

**Policy Manual**  
**For**  
**New Beginnings Church of God**  
**518 NE Nash St.**  
**Roseburg, OR 97470**

**We would like to take a moment to let you know how much we appreciate your willingness to become part of our New Beginnings Ministry Team of Volunteers or Staff. When New Beginnings was planted in the fall of 1999 by Pastor Randy and Lisa Scroggins, God began a tremendous work here in Douglas County that has continued to grow, flourish and impact our community in a very positive way. We have watched many lives come to Jesus, which is our greatest vision here at New Beginnings. We also have watched lives who were broken and in need of healing become grounded in their faith and receive miraculous restoration.**

**It is our desire to see this work that God began here in Douglas County grow and continue to reach its full potential according to the plan God purposed for New Beginnings.**

**However, we live in a time where churches need to be very aware of the legal aspects that could impact them in a negative way if wisdom and careful consideration is not used to keep ourselves protected.**

**This manual has been compiled of policies required by our insurance companies that we currently have no control over and also policies we have developed to keep ourselves accountable and walking in the utmost integrity.**

**We ask that you take the time to read through this manual and if your desire is to commit to becoming part of this team of changing lives One Soul at a time, sign and return the back agreement form stating you are willing to follow the guidelines and policies stated in this manual.**

**We love you and continue to pray for God abundant blessings for you and your families.**

**In Christ,**

**Pastor Randy and Lisa Scroggins**

## **Intro to New Beginnings Class**

We believe to get started you need to be aware of how, why and where New Beginnings was founded. We also believe you need to understand what our doctrine is and what denomination we are affiliated with. Lastly, we want you to have clarity regarding the process of how to get involved at New Beginnings as a member or volunteer. Here is an outline of the classes that we desire you to take to become eligible for any position at New Beginnings.

### **Outline for Intro to New Beginnings Class**

#### **Week 1**

- 1. How and why we founded New Beginnings**
  - a. Where the judging is left to God and the loving He leaves to us**
  - b. A place to come home to**
- 2. Background of Pastor Randy and Lisa**
  - a. Testimonies of where we came from and what our passion is**
- 3. What our vision is for now and the future**
  - a. To reach the unreachable and see lives change one soul at a time**
  - b. To have a home for unwed mothers**

#### **Week 2 & 3**

- 1. What we Believe-statement of Faith**
  - a. Salvation**
  - b. Water Baptism and Holy Spirit Baptism**
  - c. Discipleship-elective classes on Sunday Morning**
  - d. Faithfulness-importance of attending the house of God**
  - e. Financial Support**
    - i. How our local budget is met**
    - ii. Missions and who we support financially**

#### **Week 4**

- 1. Connecting in your age group**
  - a. Children Department- P. Lisa Scroggins**
  - b. Youth Department-P. Jeremiah Scroggins**

- c. **Young Adults Department-P. Tehren Randleas**
- d. **Cell Group Ministry- Duane & Sandy DeFrees**
- e. **Senior Department-P. Bob and Hazel Scroggins, Ben & Sue Harrison**

**2. Connecting in a Cell Group**

- a. **Location**
- b. **Specialized studies**

**3. Volunteering**

- a. **Requirements**
- b. **Policies**

**4. Membership**

- a. **Signed commitment**
- b. **Participation**

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## **POLICIES**

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### **PASTORAL CARE AND COUNSELING**

The pastoral staff encourages anyone in the congregation to ask for spiritual guidance and emotional support whenever the need arises. The pastors offer pastoral care whenever there are life crises such as death, illness, divorce, loss of job, or any other transition or circumstance that is causing distress. This pastoral care includes prayer, direction, and encouragement offered to individuals or families in our congregation who are struggling spiritually, physically, or emotionally for any reason. A program staff person or lay volunteer may also provide pastoral care, but should do so under the supervision of an approved pastor.

However, the pastors on our staff do not offer ongoing, comprehensive counseling, regardless of their training. Pastors may meet with individuals/families up to three times in the same year for the same life issue, but shall then refer the individual/family to a professional therapist, spiritual director, or other specialist outside the church for more ongoing counseling or support. (If the pastor refers the individual/family to a counselor and that counseling relationship does not work out, the pastor may meet with the family once more to seek to refer to another appropriate person.)

Pastors will maintain confidentiality about their pastoral care sessions unless someone is at risk of harming him/herself or someone else; then in compliance with denominational standards and state law, community intervention specialists and/or protective services will be contacted.

Pastors and other staff will never receive compensation for pastoral care or counseling extended to congregants.

*Pastors and other staff must require the statement of understanding to be completed by any being counseled. (See below)*

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**Statement of Understanding**

(Adult Consent Form)

I understand that the staff of New Beginnings, and those associated with them, are not professional or licensed counselors, therapists, medical or psychological practitioners, unless otherwise indicated.

I deem the persons leading these sessions to be "encouragers" in the Christian faith, who are helping me assume my responsibilities in finding freedom in Christ. I am also aware that my encourager may need to intervene if he or she suspects that a child (under the age of 18) or an elder (over age 65) is currently endangered by abuse or if I am a danger to myself or others.

I understand that I am not being advised to alter any prescription medication I am currently taking. This is a matter between myself and my physician/therapist.

I understand that I am free to leave at any time and am here voluntarily. I understand that I am under no financial obligation. I am also aware of my right to ask for clarification of any part of this statement of understanding.

(PLEASE PRINT)

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H)( \_\_\_\_\_ ) \_\_\_\_\_ (W) \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Encouragers Name \_\_\_\_\_

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## **ACCOUNTABILITY POLICY**

In situations in which two people of the opposite sex would be alone in an isolated area an additional person must be present. If this is not possible the meeting must be taken to a public place for accountability. This is also to include trips made in vehicles together.

No volunteer or staff working with youth or vulnerable adults is allowed to date or become romantically involved with any recipient of his or her ministry. Any volunteer or staff with prior incidents of sexual misconduct may not volunteer with children, youth or vulnerable adults or minister to them in any way. There are no exceptions to this guideline.

## **COUNSELING MINORS**

For pastoral care of minors, team counseling is preferable whenever possible. A male/female team is generally appropriate for counseling either gender. If team counseling is not feasible, parental permission shall be obtained before a pastor, director or volunteer can meet privately with a child or youth. Prior permission may be granted by parents to cover a particular time period (i.e., a school year) for their child to receive pastoral care from a particular pastor. Another adult must be notified of the location of the meeting and persons involved. If possible, female adults will counsel female youths and males counsel males.

Pastoral care of minors should be done in a public place where private conversations are possible but occur in full view of others, thereby guarding carefully to avoid seclusion. At any session, the door of the room used should remain open for the entire session—or the pastor, director, and responsible adult should be easily visible through the door's window. If necessary, one-on-one meetings may also be in an openly visible, public area, such as a courtyard or a coffee shop. One-on-one pastoral care sessions shall not be conducted in a private residence without an adult family member present.

Volunteers should not meet with youth more than three times to discuss the same issue, because they are not prepared or supported for long-term counseling or formal therapy. Adult leaders are encouraged to refer youth or vulnerable adults who they suspect have a serious need for counseling to professionals in the community. Questions about appropriate referrals should be discussed promptly with the youth program leader.

Informal contact refers to phone calls, text messaging, letters, or face-to-face contact between an adult volunteer and a minor that is not connected to official church activities. The church recognizes that informal contact between volunteers and youth frequently occurs. The volunteer must receive from the parent written permission to send text messages to the youth. Parents are responsible for monitoring this informal contact.

**Guidelines for Children’s Ministry**

The form below is to be completed by each volunteer, teacher, minister or director who will be working with any minors.

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**It is New Beginnings Church of God’s desire to provide a safe and loving environment for all children entrusted in our care. The following is a list of guidelines that any volunteer or church employee will be required to follow in order to keep within the boundaries that NBCOG reserves the right to enforce. Any violation of the following guidelines will result in the termination of volunteer or church employee.**

**I will submit the required application to work with any minor and understand this includes a confidential background check.**

**I understand there is a six-month waiting period required before I can volunteer to work with any minor.**

**Unless it is a member of my family, I will not be alone with any child under my care at NBCOG at any time for any reason.**

**I will attend the required training workshop before I can work with any minor.**

**I will not strike, spank, or hit any child entrusted in my care at NBCOG.**

**If any child-related discipline problems occur during our Children’s Ministry times, I will notify my immediate supervisor and complete a report if needed.**

**If I notice, am aware, or am suspicious that a child is being abused, I will notify my immediate supervisor.**

**I will immediately notify my supervisor of any emergency, or safety concern that I may have while serving during the Children’s Ministry Program.**

**If qualified, I will administer first aid to any injured child entrusted in my care.**

**Unless there are unforeseen circumstances, I will be on time when scheduled to minister for the Children’s Ministries Department.**

**If unable to work when scheduled, I will give my supervisor a 24 hour notice to ensure a substitute can be found.**

**I have read and understand the Children’s Ministry guidelines established by New Beginnings Church of God. I will follow and adhere to these guidelines as prescribed by NBCOG. I understand that any violation to these guidelines will result in my termination with the Children’s Ministries at NBCOG.**

**Name\_\_\_\_\_Date\_\_\_\_\_**



**THE TWO ADULT RULE**

The two-adult rule is our goal when working with youth. At least one approved primary volunteer and a secondary helper must be present at all times during a church-sponsored class, meeting, event or ministry when children or youth are involved. If no second adult can help or be in the immediate vicinity, the activity/class will be cancelled or a roving supervisor will repeatedly, randomly monitor the room. Two adults must be present with children younger than four years old.

Youth over the age of 12 may assist an adult in supervising children’s activities; however, such assistance does not alter the recommendation that at least two adults be present.

**GIFTS**

Those working with youth are generally discouraged from giving personal gifts to youth. When the giving of personal gifts is desired, the volunteer must first notify the minor’s parents and youth pastor. Gifts can easily be misinterpreted. Gifts given to groups of young people are appropriate, such as graduation presents or awards of participation.

**“Check-in/Check-out” Procedure for Young Children**

Parents/guardians will sign in their children when leaving them with the Children’s Department and sign them out when picking them up. A child will be released only to the person who dropped him/her off, unless otherwise instructed by the person who leaves the child. Under no circumstances will a child be



released from the Children's Room to a person under the age of 18. Permission slips will be available for parents or guardians to sign, authorizing alternate options for the release of the child(ren).

### **Involvement of Parents and Guardians**

Parental permission shall be obtained in advance for involvement in church sponsored overnights, off-site or special events.

When planning an event for youth and children that will require adult drivers and/or adult chaperones, it is necessary to provide at least two weeks advanced notice to the potential adult volunteers. Such notice is important to give the adults enough planning time and for the organizers to ensure the roster of volunteers is completely filled. The event will not be able to proceed without sufficient adult driver and/or chaperone duties confirmed.

Only assigned volunteers may be in the Toddler or preschool classroom, with the exception of nursing mothers and parents called to the room to calm an upset child.

The Director of Children's Ministry, the Elder to Children's ministry and other church leaders may make random visits to classrooms and bathroom in use by children and youth.

## **APPROPRIATE AFFECTION**

### **Guidelines for Appropriate Affection**

New Beginnings Church of God is committed to creating and promoting a positive nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our staff and volunteers from misunderstandings. Positive affection for those we serve is powerful in ministry, but what is actually positive and wanted affection is sometimes difficult to discern. The behaviors suggested below are helpful when determining appropriate boundaries as well as identifying individuals who are not maintaining safe boundaries with children or youth. These guidelines are based, in large part, on avoiding behaviors often used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all staff and volunteers working around or with children or youth.

#### **Some positive and appropriate forms of affection might be:**

- Brief hugs
- Pats on the shoulders or upper back
- Handshakes
- "High-fives" and hand slapping
- Verbal praise

- Touching hands, shoulders and arms of children or youth
- Arms around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during prayer

### **Inappropriate behaviors with children and youth in ministry settings**

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Holding children over 3 years old on lap
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms
- Occupying a bed with a child or youth
- Wrestling with children or youth
- Tickling children or youth
- Piggyback rides
- Any type of massage given by a child or youth to an adult
- Any type of massage given by an adult to a child or youth
- Any form of unwanted affection
- Comments or compliments (spoken, written or electronic) that relate to physique or body development. Examples: “you really are developing” or “you look really hot in those jeans.”
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by clothing
- Giving gifts or money to individual children or youth
- Private meals with individual children or youth

### **DRIVING POLICY**

The safety of our young people must be of prime importance during any activities requiring transportation.

**The Youth Leader's Policy concerning Driving is as follows:**

1. Any driver must have their full license before transporting young people. This must be carried with them as required by law.
2. There must be no overloading of vehicles. The law states that the number of seatbelts dictates how many passengers can be carried.
3. The leader will be an example to the young people in their driving behavior and their attitude towards other drivers.
4. If a leader commits a driving offence with young people in their car, they may not be permitted to transport young people at the discretion of the Youth Pastor along with the Senior Pastor & Elders.
5. When borrowing or hiring vehicles for an event, the leader driving must obey the set policies concerning the use of that vehicle. This may include their age being over 25 years of age.
6. If a driver of a vehicle for a youth group event is involved in any vehicle accident or incident, they will report it appropriately to other Vehicle or Property owners, Insurance Providers and Police as necessary. The Youth Pastor will be informed. Drivers will pay the required insurance excess and/or other costs involved as appropriate.
7. All vehicles used for transporting young people and for youth events need to be safe with current Warrant of Finesses and Registrations.
8. This policy applies for every driver at a youth group event – including those not in a leadership role.

**PHYSICAL SAFETY POLICY**

The safety of our young people must be of prime importance during any activities or events.

The Youth Leader's Policy for Physical Safety is as follows:

For each event or activity that happens outside of the normal programming, i.e. a trip, a camp or an activity that carry more than normal inherent risks; a Risk Management Plan must be created, written down and communicated appropriately to leaders & participants. It is the responsibility of the Youth Pastor or the Key leader to fill out the Risk Management Plan and communicate it appropriately. Risks must be identified and eliminated or managed appropriately. The Youth Pastor will keep Risk Management Plans on file. First Aid kits will be provided, and fire extinguishers will be available where appropriate.

If a young person, another leader, a member of the public, or a parent physically assaults a leader, reasonable self-defense is permitted. However, the force required should be only adequate to cease the

physical abuse and not to cause unnecessary injury. The Youth Pastor will be immediately notified. He / she will then notify the Senior Pastor within a 24-hour time frame. If required, the Police will be involved. Debriefing and follow up will be made as necessary.

If a young person, another leader, a member of the public, or a parent verbally assaults a leader, it is expected that the leader respond with integrity and respect. The Youth Pastor will be immediately notified and an appropriate resolution brought about. The Senior Pastor will be informed of the situation within a 24-hour time frame by the Youth Pastor or key leader. Debriefing will be made available as necessary.

There is a zero tolerance policy towards a leader physically assaulting a young person, another leader, a member of the public, or a parent. If such a situation arises, the Youth Pastor along with Church Leadership will use their discretion as to the appropriate course of action.

It is expected that any leader using a recreational firearm will do so in a responsible and law-abiding manner. These firearms include hunting rifles on trips and tramps, BB Guns, and any other legal form of firearms. The holder of the firearm license is responsible for the proper and careful use of the gun, and the young people will not be permitted to use the weapons unsupervised. The leader must take full responsibility for any injury which may be caused during the activity.

Best practice would say the emergency service should be called primarily by the Youth Pastor / Key Leader, however other leaders or adults should make this call as necessary. Young people should not be in the position to have to call emergency service themselves.

## **HEALTH & SAFETY POLICY**

New Beginnings Church of God is committed to the protection of its employees, its property and other people from accidental injury or damage from work carried out on behalf of the church.

In meeting this commitment New Beginnings Church of God will comply with all legislative requirements and take all practicable steps to ensure that it:

- Provides a safe place of work.
- Establishes and insists that safe work methods are practiced at all times.
- Ensures employees and other persons understand and accept their responsibilities.
- Promotes a safe and healthy place.

Overall Safety Responsibility to achieve the church's commitment to promote Health and Safety on its premises, we have appointed a Safety Officer who is responsible for ensuring that the church's Health and Safety procedures are complied with. The Safety Officer is Dan Rice.

#### Safety & Health Duties

- Understand the legislative requirements for Health and Safety in the place of work
- Develop the church's Safety Policy and Procedures
- Assign safety responsibility to specific individuals where appropriate
- Involve employees in the development of Safety Policy and Procedures
- Make sure that all employees and sub-contractors understand the church's approach to safety and that they are aware of their responsibilities
- Ensure that a safety check program is established and maintained
- Carry out a regular Hazard Management inspection
- Make sure employees have the opportunity to comment on Health and Safety issues
- Prepare, distribute and file all records, inspections reports and accident reports

## **MARRIAGE, SEXUALITY & CIVIL UNIONS**

### **1. THE BIBLE**

We begin by affirming our unequivocal belief in "The inspiration of the Bible and its authority in all matters of faith and practice".

We affirm that the incarnate Word (Jesus) and the written Word (the Bible) are of one accord and cannot be separated.

We affirm that the Bible, which includes the teachings of Jesus, has an overall clarity in its teaching on marriage and sexual morality which can be summarized as “celibacy in singleness, faithfulness in marriage, marriage to be defined as a union between one man and one woman.”

## **2. SEXUALITY AND MARRIAGE**

We affirm that God made human beings as sexual beings, and that human sexuality is God's good gift to us.

We affirm that marriage is the legal, moral and spiritual union of a man and a woman to the exclusion of all others, voluntarily entered into for life.

We affirm that God intended marriage to be a partnership, in which husband and wife love, honor and respect each other, and that this is the biblical context for sexual intimacy.

We affirm that sexual intimacy between husband and wife is good, and is intended by God for bonding, pleasure and procreation.

We affirm that marriage, between one man and one woman, is the ideal and God-intended context in which to conceive and rear children.

We affirm that the Church ought to do all in its power to uphold the importance and sanctity of marriage as a loving, life-long union between one man and one woman.

We acknowledge that in this broken world, distortions can occur in the expression of human sexuality, and we affirm our concern and love for those who are in situations of distortions or brokenness. However, such distortions should not be viewed as acceptable or embraced as being good.

## **3. HOMOSEXUALITY**

We first affirm that the biblical ideal for sexual relationships is within a permanent monogamous, heterosexual union. Because of this biblical teaching, we hold that heterosexual marriage is foundational to both family and society, and we believe that this pattern, ordained by God at creation, must be upheld.

We believe that homosexual expression clearly departs from this biblical pattern and is condemned in scripture. We therefore assert that homosexual behavior is unacceptable in the sight of God, because it is contrary to scriptural principles of morality and family life. Accordingly we see homosexual practice as sinful.

However, we also see condemnation and rejection of the homosexual person as sinful. We do not put homosexuals into a special class of “sinner”, but see them, like heterosexuals, as people having to deal with their orientation and sexual pilgrimage towards a fulfilling and self-affirming sexual pattern as God intended. We need to bear in mind, all humans are sinners, and biblical teaching condemns, for instance, greed and materialism just as strongly as homosexual behavior.

We affirm God's love for both the homosexual and the heterosexual who struggle to discover God's purpose in their sexuality. We believe that whatever one's orientation or behavior, the liberating, healing and sustaining power of the Holy Spirit is available to each of us.

As a family of churches we have sought, and will continue to minister God's love and forgiveness to the homosexual person. We will work through ministry, prayer, counselling, companionship, and with compassion to facilitate liberation for the homosexual. As an outcome of the above, we neither endorse nor promote same-sex marriage. Instead we reaffirm our statement that the biblical ideal for sexual relationships is within a permanent monogamous, heterosexual union.

**4. MARRIAGE CEREMONIES**

The Pastoral Staff (or Senior Pastor) are given authority to accept requests for marriage ceremonies to be held in our premises and with due pastoral care determine for whom they will make themselves available for the conducting of such ceremonies.

**5. CIVIL UNIONS**

Given the above we cannot condone the practice of civil unions and will not allow the use of our church premises or properties for such ceremonies.

**6. SAME SEX MARRIAGES**

Given the above, we cannot condone the practice of same-sex marriage and will not allow the use of our church premises or properties for such ceremonies.

**7. THE IMPLICATIONS FOR THOSE IN PASTORAL MINISTRY**

We articulate these standards and affirm our belief that they need to be maintained by all Christians, particularly those in pastoral leadership, because they have been placed in positions of trust within New Beginnings Church of God.

We affirm that New Beginnings Church of God is right to set and maintain high standards for those who are called and appointed into positions of leadership and ministry (James 3:1).

We affirm that it is inappropriate to accept into pastoral ministry within New Beginnings Church of God those who are involved in, pedophilia, adultery or fornication, pornography or practicing homosexuality.

We affirm the New Beginnings Church of God policy as the policy that will be used in dealing with any pastoral staff at New Beginnings Church of God who are guilty of immorality.

All leadership will be required to have the sexual misconduct policy signed and a copy on file. (See below)

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**Sexual Misconduct Policy**

I understand that sexual misconduct or sexual molestation is any activity which is sexual in nature, whether permitted or un-permitted, including but not limited to sexual assault, sexual

battery, sexual relations, sexual acts, sexual activity, sexual handling, sexual message, sexual exploitation, sexual exhibition, photographic, video or other reproduction of sexual activity, sexual stimulation, fondling, intimacy, exposure of sexual organs, lewd or lascivious behavior or indecent exposure, fornication, undue familiarity, or unauthorized touching.

I understand if any accusation of any of the above behavior is presented I agree to willingly undergo any questioning by the Pastors to prove my being innocent or guilty. If refuse to be questioned I understand I will be immediately excused from my position. I will be immediately terminated from any position at New Beginnings Church of God if I am found to be guilty of any of the above.

Signed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

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**CONFIDENTIALITY**

The form below will be required for volunteers, teachers, ministers, employees and all leadership to complete and sign.



**About Confidentiality**

There are certain givens and obligations to which one agrees upon accepting positions with any organization. Some are so common place that they are considered the unwritten rules by which and individual governs his/her professional department. For example, punctuality, regular attendance, observation of safety standards and house rules, and common courtesy fit into this category.

Confidentiality is yet another obligation to which an individual must agree in order for an organization to remain viable, especially for the "church world". Confidentiality is a bond, a pledge, a contract that is expected to be honored by those individuals who have been given the opportunity to help serve that organization. Beyond being critical to the well-being of the organization, it is essential. There can be no room for the carrying of rumors, innuendos or half-truths. To breach a confidence is to betray trust.

This confidentiality is essential to New Beginnings Church of God. It is imperative that the sensitive and private information be communicated only on a "need to know" basis. For mutual protection, staff, church leaders and volunteers as well as the church body and those influenced by our ministry, must be confident that those with access to files, records, payroll information, and other private and sensitive information be maintained within its intended parameters.



**This issue is of such importance that continued participation in your position is based, in part, on one's ability to maintain private and sensitive information in confidence.**

**I understand that by signing this document, I agree to abide by the policy and precepts as stipulated above.**

**Signature** \_\_\_\_\_

**Pastors Signature** \_\_\_\_\_

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**MEDIA AND SOCIAL MEDIA**

**MEDIA**

All Staff, Leaders and Volunteers at New Beginnings Church of God will ensure that all comments concerning the Church, its people, its practices and its purposes to the Media are positive. This includes Blogs, 'Letter-to-the-Editor' style comments, Interviews and comments on Social Media.

Always gain specific permission when using images, photos or video of people with public access – such as newspapers, youtube, the Church Website

**SOCIAL MEDIA**

Social Media is the ever growing, ever changing field of communication through different forms of technology accessed by mobile phones, tablets and other computing devices. It opens new means to connect with others, but holds the possibility for misunderstanding and abuse. Communication through social media is often more individual thus needing high levels of accountability particularly when communicating with children, young people and others who are vulnerable.

The New Beginnings Church Staff, Leaders & Volunteer's policy concerning Social Media with children & young people aged 12 years old and younger is as follows:

1. All forms of social media communication will be through the children's parents/caregivers. Social Media contact between Staff, Leaders & Volunteers & children 12 years old & young is only allowed through technology and applications owed / managed by their parents / caregivers while their parents / caregivers are present and with their permission.

2. Due to age restrictions on Social Media sites & applications [facebook, snapchat, twitter, etc], these are inappropriate means of communication between Staff, Leaders & Volunteers and children who are ages 12 years old & younger and will not be used.
3. To respect parents & caregivers rights to choose when their children & young people have access to their own cellular technology, Staff, Leaders & Volunteers will not communicate with the personal cell phone of any children 12 years old & younger in any way. If children 12 years old and younger have their own cell phones, their numbers will not be collected or used in any way.
4. If a child 12 years old or under contacts a Staff member, Leader or Volunteer via social media, it will not be responded to. The young person's parents /caregivers should be notified and it should be explained to the child that social media is not an appropriate way to communicate with Staff members, Leaders and Volunteers. If the communications persist, there are methods of blocking incoming communications in most forms of social media.
5. Staff, Leaders and Volunteers will not communicate to children privately across social media platforms. Private and secret communication between Staff, Leaders & Volunteers and children 12 years old & younger will result in that adult's removal from that ministry.
6. Staff, Leaders & Volunteers must have the permission from the appropriate ministry leader to engage with young people using Social Media. Staff, Leaders & Volunteers should also consider the appropriateness of using social media when communicating with those with intellectual impairments and those who are vulnerable in other ways - emotionally, socially, intellectually, etc.
7. Staff, Leaders & Volunteers will not share images, picture or video of young people [13 -18 years old] & those who are vulnerable in publically accessible forms of social media, like youtube or public facebook pages without the consent of the parent (signed consent form on file)
8. Staff, Leaders & Volunteers need to exercise caution when private messaging [text message & private messaging on face, etc] and young people [13 – 18 years old] & those who are vulnerable. They must seek to communicate appropriately and with respect. The appropriate Ministry Leader & Elder can ask to see private messages between Staff, Leaders & Volunteers and young people [13 – 18 years old] & the vulnerable if concerns have be expressed or complaints have been made. For the protection of the Staff/Leader or Volunteer another member (preferably spouse) will be included in a Group Message when it involves the opposite sex or any situation that may be sensitive. We recommend facebook accounts for communication purposes be joint husband and wife accounts.
9. Intentionally hidden or secret personal interactions between Staff, Leaders & Volunteers and young people [13 – 18 years old] & those who are vulnerable are not appropriate and if the content or intent of these messages is inappropriate, the Staff member, Leader or Volunteer will be removed from that ministry.
10. If Staff, Leaders or Volunteers receive unwanted messages or comments from a young person or any other, they should be asked to stop. If they continue, after consultation with the Senior Leader, speak to them again with a fellow leader or volunteer, or a ministry leader. If the communications persist, there are methods of blocking incoming communications in most forms of social media. It is to be communicated to the 'offender' that they have been blocked from Social Media communication with

that Staff member, leader or Volunteer. This is consistent with Jesus' word in Matthew 18:15-17 concerning offenses against one another.

Matthew 18:15-17 "If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector."

11. Church Ministry Group Social Media pages for young people 13 years old and older will be closed, not open to public access. Permission can be requested to join group. Ministry Leaders [or Elders] must have administrative rights for Group Social media sites attached to ministries of New Beginnings Church of God. It is recommended that all ministry social media pages and sites are closed to public access as well, especially if they have open commenting or posting settings. If a ministry social media page or site is set to open, the appropriate ministry leader must be regularly overseeing the comments and posts to ensure their appropriateness.

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## **MINISTRY REQUIREMENT GUIDELINES**

**In order to be considered for a ministry position who is responsible for the training and mentoring of others, these guidelines must be followed:**

**1. Have a personal relationship with God.**

**If we are going to lead people to the Lord we must "know" Him ourselves.**

**Saul knew about Him but did not know Him.**

**He then became Paul and "knowing" Him he served Him.**

**2. Must be submissive to God's will**

**To know God's will you must have a daily devotional life with Him.**

**Strong devotional lives will bring strong ministers.**

**3. Prayer— prayer is the very foundation of every ministry**

**4. Must be supportive to the leadership and the vision of New Beginnings.**

**Loyalty**

**A good leader will always make their leadership look good. (Read**

**"God's Armor bearer")**

## **Faithfulness**

**In Attendance-** attend a weekly cell group or bible study. We believe it is essential to your spiritual walk that you not only are giving out to others but also being fed yourself.

**Finances-** Support this body with your tithes and offerings. Our vision is for all of our people to be blessed. There is a pathway for blessing (Malachi 3:8-12, Luke 6:38)

**Unity-**we must always strive to maintain harmony and unity in the church. We quote this frequently-They out there will know we in here love him up there by our love for one another.

To maintain unity we must learn to tame our tongue. (James 3:2-12) Think on good things- (Philippians 4:8-9) Finally brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

**Attitude-**Our attitude determines our altitude. Remember the power of our words. WE create life or death when we speak.

A good attitude will reflect a humble spirit. (James 2:8) And being found in appearance as a man, he humbled himself and became obedient unto death--even death on a cross.

**Team player-**Remember there is no "I" in the word team.

You look as good as your teammate looks.

You are only as strong as your weakest link. Keep your team strong by strengthening the weak. It is much easier to be led than to be driven.

## **4. Attend workshops and training classes**

Enroll into the Experiencing God classes and complete the discipleship program for leadership classes.

Read the book "God's Armor bearer"

Be willing to attend the ministry meetings and workshops for individual departments as well as special church meetings.

Be willing to read church policies and agree by signing and turning in the confidentiality form, the sexual misconduct form, and if working with minors the background check form.

## **5. Learn to say good-bye to the past and press towards the goal.**

We cannot meet our goals by looking behind us and living in the past. (Philippians 3:12-14) Not that I have already obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of for me. 13. Brothers, I do not consider myself

yet to have taken hold of it. But one thing I do: forgetting what is behind and straining toward what is ahead. 14. I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.

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### **Qualifications for the Prayer Ministry**

**There are many vital qualifications that one must possess to become a Prayer Team Member. Each member shall give full accountability for his personal faith and conduct. The Prayer Team Member must have a teachable spirit and be willing to learn, because it takes patience and effort to understand people. Being submissive to those in authorities over you, provides an atmosphere for God's anointing to flow through each Prayer Team Member. Each member should be age 17 or older.**

- 1. The Prayer Team Member shall give evidence of a genuine experience of salvation (John 3:3, Romans 6:23)**
  
- 2. The Prayer Team Member shall be a person filled with the Baptism of the Holy Spirit with evidence of speaking in other tongues. If the Prayer Team Member does not possess this experience, they should be seeking this experience (Ephesians 5:28)**
  
- 3. The Prayer Team Member should be exercising the Gifts of the Spirit (I Corinthians 12)**
  
- 4. The Prayer Team Member's life should manifest the Fruits of the Spirit (Galatians 5:22-25)**
  
- 5. The Prayer Team Member must be willing to follow guidelines and to receive correction from those in authority (Proverbs 3:11)**
  
- 6. The Prayer Team Member must be well versed in the Word of God (Galatians 5:22-25)**
  
- 7. The Prayer Team Member should be an active member of a local church (Hebrews 10:25)**
  
- 8. The Prayer Team Member must be totally committed and available to the Lord (II Timothy 2:3-6, Hebrews 12:1-2)**
  
- 9. The Prayer Team Member must be obedient to the Holy Spirit (Romans 12:2)**
  
- 10. The Prayer Team Member must be work in forgiveness as a lifestyle in order to minister effectively (Matthew 6:14-15)**
  
- 11. The Prayer Team Member must be a person of prayer (I Thessalonians 5:17, Ephesians 6:18)**

12. The Prayer Team Member must know who you are in Christ (Romans 8:1, I John 4:4)
13. The Prayer Team Member must be one who contributes regularly in tithes and offerings (Malachi 3:10)

#### **The Purpose of the Prayer Ministry**

##### **Service to God:**

1. The Prayer Ministry is an extension of the Pastor or Guest Speaker, yet a direct representative of God.
2. To truly represent Christ by demonstrating unity and being in one accord.

##### **Service to the Pastor or Guest Speaker:**

1. The Pastor and staff or speakers are unable to pray for each individual person. The Prayer (Team) Members are vital in assisting them during the prayer time and alter calls.
2. Know the burden of the Pastor (soul winning).

##### **Prayer Ministry is...**

1. NOT opportunities to release, rebuke, correct, or give direction.
2. NOT a "life membership", one may be asked to step down for a season or for personal renewal.
3. NOT a counseling or deliverance ministry.
4. NOT an in-depth ministry involvement.

##### **Praying for Others:**

1. Pray only 1 – 2 minutes for each person. If it is apparent more time is needed with the individual you may take them to the prayer room or offer additional time after service or make an appointment with them at a later time. Men need to pray with men and women with women if possible. If not, another leader should enter close by to uphold accountability and for the protection of the one ministering the prayer.
2. Don't force ministry. If the spirit is not doing something, relax and remember that there will always be another opportunity.

3. Pray for more of the Lord, in Jesus Name, more healing, more of God’s Peace, more of God’s love, that God will give him/her a refreshing, etc. Keep phrases soft and simple. Be yourself.

4. Don’t give counsel. Do not get personal do not get involved in conversation. There may be times you may have a word – release that word.

**MY COMMITMENT AS A PRAYER MINISTER**

I desire to facilitate the move of the Holy Spirit in the first or second service under Pastor Randy Scroggins to release God’s love, healing and empowering to those who indicate a desire for prayer; to edify, exhort and comfort. (To minister simply means to serve.)

I will commit myself to the specific services and inform Pastor Randy if I cannot be available.

I have read the requirements in the “Prayer Ministry Manual” approved by Pastor Randy Scroggins, and taken the training provided by New Beginnings, which is a requirement in order to take part in the ministry of the Prayer Ministry.

By the signing of my name I fully agree to abide by and support these requirements.

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**PROPHECY**

- We affirm the gift of prophecy as one of the gifts of the Spirit, relevant and vital for the church today.
- Prophecies may be given in open prayer times. If there is not a space, the pastor or the person directing the service can be approached to ask if the prophesy may be given. This might happen on the day or at a later date. Alternatively prophecies can be given in writing for consideration, and then given publicly at a later date if appropriate.

- Prophecies are to be given in appropriate manner (see above) and the pastors retain the right to ask someone not to bring prophesy.
- Prophecies that has a corrective element or are of significance to the whole church are to be brought to the elders for testing prior to being given in a public service
- Once given, prophecies will be recorded, and prayerfully considered by the pastors and others as appropriate.

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**SERIOUS OFFENDING HISTORY** (concerning people coming to New Beginnings Church of God)

From time to time people will come to New Beginnings Church of God with a history of serious offending. This policy applies to the kind of offending that could potentially mean a risk to others in the church (e.g. fraud, sexual offending, violence, especially if the offending has been of repetitive nature), to the person themselves (e.g. from accusations, prejudice, harm to themselves or others outside the church) or the reputation of the church in the wider community.

**GUIDING PRINCIPLES:**

1. The church is committed to protecting all those within it, especially those who are vulnerable e.g. children, disabled.
2. The church is called to be a community of love and acceptance and healing to all who are broken, which in reality is all of us to varying degrees. No person is beyond the transforming power of Jesus Christ.
3. Victims of offence need their pain to be acknowledged, to be accepted and loved, and given support to work towards healing. Failure to do this minimizes their experience and its impact, and hinders their recovery and faith journey.
4. Offenders also need acceptance, love, and support to work towards healing. Failure to offer this is seriously detrimental to their own recovery. However it is important to realize that forgiveness and acceptance does not mean: forgetting, that sin has no ongoing consequences or that accountability is not needed. Conversion does not mean that sin has been eliminated or that patterns of behavior have been changed. We are all on a journey of transformation.
5. These principles need to be held in tension with each other and while difficult to outwork, are not mutually exclusive.

**PROCEDURES:**

1. When a person is identified as a having a history of serious offending of the type above, a meeting is held with that person, the senior leader and another ministry leader/elder to talk through the issues and to indicate the need to put in place a plan for the protection of that person and the wider church community.

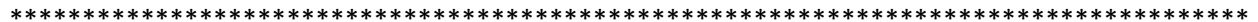


2. A plan is to be formulated by ministry leaders/elders that takes into account the guiding principles.
  - a. The plan is to include a support team for the person, appropriate boundaries, who needs to be informed and a written signed contract.
    - i. The issue of who needs to be informed and what information they require will be based on the nature of the previous offending and the risk involved. This could vary from just the ministry leaders/elders to the whole church.
    - ii. The boundaries set would be also determined by the risk and the nature of the offending.
  - b. The plan can be altered at any time by the ministry leaders/elders if circumstances change.
3. The support team is to meet regularly (with the person when appropriate) to ensure the plan is being followed and to deal with any concerns that might arise from either the person, the congregation or their own observations.
4. If the person refuses to be part of such a procedure or fails to adhere to the contract/plan then they would be unable to attend the church.



**BAPTISM POLICY**

- Baptisms are to take place publicly. If they do not take place in a Sunday service they are to be publicly announced the week before so that anyone can attend if they so wish.
- Baptisms should not take place until an appropriate ministry leader has met with the person and affirmed their suitability. This should happen early in the process, before dates and planning for the event have occurred.



**BUILDING USE POLICY**

- The building can be used only for those uses that are in support of our beliefs, aims and goals.
- \* The building will only be available to those who have an approved ministry/event planner completed by the department head taking responsibility for the event.
- \* Keys are the responsibility of the director and are not to be duplicated or given out to others.
- Equipment may not be borrowed or hired for private use by any member.
- The building is a smoke and alcohol free place at all times.



### **Kitchen Use Policy and Checklist**

Any use of the church kitchen should be approved by the office. Each event should receive a policy and checklist form that is to be completed and signed after the kitchen use. Failure to turn in this sheet could result in loss of deposit, charges to committee, or suspension of future use of the kitchen. If you do not know how to work equipment, it is your responsibility to find out before your event. If the kitchen is not clean when you arrive, please let someone know!! If a section of the kitchen is not used simply mark "NA" on the checklist.

<b>Duty</b>	<b>Completed</b>	<b>person completing job</b>
Wash all dishes used		
Put all dishes and pans back where they were		
Turn off ovens and stove, clean and remove grease spills		
Clean microwave if used		
Clean dishwasher strainers (leave no food!!)		
Clean sinks and clear sink strainers		
Clean all kitchen surfaces and leave clear		
Drain dishwasher and turn it off		
Take out all trash (leave no food trashcans!!)		
Make sure floor and door areas are clear		
Spray all kitchen surfaces with Lysol or bleach		
Take towels to wash (return them ASAP!!)		
Take leftover food and drinks with you		
Prior approval is needed for the use of the black/ivory/red tablecloths		
Linens in kitchen drawers may be used but not to be removed from the building		
All tablecloths are to be left in clear bags		
And marked for laundering		
Turn off all lights		

If all of the above has been completed, and the kitchen is clean and ready for the next event. I understand that I or my group will be held responsible for any part not completed and can lose a deposit, be charged for clean-up, or lose the privilege of kitchen use.

\_\_\_\_\_  
Group or individual event date of event

\_\_\_\_\_  
Responsible person or committee head

\_\_\_\_\_  
Signature of responsible person or committee head date

Any questions?

Contact the church office at 541-671-0856 or call Amanda Field at 541-733-5241

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**KEY POLICY**

Key Policy for New Beginnings Church of God Staff

The following form will be required to be completed and turned in for those qualified and authorized to hold a church key.

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Only authorized staff will be given keys to the exterior doors of New Beginnings Church of God at 518 NE Nash, Roseburg, OR. These keys are not authorized to be duplicated. Please see the listed guidelines for acceptable use of these keys.

1. The authorized staff member is to have a cleared background check on file with New Beginnings.
2. The authorized staff will be responsible to open and securely close the building for any approved function under their ministry.

3. The closer procedure form needs to be filled out and turned in to the Pastors box for each function.
4. If the church is being used by more than one department, the last department to occupy the building will be responsible for turning in the closer form.
5. If an assistant is given the responsibility to open the building under the direction of the authorized staff, they are required to be proven responsible and must follow the same closer procedures.
6. The keys will be numbered and a copy of all disbursed keys will be kept on file.
7. The staff member will take responsibility for all keys assigned to them.

Please sign and date below to acknowledge your agreement to follow these guidelines.

\_\_\_\_\_ Date \_\_\_\_\_ Key(s)

Signature \_\_\_\_\_

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**FINANCE POLICY**

**Offerings**

- Money from offerings must be counted and recorded on site by two people, approved by the trustee board, and held on-site until banked.

**Financial Reports**

- Financial Reports will be generated quarterly and reviewed and approved by the Trustee Board.

\*Accounts will be independently reviewed. Reviewed accounts will be available on request to any supporting member.

- The Trustee Board will approve financial budgets that are realistic, include all relevant and anticipated revenue, expenditure, cash flows and capital items.

**Reimbursements**

Purchase reimbursement forms will be required to be turned in with receipts attached within 30 days of the transaction date to be valid for reimbursement (See Reimbursement Form).

If funds are unavailable in departments fund account prior approval must be given before reimbursement will be approved for reimbursement.

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**Agreement to the Policies of New Beginnings Church of God**

I have read and understand the New Beginnings Church of God policy manual. I am in agreement and will do my best to follow the policies set for the protection of NBCOG staff members, attendees, any youth or child I may come in contact with, and also for my own personal accountability and protection.

Volunteer or Staff \_\_\_\_\_ (printed name) date \_\_\_\_\_  
\_\_\_\_\_ (signature)

Administrative Pastor \_\_\_\_\_ (printed name) date \_\_\_\_\_  
\_\_\_\_\_ (signature)