

CONSTITUTION AND BYLAWS

Tri Point Church of God

831 W. Miller Rd. Mio, MI 48647 - 989-848-5247 - www.tripointmio.org

Revision date: June 25, 2024

ARTICLE 1

Name

The name of this corporation shall be the Mio Church of God Incorporated.
Doing business as (DBA) Tri Point Church of God.

ARTICLE 2

Purpose

Section 1- The purpose of this corporation shall be to promote and extend the teachings of the Gospel of Jesus Christ. In this purpose it is voluntarily associated with a group of similar churches, known as the Church of God, Anderson, Indiana. The corporation shall pass no resolutions pertaining to doctrines or religious practices of the church.

Section 2 - Our summary statement of purpose is: We the people of the Tri Point Church of God with the main campus in Mio and other campuses, are called by God to share the Good News of Jesus Christ with the people of Oscoda County and the surrounding counties and communities in such a way that they desire to become mature reproducing followers of Him.

Section 3 - Motto: "The Good News... is for Sharing!" cf. Mark 16:15.

Section 4 - Therefore, the Tri Point Church of God reaffirms its biblically based commitment that the Church's pastors and ministers will only perform weddings between a man of original birth and a woman of original birth. We further declare that the Church's facilities will not be used for rehearsals, weddings, or receptions for same-sex marriages.

1993 and 2004 General Assembly Resolutions Regarding Homosexuality--referenced in the 2014 General Assembly Resolution Ministerial-Facility Protection Against Forced Officiating-Hosting Same Sex Marriages adopted by the 96th General Assembly of the Church of God.

BLRC's Resolution on the Marriage Initiative Section 5.1

Adopted: 8-2-15

ARTICLE 3

Voting Requirements

Section 1 - The voting requirements of this corporation shall be composed of the following:

- (a) Persons shall be 18 years of age or older.
- (b) They shall have worshipped regularly with this congregation for a period of at least six (6) months immediately preceding any meeting at which they exercise their voting rights.
- (c) They shall have lived during this six (6) month period in harmony with the doctrines and practices of God's Word.
- (d) They shall have wholeheartedly committed their lives to Christ, and be obviously living for Him.

Section 2 – Identification of eligible voters intending to exercise their voting privileges will be taken at each election. Prior to such voting, absentee voters shall sign the roll call sheet upon receiving their ballot.

Section 3 - The right of any person to vote shall be determined by a majority of the qualified voters present and voting.

Section 4 - The rules governing voting privileges herein stated shall be applied only to the business organization and shall not affect in any way the standing of persons in the fellowship of the church.

ARTICLE 4

Meetings

Section 1 - The Annual meeting shall be held at the church building during November prior to the beginning of the new fiscal year on January 1.

- (a) At least two (2) weeks prior to the Annual meeting the date and time of the meeting must be publicly announced in the regular Sunday morning worship service of the church. The corporation secretary shall post a written notice on the church bulletin board, together with a copy of the proposed budget and ballot.
- (b) Twenty (20) percent of the current Yearbook's average worship attendance shall constitute a quorum of business of the corporation.
- (c) In the event a qualified elector of the corporation finds himself unable to attend the meeting, he/she may cast an absentee ballot, providing he/she has requested it from the chairperson of the Election Committee prior to the meeting.
- (d) In the event of any disagreement regarding procedure in a business meeting, the Parliamentarian will use Robert's Rules of Order as a guide in making his/her decisions.
- (e) **Order of Agenda:**
 - Call to order
 - Prayer & Devotion
 - Reading of Electoral Qualifications
 - Identification of Eligible Voters
 - Determination of Quorum
 - Approval of any Absentee Ballots
 - Reading of Minutes
 - Annual Financial Report
 - Departmental Reports
 - Unfinished Business
 - New Business**
 - Presentation of Proposed Budget
 - Presentation of Proposed Ballot
 - Nominations from the Floor
 - Election Vote
 - Adjournment

Section 2 - Special Meetings

- (a) Special meetings may be called at any time by the chairperson of the corporation, or upon written request of ten (10) qualified voters of the corporation.
- (b) All special meetings shall be announced and posted in the same manner as the Annual Meeting.
- (c) Only such matters as are clearly stated in the call shall be acted upon during any special meeting.

ARTICLE 5

Officers

Section 1 - Officers of the corporation will consist of the following persons: Chairperson, Vice-chairperson, Secretary/Treasurer. These officers shall be selected by the Board of Directors from among their members, for a term of one (1) year.

Section 2 - The Chairperson, shall also function as the Chairperson of the Board of Directors, and will preside as chairperson of all Board meetings and business meetings of the church. The Vice-chairperson will perform the duties of the Chairperson in his/her absence.

Section 3 - The Secretary shall keep an orderly record of the proceedings of the business meetings of the congregation in a book provided by the corporation for that purpose.

Section 4 - The Financial Secretary for the corporation shall be appointed or hired by the Church Board.

- (a) He/she shall receive and deposit the funds of the church in whatever bank is recommended by the corporation. The bank account of the corporation shall be in the name of the corporation.
- (b) The Financial Secretary shall cause all vouchers and orders paid by him/her to be filed and properly preserved as a part of the records of the corporation. EXCEPT: The Chairperson or the Treasurer of the Board of Directors may issue checks under the same provisions in the absence of the Financial Secretary.
- (c) Individual giving records shall be preserved in order to substantiate contributions and may be required by any governmental agency entitled to them under the law.
- (d) He/she shall present regular reports to the Church Board for all monies paid to the church. He/she shall present regular reports to the Church Board at their regular meetings and to the corporation at its Annual meeting, showing receipts, disbursements and their relationship to the budget.
- (e) The books shall be subject to inspection by other members of the corporation at all convenient times. The Financial Secretary shall issue no checks unless approved by the Board of Directors, or so ordered by the Annual Budget.

ARTICLE 6

Board of Directors

Section 1 - The Church board shall be composed of the church pastors and six (6) persons elected by the congregation to this office. The persons elected at large by the congregation shall serve a three (3) year term. A board member may serve no more than two (2) consecutive terms without taking one year off before being eligible for re-election.

Section 2 - The members of the Board of Directors shall meet the requirements of 1 Timothy 3:1-13 & Titus 1:5-9.

Section 3 - Officers of the Board of Directors shall be the Chairperson, Vice Chairperson and Secretary/Treasurer. They shall serve for one (1) year terms. They will also function as officers of the corporation (see Article 5).

Section 4 - Duties of the Church Board: Shall be primarily a planning and coordinating body which works with the Pastor. They will be responsible for the oversight and coordination of all business and programming in the Mio Church of God. As such, Pastor and Directors will work together on such matters as worship, fellowship, community outreach, evangelism, missions, congregational care and other such matters to help provide a well-rounded program for the church.

- (a) The Directors shall be responsible for executing all legal transactions related to any property of the corporation as authorized by the congregation.
- (b) They shall manage the business affairs of the church. They shall have responsibility for the collection and disbursement of the money of the church in accordance with the approved budget or special instructions of the corporation.
- (c) They shall attend to leases, buying, selling, renting, and insurance of the church property. Any transactions involving two hundred dollars (\$200), but no greater than one thousand dollars (\$1,000.00) shall require approval of not less than two board members and be presented at the next regular scheduled board meeting. Any transactions involving a dollar amount greater than one thousand dollars (\$1,000) but less than two thousand dollars (\$2,000) shall require the majority approval of the entire Board of Directors and be noted in the minutes of the next regular scheduled board meeting. Transactions greater than two thousand dollars (\$2,000) not specified in the approved church budget, shall require approval by the corporation. Exception: The two thousand dollars (\$2,000.00) amount may be waived in the case of an emergency, when the operation of the church is in jeopardy, as determined by the board. In such a case, unanimous approval of the Board of Directors is required. A detailed accounting of such an emergency shall be shared at a special called meeting of the congregation within one month of the expenditure.
- (d) They shall receive and hold in trust any donation, bequest, endowment or other funds and property arising from any source, and shall conduct all business related thereto.
- (e) They shall prepare the church budget for the Board to approve before going to the congregation at the Annual Meeting.
- (f) They shall review the collecting, counting and disbursing of the church's money in accordance with the approved budget or special instructions from the corporation or Board, under the supervision of the Church Board.
- (g) They shall approve the collection of all special offerings.
- (h) In case of a vacancy in a church office by death or resignation, the Board of Directors shall appoint a successor to serve until the next Annual Meeting of the corporation. At the annual meeting, two extra names will be added by the nomination committee to the list of candidates for office where the unexpired term became open. The second or third place candidate (depending on the number of positions needing to be filled) will be expected to serve the rest of the unexpired term.
- (i) A person filling a one-year unexpired term will be eligible for two full succeeding terms. A person filling a two-year unexpired term will be eligible for one full succeeding term.
- (j) The Church Board shall be responsible for appointing all committees or persons needed to carry out the ministry and business of the corporation. EXCEPT: Pastors and Election Committee members.
- (k) The Directors shall receive reports and approve actions of all committees and elected officials.
- (l) Individual members of the Board of Directors shall have no authority to act for the corporation except in duly called meetings of the Board, or when asked to do so by the Board of Directors.

Section 5 -All meetings of the Board of Directors are open to all persons of the congregation. They may take part in the discussions and make suggestions after proper recognition by the chairperson.

Section 6 -The Board of Directors shall meet at least once a month.

Section 7 - A quorum shall consist of four (4) of the Directors serving at the time of the meeting.

Section 8 -The Board of Directors shall act as the Pulpit Committee in the absence or vacancy of pastoral positions.

- (a) They shall investigate the availability of prospective pastors and study their ability, experience, etc.
- (b) They shall be responsible for worship services in the absence of the Pastor.
- (c) They shall call a prospective pastor to meet with the congregation for candidature.
- (d) They shall submit the name of only one (1) candidate at a time to the congregation for consideration.
- (e) If a potential candidate receives less than 75% of the potential vote of the qualified voters present and voting, they shall begin the process again.
- (f) Voting shall take place at the next Sunday morning service following the candidature.
- (g) The Board may appoint up to five persons to assist in the functioning of the Pulpit Committee. These persons shall have worshipped regularly with this congregation for at least two (2) years prior to their appointment.

Section 9 - The Board shall prepare job descriptions for the committees and their chairpersons, and the revision of all such descriptions. These descriptions shall be included as an Appendix to the By-Laws and may be changed as the Board directs.

ARTICLE 7

Election Committee

Section I - The Election Committee shall be composed of six (6) members elected by the congregation for a term of two years on a rotating basis. They shall select a chairperson from their own members who will serve for a one (1) year term. The Pastor will serve as an ex-officio member.

Section 2 - The duties of this committee shall be to provide for the nomination of candidates for elected positions, and to provide assistance if needed for the appointments by chairpersons or the Church Board for other positions.

- (a) The Election Committee will begin to meet at least eight (8) weeks prior to the Annual Meeting of the corporation to prepare a ballot for the offices and vacancies to be filled. They shall be responsible for printing ballots, and shall act as the election commission for the election. They shall appoint at least two (2) tellers and a parliamentarian to act at the Annual Meeting.
- (b) The retiring committee chairperson shall call the new committee together for an organizational meeting within three (3) weeks after the Annual Meeting.
- (c) Committee meetings will be open only to members of the committee.

Section 3 - All nominations for positions shall meet the following requirements:

- (a) They shall meet the conditions of Article 3, Section. 1, (a), (b), (c), (d).
- (b) Persons nominated shall be morally and spiritually exemplary, and show leadership capabilities and spiritual giftedness in the area of the assignment given.

Section 4 - The Election committee shall provide for the nomination of at least one (1) additional qualified person than needed for all elected positions. When more than one position is open for election, the ballot shall be constructed so that those receiving the most votes shall be elected.

Section 5 - Elected positions shall take office on January 1st.

ARTICLE 8

Stewardship Committee

Section I - The Stewardship Committee shall consist of the Church Financial Secretary and at least two (2) others selected by the Financial Secretary and approved by the Board. The Pastor will serve as an ex-officio member.

Section 2 - The duties of the Stewardship Committee shall be to provide for the education and motivation of the congregation in the Biblical understanding of Stewardship and giving.

ARTICLE 9

General Assembly Representative

The G.A. representative will be appointed by the Church Board for a term of one (1) year. He/she shall act with the Pastor as the representative of our congregation at the Church of God in Michigan General Assembly. Others will be encouraged to attend, but not as voting members.

ARTICLE 10

Church/Pastor Relationships

Section 1 - The Pastor shall be a recognized minister or ministerial student of the Church of God, Anderson, Indiana. He/she shall be recognized by the Church of God General Assembly of Michigan.

(a) Exception: Upon consent of the Board of Directors, a pastoral candidate that does not meet the requirement of Section 1 may be recommended to the congregation and commissioned as minister provided:

1. The chairperson properly calls and conducts a special meeting to determine the will of the congregation.
2. The decision to commission the minister shall require a 75% vote of the members present and voting.

Section 2 - His/her responsibilities shall be to lead the congregation in seeking to enlist persons as followers of Jesus Christ, to preach the Gospel, to administer the ordinances, to have under his/her care all services of public worship, and to administer/manage the activities of the church in cooperation with the various boards and committees. The Pastor shall have general oversight of the entire work of the church as is customary. He/she shall be an ex-officio member of all committees and teams.

Section 3 - The term of the Pastor shall be indefinite and shall continue by mutual agreement between the Pastor and congregation.

Section 4 - Termination: If ten (10) or more qualified voters object to the continued leadership of the Pastor, they may present their signed objection in writing to the Church Board where the objection will be carefully studied. If no solution is reached the Chairperson of the Board may bring the matter to the congregation. The chairperson will be responsible to properly call and conduct a special meeting to determine the will of the congregation.

- (a) The decision to remove a pastor from his/her office shall require a 66% vote of the members present and voting.
- (b) If the vote is for removal, sixty (60) days pay and benefits will be allowed for the termination of the pastorate.
- (c) If the vote is for removal, the pastor shall immediately cease from all pastoral duties and responsibilities.
- (d) EXCEPTIONS: If there has been a defection of character resulting in the loss of ministerial status as determined by the Michigan General Assembly of the Church of God, removal shall be immediate, and the church shall have no further obligations.
- (e) Resignation: In case the Pastor should decide to terminate his pastorate, he/she shall present his/her resignation in writing to the Church Board. Upon the acceptance of such resignation, it shall be presented to the congregation in an appropriate manner. The resignation shall provide for a minimum of sixty (60) days before the pastorate is vacated, unless other mutually satisfactory arrangements are made.

ARTICLE 11

Discipline and Relationships

Section 1 - Any time there is an obvious sin of omission or commission the Bible gives a process to undertake. The process of discipline is designed to bring repentance, forgiveness and reinstatement into the fellowship of the local church. Discipline is always an evidence of love or it is not Biblical, Proverbs 13:24.

(a) Discipline deals with fellow believers. It is only for those who are a part of the Body of Christ.

(b) Discipline is always for the purpose of correcting a problem in order to bring about repentance and forgiveness.

Section 2 - There is a Biblical process for Church discipline, Matthew 18:15-17.

ARTICLE 12

Amendments

Section 1 - These by-laws may be altered, amended or replaced at an Annual meeting, or special meeting of the corporation by a simple majority of the voters present and voting.

(a) EXCEPTION: Article 1, Article 2, and Article 3 shall require a 90% majority vote, providing special notice of the proposed action has been properly made and a copy of the proposed change has been distributed to the General Assembly of the Church of God in Michigan, and to the qualified voters of the congregation at least two (2) weeks prior to such a meeting.

ARTICLE 13

Appendix

Appendices shall be attached to the by-laws and may be changed or revised by the Church Board as necessary to carry out the effective work of the congregation.

GENERAL INTRODUCTION TO APPENDIX SECTION OF THE BYLAWS

APPENDIX O

Church Structure

1. Pastor

His/her responsibility shall be to lead the congregation in seeking to enlist persons as followers of Jesus Christ, to preach the Gospel, to administer the ordinances, to have under his/her care all services of public worship, and to administer/manage the activities of the church in cooperation with the various boards and committees (teams). The Pastor shall have general oversight of the entire work of the church as is customary. (The Pastor creates the vision for the church and short and long-term objectives that support the vision.) “Article 10”.

2. Board of Directors

Duties of the Church Board: Shall be primarily a planning and coordinating body, which works with the Pastor (to support the Pastor’s vision and objectives for the church). They will be responsible for the oversight and coordination of all business and programming in the Tri Point Church of God. As such, Pastor and Directors will work together on such matters as worship, fellowship, community outreach, evangelism, missions, congregational care and other such matters to help provide a well-rounded program for the church.

(a) The Directors shall be responsible ... (see article 6)

(b) The Church Board shall be responsible for appointing all committee/team chairpersons/leads or persons needed to carry out the ministry and business of the corporation. Except Pastors and Election Committee members.

(c) The Directors shall receive reports and approve actions of all committees/teams and elected officials. The Board shall prepare job descriptions for the committees/teams and their chairpersons, and the revision of all such descriptions. These descriptions shall be included as an Appendix to the By-Laws and may be changed as the Board directs.

APPENDIX 1

Deacons and Elders

1. Elders - Acts 6; 11:30; 15:4; 21:18; James 5:14; 1 Timothy 5:17

Elders were a group, sometimes official sometimes not, responsible for guiding, tending, leading, managing and conducting the affairs of the local church. Specific elders were the pastors, apostles and teachers. They are responsible for the spiritual oversight and government of the church.

--Hebrews 13:17

FOCUS: Providing leadership to the Church.

2. Deacons - Philippians 1:1; 1 Timothy 3:1, 8, 12; John 2:5, 9; Acts 6:1-2.

Deacons were groups of persons whose duties consisted of practical acts of service. The word "deacon" is really another word of "servant." The word is used 71 times in the New Testament, and it always carries the idea of service, help and subordination. The Deacon is the subordinate and helper of the pastor and/or elders in their service to the Church. Those who served the elders by assisting them in their work were called deacons or helpers.

FOCUS: Task or ministry orientation. To implement the ministry defined and directed by the Pastors and Elders. --Ephesians 4:11-12.

3. Observations

The Scripture does not give the impression that these offices are necessarily official in the sense of an elected body, nor do they have a lifetime term. The status of deacons and elders in the church is that status that is given them in the basic spirit and attitude of the New Testament. Most of the lay leaders we now have in local congregations, when they are functioning in the spirit of the New Testament, are fulfilling roles of deacons and elders regardless of the nomenclature attached to them, or to the basic unit they have been elected or appointed to. --James Fair, The Status of Deacons and Elders in the Church. Church of God in Michigan, May 1983, pp. 12-13.

All persons in any leadership position must be of the highest caliber of spiritual maturity, morality and commitment to the Church. Acts 7; 1 Timothy 3:1-13; Titus 1:5-9. There is a group (Apostles, Pastors & Elders) who exercise spiritual authority and leadership in the Church. All groups, goals, business, etc. must be subservient to the spiritual goals, tasks and directions of the Church.

APPENDIX 2

General Information

Elections or Appointments. As a general rule of thumb, positions whose primary focus is task or ministry will be appointed by the Board of Directors. Those positions whose primary focus is administration or leadership/decision making will be elected by the corporation. e.g. Administration: Pastors, Directors, Election Committee, etc. Ministry: Music, Ushers, Flowers, Benevolence, etc. from church volunteers.

APPENDIX 3

Women and the Church

It is the tradition and position of the Tri Point Church of God that women have a place of ministry within the church. Ministry positions or tasks will not be limited by gender. It is also our belief that I Timothy 3:1-13 and Titus 1:5-9 are not intended to limit the positions of ministry to men. Since I Timothy 3:11 can also be translated as "deaconesses" it is our decision that women who have been gifted by God in specific positions of ministry shall be given opportunity to serve in whatever capacity their giftedness would indicate. We would believe that Galatians 3:28 gives the proper place of relationship under the new covenant of Jesus Christ. *There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus. --NIV Gal. 3:28.*

APPENDIX 4

Chairperson's Vote

At times of voting, the Chairperson's vote (or vice-chair in their absence) will be held until the final count is made. In the event of a tie, the Chair's vote would break that tie.

APPENDIX 5

Christian Education Team

Section 1 - The Christian Education Team shall consist of the Director of Christian Education and at least two (2) others selected by the Director and approved by the Board. They shall serve for one (1) year terms. The Pastor will serve as an ex-officio member.

Section 2 - The duties of this Team shall be the supervision, planning, promotion and improving of all areas of religious training in the church, in keeping with the purpose: "To help persons come to know God in the fullest and truest sense consistent with their age and abilities."

- (a) They shall supervise all teaching and study materials.
- (b) They shall assume responsibility for Christian training in the areas of:
 - Christian family life
 - Leadership, recruitment, and development
 - Sunday school
 - Children & Youth programming
 - Small Group

Section 3 - This teams shall meet at least once per quarter and special meetings may be called at any time by the Director.

Section 4 -The Director shall make regular reports of his/her team's activities to the Board of Directors and attend every other church staff meeting.

APPENDIX 6

Evangelism Team *(Eliminated June 24, 2024)*

~~**Section 1** – The Evangelism Team shall consist of a chairperson appointed by the Church Board and other members selected by the Chairperson and approved by the Board. They shall serve one (1) year terms. The Pastor shall serve as an ex-officio member.~~

~~**Section 2** – The duties of this team shall be the training, educating, and motivating of all groups and persons spiritually gifted in the church in the ministry of evangelism.~~

~~(a) They shall offer help for any group, class, or team, considering how they will do evangelism.~~

~~(b) They will seek to discover those persons that are spiritually gifted in the areas of evangelism and discipleship to train and motivate these persons to be actively engaged in their ministry.~~

~~(c) They will provide regular training opportunities for persons interested in witnessing, evangelism, or discipleship.~~

~~(d) They shall provide opportunities for discipleship.~~

~~**Section 3** – This team shall meet at least once per quarter and special meetings may be called by the chairperson at any time.~~

~~**Section 4** – This team shall make regular reports to the Board of their activities.~~

APPENDIX 7

Benevolence Team

Section 1 - The Benevolence Team shall consist of a chairperson appointed by the Church Board and other members selected by the Chairperson and approved by the Board. They shall serve one (1) year terms. The Pastor will serve as an ex-officio member.

Section 2 - The team shall acquaint itself with the circumstances of those persons in the community who are properly the objects of the church's concern and shall take appropriate action to meet their needs. The team shall remember that all action has the stated purpose of drawing those persons closer to a saving knowledge of Jesus Christ.

(a) The Team shall contact the Financial Secretary for emergency needs. The Financial Secretary will notify Love INC, who will research the need. If financial support is deemed appropriate, Love INC will contact Churches Assisting Neighbors (CAN) who will write a check to cover the approved financial need. Member churches review disbursements and fund the CAN.

(b) They shall make arrangements for the collection and distribution of food, clothing or other items as needed.

(c) They shall oversee the church ministries of
Coats for Kids
Christmas Joy
Benevolence “Hand Up” Fund

Section 3 - They shall regularly report to the Pastor and Church Board of their activities.

APPENDIX 8

Missions Team

Section 1 - The Missions Team shall be composed of a Chairperson appointed by the Church Board and at least two (2) other persons selected by the chairperson and approved by the Board. They shall serve for one (1) year terms. The Pastor will serve as an ex-officio member.

Section 2 - The duties of the team will be to instruct, motivate and involve the congregation in the mission work of the Tri Point Church of God in state, nation and world. They shall organize and promote such activities as will bring about this end.

Section 3 - The team will cooperate with the Pastor and/or other organizations in the collection of special offerings; e.g. Christ's Birthday offering, Easter Missions, Harvest Offerings, etc.

Section 4 - The committee shall meet at least quarterly and will report regularly to the Board regarding their activities.

APPENDIX 9

Church Appearance Team

Section 1 - The Church Appearance Team shall be composed of a Chairperson appointed by the Church Board and at least two (2) other persons selected by the Chairperson and approved by the Board. They shall serve one (1) year terms. The Pastor will serve as an ex-officio member.

Section 2 - The duties of the team will be to maintain the property and buildings of the church in an attractive manner that new persons might feel welcome and attracted to the church. They shall give much attention to ways in which new persons or unchurched persons view the church buildings and property.

- (a) They shall be responsible for arranging custodial services.
- (b) They shall be responsible for arranging for, evaluation, construction or purchase of new equipment, fixtures or supplies as needed.
- (c) They shall provide for workdays, volunteer help, etc. to do the extra work required.
- (d) They shall sell or discard old or used fixtures or equipment after it has served its purpose.
- (e) They shall, along with one member of the Board of Directors, inspect annually all church buildings, including the main building, the parsonage, the van garage, and all other structures. They shall make a record of all necessary repairs and formulate a plan to correct any deficiencies.
- (f) They shall arrange for regular decoration of the church sanctuary by flowers, arrangements, banners or other decorations appropriate to the season or worship need.

Section 3-This team shall meet at least every other month and will regularly report to the Board on their activities.

APPENDIX 10

Fellowship Team

Section 1 - The Fellowship Team shall consist of a chairperson appointed by the Church Board and at least two (2) others selected by the chairperson and approved by the Board. They shall serve for one (1) year terms. The pastor shall serve as an ex-officio member.

Section 2 - The duties of the team shall be to provide suitable social and fellowship activities for the church, with the purpose of promoting the growth and development of relationships among church members, and to encourage outreach and evangelism opportunities and prospects.

- (a) They shall coordinate fellowship activities of groups and classes in the church.
- (b) They shall arrange for the replenishment of kitchen materials and supplies.
- (c) They shall make certain that the kitchen is back in order following special events, wedding receptions, funeral meals, etc.
- (d) They shall arrange for meals for funeral dinners or other special occasions.

Section 3 - The team shall meet at least once a quarter and will regularly report on their activities to the Board of Directors.

APPENDIX 11

Life Event Team

Section 1 - A person shall be appointed by the Church Board for a term of one (1) year. The chairperson shall select subject to approval of the Board any other persons needed to carry out this ministry.

Section 2 - The duties of this team shall be to provide cards, flowers or other indications of the congregation's concern to those in need.

- (a) They shall send cards and/or flowers to those in need; sick, hospitalized, bereaved or other needs determined by the chairperson.

Section 3 - The team shall meet at least once a quarter and will regularly report to the board on their activities.

APPENDIX 12

Ushers & Greeters Team

Section 1 - The team shall be composed of a Head Usher appointed by the Church Board and others selected by the Head Usher and approved by the Board. They shall serve for one (1) year terms.

Section 2 - The duties of the team shall be as follows:

- (a) The Team shall be responsible for collecting offerings when requested.
- (b) The Team shall greet and make welcome all persons as they come to church. (especially those who are new to the church, or visitors)
- (c) They shall keep accurate records of visitors and attendance at all services.
- (d) They shall keep records of CPL applicants and present them to the board for approval.
- (e) The Head Usher will run background checks of all applicants that include the following:
 - CPL applicants
 - Christian Education applicants
 - Youth van drivers

APPENDIX 13

Music & Worship Team

Section 1 - The Music & Worship Team shall be composed of a chairperson appointed by the Church Board and others selected by the chairperson and approved by the Board. They shall serve one (1) year terms. The Pastor will serve as an ex-officio member.

Section 2 - The team shall cooperate with the Pastor in the planning and implementation of worship.

- (a) They shall provide for special music or activities.
- (b) They shall provide for a music as needed.
- (c) They shall arrange for song leaders, and instrumentalists as needed to enhance worship.
- (d) They shall train and motivate the congregation in worship skills.
- (e) They shall oversee all media requirements for worship service, including but not limited to:
 - Worship Team
 - Audio & Video Mixers
 - Sound Board
 - Cameras
 - Projectionists
 - Streaming
 - Lighting (stage & auditorium)
 - Staging

Section 3 - They shall meet at least once a quarter.

APPENDIX 14

Small Group Team *(Added to Appendix 5)*

APPENDIX 15

Memorial Board Policy

1. The person must be deceased and the candidacy for Memorial Board will come at the family's request.
2. The person must have been a member of our church or a relative of a member of our church. (Membership based on known commitment to Christ with consistent Christian living and attendance for six months or more.)
3. Memorial recognition will be based upon a significant spiritual or financial contribution to the Church. This determination will be left to the Pastor and Church Board.

APPENDIX 16

College Scholarship Policy

STATEMENT OF PURPOSE:

The Tri Point Church of God believes the future of God's work on earth is in the hands of His young people. We, as a body of believers, have the responsibility to encourage and promote the growth of these young people to help prepare them for the responsibilities they will inherit as adults. In recognition of this responsibility, the Tri Point Church of God has created the following policy. This policy is to help supplement the cost of college for those people in our church family who choose to continue their education after high school, in a Christian school.

POLICY:

1. Scholarship amounts will be set by the Board and reviewed annually as a part of the budget process. The amount of matching scholarship will be determined by the amount set by Anderson University or other Christian college within the budget. Scholarships will be distributed equally to each student approved for that year.
2. The amount to be budgeted for the following year will be determined by applications turned into the Board. The scholarship escrow is part of the budget and funded from donations to the scholarship fund or with money from the general fund, if donations are inadequate.
3. An awareness of the scholarship fund must be promoted by the Board throughout the year. This can be accomplished by announcements from the pulpit, printed in the Sunday bulletin, posters on the bulletin board.
4. The Board will not accept scholarship money that is earmarked for one individual. This is not the Board's intent, nor is it the intent of Christian schools that have matching fund programs.

ELIGIBILITY REQUIREMENTS:

1. This scholarship is primarily intended for recent high school graduates and 2nd, 3rd, and 4th year college students. However, the Board will review all requests and make its decision on individual merits of the request. Scholarships will be granted only for the purpose of attending an accredited Christian college.
2. The Board reserves the right to disqualify any school that, in their judgment, does not have a consistent, biblically sound approach to the scriptures. Any school that believes the Bible does not stand alone as God's complete, authoritative Word, will automatically be disqualified. The Board will rely heavily on the Pastor's input in this area. All approval or disapproval of requests must have a two-thirds majority vote by the Board.
3. All applicants must have attended the Tri Point Church of God regularly for a minimum of six months prior to granting of a scholarship. In the case of college students, they must attend the Tri Point Church of God regularly during the summer break if they are residing in the area. This requirement can be waived if brought to the Board by the Pastor and unanimously approved by all Board members. Absent members must be polled for their response.
4. Students must have a C average to be eligible for scholarship consideration.

Adopted 6/23/98
Revised 5/7/03

APPENDIX 17

Video & Digital Camera Policy

The following guidelines will be used:

1. Persons using the video or digital camera must be 21 years of age or older.
2. Persons using the video or digital camera shall be regular attendees of the church for the previous 6 months.
3. All activities or events to be videotaped shall be church related – this is defined as an activity or event which is open to a group or class in the church, or the church at large.
4. Activities or persons not meeting the above guidelines may ask the Church Board for special permission at a regular meeting of the Board.
5. To schedule use of the video or digital camera contact the church office staff. It is very important that use of either the video or digital camera be planned as far in advance as possible to resolve any schedule conflicts.
6. The video or digital camera sign out sheet must be completed prior to any use of the camera, including acknowledgement of the camera use policy. Sign out information shall include name of user, phone number of user, description of event, date the camera will be picked up and scheduled time of return. (Upon return of the camera the user shall initial and date the same sheet to confirm the actual return time.)
7. The user is responsible for providing a tape for all recordings and for making sure the battery is charged (if needed).
8. The user is responsible for returning the camera's in good working condition.

Revised October 14, 1997

APPENDIX 18

Vehicle Policy

Purpose:

It is the purpose of Tri Point Church of God to honor God while transporting people for church related activities and to maintain safety during travels. In order to accomplish this, the following guidelines will be used.

Guidelines:

1. Use of church vehicles must be planned and scheduled in the church office to avoid conflicts.
2. Persons driving the church vehicles and those driving for church sponsored events must be 21 years of age or older and hold a valid driver's license.
3. Drivers must be pre-approved and listed on the church insurance policy.
4. Use of church vehicles must be for church related or ministry enhancing activities. Church Board approved.
5. Church Vehicles must always be driven by members or someone approved by the church with a valid CDL passenger license.

General Safety Standards:

1. All speed and traffic laws are to be observed by drivers.
2. All vehicles are to be inspected for air pressure, fluid levels, and mechanical safety before any major trip.
3. Music played in vehicles must be appropriate and God honoring. Each driver has authority in this area.
4. Drivers are responsible for seeing that vehicles are cleaned out and parked in their appropriate places following any trip.

Tri Point Church of God has the right to refuse any request or driver if it doesn't coincide with the guidelines of the church.

Approved: _____
Updated: February 2, 2016

APPENDIX 19

Concealed Weapons Policy

The following guidelines will be used:

Under the Michigan Compiled Laws, Act 372, Section 28.425o persons licensed under this act to carry a concealed pistol, or who is exempt from licensure under section 12a(1)(h), shall not carry a concealed pistol on the premises of:

(e) Any property or facility owned or operated by a church, synagogue, mosque, temple or any other place of worship, unless the presiding official or officials of the church, synagogue, mosque, temple, or other place of worship permit the carrying of a concealed pistol on that property or facility.

Note: that the term “premises” does not apply to pistols located in the vehicles of any parking areas.

The pistol free zones do not apply if the “Exempt from Pistol Free Zones” box is checked on the CPL license. This would apply to the following individuals: county corrections officers; MDOC parole or probation officers; all reserve officers or sheriff’s posse members; MSP motor carrier officers and capitol security officers; private investigators and private detectives. Also, active and retired police officers, state court judges and state court retired judges are exempt even if they do not have a Michigan CPL license.

The Tri Point Church of God and its affiliated campuses will only recognize those specifically exempted by the law itself as noted above. Anyone who is not an exempt person but does have a current and valid concealed pistol license, and who believes has a **compelling reason** to carry a handgun on church premises, must make a written request to the board of directors outlining the reason they should be allowed to carry in church.

The board will make a determination on an individual basis as to who will be given permission to carry in church.

This information will remain confidential.

Adopted 5-25-16

APPENDIX 20

Facility Rental Policy

Purpose:

It is the intent of Tri Point Church of God to honor God while helping our community. In order to accomplish this, the following guidelines will be used.

Facility Specifics:

1. Seating capacity for Family Life Center is 450
2. Seating capacity for Fellowship Hall is 125
3. 38 white round tables (will hold up to 6-8 chairs each)
4. 24 white long tables 8' & 2 white tables 6'
5. ROUND tablecloths 27 white & 30 burgundy & black
6. LONG tablecloths 30 black
7. 350 green padded chairs
8. 90 white plastic chairs & 115 brown plastic chairs
9. Sound, mics and limited media capability is available with additional fees
10. AC & Heat available throughout the building
11. Fully inspected commercial kitchen facility available in the Family Life Center
12. Wifi is provided

Facility Rental Guidelines:

1. A 6 week request for church facility usage is required by calling the church secretary. It will be pending church availability and board approval. Note: in cases of weddings, marriage counseling requires at least 8 weeks advance notice.
2. Deposit of \$150 May be to reserve the date. Deposit covers any unexpected damage to tables, floors, etc. or any extra cleaning or repairs over and above what would be considered normal. Any remaining deposit will be refunded within 10 days following an event.
3. Individuals renting the building are required to purchase a liability rider on their homeowner's insurance policy and to submit a copy of proof at the time deposit is paid.
4. Individuals renting the building are responsible for their own set-up before an event and tear down following the event.
5. Individuals renting the building are required to provide their own paper products, do basic clean up, return any/all items to its proper place and take out any trash.
6. If an event is scheduled for a Saturday, People may arrive as early as 8am and must leave no later than 6:30pm -taking into account clean-up and set-up for worship service.
7. No smoking allowed in the building. No alcohol allowed on the church grounds.
8. Music must not promote sex, drugs, violence or contain profanity. No secular dancing.

Facility Rental Policy, cont.

Summary of Facility Rental Fees:

***Members, Benefit dinners & Nonprofits are rent-free**

NOTE: Members are determined by the bylaws voting guidelines -see last page.

Benefit dinners must be pre-approved by the board

Nonprofit organizations & supported ministries that benefit our county must be pre-approved.

Church members may request facility usage rent free for weddings, receptions, showers. If an admission fee is required, they are excluded.

Non-refundable charges:

\$50 Church Sound Technician

\$50 Church Media Technician (Powerpoint or DVD)

Additional Fees: WEDDINGS

\$40 cost for premarital counseling with Deb Pattullo

Pastoral fee is not required. An honorarium is acceptable.

***NON-MEMBERS & Other**

All events must be pre-approved by the board

Non-refundable charges:

\$800 -Family Life Center, stage & large kitchen Facility

\$350 -Fellowship Hall & small kitchen

\$50 -Per classroom

\$50 -Conference room

\$350 -Children's Auditorium

NO Office Space available

Additional Fees: WEDDINGS

\$240 cost for premarital counseling with Deb Pattullo (*\$35 per session to be paid at each session before the wedding*)

Pastoral fee is not required. An honorarium is acceptable.

Total Fees for Members & Non-Members:

All fees are to be paid in full by the day of event

Facility Rental Policy, cont.

Item Rental Guidelines:

1. For members, local churches, nonprofits, a church sponsored activity, or events, items desired must be approved for availability and arrangements for pick-up/drop off with the church secretary. Items must be returned within 3 business days following the event and returned to proper place and in clean condition. Notify church secretary that returns have taken place.
2. No renting/borrowing items to non-church members.

Summary of Item Rental Fees:

- A. White tables long tables and white folding chairs are free for members to borrow (must arrange own truck/trailer & loading/unloading help)
- B. Beverage coolers
- C. Roasters
- D. Coffee pots, urns, pumps
- E. Misc. Kitchenware: such as plates, cups & silverware
- F. Tent canopies **do not** leave church grounds
- G. Staging **does not** leave church grounds
- H. Candelabras
- I. Tablecloths **must** be laundered & stain treated at laundromat at own cost and returned within 3 days of event
- J. Office technology, sound or video equipment **do not** leave church grounds

Tri Point Church of God has the right to refuse any rental if it doesn't coincide with the core faith & values of the church.

Approved: _____

Updated: May 27, 2025

ARTICLE 3

Voting Requirements

Section 1 - The voting requirements of this corporation shall be composed of the following:

- (a) Persons shall be 18 years of age or older.
- (b) They shall have worshipped regularly with this congregation for a period of at least six (6) months immediately preceding any meeting at which they exercise their voting rights.
- (c) They shall have lived during this six (6) month period in harmony with the doctrines and practices of God's Word. *Titus 2:1-8, Col 3:5-10, 2 Cor 13:5, Gal 5:16-23*
- (d) They shall have wholeheartedly committed their lives to Christ and be obviously living for Him.

Section 2 - A roll call of persons intending to exercise their voting privileges will be taken at each election. Prior to such voting, absentee voters shall sign the roll call sheet upon receiving their ballot.

Section 3 - The right of any person to vote shall be determined by a majority of the qualified voters present and voting.

Section 4 - The rules governing voting privileges herein stated shall be applied only to the business organization and shall not affect in any way the standing of persons in the fellowship of the church.

Facility Rental Policy, cont. Church Facility Use Form

Today's Date: _____

Name of Group: _____ Type of Event: _____

Responsible Party: _____ Phone: _____

Date of Event: _____ Time of Event: _____ Expected Attendance: _____

Personal Event: Y____ N____ Community Event: Y____ N____ Admission Charge: Y____ N____

Facility:

_____ Family Life Center (\$800 Includes stage & Kitchen)

_____ Stage (specify intended use) _____

_____ Family Life Center Kitchen

_____ Caterer (specify) _____

_____ Fellowship Hall & Kitchen (\$350)

_____ Classrooms (\$50) _____ How many? _____ Reason?

_____ _____

_____ Children's Auditorium (\$350)

_____ Other _____

_____ Other _____

Equipment & Technology:

All technology requests must go through the Worship Director

_____ Microphones _____ Lapel _____ Cordless

_____ Instruments (specify) _____

_____ Band (specify needs) _____

_____ Computer/Powerpoint/DVD/Projector (specify) _____

_____ Spotlight _____ Other (specify) _____

NOTE 1: Video & Audio recording may be provided upon request at Tri Point Church of God.

NOTE 2: Any outside music/sound equipment brought in must be approved by Worship Director.

_____ *Yes, I agree with the terms and conditions listed in the Church Facility Rental Policy.*

Applicants' Signature: _____ Date: _____ Deposit PD: _____

Approved by: _____ Date: _____

Board approved update: May 27, 2025

APPENDIX 21

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble

A central tenet of the Christian faith is the inherent value and worth of all children, youth, and adults. Children, youth and vulnerable adults are least able to protect themselves in our society and are particularly susceptible to abuse and neglect. Tri Point Church of God is desirous of doing what it can to protect the youth, children, and vulnerable adults who participate in the life of this congregation.

Jesus taught that “Whoever welcomes one such child in my name welcomes me,” (Mark 9:37 NRSV) and “If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea.” (Matthew 18:6 NRSV).

We believe that children, youth, and vulnerable adults must be protected from economic, physical, emotional, and sexual exploitation and abuse.

Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all children, youth and vulnerable adults, as well as those who are committed to ministering to them as volunteers and employees. Every 15 seconds, a child is abused or neglected. Often, abuse occurs in places where children, youth, and vulnerable adults feel safe – homes, schools, camps, and even churches. In over three quarters of reported cases, the victim was related to or acquainted with the abuser.

In light of this, Tri Point Church of God has seen fit to outline policy and procedures that can 1) prevent such abuse from happening in our church; 2) be a place where all can feel safe in disclosing abuse; 3) protect the loyal volunteers and employees that minister to our children, youth and vulnerable adults and 4) allow those known sexual offenders who choose to worship at Tri Point Church of God to do so in a manner that protects our children, youth and vulnerable adults while at the same time protects and safely integrates those known sexual offenders into our congregation (See Appendix V)

This policy sets forth the requirements in the areas of:

- 1) Screening,
- 2) Supervision,
- 3) Reporting,
- 4) Response Plan,
- 5) Protection and Integration of Known Sexual Offenders.

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble, Cont.

I. Definitions

A. "Child", "Youth" and "Adult"

Following the public school system, a "child" is anyone age of 11 or under. A "youth" is anyone not a "child" and under the age of 18. An adult is anyone 18 years of age or older and has finished high school.

B. "Paid Staff Person", "Adult Volunteer", and "Screened Volunteer"

*Paid Staff Person is someone paid by the church, overseen by the Board and screened.

*Adult Volunteer is someone who has not been screened. They can work in a room with a Screened Adult or paid staff person.

*Screened Volunteer is a volunteer who has gone through the screening process. These persons may or may not be members, but they must be regular attendees and active in church activities for at least six months.

C. Youth Helpers - Youth below the age of 18 years assisting with child or youth activities. They can assist with activities but should not be considered an adult volunteer and should be supervised themselves. They shall be approved by the Pastor or his/her designee.

D. "Child/Youth/Vulnerable Adult Abuse" For purposes of this Policy, child/youth/vulnerable adult abuse includes, but is not limited to, any of the following:

1. Physical Abuse: Violent non-accidental contact which results in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include bruises, fractures, cuts, and burns.

2. Sexual Abuse: Any form of sexual activity with a child/youth/vulnerable adult, whether at the Church, at home, or any other setting. The abuser may be an adult, an adolescent, or another minor.

3. Emotional Abuse: A pattern of intentional conduct which crushes a child's/youth's/vulnerable adult's spirit attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.

II. Screening and Selection of Church Staff and Adult Volunteers

The Pastor, Associate Pastor, and the Board are charged with the responsibility of developing, implementing and evaluating the process for recruiting, screening, selecting, training and supervising church staff and adult/youth volunteers.

Adult and Youth volunteers who regularly work with the Church's children and/or youth and each church paid staff person will be screened. Those who work regularly with children/youth/vulnerable adults will be trained on child protection issues prior to beginning their regular involvement. The procedures for screening are as follows:

A. Each person being considered to work regularly with children, youth and/or vulnerable adults, whether as a volunteer or paid staff person, shall fill out an application form (See Appendix I). This screening is good for 5 years after which time a re-screening will be necessary

B. Before placing the applicant in a position of responsibility with children, youth, and/or vulnerable adults a designated paid staff member or other person charged with specific responsibility will interview the applicant reviewing with them the written application. (See possible questions for interviews in Appendix II.)

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble, Cont.

- C. The person conducting this interview will contact the references provided on the application form and any additional persons as the circumstances dictate. A written record of such contacts will be retained with the application form. (See Appendix III).
- D. Each adult applying to work with children/youth/vulnerable adult shall “authorize” the church to conduct a criminal background check. At a minimum, the background check will include a search through the Michigan State Police Internet Criminal History Access Tool (MSP ICHAT) and the State of Michigan Registered Sex offender data base. Written authorization to run a background screening must be obtained from the applicant. For persons who have lived out of State for any part of the past five years, a national background check needs to be conducted.
- E. Before beginning work with either children, youth, or vulnerable adults each paid staff member and volunteer will sign a statement that they have read, understood, and agree to abide by this Child, Youth, Vulnerable Adult Protection Policy. (See Appendix IV – Participation Covenant)
- F. After the interview and background check have been accomplished, the decision will be made to accept or reject the applicant as a paid staff member or volunteer who will work with children, youth, and/or vulnerable adult.
- G. Where it has been determined that an applicant should not work with children, youth, and/or vulnerable adults, those persons involved with the decision should handle it in a sensitive manner. The pastor or her/his designee should inform the applicant in person. The specific reasons for the decision should be given, whenever possible.
- H. It is important that all records be kept in a locked cabinet in the Pastor’s office. There should be a system in place that gives those who need these records easy access and a safe place to be stored when they are not needed.

III. Ongoing Education of Persons Who Work with Children, Youth, and/or Vulnerable adults

The Pastor and the Board shall ensure that regularly scheduled (i.e., at least annually) training focused on current issues of child, youth, and vulnerable adult protection is available to and received by those working as staff or volunteers. Attendance at this training shall be required of all paid staff members, screened and non-screened adult volunteers who work consistently with children, youth, and vulnerable adults.

The training should include:

- A. The definition and recognition of abuse.
- B. The Church’s policy and procedures on abuse and the reasons for having them.
- C. The need to maintain a positive classroom environment, including appropriate discipline and age-level characteristics.
- D. The appropriate behavior for teachers and leaders.
- E. Abuse reporting responsibilities and procedures.
- F. Definition of appropriate interpersonal boundaries.

IV. Supervision of Children, Youth, Vulnerable Adults

- A. General Rules
screened adult.

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble, Cont.

1. All activities involving children, youth, and/or vulnerable adults will be supervised by at least one

2. When reasonably feasible, each room set aside for children, youth, and/or vulnerable adults should have a door with a window. (Windows in doors tend to remove the opportunities for secrecy and isolation, conditions every child abuser seeks). Half doors should be considered for Nursery and Toddler Rooms.

B. Supervision of Classroom Activities

1. Crib/Toddler to Second Grade

At least one screened adult will be present for all classroom activities involving infants, toddlers, and children in grades Prk-1. When feasible, there should be two screened adults present, and where the two adults are family members, it is preferable that a third adult be present. In addition, a designated person should periodically check each classroom. Two persons in the classroom is the expectation, at least one of them must be a screened adult.

2. Grades 2-5

At least one screened adult will be present for all classroom activities. Two screened adults are preferred. In addition, a designated person should periodically check each classroom. Children should be escorted to and from bathroom facilities or when otherwise leaving the room by either one of the supervising adults or by a designated floating person who checks on all classrooms. Where two adults are not available to supervise, the classroom doors are to remain open.

3. Grades 6-12

At least one screened adult will be present for all classroom activities. A designated person should periodically check all classrooms.

C. Open Door Policy

Parents, volunteers or staff of the church will be permitted, as reasonableness dictates, to visit and observe all programs and classrooms at any time.

D. Sign-in/Sign-out Procedure

Adults responsible for children who are infant through toddler should sign-in their child and indicate the names of the authorized person(s) to whom the child may be signed-out.

Adults responsible for children age 2 through first grade should sign their child in and out of Sunday School and other children's activities.

Picking-up children by non-authorized adults is forbidden.

E. Supervision of Non-Classroom Activities

At least two screened adults will be present for all non-classroom activities involving children, youth, and/or vulnerable adults. Any meetings held in an individual's home will be supervised by at least two adults who are not members of the same family. Meetings held in an individual's home must be pre-approved by the participant's parent or guardian.

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble, Cont.

F. Counseling of Youth and Children

In instances of youth or child counseling where circumstances dictate that counseling would be most effective on a one-on-one basis, an appropriate church paid staff person may meet individually with a youth with the knowledge of at least one other paid staff member. At any counseling session with children or youth, the door of the room used should remain open for the entire session, unless there is glass in the door or wall which gives a clear view into the room. If another adult is not in the building when the counseling occurs, the session should be moved to a public place, such as a restaurant or outside where other people are present.

**NOTE 1: At the initial meeting, the counselor should first determine if they are qualified to address the children, youth, and/or vulnerable adult's needs effectively. Counseling should be limited to no more than three sessions. Referral to another more qualified counselor should be considered.*

**NOTE 2: This is not meant to govern a licensed professional counselor in a paid counseling relationship with a child or youth.*

G. Time Following Group Events

Following group events, it is inevitable that occasionally a participant's transportation arrive after all other participants have departed. In those circumstances, children, youth, and/or vulnerable adults may unavoidably be supervised by one screened adult. Under these circumstances, the general rule requiring the presence of two screened adults is suspended and the screened adult is responsible for exercising his/her best judgment for the participant's well-being

V. Transportation

A. General Rules

Transporting children, youth, and/or vulnerable adults is an important concern. Their safety can be at risk in a variety of ways. Therefore, certain discretion must be used depending upon the event attended, the locale of the event, and the age group participating. This Policy includes both Requirements and Guidelines. When feasible, there should be adherence to the recommendations in the Guidelines. It is expected that the Requirements will always be followed.

B. Requirements

1. Drivers must be known to the designated adult leader of the event.
2. When persons are transported in any vehicle, the driver must be either the children, youth, and/or vulnerable adult's parent/guardian, or a screened adult or a paid staff person who is at least 18 years old.
3. When a children, youth, and/or vulnerable adult is transported in a church-owned vehicle, the driver must be at least 21 years of age; provided, however, exception is made when the driver is a paid staff member who is at least 18 years of age and for whom a driving record search has been made and the record has been found by the pastor or his/her designee to be satisfactory.
4. Drivers must have a valid driver's license for the vehicle being operated. For example, if driving a church bus, a commercial license is required. A copy of the driver's license should be on file at the church.

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble, Cont.

5. Drivers must require that seat belts be used at all times and the number of passengers must not exceed the number of seat belts.
6. Drivers should be advised of a designated route and should not deviate from it except in cases of emergency or road detours.
7. Drivers should not use cell phones unless required for communication with other drivers and should not text message while driving.
8. When there is reason to believe it would not be safe for a youth to ride in a vehicle driven by another youth, the adults responsible should intervene and take reasonable steps to make alternative arrangements for all concerned.
9. When a trip is planned and the destination is expected to be 100 miles or more from the point of departure, drivers are to be listed on an “approved driver list” maintained in the church office.
10. Persons who regularly drive church owned vehicles are to be listed on an “approved driver list” maintained in the church office.
11. In order to be listed on the “approved driver list” of drivers, a Driving Record search must be conducted and the pastor or his/her designee must determine if the record is satisfactory.
12. Drivers will read and sign an acknowledgement form indicating that the Protection Policy has been read and will be followed (See Appendix IV).

C. Guidelines

1. Drivers should be accompanied by at least one other adult.
2. Drivers should receive training for the church owned vehicle being operated.
3. Youth who drive their own vehicles should be reminded regularly of the importance of vehicle safety.

VI. Trip and Retreat Supervision

Trip and Retreat settings can call for different protection requirements depending on the circumstances. What follows are Requirements and Guidelines of this Policy. The Requirements should always be implemented. Depending on the circumstances of the setting, who is in attendance, etc., some or all of the Guidelines should be implemented. Those in charge of the trip or retreat should be mindful of both Requirements and Guidelines, in addition to applying their own wisdom to the needs of a given occasion.

A. Requirements

1. There will be at least two screened adults present for all trips, retreats and other events where the children, youth, and/or vulnerable adults gather overnight at, or away from, the church campus.

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble, Cont.

2. There will be at least one screened adult for each gender present at co-ed overnight events. At single gender overnight events, at least one of the two screened adults present shall be of the same gender as the participants.

3. The person in charge of children, youth, and/or vulnerable adults for each overnight trip and/or retreat shall carry parental permission slips including permission for emergency medical care.

B. Guidelines In a hotel-type setting, rooms should be assigned as follows:

1. Separate rooms for adults and children, youth, and/or vulnerable adults should be assigned with at least two children, youth, and/or vulnerable adults per room.

2. Assignments should be made so that an adult room is between two children, youth, and/or vulnerable adults' rooms.

3. Adults should make random monitoring hall trips and room checks at night by two adults of the same gender as those being checked.

4. A hotel should be selected where the rooms open to the interior of the building (i.e., do not open to the outside).

VII. Online Safety

It is acknowledged that the use of electronics or media communications may be useful tools in supporting church ministries. However, it should also be recognized that these forms of communication also potentially pose a unique risk. Church computers that are set up for guests or program participants to access the internet should be in high-traffic places and randomly monitored by staff. Controls should be in place to prevent access to inappropriate content.

VIII. Responding to Allegations of Child Abuse

When abuse/neglect is suspected or observed, the following guidelines shall be followed.

A. If abuse is observed by, disclosed to, or suspected by a volunteer and/or paid staff member of the church, the observer shall report the incident immediately to the Pastor or the Board.

B. If the accused is the Pastor or a member of her/his family, the allegations shall be immediately reported to the Board and immediately reported to the proper authorities as required by state or local law.

C. Notify the parent/guardian of the victim and take whatever steps are necessary to assure the safety and wellbeing of the victim until the parent/guardian arrives.

D. The church should provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.

- E. Keep a written report of the steps taken by the Church in response to the reported abuse. The report should be brief and contain only factual information relevant to the situation. It should be kept in a secure place. It should be written in ink or typed to prevent it from being changed.
- F. Any contact with the media should be handled by the Pastor or his/her designee.

VIII. Implementation

Unless otherwise specifically stated, it shall be the responsibility of the Pastor or his/her designee, to design and conduct future training, and to ensure the ongoing effectiveness of this Policy.

IX. Application

All of those who participate in the life of this congregation and use its facilities – individuals, organizations, and groups within and outside this congregation -- are expected to respect, implement, and adhere to these provisions as a minimum.

X. Adoption

This Child, Youth, Vulnerable Adult Protection Policy is adopted by action of the Board of Tri Point Church of God this _____ day of _____, 200__.

Safe Sanctuary Policy- Child, youth, vulnerable adult protection preamble, Cont.

APPENDIX I Tri Point Church of God Background Check and Authorization

Purpose:

It is the intent of the Tri Point Church of God to provide a safe and welcoming environment for all that attend church services and programs in the facility and on the church grounds.

Permission:

I hereby grant permission to the Tri Point Church of God to conduct a criminal background check. At a minimum, this background check will include a search through the Michigan State Police Internet Criminal History Access Tool (MSP ICHAT), and the State of Michigan Registered Sex offender database.

Position(s) or ministry in the church requiring information

Print full name including aliases AND maiden name if applicable

Print phone number

Date of birth

City of birth

Print physical address

City

State

Zip

County

Driver's License # especially if you are driving church vehicles

List 3 references (include name, address & phone)

1. _____

2. _____

3. _____

Do we have your permission to contact these references? Y N

Have you ever been the subject of a criminal investigation? Y N

If yes, please explain _____

Have you ever had to deal with a child abuse situation in any way, including- being abused, being accused of abuse, knowing someone who was abused, etc.? Y N

If yes, please explain _____

If you answered yes, what was your role _____

Signature

Date

Submit to: TriPoint Church of God 831 W. Miller Rd. Mio, MI 48647

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble, Cont.

APPENDIX II

INTERVIEW GUIDELINES

There are a number of interview questions that can help in determining the motives behind why people want to work with children. Other questions can help to identify traits often found in child abusers. By asking questions, keeping notes and sharing your concerns and thoughts with other interviewers you may be able to screen-out potential abusers in the early stages of the pre-employment process.

- Tell me about yourself. This begins the interview with less threatening, open-ended questions. It allows the candidate some control in what he/she wants to share. They often reveal information in response to this question that you could not or would not think to ask.
- Summarize your employment history. Look for frequent moves, gaps in employment, and reasons for termination.
- Tell me about your experiences with children. Have you worked or volunteered for other youth serving organizations? Watch for adults whose lives seem to revolve around spending time with children.
- Share with me a favorite family memory. Adults raised in abusive households may have issues that they haven't dealt with. The majority of abusers have been abused as a child.
- What strengths can you bring to this job?
- Why do you want to work with children? Once again, watch the candidate who is too child focused or those who want to work with children because they are "pure", "innocent", "trusting", "non-judgmental", "clean", etc. Adults should want to work with children because they have something to offer children. Beware of the adult who wants to work with children because children meet their adult needs for control, love, or affection.
- What do you do in your spare (leisure) time? What are your hobbies or interests? Watch for those who prefer to spend their free time with children and those whose hobbies are more appealing to children than they are to most adults (i.e., video games, photography, models, magic, etc.).
- What ages of children do you prefer to work with? Child sexual abusers generally have a specific age they prefer. Does the candidate indicate a preference for sex, age, certain traits?
- Do you have any reservations about working with children of different ages? Same as above.
- Do you think there are any reasons to treat boys and girls differently? Listen closely to their reasons or rationale. Does it feel right?
- How were you disciplined as a child? How did you feel about this way? Watch for families that used physical punishment as a method to resolve problems. Does the candidate have unresolved issues related to their upbringing or do they condone this type of discipline?
- What do you consider acceptable discipline? Watch for the adult who needs to control or those with positive attitudes toward corporal punishment. Listen for signs that the candidate may use psychological abuse to punish. Does their response indicate that they lack respect for children's thoughts and feelings?
- How do you tend to deal with stress? Can the candidate recognize when they are under stress? Do they have a plan for dealing with it? Is it acceptable? What makes you angry? How do you deal with anger? Same as above.
- If you saw another teacher/staff/volunteer, one you liked and respected, strike a child, what would you do? Make sure at some point the candidate plans to tell a supervisor.
- Have you ever been reprimanded at work? For what? Was the reprimand related to their ability to deal with children?
- Who are your best friends? Adult's best friends should be other adults.
- Do you relate better with adults or with children? Why? Be cautious of anyone who relates better to children than adults.
- How would you react to any accusation of child abuse? Watch for a comfort level, a reasonable response, a panic look, a carefully thought out manipulative response.
- What would you do if a child told you a secret? Make sure the candidate does not make a promise not to tell.
- What would you do if a child asked you a question about sex? Is the candidate comfortable with the topic? Do they share only what the child is asking?
- Ask other "what if questions. Watch for a candidate whose responses are consistent with your philosophy, who asks other staff for help and support; one who is a team player. Note how quickly they resort to punitive punishment and how realistic or honest the responses are.
- Ask other interview questions pertinent to the position you're interviewing for. Be cautious of candidates who seem overly anxious to be hired, those who seem "too smooth" and those who try to take over the interview.

Safe Sanctuary Policy- Child, youth, vulnerable adult protection preamble, Cont.

APPENDIX III

REFERENCE CHECK

Applicant name: _____

Reference name: _____

What is your relationship to the applicant? _____

How long have you known the applicant? _____

How well do you know the applicant? _____

How would you describe the applicant? _____

How would you describe the applicant's ability to relate to children/youth?

How would you describe the applicant's leadership abilities? _____

How would you describe the applicant's ability to relate to adults? _____

How would you feel about having the applicant as a volunteer worker with your child and/or youth?

Do you know of any characteristics that would negatively affect the applicant's ability to work with children or youth? If so, please describe.

Do you have any knowledge that the applicant has ever been charged with or convicted of a crime? If so, please describe. _____

Are there other people you feel it would be beneficial for us to contact before making a decision on whether or not the Applicant should work with children or youth? Please indicate a means of contacting them.

Are there any other comments you would like to make?

Reference inquiry completed by: _____

Signature

Date

Safe Sanctuary Policy- Child, youth, vulnerable adult protection preamble, Cont.

APPENDIX IV PARTICIPATION COVENANT STATEMENT

The congregation of Tri Point Church of God is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statement reflects our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should work with children or youth in any church-sponsored activity. All adults involved with children or youth of our church must have been active participants of the congregation for at least six months before beginning a volunteer assignment. All adults involved with children and youth of our church shall observe the Child Protection Policy at all times. All adults involved with children and youth of our church shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and laws regarding child abuse. All adults involved with children and youth of our church shall immediately report to the Pastor or Board any behavior that seems abusive or inappropriate.

Do you agree to observe and abide by all church policies regarding working in ministries with children and youth? ____ Yes No ____

I have read this Participation Covenant, and I agree to observe and abide by the policies set forth above.

Applicant Date

Signature of

Safe Sanctuary Policy-

Child, youth, vulnerable adult protection preamble, Cont.

Appendix V

Protection and Integration of Known Sexual Offenders Covenant of Participation

Tri Point Church of God, hereafter referred to as the church, affirms the dignity and worth of all people. We are committed to being a religious community, open to those who wish to worship with us, especially in times of serious personal troubles. However, based on your background and personal history, we have concerns about your contact with children, youth, and vulnerable adults in our congregation. Although we welcome you to our congregation and our membership, your participation in events involving the children/youth of the church and those considered vulnerable adults, will be limited to ensure the safety of these people and to reduce risks to you. The following guidelines have been established to that end.

The congregation welcomes your participation in church activities, but affirms that you must act within the guidelines set forth herein:

1. You shall comply fully with all restrictions and requirements placed upon you as a result of any legal actions – past, present, and future.
2. You shall not be alone at any time with any child, youth, or vulnerable adult.
3. You shall be a member of an accountability group, made up of at least two members of the congregation (one of which shall be the same sex as you), the pastor or his/her designee, and you. This group will be assigned to you for the entirety of your involvement with the church.
 - a. The accountability group will establish a schedule for partnering with you whenever you are planning to be on church property or participate in a church-sponsored event. This schedule will be kept on record with the Board and will be posted in the office of the church.
 - b. One member of your accountability group will be with you at all times when you are on church property or at a church-sponsored event. The accountability group member who is scheduled to partner with you will remain beside you, in close proximity to you at all times, when you are on church property or participating in a church-sponsored event.
 - c. The accountability group will meet together with you, at least once a month, to offer support, discuss issues you may be having, and to pray with you. If the need to meet more frequently occurs, the frequency will be determined by the accountability group in response to your needs.
 - d. The accountability group will report quarterly to the Board, your probation/parole officer (if applicable), and your professional counselor (if applicable).
 - e. You shall take the most direct, visible route to your destination with your accountability partner.
 - f. If restroom facilities are needed while on church grounds, the restroom in the main sanctuary should be used. One member of your accountability group will check the restroom facility before you enter to ensure it is vacant. You will be permitted to enter, and the accountability team member will ensure no one else enters while you occupy the restroom. The team member will then accompany you back to your seat or off church property.
5. You are welcome to attend, accompanied by a member of your accountability group, any public worship service; the adult Sunday school class of your choice; and any other public worship service not designated for children, youth, or vulnerable adults. You may also attend those worship services not predominately led and directed by children or youth, as approved by your accountability group.
7. Any church-sponsored activity held off-site from the church campus shall be approved by the Board prior to participation.

8. Upon arrival at church, you shall report to the usher's office, adjacent to the main lobby, where you will sign in and wait for a member of your accountability group to escort you to your destination. Once your worship experience or your business is complete, you shall return to the usher's office to sign out before leaving the church property. The accountability group member escorting you will initial both signing in and out. If the usher office is locked and no member of your accountability group is available to meet with you, you are to immediately leave the church property.

9. At no time shall you hold a position of authority with the church or serve as a representative of the church.

10. At no time will your name be allowed to appear in the church newsletter, the weekly bulletin, or in any item of print associated with the church, excluding the weekly prayer concern list and the church directory.

11. As part of our church family and in an attempt to provide the safest environment possible, you shall inform your accountability group and the Board if you become aware of other sex offender(s) who are attending our church.

12. Terms of this covenant will be reviewed with your probation/parole officer (if applicable), sex offender treatment provider, and any other person involved in your after-care or treatment prior to your involvement with the church.

13. The covenant must be signed by a representative of your accountability group, your probation/parole officer (if applicable), sex offender treatment provider, and any other person involved in your after-care or treatment prior to your involvement with the church.

14. This covenant will remain on file with the church and will be readily available to members of the church. It will be shared directly with all persons involved directly with children, youth, and vulnerable adults working with the church.

By signing this covenant, I agree that if at any time, any item of this covenant is suspected of being broken, I will meet with the Board. I agree that all findings of the Board are final. I agree that if the Board finds that any item of this covenant at any time was broken, I will immediately discontinue attendance at all church functions. I understand and agree that all church members will be made aware of the violation. I agree that all violations will be shared with my accountability group, my probation/parole officer, sex offender treatment provider, and any other person involved in my after-care or treatment. Any violation that occurs that is illegal in nature will be reported immediately to the appropriate authorities.

Signature _____

Date _____

Accountability Group Rep. Signature _____

Date _____

Senior Pastor Signature _____

Date _____

Probation/Parole Officer Signature _____

Date _____

Professional Counselor Signature _____

Date _____

Adopted 1-21-19

APPENDIX 23

Church Closing Procedure Policy

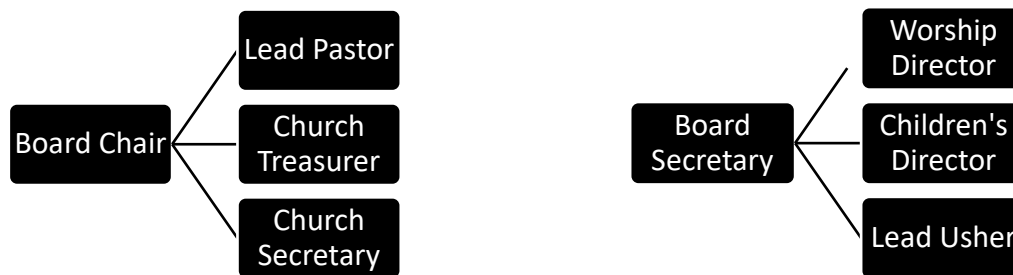
Determination: 2 board members appointed will determine Sunday church closing by 6am.

Board Chair: Darren Rhoads 989-413-3464

Board Secretary/Treasurer: Josh Younk 989-545-8458

Reports To: Lead Pastor and/or Board Chair

Procedure: Once the determination for church cancellation has been decided upon, the Board Chair & Secretary/Treasurer will call/text the Church Treasurer, Church Secretary & Ministry Directors (Head Usher, Worship Director and Children's Director).



Duties and Responsibilities:

Church Treasurer: Jon Barnes 989-335-0213

-

Church Secretary: Shellie Barnes 989-848-5972

- Post on TeamReach
- Post cancellation on Facebook

Worship Director: Diane Maier 989-826-3141

- Notify workers of cancellation

Children's Director: Pastor Steven 989-450-8892

- Notify workers of cancellation

Lead Usher: Darren Rhoads 989-413-3464

- Notify workers of cancellation

Approved: _____
Updated: February 24, 2025

APPENDIX 24

Community Food Pantry

Section 1 - The Community Food Pantry Team shall consist of a chairperson appointed by the Church Board and at least two (2) other persons (one of whom shall be a member in good standing with any of the Love INC partner churches) selected by the Chairperson and approved by the Board. They shall serve one (1) year terms. The Pastor will serve as an ex-officio member.

Section 2 – Duties of the Chairperson

- (a) Shall be in communication with the Financial Secretary and to promptly submit all receipts.
- (b) Shall make the facility ready to receive shoppers indoors and outdoors.
- (c) Shall make an annual calendar of distribution dates making alternations for holidays as needed. This calendar and any/all changes to it, is to be shared with the church secretary.
- (d) Shall schedule volunteer & pick up shopper lists prior to distribution day.

Section 3 – Duties of the Team

- (a) Shall acquaint itself with the circumstances, the needs of the community, and purpose of the Food Pantry.
- (b) Shall maintain a non-judgmental & loving atmosphere.
- (c) Shall appointment a conscientious shopper.
- (d) Shall work together developing and implementing biannual fundraisers & recruiting volunteers.
- (e) Meet on a regular basis.

Section 4 – The Team shall meet at least every other month and will regularly report to Board of their activities.