No employee or minister is authorized to write any governmental authority on Riverside Community Church letterhead or using Riverside Community Church email without prior written consent from the Lead Pastor.
- The Lead Pastor must approve in writing any request to distribute information on Riverside Community Church property on public policy issues.
- The following is a nonexclusive list of topics that require Lead Pastor approval: Re-zoning, Mass Transit, Gambling, Alcohol sales, Night club location.
- The Lead Pastor must approve educational information on political issues relevant to the religious teachings of Riverside Community Church that are disseminated on

Riverside Community Church property or under authority of Riverside Community Church.

- The Lead Pastor shall keep the members of Riverside Community Church informed on all issues that directly affect Riverside Community Church.
- Instead of taking a position on a particular topic, the Lead Pastor may refer the topic to one of the standing Riverside Community Church committees or church Board.

Community Service:

- Riverside Community Church is committed to serving the community.
- Riverside Community Church will allow community-based groups to use its facilities provided that the organization is exempt from federal income taxes under Section 501(c)(3) and provides a copy of its tax exemption determination letter to Riverside Community Church and the group fits within the overall mission of Riverside Community Church.
- No candidate for public office may use the Riverside Community Church property for political purposes.
- No community advocacy groups may use Riverside Community Church facilities without Lead Pastor approval.
- Nonpartisan town hall meetings may use Riverside Community Church facilities with Lead Pastor prior approval.
- Government agencies may temporarily use Riverside Community Church facilities for nonpartisan activities, such as a polling locale, with Lead Pastor prior approval.

Examples of Political Campaign Activities By Churches (an analysis of selected activities). Each activity is in the following outline form.

Campaign activity Impact on tax-exempt status Basis
--

Contributions to political campaign funds Prohibited IRS Tax Guide for Churches

Public statements of position (verbal and written) in favor of or in opposition to candidates for office; in official church publications and at official church functions Prohibited IRS Tax Guide for Churches
--

Providing a forum for all candidates to address the church Permitted IRS Tax Guide for Churches

Public comments made by ministers and other church employees in connection with political campaigns, not made at church facilities or in church publications and accompanied by statement that the comments are strictly personal and are not intended to represent the church

Permitted

IRS Tax Guide for Churches; Jimmy Swaggart settlement with IRS

A church invites all candidates for a political office to address the congregation, and informs the congregation before each candidate's speech that the views expressed are those of the candidate and not the church and that the church does not endorse any candidate

Permitted

Revenue Ruling 74-574; IRS Tax Guide for Churches

The church provides an opportunity for a candidate to speak in a non-candidate capacity (for example, as a member of the church, public figure, or expert in a non-political field), without providing equal access to all political candidates for the same office. The church ensures that the candidate speaks in a non-candidate capacity; no reference is made to the person's candidacy; the church mentions the capacity in which the candidate is appearing (without mentioning the person's political candidacy); and no campaign activity occurs.

Permitted

IRS Tax Guide for Churches

A church distributes a compilation of voting records of all members of Congress on major legislative issues involving a wide range of subjects; the publication contains no editorial opinion and its contents and structure do not imply approval or disapproval of any members or their voting records

Permitted

Revenue Ruling 78-248

A church distributes a voter's guide containing questions demonstrating a bias on certain issues

Prohibited

Revenue Ruling 78-248

The endorsement of candidates

Prohibited

Internal Revenue News Release IR-96-23

Campaign activities by employees within the context of their employment
Prohibited
FSA 1993-0921-1

A church fails to "disavow" the campaign activities of persons under "apparent authorization" from the church, by repudiating those acts "in a timely manner equal to the original actions" and taking steps "to ensure that such unauthorized actions do not recur"
Prohibited
FSA 1993-0921-1

Engaging in fund raising on behalf of a candidate
Prohibited
Internal Revenue News Release IR-96-23

Neutral voter registration drives
Permitted
11 C.F.R. § 111.4(c)(4)

Newspaper ads urging voters to vote for or against a candidate
Prohibited
Branch Ministries, Inc. v. Commissioner, 99-1 USTC 50,410 (D.D.C. 1999), aff'd, Branch Ministries v. Rossotti, 2000 USTC 50,459 (D.C. Cir. 2000)

Purchasing Authorization

Each department / ministry head has authorization to purchase budgeted items that were approved in the current year budget with the following guidelines:

All expenditures for budget approved items exceeding \$750 must also be approved by the Lead Executive Pastor or Business Administrator before purchase.

All expenditures for items not in the current year budget exceeding \$500 must be approved by the Lead Pastor or Business Administrator. An email detailing the purchase must be given to the Bookkeeper after approval.

Non-budgeted expenditures (with the exception of needed repairs) over \$1,000, if okayed must then receive Board approval. Request must be submitted to Business Administrator one week prior to the next Board meeting.

Record Retention and Destruction

An organization's record policies should ensure that necessary records and documents are adequately protected and maintained and ensure that records that are no longer needed or are of no value are discarded at the proper time and in the proper way. In addition, it can aid employees in understanding their obligations in retaining electronic documents – including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

This represents the Riverside Community Church (RCC) policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of RCC and the retention and disposal of electronic documents. The Business Administrator and Bookkeeper with the aid of the Board Secretary oversees the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for RCC.

Suspension Of Record Disposal In Event Of Litigation Or Claims

In the event RCC is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning RCC or the commencement of any litigation against or concerning RCC, such employee shall inform

the Administrator immediately and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Applicability

This Policy applies to all physical records generated in the course of RCC operation, including both original documents and reproductions. It also applies to the electronic documents as described.

Destruction

All records of a confidential or business nature will be destroyed by shredding. The office staff can help with this process.

Appendix A – Record Retention Schedule

Electronic Information:

Including e-mails, letters, and databases and accounting data, should be governed by the underlying type of document from this appendix. All electronic information must be retained in its native format. The church should also maintain copies of all software necessary to access the electronic documents. Critical databases such as QuickBooks and TouchPoint should be maintained in two separate locations.

All legal documents must be kept in hardcopy format and under control of the administrative staff.

All critical electronic data must be backed up to a separate location according to the RCC Computer Use policy.

Permanent Records

- Accident reports and claims
- Annual Information Returns - Federal and State
- Annual budgets
- Annual reports (including membership role)
- Business Meeting Minutes
- Baptismal records
- Board minutes
- By-laws/charters *
- Canceled checks for important items (file with the associated papers concerning the transaction.)
- Capital stock and bond records *
- Cart of accounts

- Church bulletin (historical copy)
- Church newsletters (historical copy)
- Contracts and leases in effect
- Construction records
- Contributions Records

NOTE: No law requires a church to keep contribution envelopes. It is suggested retaining contribution envelopes until six months after the annual contribution statement has been delivered to members.

- Correspondence of a legal or tax nature and other important matters. *
- Deeds, mortgages, and bills of sale *
- Financial statements (end-of- year, other months optional)
- Fixed asset purchase records
- Handbooks
- Incorporation records *
- Inherited property valuations *
- Insurance records, claims, and Policies
- IRS or other Government Audit Records *
- Marriage records
- Patents *
- Photographs (related to church property or assets) *
- Property records *
- Restricted Funds - Documents evidencing terms, conditions or restrictions on gifts
- Tax-Exemption Documents and Related Correspondence *
- Trade mark registrations *

Retain for 7 Years

- 1099 and 1096 forms
- 941 forms
- Audit reports (Financial Reviews)
- Bank statements
- Canceled checks - Ordinary Checks
- Contracts and leases (expired)
- Depreciation schedules
- Electronic payment records
- Employee benefit plan records
- Employment taxes
- Ex-employee files (retain screening forms permanently)
- Expense records
- General ledgers
- Housing allowance forms
- Inventory records
- Invoices from vendors.
- Loan payment schedules
- Maps (if of historical importance, retain permanently)
- Payroll records and related tax records
- Petty cash records
- Property appraisals
- Purchase orders
- Sales records

- Sales/Use Tax Records
- Scrap and salvage records (Inventories, sales, etc.)
- Stock and bond records
- Subsidiary ledgers
- Tax returns and other IRS documents *
- Time books
- Vouchers for payments to vendors and employees
- W2 and W3 forms
- Wills, bequests *

Retain for 3 Years

- Bank deposit slips
- Bank reconciliations
- Cash receipt records
- General correspondence
- Internal audit reports
- Internal memos and reports (miscellaneous)

Retain for 1 Year

- Meeting notices
- Receiving sheets
- Requisitions

Until Utility of Use Expires

- Brochures
- Promotional materials
- Mailing lists
- Warranty documents
- Forms I-9 (1 year after separation)
- Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training, and qualification records) (6 years after separation)

* = retain in bank safety deposit vault.

Some content taken from: Evangelical Council for Financial Accountability

Registered Sex Offenders

Riverside Community Church (RCC) accepts as central to its mission the establishment and maintenance of a caring environment for every child of God, not least our own kids and a place of grace for all sinners, including those whose crimes are public. Knowing that kids are at risk, not yet having the ability to protect themselves, we determine to provide protection for them by careful monitoring of any Registered Sex Offender who desires to participate in the life of this congregation. Knowing that God's grace has been extended to all, that grace invites repentance, and that repentance requires acknowledgement of sin, sorrow for sin, and a turning away from sin, all with the support and prayers of God's people, we determine to provide a means that a Registered Sex Offender may live in that grace in the life of this congregation. Toward these ends we establish the following policy with regard to the presence of Registered Sex Offenders whom RCC, through its Board of Deacons, has actual knowledge of in the life of the congregation.

Policy:

1. Obtain a release, waiver and/or authorization of disclosure of criminal file and/or background information from the offender (the "Participant") so as to permit disclosure of information to RCC officials, staff and if deemed appropriate, to the congregation. This release/authorization shall, to the fullest extent permitted by law, provide RCC with protections from liability with respect to any inadvertent, negligent and/or grossly negligent disclosure or dissemination of inaccurate, false or otherwise defamatory information about Participant or his or her status as a Registered Sex Offender.
2. Contact probation Officer for specific information about any offenses and background information of the Participant. Request that the Officer provide a written opinion (or a verbal opinion, if a written opinion is refused) as to whether Participant should be allowed to attend RCC and, if so, under what conditions. Implement any conditions recommended to the extent not otherwise provided for herein.
3. Obtain any criminal history of Participant from Participant and/or other available sources, including any from other States if Participant is known to have lived in another State.
4. Participant must acknowledge this Policy and sign an Accountability Covenant agreement (a form is attached) to adhere to, but not limited to, the following requirements for Church participation:
 - a. Participant shall not be involved in any Kids or Student ministries.

- b. Participant shall not be in any location where kids and/or student activities usually take place. However, exceptions are considered on a case by case basis. If an exception is granted the following guideline will be followed:
 - i. While on any RCC campus or attending any RCC activities off campus where kids may be present, Participant agrees to be physically accompanied at all times by a chaperone designated by RCC. If no such chaperone is available, then the Participant shall not participate in or attend the activity.
 - c. Participant shall be actively involved in a treatment program with a qualified professional until such time that the professional provides written confirmation to RCC stating that Participant no longer benefits from treatment. RCC shall have sole and complete discretion to determine the validity of any such written confirmation, and RCC may request that Participant engage in a separate counseling arrangement to be chosen by the RCC.
 - d. Should the Participant not comply with the participation requirements, the Participant shall discontinue participation in RCC, and RCC may take whatever legal means are available to enforce such prohibition.
- 5. Ongoing disclosure to RCC staff and officials, and (to the extent necessary or appropriate as determined by RCC) Church members, of the identity of Participant, until such time as is no longer deemed necessary by RCC.
- 6. Contact insurance carrier to obtain and provide appropriate information for any policy coverage.
- 7. Compliance reviews may be conducted periodically at the request of Participant or the governing Board of Deacons.
- 8. In adopting this policy, RCC is taking proactive efforts to provide certain rules for the protection of the Church congregation as well as to provide a means for a Registered Sex Offender to receive grace from the Church, which policy will be implemented if, as and when RCC has actual knowledge of an offender in the life of the congregation. Under no circumstances will RCC be responsible to its members, congregation, visitors or staff for maintaining, updating or otherwise researching the identity or disclosure of unknown Registered Sex Offenders.

Registered Sex Offender Accountability Covenant

As a Registered Sex Offender, who has received Jesus Christ's forgiveness and been baptized, and for the benefit of the Church and its congregation, staff and officers, I agree to the following terms and conditions and promise Riverside Community Church (RCC) that I will maintain the following guidelines for the protection of the kids, the Church and my witness:

- I shall not be involved in any Kids or Student ministries.
- I shall refrain from using any part of the church facilities where kids or student activities are in session. If I am granted an exception, I agree to be physically accompanied at all times by a chaperone designated by the Church while on any RCC campus or attending RCC activities off campus where kids may be present. If no such chaperone is available, then I shall not participate in or attend the activity.
- In the event of an emergency, I shall enlist an adult escort to accompany me, before using restroom facilities in the main building.
- I shall refrain from any physical or verbal contact with minors.
- I shall sit with adults during worship and other events where minors are present.
- I shall meet monthly with my accountability partner and yearly with the Lead or my Campus Pastor.
- I shall seek to refrain from placing myself in a questionable or compromising position in regards to special needs/mentally challenged adults attending RCC. Therefore, I shall have no contact or ministry to special needs individuals without the escort and assistance of an adult chaperone church member. I shall not associate or minister to any special needs individuals of the opposite sex at any time.
- I shall consult with my accountability partner and RCC ministry leader before committing to participate or serve in any ministry opportunity (i.e. volunteer activity or event). When in doubt regarding my involvement with a specific activity, I shall consult the Lead or Campus Pastor and/or ministry leader for permission to participate.
- I have received and reviewed the Church's Policy for Registered Sex Offenders, and I accept, adopt and agree to each and every policy therein.
- I agree and covenant that if I fail or refuse to comply with this Agreement or the Church's participation requirements, I shall discontinue participation in the Church, and I consent to any authority or legal action the Church may deem appropriate to enforce this covenant, including seeking injunctive or other form of relief through an appropriate jurisdiction or tribunal.
- I agree to indemnify and save harmless the Church and its members, whether identified by name or not, from any and all liabilities, damages, expenses, suits, liens, or causes of action asserted against the Church or its members by any third-party on account of any of my actions that in any way relate to sexual misconduct.

Before God, my Church family, and RCC's staff, I commit to maintaining this accountability covenant.

Signature: _____

Date _____

Lead Pastor: _____

Date _____

Campus Pastor: _____

Date _____

Kids Director: _____

Date _____

Student Ministry Pastor: _____

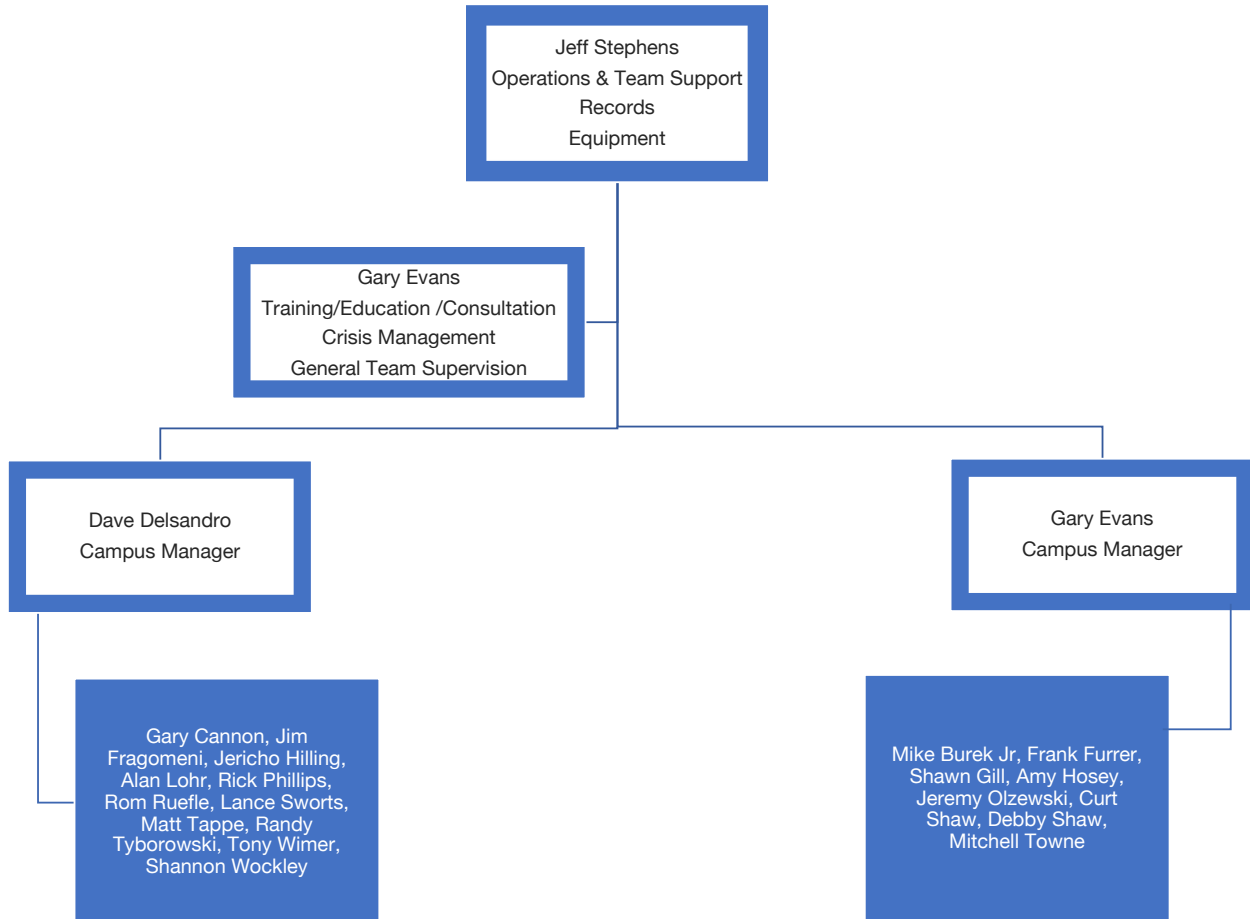
Date _____

Accountability Partner: _____

Date _____

Safety and Security

Special Services Team



Security Camera

1. Security cameras may be installed in situations and places where the security of either people or property would be enhanced.
2. When appropriate, cameras may be placed inside and outside of our church buildings.
 - a. Cameras will be used in a professional, ethical and legal manner consistent with all existing church policies.
 - b. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
3. The Facilities/Operations Manager functions as the Security Camera Systems Coordinator.
4. Notice of the use of cameras and recording equipment is posted at each campus.

Reason for Policy

1. The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interest of Riverside Community Church (RCC) church and its members and attenders.
2. The function of security cameras is to assist in protecting the safety and property of RCC and its members.
3. The primary use of security cameras will be to record images for future identification of individuals in the event of legal or policy violations. They may also be used to check on facilities when they are vacant.
4. The exterior security cameras will be used to identify members and visitors at the doors during office hours, when exterior doors are locked.
5. The security cameras may also be used during service hours for the Special Services team to monitor the safety of all in attendance.

Policy Requirements

1. Only authorized personnel, as determined by this policy and authorized by the Facilities Manager, Business Administrator, Lead or Campus Pastors will be involved in, or have access to, security camera data.
 - a. The administrative staff may have access to security camera images only as it is in their area of responsibility to open church doors for members and visitors.
 - b. The Facilities Manager will have access to all security camera data.
2. When an incident is suspected to have occurred, designated personnel as authorized by the Facilities Manager may review the images from security camera data.

3. Whenever any incident occurs that is substantiated with security data and a church member (adult or child) is involved, either as victim, suspect or volunteer, the Lead Pastor will be notified.
4. Video recordings of the cameras will be kept for a period of 24 to 48 hours. The cameras are motion sensory, so they record only when motion in the immediate area is detected. Security cameras could possibly record or monitor sound.
5. The installation of additional new security cameras must be approved in advance by the Business Administrator with input from the Special Services or Campus Pastor if needed.
6. Requests to release information obtained through security cameras must be submitted to a Security Camera Coordinator.
7. Camera recording will be made available to police agencies if requested for an investigation.

Scholarships

Purpose:

To encourage Riverside Community Church (RCC) students to pursue their higher education goals with accredited Assemblies of God Colleges and Universities as listed in the Assemblies of God College Guide, whose general offices are in Springfield, MO 65802. Assistance may also be available for Masters Commission students as well.

Provisions:

1. Students desiring scholarship assistance under this policy must complete the Application for Tuition Scholarship at least eight weeks prior to each semester.
2. The availability and amount of scholarship funds is not a guarantee but determined annually at the time the annual budget is prepared.
3. To be eligible, students must be in good standing (not on probation) and maintain a "C" (2.0) or higher-grade point average per semester. Students must take a minimum of 12 credit hours per semester.
4. Scholarships are awarded for \$250 per semester. Maximum total scholarship to be awarded to each student is for 5 years, or \$2000, whichever occurs first.
5. Students applying for scholarship assistance must have worshipped with the RCC congregation for a period of 12 months or longer prior to requesting a scholarship and must be recommended / approved by the Student Pastor or the Lead Pastor.
6. Students whose residence has changed outside the proximity of RCC, and which relocation results in worshipping elsewhere will not be eligible for scholarship funds, nor continue to be eligible beyond the current budgeted and approved amount.

Application for Tuition Scholarship

Date _____

Name _____ S.S. # _____

E-mail address _____

Address _____

City _____ State _____ Zip _____

Name and address of parents: _____

How long have you worshipped at Riverside Community Church? _____

School presently attending _____

Grade Point Average _____

Name of College/University planning to attend (or currently attending) _____

Have you made application for admission?	Yes	No
--	-----	----

Have you been accepted for admission?	Yes	No
---------------------------------------	-----	----

If not, when do you plan to complete this process? _____

Date of school term for which funds are requested:

From: _____ To: _____

What are your career goals? _____

Student Signature _____ Date _____

Approval Pastoral Staff _____ Date _____

Requisition and Request Forms

Riverside Community Church uses three forms for facilities. Please contact the church office for information.

1. Internal Event Requisition Form INT
2. External Event Requisition Form ExNP
3. External Event Requisition Form ExP

Key / Key Fob Request Form

<u>Request for Key / Key Fob Access</u>			
Requested by: _____			
Reason/Event: _____			
Oakmont:	<input type="checkbox"/> Building	<input type="checkbox"/> Classroom(s): _____	<input type="checkbox"/> Garage
Parkside:	<input type="checkbox"/> Garage	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Balcony
Pittsburgh Mills:	<input type="checkbox"/> Building	<input type="checkbox"/> Classroom(s): _____	
Duration of Access: Start: _____ End: _____			
Day of week: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
Hours of Access: Start: _____ End: _____			
Staff Approval Name: _____		Signature: _____	
Special Notes/Instructions: _____			
I agree not to duplicate or loan church key(s) or fobs assigned to me.			
I agree to return key(s) / key fob(s) at the end of the specified purpose or upon leaving employment.			
Signature of above _____		Date _____	
Office use: Assigned _____ Returned _____			
Key _____ FOB No. _____ <input type="checkbox"/> Lost <input type="checkbox"/> Unknown			

Additional Policies & Resources Available Upon Request

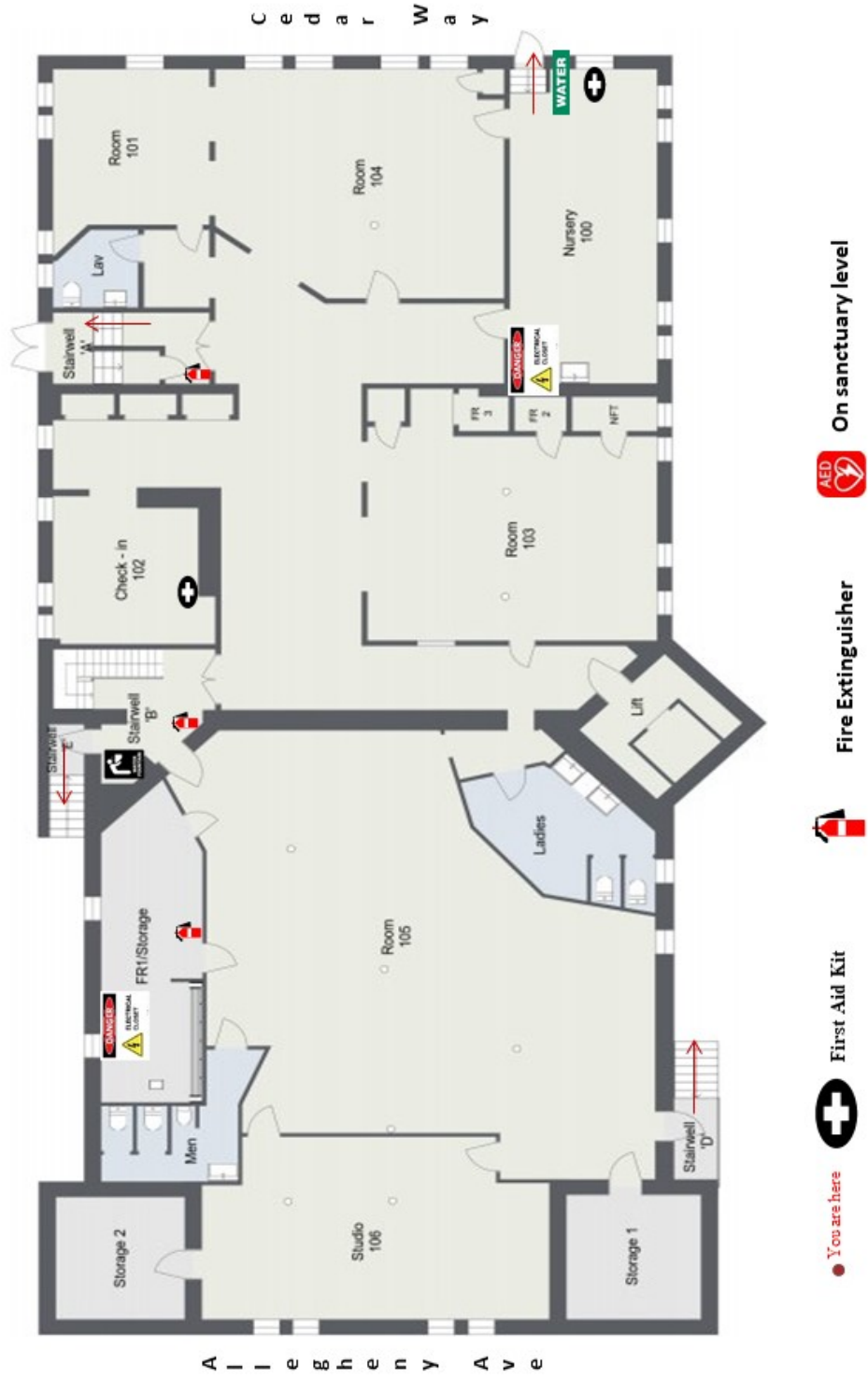
Bylaws
Employee Handbook
Funeral Policies
Special Services
Wedding Policies

This manual is the official policy and procedure manual for Riverside Community Church. All requests for updates or additions to this manual should be submitted in writing or via email to the church Business Administrator or the Lead Pastor.

Campus Diagrams and Emergency Exit Routes

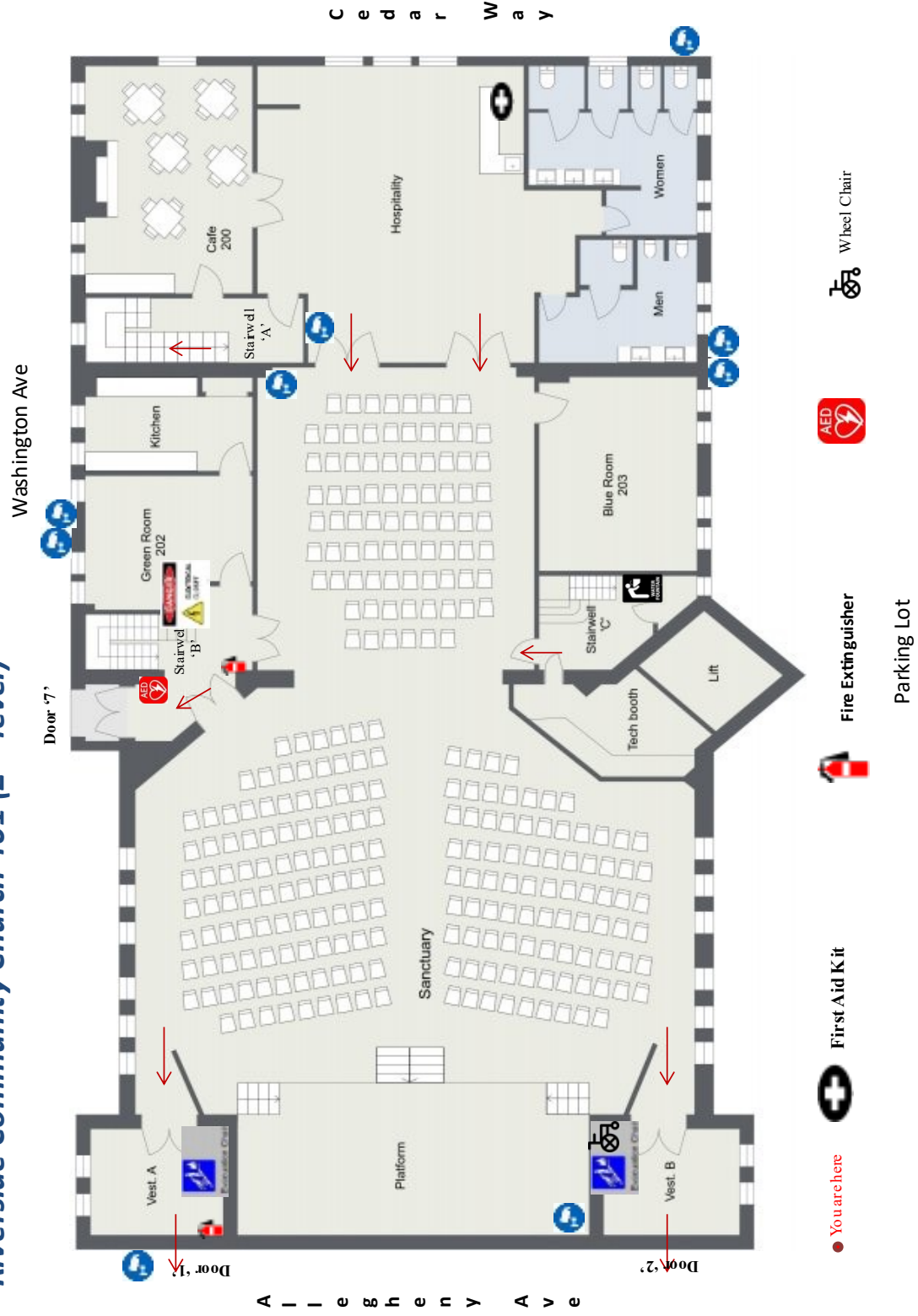
Oakmont Campus: Level 1

Riverside Community Church 401 (1st level)



Oakmont Campus: Level 2

Riverside Community Church 401 (2nd level)



Oakmont Campus: Level 3

Riverside Community Church 401 (3rd level)



Oakmont Campus: Emergency Exit Routes



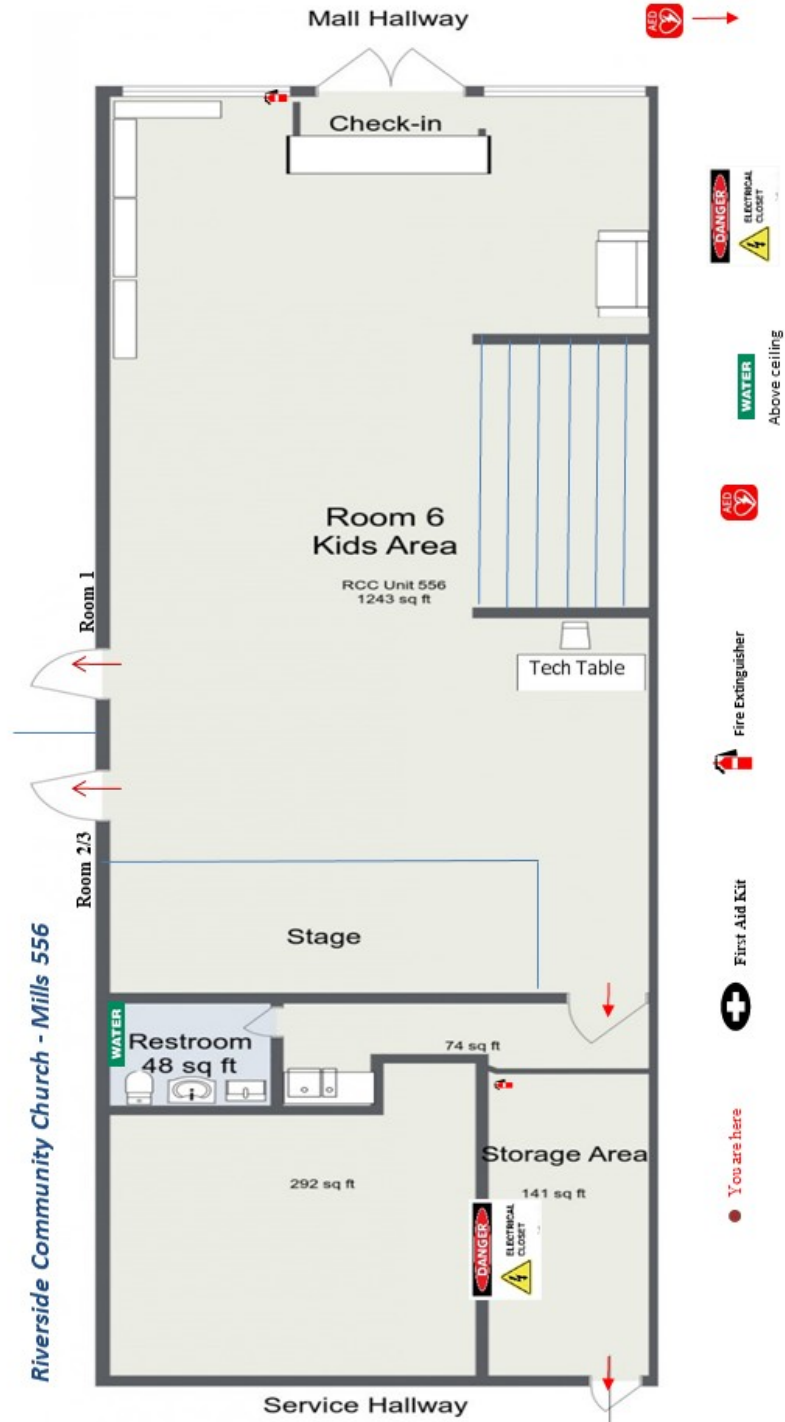
Parkside Campus: Level 1



Parkside Campus: Level 2

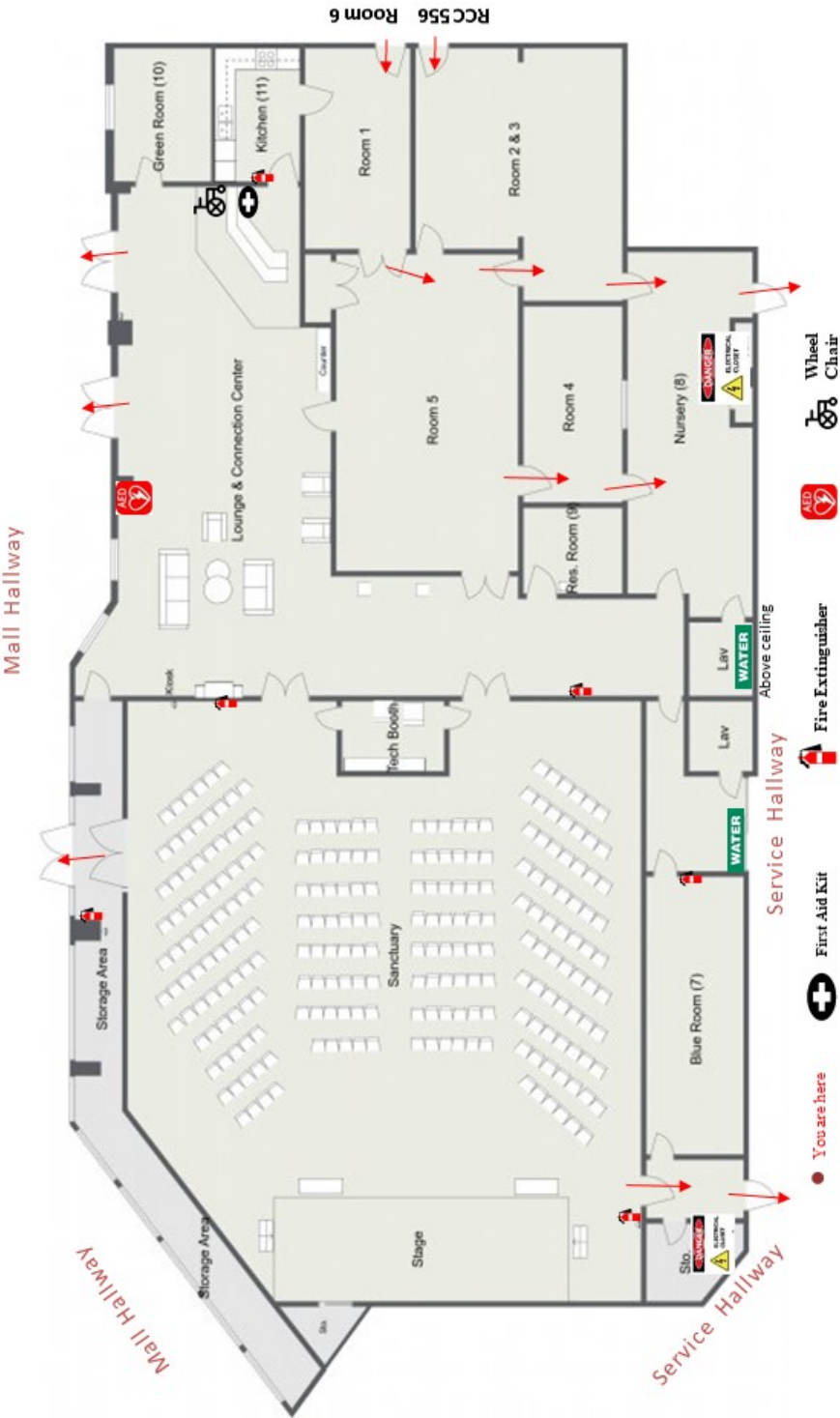


Pittsburgh Mills Campus 1

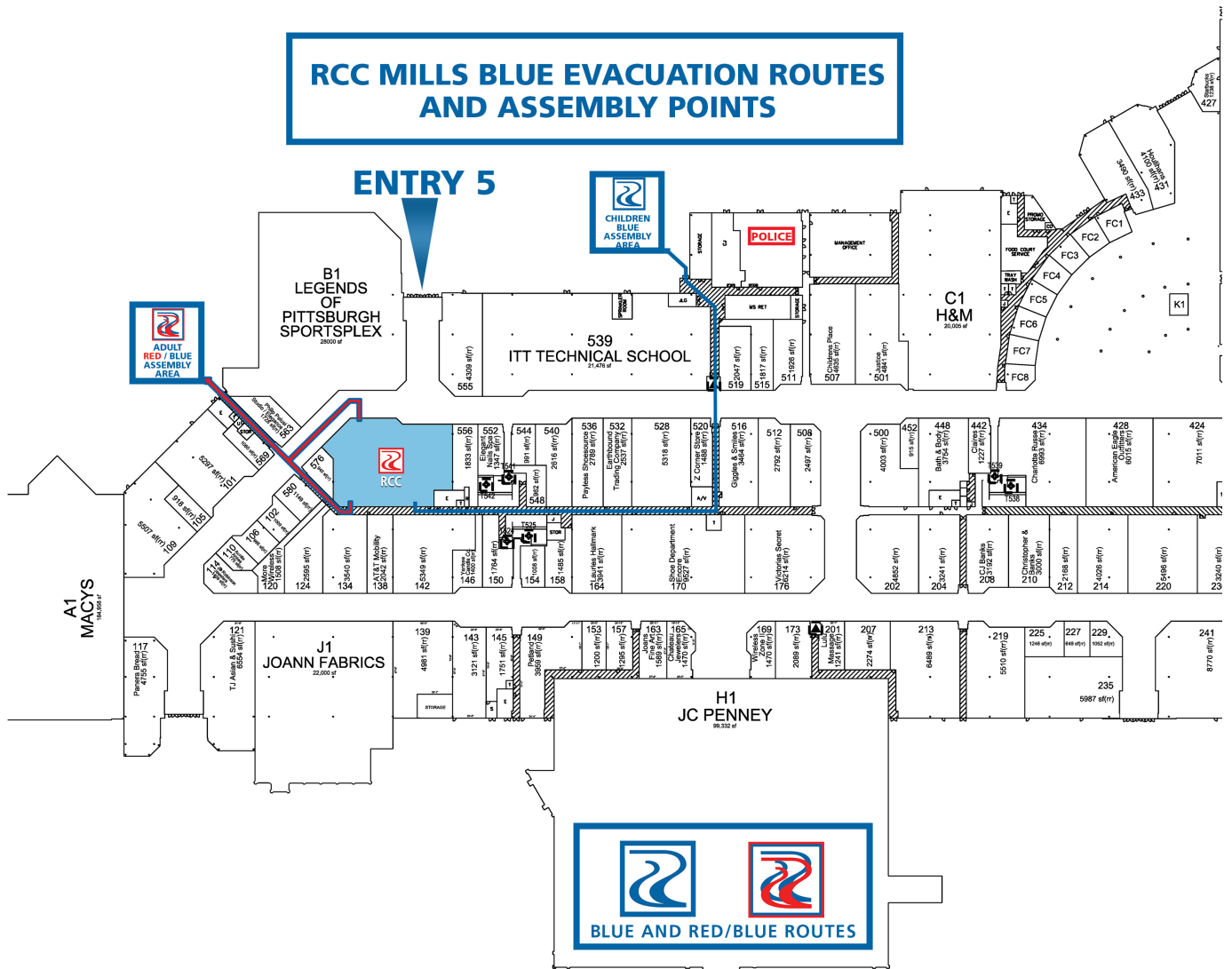


Pittsburgh Mills Campus 2

Riverside Community Church Mills 568



Pittsburgh Mills Campus: Emergency Exit Route BLUE



Pittsburgh Mills Campus: Emergency Exit Route GREEN

