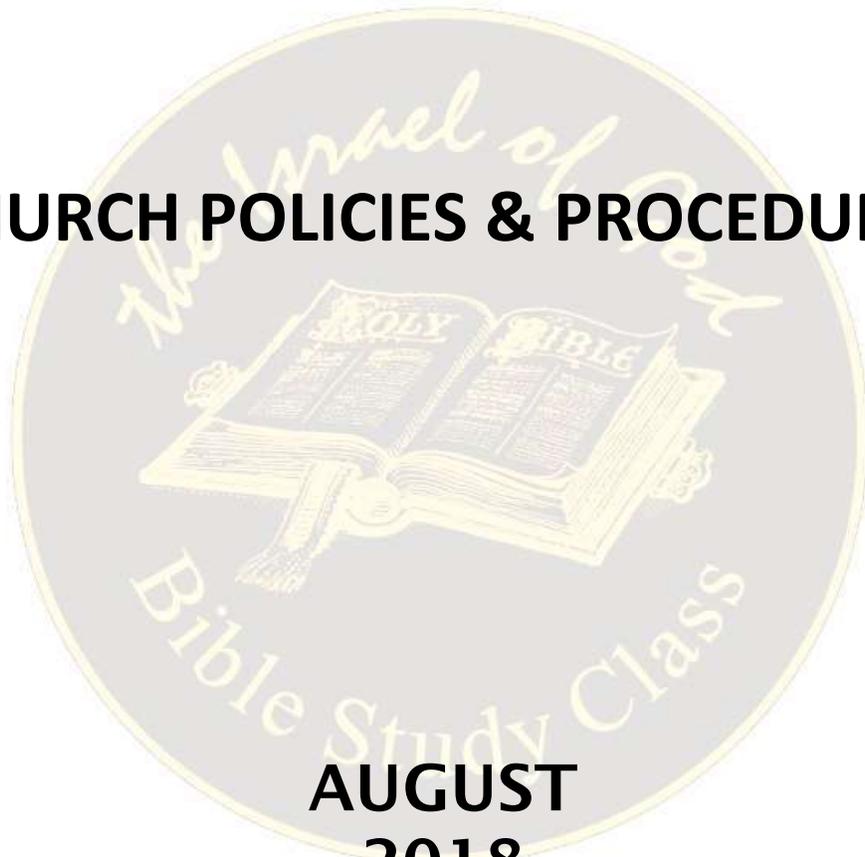


# *the Israel of God*®

## **CHURCH POLICIES & PROCEDURES**



**AUGUST  
2018**

# *the Israel of God*

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**Senior Pastor**

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625 Stassen Ave.  
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5967 W. Colonial Drive  
Orlando, FL 32808  
(407) 601-6629

There has been a lot of discussion about wearing fringes and most of the brothers that promote doing so, say it defines you as an Israelite or that it represents our culture. That can not be further from the truth. Fringes have nothing to do with culture, they was added because of sin. A man was picking up sticks on the sabbath and was stoned to death for doing so. At that time fringes was added to remind us to keep the commandments (Numbers 15:32-39). But, that was not the only thing that was added because of sin. Animal sacrifice was added because of sin, as was death. Adam sinned and death was added. Israel sinned and animal sacrifice for sin was added, Israel continued to sin then the lord added fringes and none of them worked. Therefore, the Lord made a new covenant with the house of Israel and Judah. The Lord said, he would put his laws in our hearts (minds), (Jeremiah 31:31-34 & Hebrews 8:7-11); because it is written, "they shall not teach every man his brother and they shall all know me from the least to the greatest." They say we are not under the new covenant yet, because everyone does not know the Lord. The new covenant was started when Jesus died on the cross and will still be in force when we go to the wilderness, on our way to the land of Israel after the return of Jesus (Ezekiel 20:33-37). Where it is written in Ezekiel V. 37, (" I WILL BRING YOU INTO THE BOND OF THE COVENANT"). When Jesus died, the veil of the temple was ripped from top to bottom (Matthew 27:50-51). That ended animal sacrifice which

# CHURCH POLICIES & PROCEDURES MANUAL

## The Israel of God Atlanta, Georgia

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# Acknowledgements

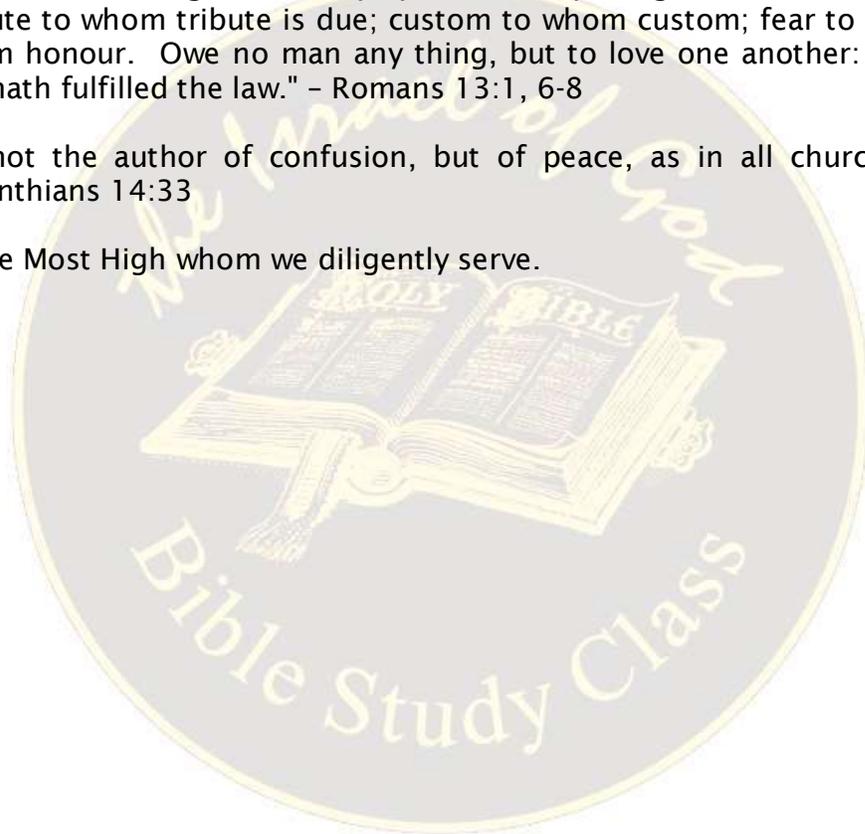
The Israel of God would like to give thanks to God in the name of Jesus Christ for His servants who have worked diligently in preparing the Church Policies and Procedures.

"...I will bless the LORD at all times: his praise shall continually be in my mouth. My soul shall make her boast in the LORD: the humble shall hear thereof, and be glad. O magnify the LORD with me, and let us exalt his name together." - Psalm 34:1-3

"...Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God.... for this cause pay ye tribute also: for they are God's ministers, attending continually upon this very thing. Render therefore to all their dues: tribute to whom tribute is due; custom to whom custom; fear to whom fear; honour to whom honour. Owe no man any thing, but to love one another: for he that loveth another hath fulfilled the law." - Romans 13:1, 6-8

"...For God is not the author of confusion, but of peace, as in all churches of the saints." - 1 Corinthians 14:33

All praises to the Most High whom we diligently serve.



## I. **ORDER OF SERVICES**

The Church Policies and Procedures Manual was designed to be a working guide for church workers, whether paid or volunteer, in the day-to-day administration of the Israel of God mission.

The **Order of Services Procedure** was created to help assure uniformity throughout all of the churches of the Israel of God. It is the responsibility of each member in leadership to administer these policies in the impartial manner consistent with the guidance of the Word of God.

These orders of services apply to all activities which take place within the building and properties of the Israel of God, as well as programs, activities, or events scheduled as part of the ministry of this Church which take place elsewhere.

## II. **SERVICE DETAILS**

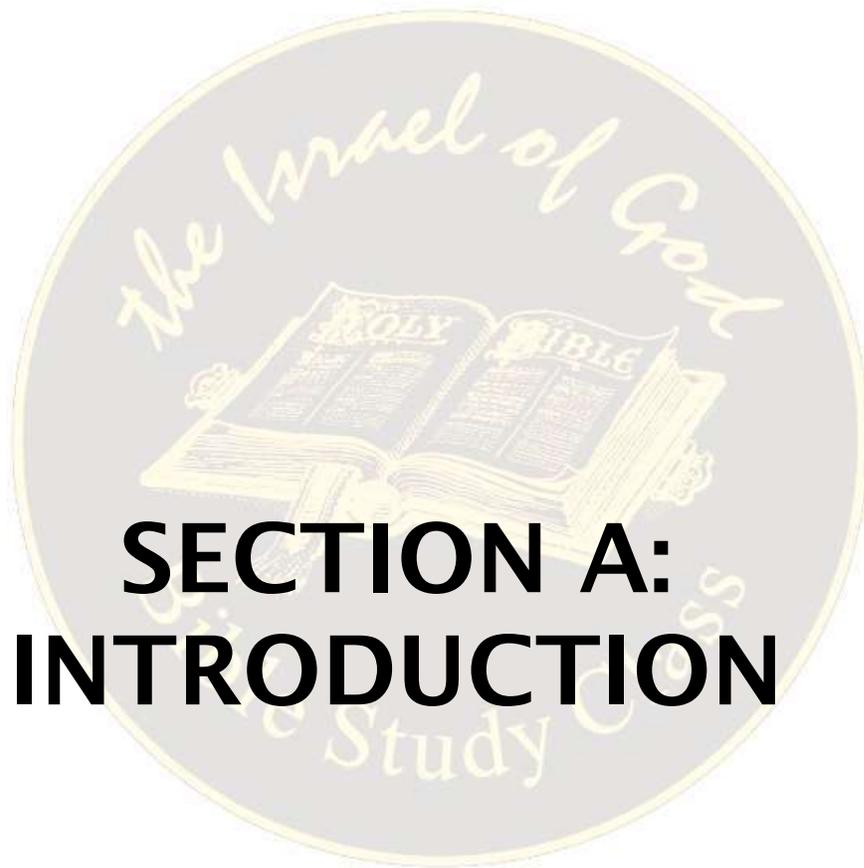
Every effort will be made to ensure that all who participate in the Israel of God (IOG/Church), including children, adults, and church workers, will be familiar, and adhere to, the order of services:

- **Call to Order**
  - Church is called to order by Head Usher or Pastor/Teacher
  - Announcement of Head Coverings
    - Sisters **must** cover the crown of their heads with scarf or hat
    - Brothers **must** uncover their heads upon entering facility
  - All are asked to stand and face the East towards Jerusalem
- **Opening Psalm/Prayer**
  - A psalm is read to open services
- **Music Ministry**
  - Choir sings several selections
- **Lesson by Pastor/Guest Teacher**
  - Lesson/Sermon is taught by Pastor or Teacher of the Israel of God.
  - Reader reads scriptures as instructed by Pastor/Guest Teacher.
- **Church Announcements**
  - After the sermon has been completed, all pertinent announcements are read to congregation.
    - Visitors welcomed
    - Reiteration of church policies
    - Important upcoming dates
- **Close of Services**
  - Closing Prayer: The Lord's prayer is read (Mat. 6: 9-13), as all face towards Jerusalem, and concluded with, "...In Jesus name, Amen!"

# *the Israel of God*®

## CHURCH POLICIES & PROCEDURES MANUAL

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## **A.1 STATEMENT OF BELIEFS**

The Israel of God is a Bible Study class. Our purpose is to teach the uncut word of God according to the Prophets (Old Testament) and Apostles (New Testament). We observe the Lord's Sabbath Day and all of the Lord's Feast Days, as outlined in the 23rd chapter of Leviticus. We observe the Lord's Dietary Law, as outlined in Leviticus, Chapter 11. We teach, and observe the Royal Law, which are the Ten Commandments. We believe in the Resurrection. We believe that Jesus is the King of Israel, He will rule over the House of Jacob forever, and that He is the God of all people, and that his house "shall be a house of prayer for all people." The doctrinal tenants, practices, teachings, and beliefs of the Israel of God are based on the Word of God, the Holy Bible. God's people believe that they are to live by every word that proceeds out of the mouth of God (Matthew 4:4).

## **A.2 MISSION STATEMENT**

Every effort will be made to ensure that all who participate in the Israel of God (IOG/Church), including children, adults, and church workers, whether paid or volunteer, will be able to carry out the IOG mission:

- To be on one accord with God and to administer His plan of salvation to all nations.
- To righteously exhibit the wisdom, the knowledge, and the understanding of His Word through the Fruit of the Spirit.
- To encourage and strengthen true Christian fellowship in our homes, our church, and in our communities through the understanding of the Word of God.
- To enable and encourage others to exhibit, on one accord, the Fruit of the Spirit through word and deed.

## **A.3 SCOPE OF POLICIES AND PROCEDURES**

The Church Policies and Procedures Manual was designed to be a working guide for church workers, whether paid or volunteer, in the day-to-day administration of the Israel of God mission.

The policies should increase understanding, eliminate the need for personal decisions on matters of church policy and help assure uniformity throughout the churches of the Israel of God. It is the responsibility of each member in leadership to administer these policies in the impartial manner consistent with the guidance of the Word of God.

The policies apply to all activities which take place within the building and properties of the Israel of God, as well as programs, activities, or events scheduled as part of the ministry of this Church which take place elsewhere.

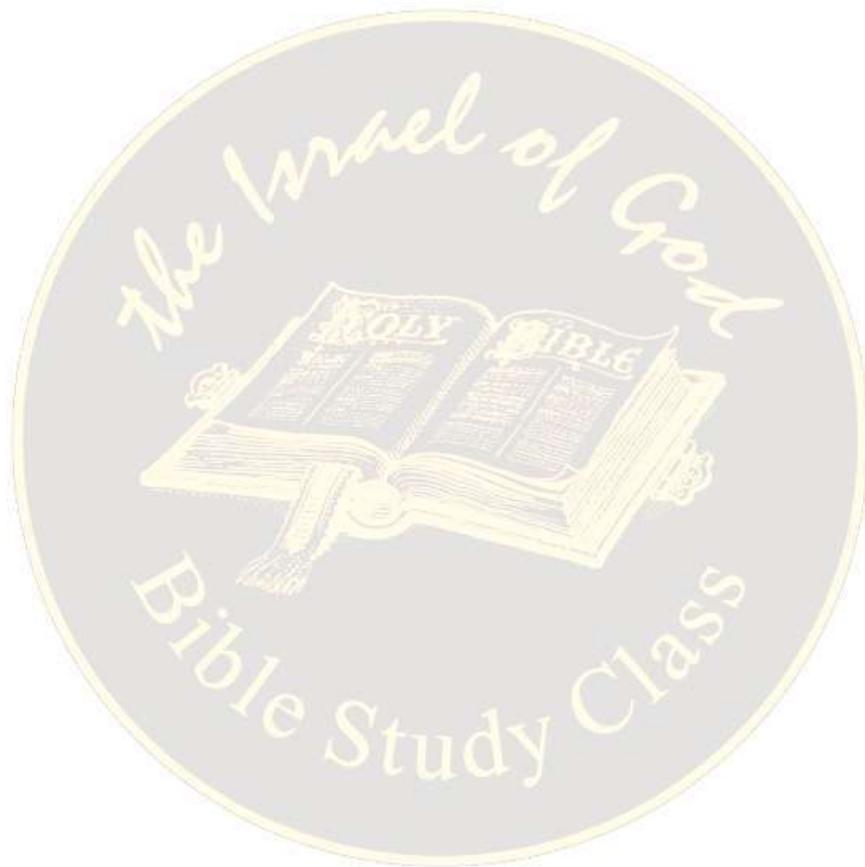
The policies and procedures apply to all members, associate members, friends, volunteers, and employees of the Church.

#### A.4 LOCATION OF POLICIES AND PROCEDURES

Copies of the Church Policies and Procedures will be kept in binders in two locations:

1. The Church Office; and
2. The Church Sanctuary.

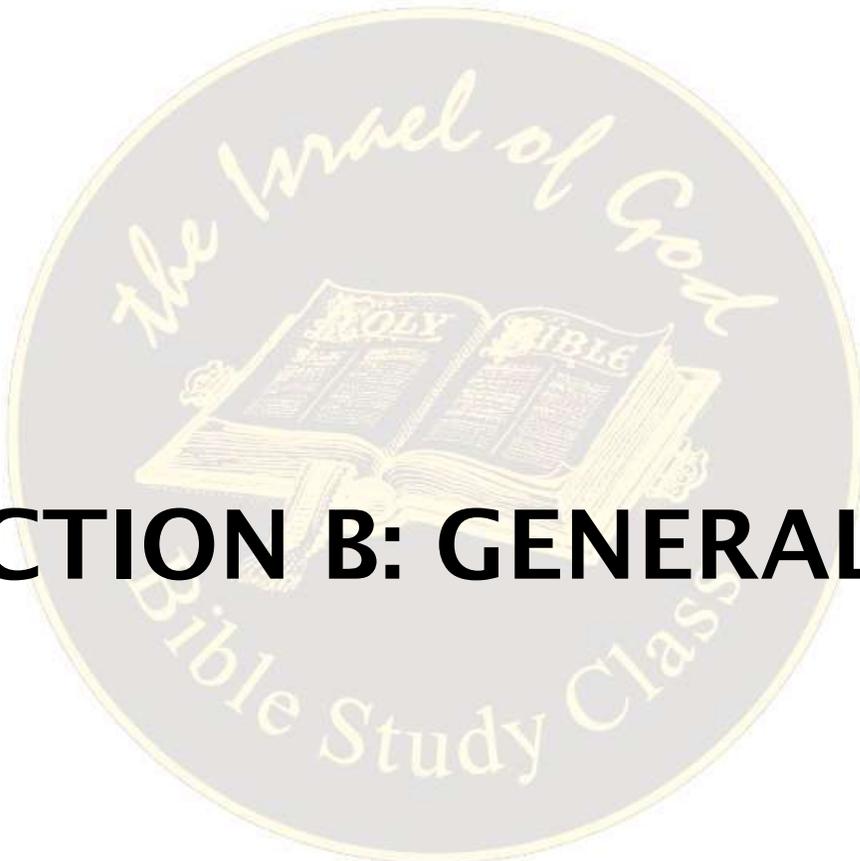
All forms referenced in this document are located in **Section E**.



# *The Israel of God*®

## CHURCH POLICIES & PROCEDURES MANUAL

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# **SECTION B: GENERAL**

## B.1 DEVELOPING CHURCH POLICIES AND PROCEDURES

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

The local Israel of God (IOG/Church) Elders is responsible for formulation, analysis, and coordination of Church Policies and Procedures.

### II. Purpose:

To establish consistency in carrying out the Church mission and goals.

### III. Procedure:

1. Any new policies that need to be established can be initiated by any one of the following:
  - a. Senior Pastor
  - b. Local Pastor
  - c. Church Elders
  - d. Administration Committee
2. A proposed policy is to be submitted to the local Pastor and Elders for review and discussion.
3. A typed draft is to be sent to the appropriate committee for review. All comments must be submitted within one week. A final policy will then be put together and sent to the local Pastor for approval. Upon approval, the Administration Committee will make copies and send the new policy to Committee Leaders.
4. Once a policy has been established, it is the responsibility of each Committee Leader to implement it within their respective committee.

## **B.2 REPRESENTATION OF THE ISRAEL OF GOD THROUGH SPOKEN AND WRITTEN WORD**

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### **I. Policy:**

Church workers, whether paid or volunteer, and associates who wish to represent the Israel of God (IOG/Church) and its programs by speaking with others on a formal basis must obtain clearance through the local Pastor.

Those who wish to publish **any information** on the Israel of God and its programs must obtain **prior consent** from the local Pastor and Technology and Marketing Committee.

All requests for general information about the Israel of God should be directed to the local Pastor.

Note: This policy does not apply to media presentation and informal evangelizing.

### **II. Purpose:**

1. To ensure the Israel of God is represented accurately and cogently by its workers, whether paid or volunteer, associates, and contributors.
2. To setup a procedure whereby individuals may obtain clearance to represent the Church verbally and in print.

### **III. Procedure:**

1. Any person wishing to speak on behalf of the Israel of God before groups in his/her school or community must contact the local Pastor.

All requests for speakers will be handled through the local Pastor.

All monies collected from the audience or given to the speaker must be turned over to the Chief Financial Officer.

2. Individuals seeking to publish articles on the Israel of God in newspapers or magazines should obtain prior consent from the local Pastor. The individuals must submit, in writing, an outline of the article and must also obtain approval of the completed article before it is submitted for publication. Information concerning the publication date and copies of the printed article must be forwarded to the local Pastor.

## B.3 MEDIA RELATIONS

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

No church worker, whether paid or volunteer, is permitted to contact the media or make any statement to the media without clearance from the local Pastor.

All media inquiries (by telephone or in person) made by the media during normal office hours should be referred to the local Pastor.

If the media visits a Church program/event in the evenings or on weekends, the Elder on-call should be notified. Media telephone messages of an urgent nature should also be referred to the local Pastor immediately. Inquiries of a routine, non-emergency nature should be handled by requesting party to call the local Pastor during normal business hours. The local Pastor should be informed of all visits and calls by the media in writing by the Administration or Technology and Marketing Committee.

Unauthorized statements made to the media by church workers or members are not permitted.

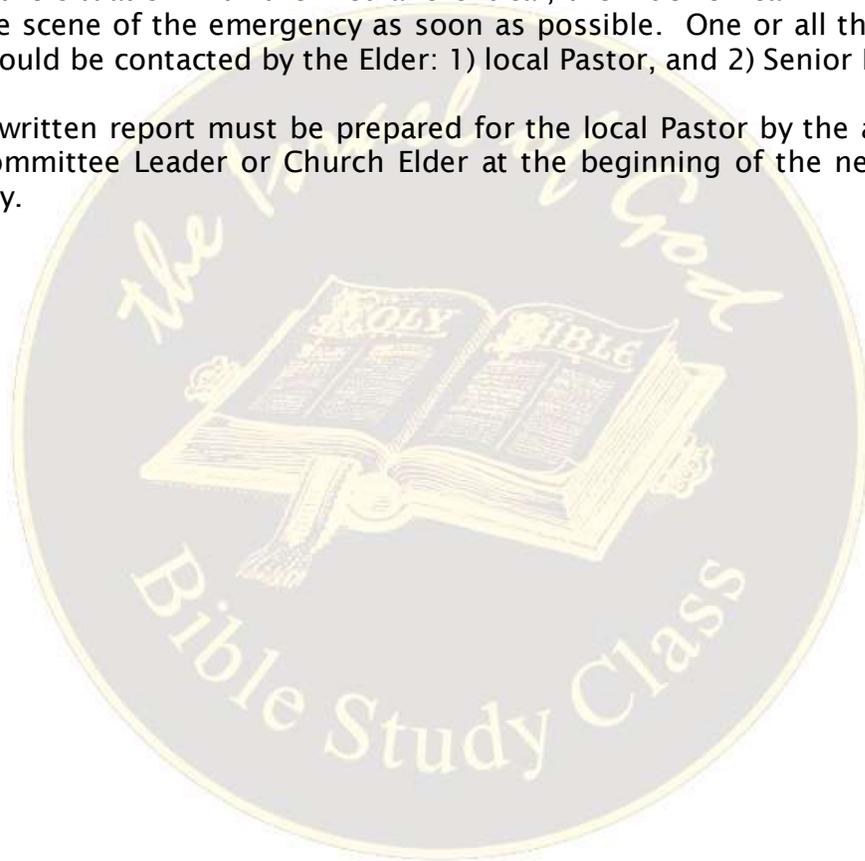
### II. Purpose:

To establish guidelines and parameters for staff interaction with the media (broadcast and print).

### III. Procedure:

1. If approached by someone from the media during office hours, a church member/worker should refer the visitor to the local Pastor. A church worker should not make any statement to the media, or allow them to photograph or interview any church members or clients.
2. If the media visitor is expected, the local Pastor will conduct the interview and accompany the visitor(s) into the program areas to safeguard the sanctuary of the members. Photos or videos may be taken by the visitor(s) with prior approval and supervision of the local Pastor or Program Director.
3. If the media visits the program after hours or on weekends, the church worker should ascertain if the visit is critical (prompted by some event that necessitates an immediate response) or routine (the reporter wants to do a story on the Israel of God and is seeking to make an appointment).

4. Routine media appointments should be handled during business hours by the local Pastor. The media should be told to call the local Pastor or they may leave their names and numbers.
5. Public relations emergencies must be handled immediately. If the situation is deemed critical in nature, the church worker should refuse to comment, and immediately inform the local Pastor or the Elder on-call, especially if the visit is precipitated by a situation involving one of our members or clients. The church worker should politely, but firmly refuse to comment by stating simply, "I am not authorized to comment on the situation. Please give me your name and affiliation and I will contact someone to help you."
6. If the situation with the media is critical, the Elder on-call will proceed to the scene of the emergency as soon as possible. One or all the following should be contacted by the Elder: 1) local Pastor, and 2) Senior Pastor.
7. A written report must be prepared for the local Pastor by the appropriate Committee Leader or Church Elder at the beginning of the next working day.



## B.4 SMOKING

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

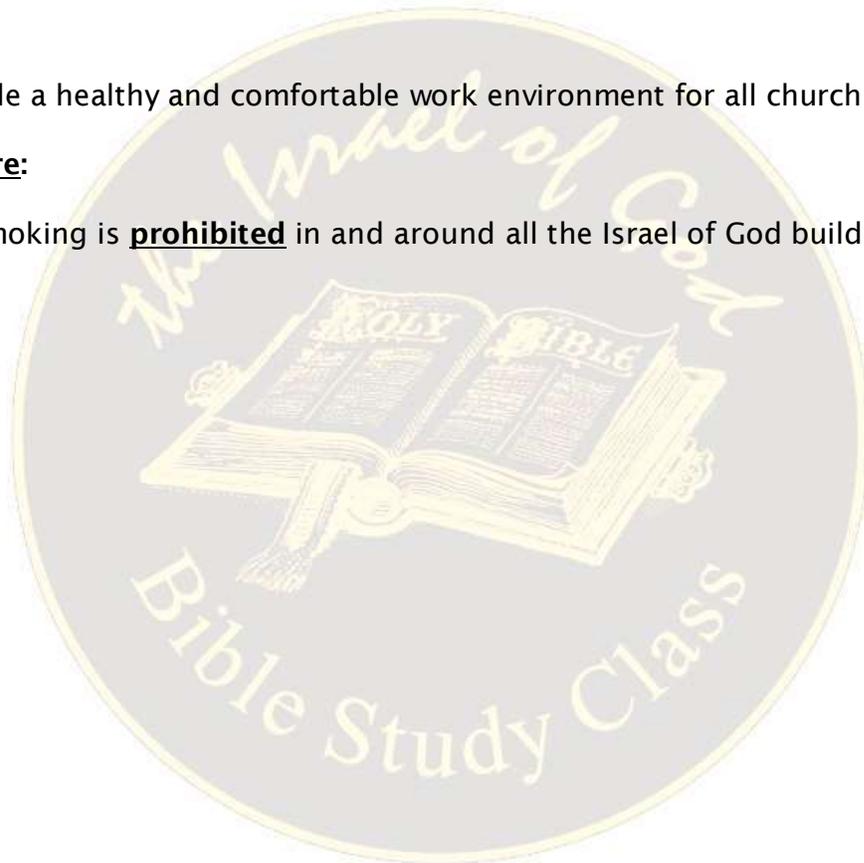
Mutual respect is the fundamental principal of the Israel of God (IOG/Church) smoking policy. The IOG encourage church workers, whether paid or volunteer, respect for the comfort of fellow church workers, members, and the clients whom the IOG serve.

### II. Purpose:

To provide a healthy and comfortable work environment for all church workers.

### III. Procedure:

1. Smoking is **prohibited** in and around all the Israel of God buildings.



## B.5 DRESS CODE

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

All church workers, whether paid or volunteer, are expected to maintain an acceptable appearance appropriate for their position. All church workers are expected to come to church looking clean and neat. Church members are to be aware that they are role models for other church members and youth, and are also a reflection of the Israel of God.

Note: This policy applies to all church members.

### II. Purpose:

To ensure that all church workers are dressed appropriately according to the Word of God.

### III. Procedure:

All males are to remove any head covering upon entering the building. Males are not permitted to wear sleeveless shirts, t-shirts (designers or other), short pants, tight-fitting pants, fleece jogging pants, or any other revealing pants.

All females are required to wear a head covering upon entering the building. Females are not permitted to wear pants, shorts, skorts, mini dresses, halter tops of any kind, revealing splits, tight-fitting, or cleavage complimenting attire.

No clothing should display words that advocate or depict violence, drugs, alcohol, sex, or any other message that can be disruptive.

## B.6 OPEN DOOR POLICY

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

All the Israel of God (IOG/Church) workers, whether paid or volunteer, and church members are to report all church-related concerns, even if the subject of the concern is not explicitly covered by the Church written policies.

All are required to immediately report any inappropriate behavior if the church member witnesses or is subjected to such behavior. Inappropriate behavior includes, but not limited to, health and safety issues and/or drug and alcohol use.

### II. Purpose:

To ensure individuals know to whom to report church-related concerns or ideas.

### III. Procedure:

1. All questions, concerns, ideas, or church-related problems are to be reported the member's immediate Committee Leader.
2. If for any reason the individual does not feel comfortable to discuss a matter with his/her immediate Committee Leader, then the individual should take the matter to the local Pastor.
3. If for any reason the individual does not feel comfortable to discuss a matter with the local Pastor, then the individual should take the matter to the Elders of the Church.
4. If any reason the individual is not satisfied with the outcome at the local Elders level or the matter cannot be appropriately addressed because of the sensitivity of the individual's concern or because the individuals involved, the individual may report to the Senior Pastor at the Headquarter church office:

Bro. Henry Buie, Senior Pastor  
The Israel of God  
520 East 138<sup>th</sup> Street  
Riverdale, IL 60827  
Phone: (773) 374-6413 or 1-800-962-4253  
Fax: (708) 392-1320  
Email: [theisrael@earthlink.net](mailto:theisrael@earthlink.net)

## B.6.1 DISRUPTIVE PERSONS POLICY

Departments Affected: All

Issued By: Local Pastor

Date Issued: 4/1/2013

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### I. Policy:

All the Israel of God (IOG/Church) workers, whether paid or volunteer, and church members are to conduct themselves in an orderly, peaceful existence during church services and all activities while on the premises. It is imperative to maintain order and decent conduct, whether physical or verbal, even if the subject of concern is not explicitly covered by the Church written policies.

All are required to **immediately** report any inappropriate behavior if the church member witnesses, or is subjected to, such behavior.

### II. Purpose:

To provide a peaceful and safe environment for individuals that attend, or visit, the Israel of God and that will allow for worship of the God of Israel without disruption.

While openness to a wide variety of individuals is one of the essential values held by our congregation, we affirm the belief that there must be a secure atmosphere where openness can exist. When any person's physical, emotional, or spiritual well-being to freely worship the God of Israel at our church is threatened by the behavior of another individual, the source of this threat must be addressed firmly and promptly, even if this requires setting limits on individuals, or the expulsion of an offending person or persons. There may be instances that the disruptive behavior of an individual in the church facility, at church events, on the church premises, or in an electronic communication forum of the church, may cause members and/or visitors to voice concerns about one or more of the following:

- Perceived threats to the safety of an adult or child,
  - Disruption of church activities,
  - The diminishment of the appeal of the church and/or its doctrine, to its potential and existing members.
1. If an immediate response is required, this will be undertaken by the Local Pastor and/or Church Elder. This may include asking the offending person or persons to leave the premises. In case of disruption of electronic media, the offending person may be immediately blocked from the access to the media until the issue is resolved.
  2. If further assistance is required, the local police department may be called. Any time any of these actions are undertaken without the Local Pastor being present,

the Local Pastor should be immediately notified. A verbal conversation and/or a follow-up letter detailing the steps necessary for the offending person to return to church activities may be issued to the offending person or persons.

3. Situations requiring immediate response will be referred to the Local Church Elder Board, headed by the Local Pastor. The Elder Board will respond in terms of their own judgment with the following guidelines:
  - The Holy Bible will be used as the foundation for any issuance of potential judgment.
  - The Elder Board will respond as problems arise. There will be no attempt to define acceptable behavior in advance.
  - Persons identified as disruptive will be dealt with as individuals; stereotypes and generalizations will be avoided.
  - The Elder Board will collect all pertinent and necessary information.
4. The Elder Board will decide on the necessary response on a case by case basis. Three levels of response are recommended. If any of infractions against church policy is discovered, the course of action taken will be as follows:

### III. Procedure:

1. **Level One** - The Senior Pastor shall be informed of the situation by the Local Pastor. At least two (2) members of the Elder Board, along with the Local Pastor, shall meet with the offending individual to communicate the concern.
2. **Level Two** - The offending individual shall be excluded from the church premises and/or activities for a limited period of time, with reasons and the conditions of return made clear. It will be made clear that if the behavior continues, permanent exclusion from the church is a possibility. These decisions may not be appealed.
3. **Level Three** - If no behavioral change occurs, the individual will be **permanently excluded** from the church premises and all church activities. The Elder Board will vote on the expulsion, and the decision will be voice via verbal communication, or in writing, explaining the reasons and the individual's rights and possible recourse.

If, for any reason, the individual is not satisfied with the outcome, the individual may contact the Senior Pastor at the Headquarter church office:

Bro. Henry Buie, Senior Pastor  
The Israel of God  
520 East 138<sup>th</sup> Street  
Riverdale, IL 60827  
Phone: (773) 374-6413 or 1-800-962-4253  
Fax: (708) 392-1320  
Email: [theisrael@earthlink.net](mailto:theisrael@earthlink.net)

## B.7 COMPUTER, WIRELESS, ELECTRONIC, & TELEPHONE COMMUNICATION

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

All computers, electronic and telephonic communication systems and all communication transmitted by, received from, or stored in these systems are the property of the Israel of God and as such are to be used solely for church- related purposes.

### II. Purpose:

To ensure that all electronic and telephonic communication systems and equipment are utilized for church-related business only and not for personal or private use.

### III. Procedure:

1. The use of any software and church equipment (including but not limited to facsimiles, copiers, and computers) for private purposes is strictly prohibited.
2. Church members using any of the foregoing equipment for non-job related and/or personal purposes do so at their own risk, and anyone who does so should understand that representatives at the Israel of God may monitor, access, read, and/or copy all communications, transmissions, documents and information contained or stored in such systems including those which were intended to be personal in nature.
3. No individual should have any expectation whatsoever that any communication, transmission, document, or information contained or stored in such systems is private or personal.
4. Individuals are not permitted to use a code, access a file, or retrieve any stored communication unless they have received prior clearance from an authorized Israel of God representative.
5. Individuals are not permitted to use any wireless technology or wireless access points throughout facility without a **signed Technology Acceptable Use Policy Release Form** on file with the Church office and has received prior clearance from an authorized Israel of God representative.

## B.8 PERSONAL PROPERTY

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

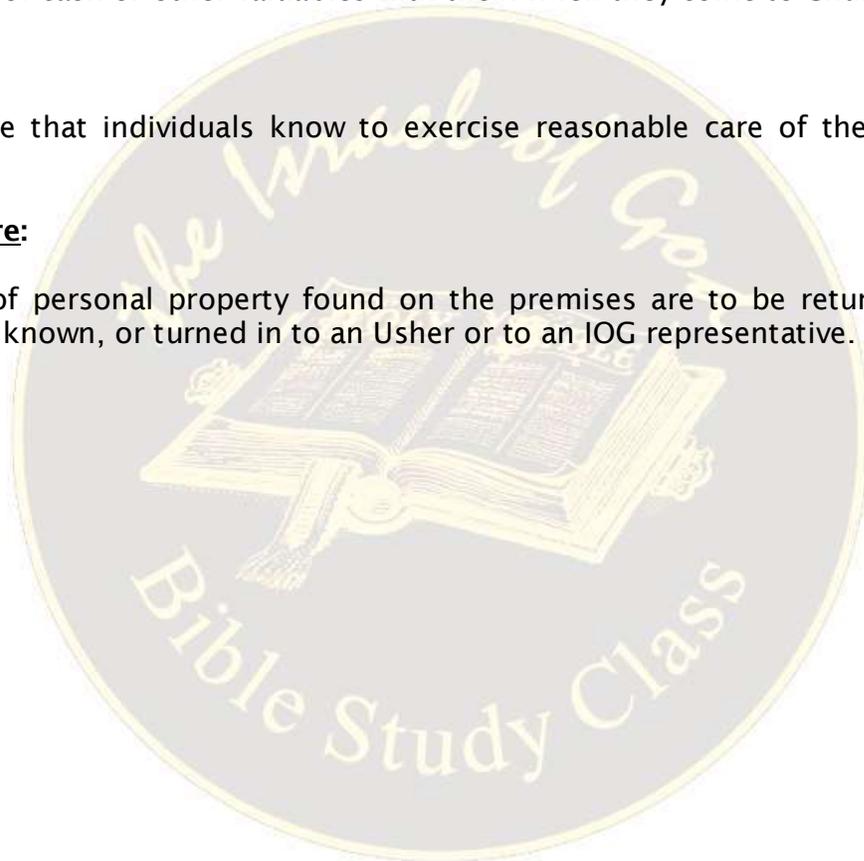
Those who work at the Israel of God (IOG/Church), whether paid or volunteer, are expected to exercise reasonable care to safeguard items brought to the Church. The Israel of God does NOT assume responsibility for the loss or theft of personal belongings, and individuals are advised not to carry unnecessary amounts of cash or other valuables with them when they come to Church.

### II. Purpose:

To ensure that individuals know to exercise reasonable care of their personal items.

### III. Procedure:

Articles of personal property found on the premises are to be returned to the owner, if known, or turned in to an Usher or to an IOG representative.



## B.9 CHURCH PROPERTY

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

Those who work at the Israel of God (IOG/Church), whether paid or volunteer, are responsible for the Church's property and accounts for approved church business purposes only.

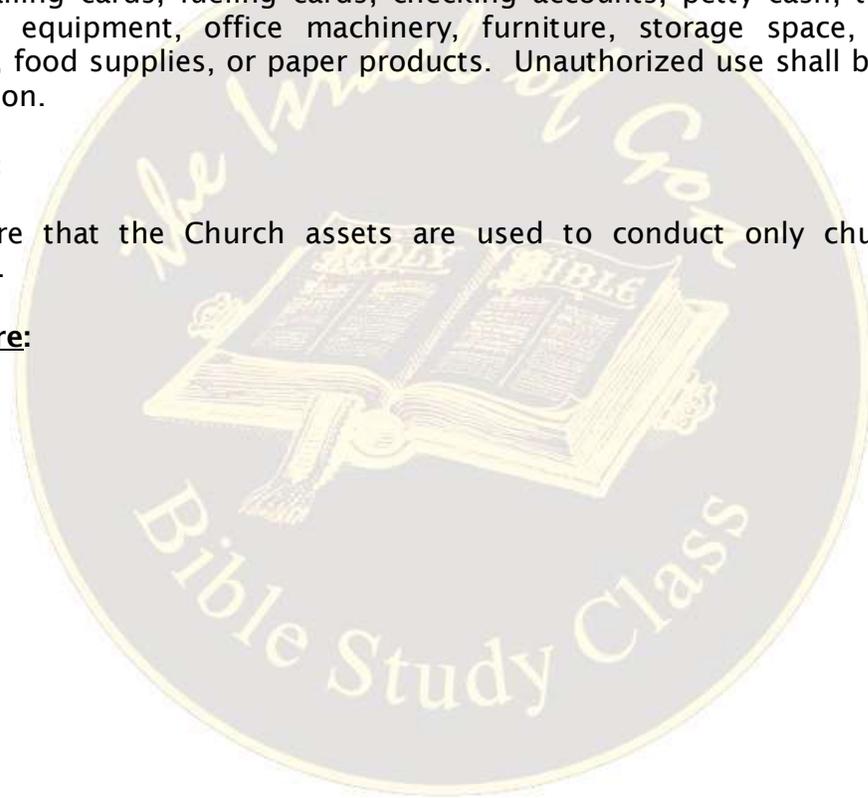
Individuals are not authorized to borrow Church property for personal use. This includes, but is not limited to, Church vehicles, cellular phones, pagers, credit cards, calling cards, fueling cards, checking accounts, petty cash, tools, office supplies, equipment, office machinery, furniture, storage space, donations, software, food supplies, or paper products. Unauthorized use shall be cause for termination.

### II. Purpose:

To ensure that the Church assets are used to conduct only church-related business.

### III. Procedure:

None.



## **B.10 CHURCH KEYS POLICY**

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### **I. Policy:**

The issuance and use of keys shall be strictly controlled and accounted for. Keys are issued and tracked by the Church Administration and Local Pastor.

The person possessing a key to the church agrees that the key will remain under his/her control. Changes in key holders are to be done by the Pastor or Church Elder and recorded in the **Key Log Book**. The key is to be used in the performance of the ministry of the Israel of God (IOG/Church).

A key must be returned to the Chief Financial Officer or Office Manager if any of the following occur:

- a) The holder of the key is no longer a member of the church;
- b) The holder is no longer in the position for which the key was issued; or
- c) The return of the key is requested by the Senior Pastor, Local Pastor, or Church Elder.

Upon return of a key, the appropriate entry in the Key Log Book shall be annotated to indicate when the key was returned.

### **II. Purpose:**

To ensure the safety of the people using the facilities of the Israel of God and to protect the resources God has provided.

### **III. Procedure:**

The person receiving a key shall indicate agreement with this policy by signing the Key Log book. The Log shall include:

- a) Person's name
- b) Home phone
- c) Key Type
- d) Position or reason for having the key
- e) Date of key issuance
- f) Person issuing the key

## B.11 USE OF CHURCH FACILITIES

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

Amended: 12/9/2014

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### I. Policy:

The Israel of God (IOG/Church) encourages the utilization and sharing of its facilities, while maintaining a responsible stewardship of these facilities. The IOG facility is to be used to educate and strengthen individuals spiritually, physically, mentally, and socially through the Word of God. The IOG has a responsibility to provide a unique opportunity for support and service, as a catalyst in outreach and for ministry.

### II. Purpose:

To ensure that members may enjoy and benefit from the facilities of the Israel of God.

### III. Definitions:

Church Sponsored - Church functions which are financially supported by the church.

Church Sanctioned - Individual or group events which are not financially supported by the church, but are allowed to use a portion of the church for an event that falls under the guidelines listed below.

- Group 1 - Regularly scheduled services and meetings of the IOG.
- Group 2 - IOG sponsored groups and ministries.
- Group 3 - Activities arranged by and for members of the IOG, not related to a specific church function or ministry.

### IV. Procedure:

#### 1. Facility Use Guidelines

##### Request and Approval for Facility Use

- a) The requesting party shall notify the church office of the desire to utilize the church facility at least two months, but no more than twelve (12) months prior to use. The primary contact person will complete the Facility Use Packet and submit it to the Church Events Coordinator (CEC). The CEC will first inform the primary contact person if the date is available and then

be reviewed by the CEC and the Local Pastor for event approval. Upon approval, the request will be added to the facility calendar of events.

- b) For Groups 1, 2, and 3, the Church Events Coordinator may approve the request.

## 2. Priority Assignment

Facility requests will be prioritized in the following order: Group 1, Group 2, and Group 3.

Higher priority groups needing facility space may “bump” previously scheduled lower priority groups if the requested facility usage date is more than 30 days from the request date. The lower priority group will be notified immediately of the needed schedule change and if possible rescheduled.

*Note - All for-profit organizations are prohibited from using the IOG facility, in accordance with IRS Publication 1828 Rev. 7-2002.*

## 3. Responsibilities

It is the responsibility of the requesting party to:

- a) Submit an application for use of the facility at least two months prior to the intended use.
- b) Immediately report damage of church property to the Events Coordinator or Office Manager. If there are any facility damages, the responsible party will reimburse the IOG for the cost of the needed repairs.
- c) Comply with the checklist(s) provided in the Guidelines & Application for Use of Church Facilities Packet.

## 4. General Rules

The following general rules apply to all groups using the IOG facilities:

- a) There will be no activity in the facility that is in conflict with the IOG Statement of Beliefs.
- b) Groups will be restricted to the area(s) they have reserved.
- c) There needs to be a sponsor from the IOG church body at all activities held at the church.
- d) A designated supervisor must be in each of the areas reserved.

- e) Equipment and furnishings for the church will not be removed or rearranged, except as approved in advance, by the Pastor. A responsible individual must sign for any equipment removed from the IOG facility.
- f) Groups are expected to cleanup after themselves and leave the space as they found it. Turn off lights and heat or A/C if possible.
- g) No alcohol, drugs, or gambling are allowed on the IOG premises.
- h) No smoking is permitted inside the IOG facilities.
- i) Food and beverages are allowed only as approved.
- j) Use of church musical equipment or sound system is not permitted unless operated by IOG personnel and approved in advance by the Media and Communications Ministry.
- k) Adequate supervision of children must be provided by the group using the facility. Children activities must have adult supervision as follows:

Age of Children	No. of Adults	No. of Children
Under 2 years of age	1	3
2 years to 1st Grade	1	4
2nd Grade to 5th Grade	1	5
6th Grade to 12th Grade	1	6

- l) The number of persons to be in attendance may not exceed the number of persons recommended for each room.
- m) Restore the furnishings to the same configuration as they were upon taking occupancy and to remove any items which were brought in for the event.
- n) No decorations or other items may be left in the church following the use.
- o) The carpet and floors must be protected by drop cloths if painting or other activity done which may stain the carpet or floors.

## B.12 CHURCH ANNOUNCEMENTS

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

It is the goal of the Israel of God (IOG/Church) to provide accurate and current information on church-related events and events such as births, deaths, graduations, etc. All church-related events must be approved by the Events Coordinator prior to being announced.

Submitters are ultimately responsible for the accuracy and completeness of the information provided. The Office Manager or Office Assistant may edit announcements for grammar, readability or for space needs.

Regularly scheduled and impromptu meetings/rehearsals will not be announced. Meeting/rehearsal cancellations will be announced only. It is the submitter's responsibility to submit current information and cancellations regarding events and/or programs.

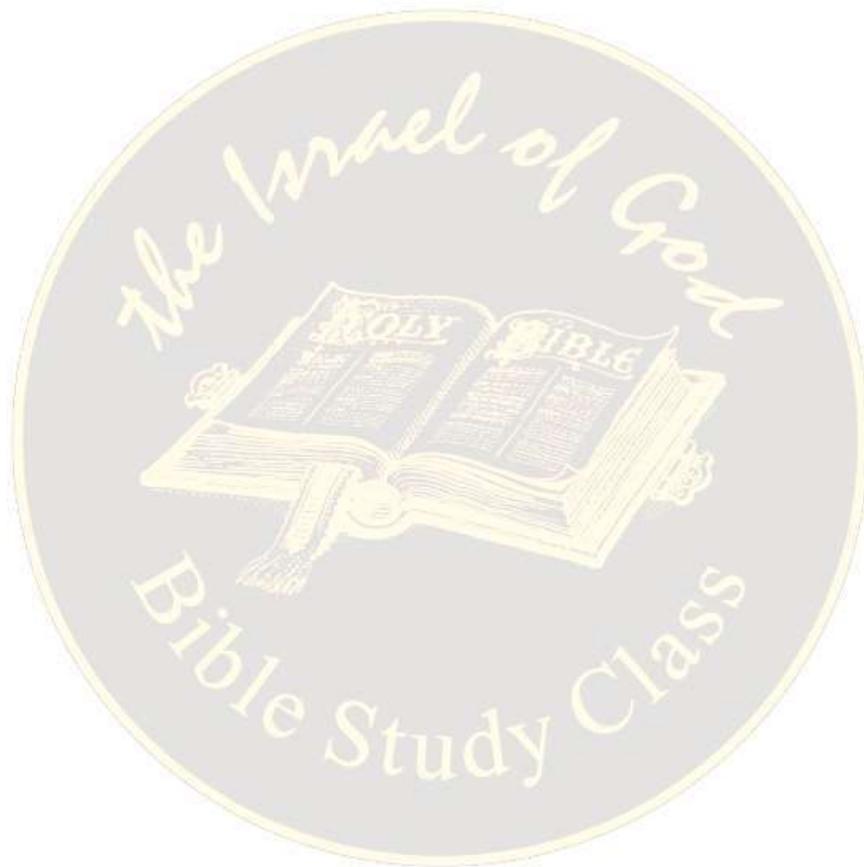
### II. Purpose:

To ensure announcements are received, delivered, and maintained in a consistent and efficient manner.

### III. Procedure:

1. If an individual would like an announcement to be read on the Sabbath, the individual must complete the Announcement/Scheduling Request Form or email the announcement to the Office Assistant.
  - a. Announcement/Scheduling Request Form is due on the Sabbath prior to the date the announcement is to be read.
  - b. Announcements sent via email are due by Thursday before midnight. The following information must be included in the email:
    - i. The event type (i.e. meeting, rehearsal, baby shower, etc),
    - ii. The date the event will occur,
    - iii. The time the event will commence and conclude,
    - iv. The location, and
    - v. The name of the contact person.

- c. Announcements received after the deadlines will be announced the following week. NO EXCEPTION!
2. If the announcement is to be read multiple Sabbaths, the submitter should specify the dates on the Announcement/Scheduling Request Form. Announcements will not be read indefinitely. Reoccurring announcements are limited to be announced for a maximum of one (1) month. If the individual would like an announcement to be read the following month the individual must submit a revised version of the original announcement.



## B.13 SCHEDULING AND EVENT REQUESTS

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

All meetings, rehearsals, fundraisers, & other events that will be held at the Israel of God (IOG/Church) or is a church function must be approved by the Events Coordinator. All event requests must be submitted in writing or emailed to the Events Coordinator. Text messages will not be accepted as a formal scheduling request.

Meetings, rehearsals, fundraisers and other events can be scheduled throughout the week, except on the Holy Feast Days. Private events will not be scheduled on Sabbaths (weekly and High Sabbaths) or on days that will conflict with church events.

#### 1. Scheduling Meetings & Rehearsals

- No more than three (3) meetings will be scheduled after Sabbath class.
- All scheduled meetings will automatically be listed on the church calendar unless otherwise noted.
- All meeting coordinators/facilitators are responsible for returning all items in the sanctuary or classroom to its proper place.

#### 2. Scheduling Events & Fundraisers

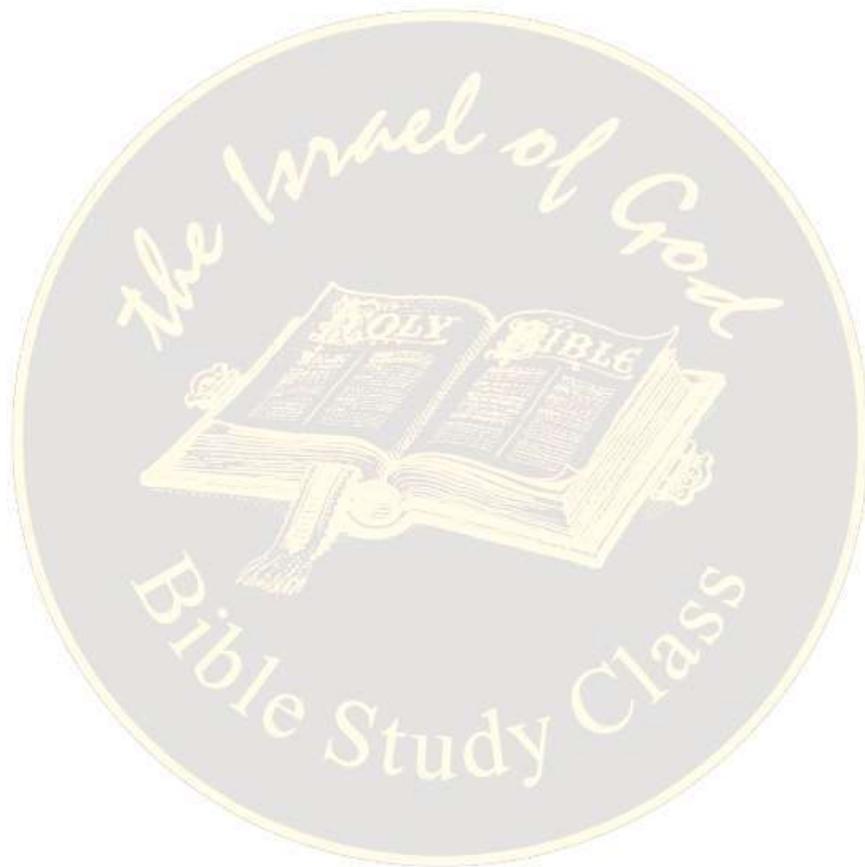
- The Events Coordinator will contact the individual via email or phone in regarding the scheduling request.
- Upon approval of an event request an Event Packet will be provided to the contact person to complete paperwork to request for items or services (i.e. tables, sound system, DJ, & security). The Event Packet will also provide pertinent information on how to plan a successful event and guidelines that must be followed if the event is held at the church.

### II. Purpose:

To ensure events and meetings are scheduled in an orderly manner to prevent scheduling conflicts.

### III. Procedure:

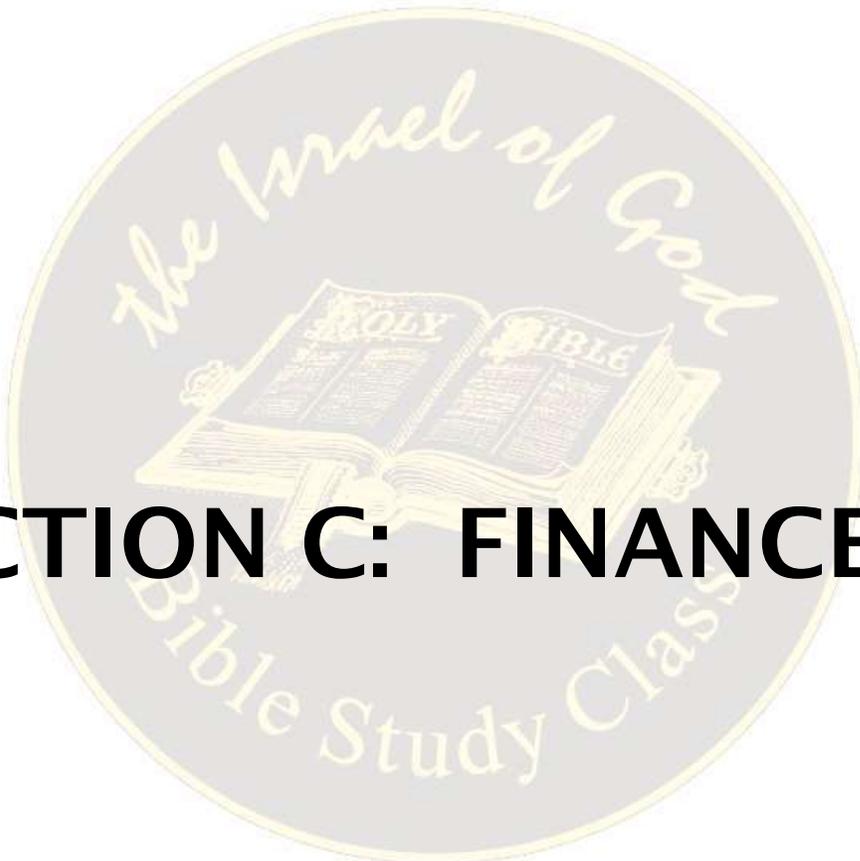
1. Meetings and rehearsals: Date requests must be submitted in writing or via email one (1) month prior to the desired date.
2. Events and fundraisers: Date requests must be submitted in writing or via email two (2) month prior to the desired date. **NO EXCEPTIONS!**



# *The Israel of God*®

## CHURCH POLICIES & PROCEDURES MANUAL

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# SECTION C: FINANCES

## C.1 CHECK REQUESTS

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

For expense reimbursement (refer to section C.3 Expense Reimbursement) or to request funds for church-related business, such as a fundraiser (refer to Section C.4 Fundraisers), a Check Request Form must be submitted.

Committees must plan in advance and submit check requests in a timely manner to avoid delays in receiving funds.

### II. Purpose:

To establish guidelines and parameters for the disbursement of church funds.

### III. Procedure:

1. A completed Check Request Form, attached to the appropriate paperwork (i.e. a receipt or purchase order), must be submitted by the requester to the Office Manager for approval. The form can be obtained from the Office Manager or Office Assistant.
2. The approved form must be submitted by the Office Manager to the Chief Financial Officer in a timely manner.
3. The Chief Financial Officer will notify the requester, Events Coordinator, and/or Office Manager when the check is ready to be issued. Checks may be either picked up from the church office or mailed to the requester.
4. In the event the Chief Financial Officer deems that a check should not be issued, he/she will notify the requester and/or the Office Manager immediately to discuss and resolve the matter.

## C.2 RECEIPTS PROCEDURE

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

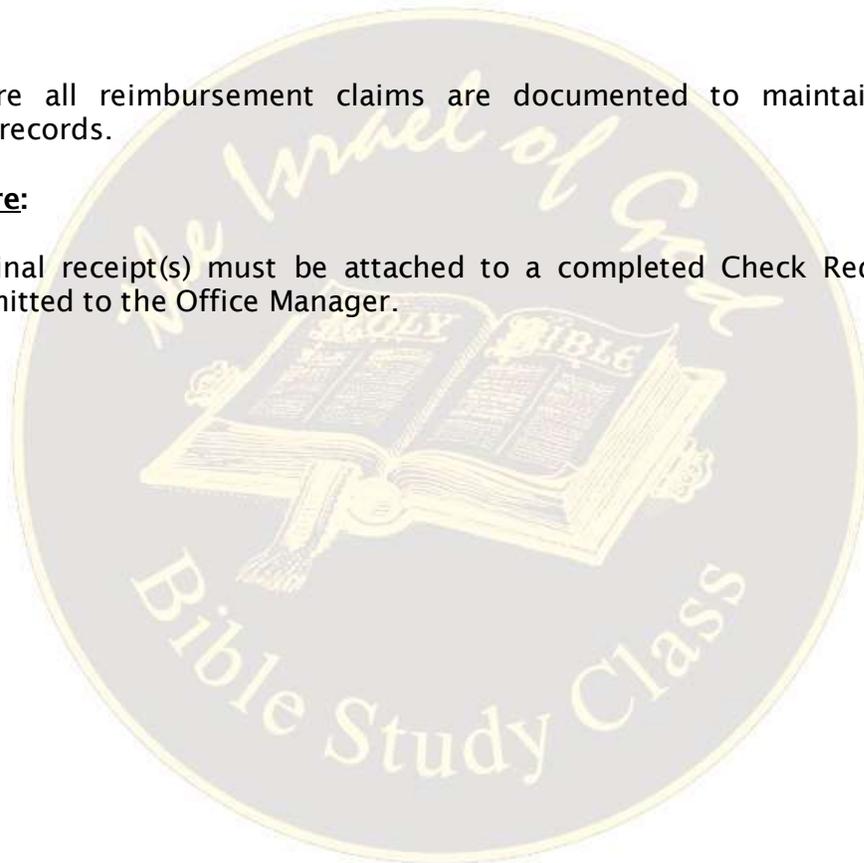
All claims for reimbursement must be documented by the original receipt bill or by a vendor-certified copy of the receipted bill. Photo copies, credit card receipts, or facsimile copies are acceptable only with permission of the Chief Financial Officer.

### II. Purpose:

To ensure all reimbursement claims are documented to maintain accurate financial records.

### III. Procedure:

The original receipt(s) must be attached to a completed Check Request Form and submitted to the Office Manager.



### C.3 EXPENSE REIMBURSEMENT

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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#### I. Policy:

It is the Israel of God (IOG/Church) policy to offer expense reimbursement to church members who have purchased supplies or services for the church.

Prior to making a purchase, the transaction must be approved by the Chief Financial Officer.

#### II. Purpose:

To ensure church members are reimbursed for expenses incurred from the purchase of church supplies or services.

#### III. Procedure:

1. Submit the original receipt attached to a completed a Check Request Form and submit it to the Office Manager.
2. The Chief Financial Officer will notify the requester, Events Coordinator, and/or Office Manager when the check is ready to be issued. Checks may be either picked up from the church office or mailed to the requester.
3. In the event the Chief Financial Officer deems that a check should not be issued, he/she will notify the requester and/or the Office Manager immediately to discuss and resolve the matter.

## C.4 FUNDRAISING

Departments Affected: All

Issued By: Local Pastor

Date Issued: 9/26/2009

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### I. Policy:

The Senior Pastor or Local Pastor has the right to approve only those fundraisers that represent the Israel of God appropriately, upholding our mission and image, offering the net proceeds or an acceptable percentage of net revenue to the Israel of God.

If there are plans to solicit contributions, sponsorships or in-kind gifts from businesses, a list of potential business sponsors must be reviewed and approved by the Administration Committee.

Checks should be made payable to The Israel of God. All proceeds are to be submitted to the Church Events Coordinator within seven (7) days of the event to be recorded and submitted to the Chief Financial Officer.

All for-profit organizations are prohibited from using the IOG facility, in accordance with IRS Publication 1828 Rev. 7-2002.

### II. Purpose:

To ensure in-kind gifts and proceeds from fundraisers are properly accounted for to maintain accurate financial records.

### III. Procedure:

1. The primary contact person will must complete the Facility Use Packet and submit it to the Church Events Coordinator (Refer to Section B.11 Use of Church Facilities).
2. If a church committee would like to request funds from the Israel of God to pay for the initial setup costs, the Committee Leader must attach a detailed supply list (e.g. the vendor name, price per unit, and a grand total) and a completed Check Request Form. All check requests must be approved by the Chief Financial Officer. It is not guaranteed the Israel of God will provide the total amount requested.

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CHURCH POLICIES & PROCEDURES MANUAL

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## **SECTION D: INDIVIDUAL COMMITTEE POLICIES & PROCEDURES**

## D.1 ADMINISTRATION

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

- Executes the general day-to-day activities of the church office.
- Ensures that all committees are up to date on church policies and procedures, upcoming events/meetings, and other pertinent information that may be of interest.

### II. Policies & Procedures:

1. Each member must be baptized in the name of Jesus Christ. NO EXCEPTIONS!
2. Meetings will be held one week prior to the Cabinet Meeting.
3. All monies collected by the Chief Financial Officer are submitted to Headquarters (Chicago office) to be placed in a designated account for the Atlanta Church.
4. Tithes and offerings are to be sent overnight to Headquarters (Chicago office) on a day appointed by the Chief Financial Officer.
5. Church supplies are ordered on a quarterly-basis.
6. The church calendar is to be available before the beginning of each new month.

### III. Committee Job Descriptions:

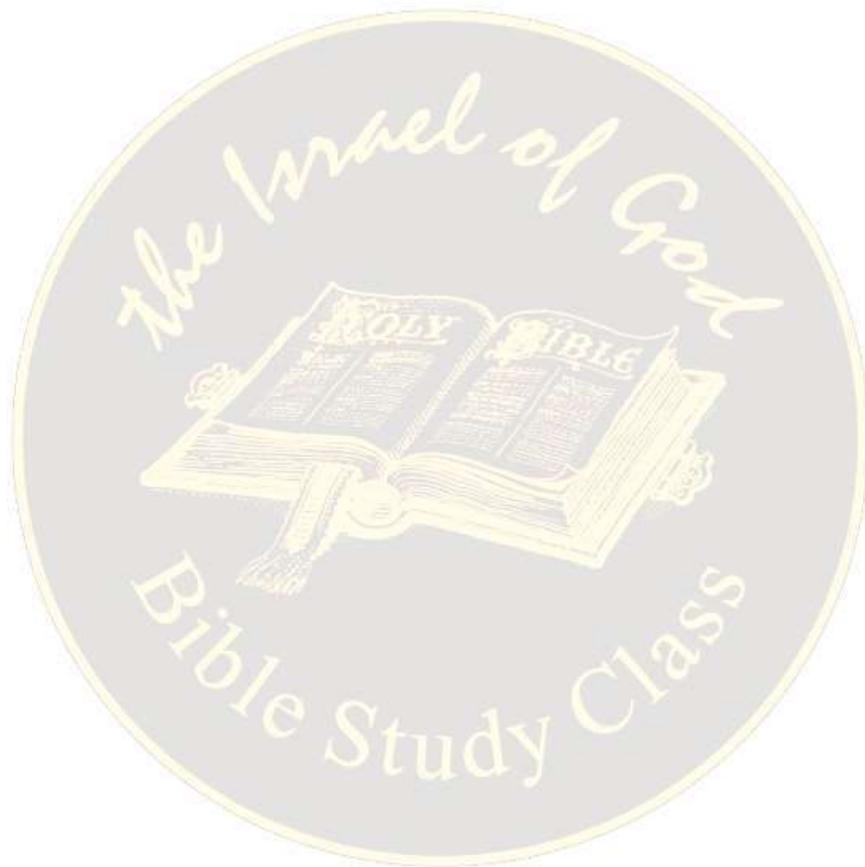
**Committee Leader** – Responsible for dissemination of procedural changes from the Pastor and/or Ministers Meetings to each committee member.

**Office Manager** – Assists and supports the committee leader, prepares internal and external correspondences, orders supplies, accepts and submits all check requests to the chief financial officer, and prepares the Welcome Packets for the usher board.

**Office Assistant** – Assists and supports the office manager, takes meeting minutes, checks church voicemail, and prepares the Sabbath announcements.

**Chief Financial Officer** - Collects and records all tithes, offerings, and monies from fundraisers. Responsible for submitting all funds to headquarters (Chicago office) and maintaining the Key Log Book.

**Church Events Coordinator** - Responsible for scheduling all IOG meetings, rehearsals, fundraisers, events, etc. Prepares the church monthly event calendar and. Collects all monies from fundraisers and submits funds to the Chief Financial Officer.



## D.2 ANNUAL CELEBRATIONS COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. **Purpose:**

To establish a Feast to the Lord that is elegant, beautiful and holy according to the scripture.

### II. **Policies & Procedures:**

1. All members must attend all meetings.
2. Must be prepared to share ideas to contribute to the functioning of the feast.
3. Meetings will be held every 3<sup>rd</sup> Sabbath at 12:00 p.m.
4. All finances are obtained through Chicago and some self-funding.

### III. **Committee Job Descriptions:**

Feast Leader – Responsible for the teaching and overall facilitation of the Committee. Responsible for dissemination of procedural changes from Pastor and/or Ministers meetings to the committee. Organizes and improves upon the Feast of the Lord. Sets all meeting times, dates, and discussion topics for meetings.

Feast Assistant – Assists and supports the Feast Head, administrative, finances and meeting notes.

Food Setup Coordinator – Responsible for the coordination, set up, and break down of the feast food lines.

Meats Coordinator – Responsible for the purchase of all meat for the feasts and the preparation of the meat.

Sides Coordinator – Responsible for the coordination and preparation of the side dishes for the feasts.

Desserts Coordinator – Responsible for the coordination and preparation of the desserts for the feasts.

Decorations Coordinator – Responsible for the decorating of the feasts.

## D.2.1 FEAST SETUP COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 12/18/2010

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### I. Purpose:

To setup food that is prepared for the five (5) Feasts per year. Responsible for serving the food, discarding unclean food, and watching for food that is banned or not on the menu.

### II. Policies & Procedures:

1. Teams are assigned to serve at particular Feasts. Team 1 is responsible for Unleavened Bread and Pentecost. Team 2 is responsible for Tabernacles and the Eighth Day.
2. Have been a member of the congregation for a minimum of six (6) months. All males must be circumcised according to the Word of God.
3. Required to own and have read the Cleanliness Law Book.
4. Females must be clean and have sanitary homes.
5. Females must cover their heads when serving and cooking.
6. Females are not to serve or cook during menses.
7. Committee meetings will be held two (2) weeks prior to the Feast day.

### III. Committee Job Descriptions:

All team members are responsible for the following:

- a. Clean and sanitize setup area.
- b. Clean, sanitize, and setup the chafing dishes.
- c. Post signs for direction and food lines.
- d. Place foods in the assigned order for each food station.
- e. Decorate table for serving lines.
- f. Setup the drink station, vegetarian table, and the desert area.

## D.2.2 MEATS COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 12/18/2010

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### I. Purpose:

To assist the Feast Committee in carrying out its primary objectives. To ensure there is ample meat provided and prepared for the feast days.

### II. Policies & Procedures:

1. All males must be circumcised according to the Word of God. No Exceptions! All members are encouraged to be baptized in the name of Jesus Christ.
2. All members must have attended the Israel of God for at least six (6) months.
3. All members are expected to meet the day before the Feast to prepare the meats.
4. Members are expected to meet the morning of the Feast to cook the meats.
5. All finances are obtained through the church.

### III. Committee Job Descriptions:

Committee Leader(s) - Responsible for acquiring all the meats and all the necessary ingredients needed to prepare and to cook meats (e.g. oils, propane, grills, charcoal, etc.). Transports all meats to the Feast.

Members - Responsible for preparing and cooking all meats.

## D.2.3 SIDES COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 12/18/2010

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### I. Purpose:

To organize side dish preparations that will be served on the Lord's Feast Days.

### II. Policies & Procedures:

1. All males must be circumcised according to the Word of God. No Exceptions! All members are encouraged to be baptized in the name of Jesus Christ.
2. Meetings are held monthly at the church. All committee Heads are required to attend.
3. Members that prepare dishes for the Feast must adhere to the Cleanliness Laws as explained by the Israel of God.
4. Members must be part of the congregation of the Israel of God for six (6) or more months or came from a church that follows similar practices.
5. All finances are obtained through the church and donations.

### III. Committee Job Descriptions:

Assistant - Responsible for deciding which side dishes will be served at each Feast. Organize and coordinate sign-up list for the side dishes for each feast.

## D.2.4 VEGETARIAN COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 12/18/2010

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### I. Purpose:

To prepare vegetarian dishes for the Lord's Feast Days.

### II. Policies & Procedures:

1. All males must be circumcised according to the Word of God. No Exceptions! All members are encouraged to be baptized in the name of Jesus Christ.
2. Meetings are held one month, before each Feast, thirty (30) minutes after class.
3. For those who would like to prepare a dish, must notify the committee head one month prior to the feast.
4. Every male must be circumcised to prepare dishes.
5. All ingredients must be clean and consist of no additives or preservatives.
6. All finances are obtained through donations and the church.

### III. Committee Job Descriptions:

Administration – Responsible for all recipes and accompanying documents to be given to committee members.

All members are responsible for making the dishes and bringing them on time.

## D.2.5 SALADS & DESSERTS COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 12/18/2010

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### I. Purpose:

To prepare desserts and salad for the Lord's Feast Days.

### II. Policies & Procedures:

1. All males must be circumcised according to the Word of God. No Exceptions! All members are encouraged to be baptized in the name of Jesus Christ.
2. Meetings are held on as needed basis at a location designated by the Committee Leader.
3. For those who would like to prepare a dish, must notify the committee head one month prior to the feast.
4. All finances are obtained through donations and the church.

### III. Committee Job Descriptions:

Team Leader - Responsible for the teaching and overall facilitation of each Committee. Disseminates procedural changes from Pastor and/or Ministers Meetings to each committee. Organizes and directs each Committee concerning church mission. Sets all meeting times, dates, and discussion topics for quarterly meetings. Creates feast menu for this committee. Organizes teams to accommodate the members being served at the feast. Schedules shopping, delivery and food prep time for participating members.

Assistants - Assists team leader in overall committee organization and administration.

Administration - Responsible for all notes and accompanying documents to be given to Committee Members (either via email or hard copies). Updates are presented by Salad and Dessert Director to Feast Head in the monthly meeting.

All members are responsible for making the dishes and bringing them on time.

## D.2.6 DECORATIONS COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 12/18/2010

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### I. Purpose:

To provide decorations, and design concepts to enhance the spiritual environment by adorning and revamping the physical facilities during the Lord's Holy Feast Days.

### II. Policies & Procedures:

1. Members must be dedicated.
2. Members are expected to be punctual to all group events and meetings.
3. Members must be able to work well in a group and alone.
4. Members are responsible for contacting the committee head or assistant when they are not able to uphold to their responsibilities.
5. All members are required to assist with the break down of the decorations. ABSOLUTELY NO EXCEPTIONS.
6. Meetings are held a month in advance to prepare for upcoming Feasts on the third Sabbath of each month.

### III. Committee Job Descriptions:

Head Decorator and Assistant Director – Responsible for heading the decoration operations. Will have the final say on design plans and ideas. Will decide the feast designs and delegate the duties to the members. Responsible for the pricing and delivering of items needed in the decoration process.

Decorating and Volunteer Members – Responsible for preparing the feast decorations that can be arranged in advance (i.e. centerpieces, floral arrangements, etc.), making sure all decoration items are in place, and placing the decorations in storage.

## D.3 CHRISTIAN RELATIONS COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

- To encourage and strengthen true Christian fellowship in our homes, our church, and in our community through the understanding of the word of god.
- To enable others to exhibit, on one accord, the Fruit of the spirit through word and deed.

### II. Policies & Procedures:

1. Each Committee Head must be baptized in the name of Jesus Christ. *NO EXCEPTIONS!*
2. Each Committee Head is responsible for enforcing CRC policy within their respective committees.
  - a. If policy is not adhered to, the respective Committee Head is to defer to CRC Director for further issue resolution.
3. Each committee leadership member is required to attend at least one (1) bible study per month.
4. Christian Relations Council has quarterly meetings at the church. All Subcommittee Heads are required to attend.
  - a. Each subcommittee is scheduled to have monthly meetings.
5. Council Director reserves the right to change meeting dates and/or times when necessary.

### III. Committee Job Descriptions:

**CRC Director** – Responsible for the teaching and overall facilitation of each Committee. Responsible for dissemination of procedural changes from Pastor and/or Ministers Meetings to each committee. Organizes and directs each Committee concerning church mission. Sets all meeting times, dates, and discussion topics for quarterly meetings.

**CRC Assistants** – Assists CRC Director in overall Council organization and administration.

**Administrative Assistant** – Responsible for all notes and accompanying documents to be given to Council Committees (either via email or hard copies).

### D.3.1 DISCIPLESHIP CLASS

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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#### I. Purpose:

To empower new Christians through review of biblical doctrines, scriptural study, and topical discussions through the Bible with documented history to build a solid foundation in the true Word of God.

The class is targeted to all new members who have been recently baptized in the name of Jesus and current active members who attend the Israel of God.

#### II. Policies & Procedures:

##### 1. Preliminary Criterion

- a. All class participants must register for the class for a particular session, if necessary. *NO EXCEPTIONS!*
- b. Class Registration is a minimum of two weeks and the dates to register are determined by Leadership Staff.
- c. Upon registration, class participants will receive a copy of The Israel of God Statement of Beliefs. They must provide their own notebooks and writing utensils.
- d. All staff and class participants must display the Fruit of the Spirit when dealing with others.

##### 2. Class Policies

- a. Class will meet once a month at the church, the first Sabbath of each month. All class participants are required to attend.
- b. Class Director reserves the right to change class dates and/or times when necessary.
- c. Class participants are given homework assignments after each class to encourage study of history and the bible to discuss for next class session.
- d. Class participants are may be required to facilitate one 5-minute presentation in front of class (topic given by Class Director or Asst. Director at the beginning of the class session).

- e. Class is a structured, open-forum with discussion topics (regulated by Director and Asst. Director) and participants are encouraged to ask any questions concerning the Word of God for class discussions.
- f. Registered class participants are required to attend class every session (unless proper notification to staff is given for absence).
- g. If class participant misses two (2) classes without notification, they will not be allowed in further class discussions until next session. *(Exceptions will be considered by Committee Leader).*

### 3. Class Itinerary

Class Discussion topics in the Discipleship class are the following:

1. God: The Father, The Son, The Family
2. The Bible: Its History and Inspiration
3. The Gospel
4. Jesus Christ: The Beginning and the End
5. The Holy Spirit
6. The Marriage Covenant: Physical and Spiritual
7. Tithing
8. Living By the Spirit of God in Our Daily Lives
9. Life of the Chosen: The Conversion Process
10. General Discussions (Other Questions)

### 4. Class Completion

Discipleship Class is an on-going discussion each month and, therefore, has no “official” end. Class participants have the ability to continue to participate.

## III. **Committee Job Description:**

**Class Director** – Responsible for the teaching and overall facilitation of the class. Prepares discussion topics for class and coordinates with Assistant Teacher and Administration. Sets all class times, dates, and class discussion topics.

**Class Assistant** – Must be an IOG Class Teacher or member of the Outreach Ministry. *No Exceptions!* Assists the Class Director and overall facilitation of class. Teaches class upon request by Class Director and encourages class participation from class members.

**Administrative Assistant** – Responsible for all class notes and accompanying documents to be given to class participants (either via email or hard copies).

## D.4 COMMUNITY OUTREACH

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

- a. To encourage and strengthen true Christian fellowship in our homes, our church, and in our community through the understanding of the Word of God.
- b. To spread the gospel to the rest of the sons of Adam.
- c. To impart biblical knowledge, wisdom, and understanding according to the Word of God.

### II. Policies & Procedures:

1. Each committee head and member must conduct himself in a manner according to the Word of God.
2. Each member must attend all meetings.
3. All members must have participated in the Christian Discipleship Class.
4. All members must be in the church for at least 12 months.
5. Outreach meetings are every 3<sup>rd</sup> Sabbath of the month at 1:00 p.m.
6. All members must be on time.
7. The Outreach committee is self-funded.

### III. Committee Job Descriptions:

**Outreach Leader** - Responsible for the teaching and overall facilitation of the Committee. Responsible for dissemination of procedural changes from Pastor and/or Ministers meetings. Plans, executes local outreach activities. Sets all meeting times, dates, and discussion topics for quarterly meetings.

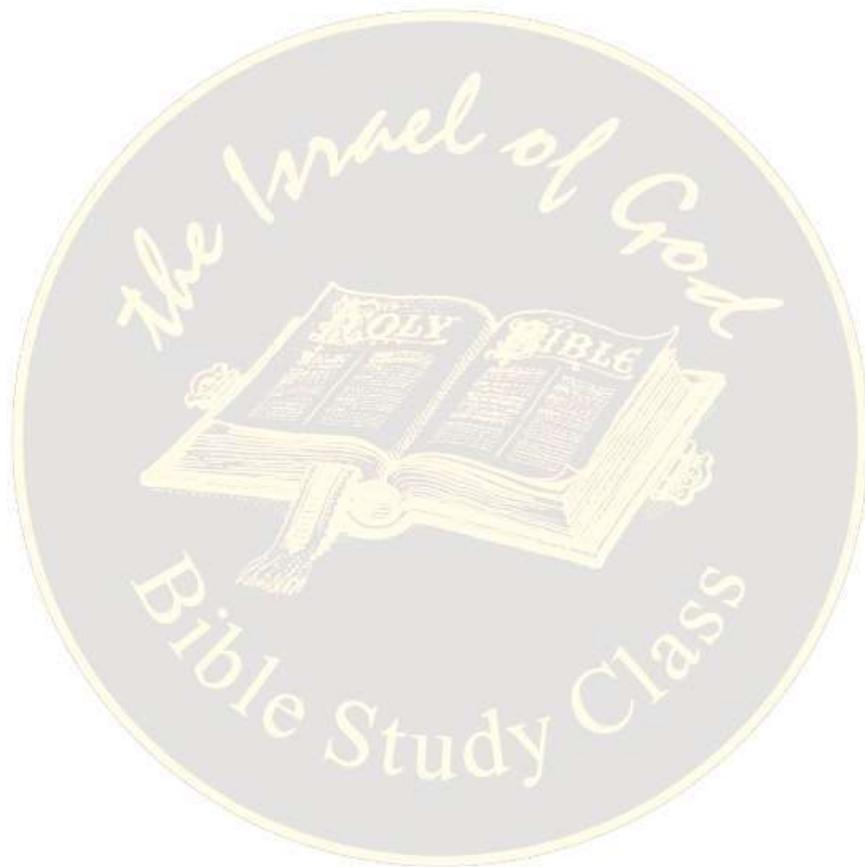
**Out-of-Town Outreach Coordinator** - Plan, execute all out of town trips.

**Caribbean Outreach Leader** - Coordinates outreach to Caribbean neighborhoods and events.

**Administrative Assistant / Scribe** – Responsible for all supplies, finances and out of town sleeping arrangements. Responsible for all notes and policies and procedures.

**Legal** – Responsible for calling all respective municipalities concerning ordinance guidelines for the out reach area being visited.

**Scouts** – Responsible for searching out all local events and attractions that we can take outreach ministry to administer the Gospel.



## D.5 HEALTH AND WELLNESS COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

To promote health and wellness in the church and community.

### II. Policies & Procedures:

7. Each member must be baptized in the name of Jesus Christ. No Exceptions!
8. The committee plans, organizes, and executes activities and/or fundraisers to empower and enlighten their respective members.
9. The committee will have bi-annual meetings at the church.
10. The Committee Leader reserves the right to change meeting dates and/or times when necessary.
11. All finances are obtained through donations and/or fundraisers. All monies are given to the Chief Financial Officer.

### III. Committee Job Descriptions:

**Committee Leader/Director** - Responsible for dissemination of procedural changes from the Pastor and/or Ministers Meetings to each committee member.

**Administrative Assistant** - Responsible for all notes and accompanying documents to be given to Health and Wellness Committee members (either via email or hard copies).

## D.6 HOSPITALITY AND BEREAVEMENT COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

To show Christian Hospitality by generously providing care and kindness to IOG members in need.

To attend to the sick and shut-in members of the church by organizing visitations and telephone calls. To comfort members who are mourning a loss and to send flowers for the death of an immediate family member. To organize and facilitate re-pass dinners for member's.

### II. Policies & Procedures:

1. Meetings are held as needed at the discretion of the Committee Leader.
2. All elders, elders' wives and committee members are required to be on the sick and shut-in monthly calling rotation.
3. All committee members are required to attend each meeting. If you cannot attend a meeting, you must call and send an alternate.
4. The Scribe will submit the copies of all meeting minutes to the Committee Leader who will submit a copy to the Church Office.
5. All members are expected to participate in the planning, implementation and activities of committee as it relates to hospitality and bereavement programs.
6. All members are required to obtain a copy and read the committee handbook.

### III. Committee Job Descriptions:

Committee Leader - Administers and delegates member responsibilities, organizes events and facilitates meetings.

Assistant Leader- Assists the committee leader and facilitates meetings.

Scribe - Responsible for all notes and meeting minutes.

## D.7 MAINTENANCE & CUSTODIAL DEPARTMENT

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

- To ensure a clean and safe church worship facility.
- To repair all non-working hardware and appliances, quickly and efficiently for continued church usage.
- To properly maintain all church grounds (landscaping, custodial cleaning, etc.) in a timely manner for the continuing use for Sabbath class, bible study and all events at the Israel of God.

### II. Policies/Procedures:

#### GENERAL

- Committee Head must be baptized in the name of Jesus Christ. NO EXCEPTIONS!
- Meetings will be held quarterly unless otherwise stipulated by Pastor or Committee Leader. All Committee Members are required to attend.
- Pastor and/or Committee Leader reserve the right to change meeting dates and/or times when necessary.
- The Maintenance Coordinator is responsible for enforcing IOG Church Policies and Procedures within the committee.
  - If policy is not adhered to, the Maintenance Coordinator is to defer to Church Elders and/or Pastor for further issue resolution.

#### CUSTODIAL

- Cleaning committee members are divided into teams.
- The cleaning duties are to be divided according to the team's preference.
- Each team as a whole is responsible for making sure that the sanctuary, kitchen, restrooms, classrooms and the lobby are cleaned before Wednesday Night Bible Study.

- A cleaning checklist will be posted and given to all teams to be used as a guide to ensure that all tasks are completed.
- Each team must clean the church according to the posted schedule.
- The supply request form must be completed each week for all supply shortages and submitted to the Office Manager.
- If the church is not cleaned by Wednesday Night Bible Study, the Bible Study teacher must contact the Cleaning Committee Leader immediately.
- A cleaning checklist will be provided to individuals using the church facility to ensure all areas of the facility are properly cleaned after their event. The checklist must be completed and submitted to the Scheduling/Event Coordinator.
- A request for funds must be submitted to the Chief Financial Officer.
- Each team member is required to attend each scheduled meeting.

### **III. Committee Job Descriptions:**

Head Maintenance Coordinator - Assumes foreman responsibilities for management of all major church construction and cleaning projects as assigned by Pastor and/or Church Elders. Assumes foreman responsibilities for the overall maintenance and upkeep of the church facility and church grounds. Responsible for dissemination of procedural changes from Pastor and/or Ministers Meetings to committee members. Obtains funding needed for all repairs via prior approval or submission of a Check Request Form to Chief Financial Officer. Perform all other custodial needs as requested from Pastor and/or Church Elders.

Assistant Maintenance Coordinator - Assists Head Maintenance Coordinator in overall committee organization and administration as needed.

Custodial Leader - Administers and assists with cleaning, approves cleaning lists, ensure the church office is aware of supply shortages, approves new team members and delegates team responsibilities. Responsible for submitting all receipts are turned into the office for reimbursements.

Custodial Assistant Leader & Scribe - Documents and maintains all information for teams, takes minutes at team meetings, assists with the placement and tracking of all cleaning supplies. Responsible for submitting a copy of the meeting minutes to the church office.

Custodial Team Leader - Responsible for guiding team members, assisting with the cleaning of the church, and making sure all areas are properly cleaned.

## D.8 MEDIA AND COMMUNICATIONS

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

To produce and distribute quality audio and video media to be used to spread the uncut Word of God to the masses in a timely and professional manner.

The ministry is responsible for:

- Recording, storing, and maintaining IOG DVD & CD masters,
- Duplicating and distributing all audio and video media upon request,
- Maintaining all church audio and video equipment,
- Recommending any upgrades needed for the audio and video systems, and
- Setting up and operating audio and video equipment for Sabbath class and special event

### II. Policies/Procedures:

#### A. Attendance

Committee members who are scheduled to work on the Sabbath must be at the church by 1:00pm. All members are expected to be on time and ready to command their posts. Members are to notify their committee director or the director assistant of their anticipated tardiness or absence. All committee contacts are listed on the Broadcasting Board and in the members' information packet.

A "no show" or a failure to notify the committee director(s) of tardiness or absence is not acceptable and will reflect poorly on one's commitment to the committee. A "no show" member will inconvenience others and his/her committee and may prevent or delay the gospel for going forth. We understand unforeseeable events may occur and members are expected to notify the committee director(s) and inform him/her of their situation. "No shows" are not acceptable.

If a committee member feel uncomfortable with carrying out a particular task or if there is a scheduling conflict, please inform the committee director immediately so changes can be made to ensure adequate staff coverage.

*Remember attendance and promptness is a direct reflection on not only you but your committee as well. Therefore be mindful that others are depending on you and be mindful of your responsibility to God.*

## **B. Schedules**

All schedules will be created, modified, maintained by the committee director and/or director assistant, unless otherwise assigned by the committee director. All schedules will be posted on the Broadcasting Board and distributed to all committee members. All members are expected to actively review the schedule(s) and be aware of when he/she is scheduled to work. If there is a scheduling conflict, please inform the committee director immediately.

## **C. Committee Meetings**

Meetings will be held quarterly and/or on an as-needed basis at the church. All meetings must be scheduled and facilitated by the committee director(s). An agenda must be prepared and minutes from the previous meeting reviewed. Committee members need to inform the committee director or the director assistant if they will not be in attendance.

## **D. Equipment Usage**

- The equipment is only to be used to conduct church business authorized by the committee directors.
- Only authorized individuals shall operate the equipment.
- To ensure that unauthorized individuals do not have access to the equipment be sure to lock doors before you leave the church.
- No equipment shall be used for personal projects.
- No equipment shall be taken to an authorized or unauthorized person's home whatsoever
- Do not download any unauthorized programs/software or images.
- The Media Technicians are responsible for setting up the microphones before Sabbath class and breaking down after the choir performs.
- Microphones are to be adjusted by Media Technicians only to minimize confusion and to ensure the equipment is handled properly.

## E. Finances

All monies collected from video/audio orders must be submitted to the administrative assistant. Prior to purchasing anything using your personal funds, obtain authorization from the committee director. Purchases greater than \$10 dollars must be authorized by the committee director first if reimbursement is desired.

## F. Sabbath Class & Special Events

Each Sabbath the choir director or the choir point man has to submit a Choir Playlist Form and the music to be played to the audio manager at least 30 minutes before Sabbath class. The choir's music material, such as CDs and audio tapes, are to be maintained by the choir director. Therefore all choir material must be retrieved by the choir director or choir point man from the audio manager. If possible the audio manager will attempt to return the material to the choir director or to the choir point man.

For special events, the media committee need to be notified at least a week before the event to schedule a media technician and/or a director to attend the event.

## G. Video & Audio Orders

To place an order, an order form must be completed and submitted with money enclosed in the envelope. Orders can be placed on the Sabbath. For those who are uncomfortable with conducting a cash transaction on the Sabbath, they can place their order on the Sabbath and submit the money at Wednesday Night Bible Study Class to receive their order. Arrangements can be made for those who will like to prepay for DVDs and CDs.

Only the Administrative Assistant collects money from media orders. All monies must be submitted to Gail Davis. The media orders and money collected should be recorded by the Administrative Assistant.

Sabbath class CDs will be available 30 minutes after class. Past Sabbath classes will be ready for pickup the following Sabbath.

Prices for the DVDs and CDs are as follows:

- Chicago DVDs .....\$15
- Chicago CDs .....\$10
- Atlanta DVDs .....\$15
- Atlanta CDs.....\$10

## H. Training Sessions

There are seven primary functions in the media committee that all technicians must be aware of. Therefore training will be mandatory and failure to attend will result in the poor performance of technician's duties which may lead to the suspension until the technician completed the training session or dismissal of services if stated by the committee director(s). All training courses are set forth to formularize all technicians of the seven functions that are imperative to properly operate the media committee at a level of excellence. Basic training courses will be scheduled at the discretion of the committee directors. The training will cover the following seven basic functions of media committee:

1. Setup & Breakdown Process of All Equipment
  - a. Power On All Equipment As Needed
  - b. Microphone Stands & Microphones
  - c. Cables
  - d. Wiring Base
  - e. Wireless Base
  - f. Storage & Filing
  - g. Upkeep & Inventory Check
  - h. Reporting
  - i. Communications
  - j. Equipment Floor Layout
2. Audio Station
  - a. Playlist Forms
  - b. Audio Content Usage And Disposal
  - c. Cleanliness
  - d. Communications/Reporting
  - e. Play Audio Content
3. Backup of Recordings
  - a. Recording
  - b. Labeling
  - c. Storage
  - d. Commutation to Digital Recording Operator
  - e. Black Tapes Accountability
  - f. Communications
  - g. Reporting
4. Console Mixing
  - a. Audio Leveling
  - b. Frequency
  - c. Console Controls
  - d. Wiring and Routing
- e. Input & Output Devices
- f. Equipment Testing
- g. Communications
- h. Performance Forms & Presets
5. Screen Projection
  - a. Computer Navigation
  - b. Files and folders
  - c. Projector Controls & Display screen
  - d. Formatting Text
  - e. Communication & Time Scheduling
  - f. Connectivity/Troubleshooting
  - g. Reporting
6. Digital Recording
  - a. Software functions
  - b. Software Controls
  - c. Files and folders
  - d. Duplication process
  - e. Level reading
  - f. Labeling
  - g. Storage
  - h. Blank CDs & DVDs Accountability
  - i. Communication
  - j. Reporting
7. Digital Duplications
  - a. Burning Software Controls (Duplication)
  - b. Media Usage CDs, DVDs
  - c. Labeling
  - d. Storage of Masters
  - e. Blank CDs & DVDs Accountability
  - f. Communications
  - g. Recordkeeping & Reporting

### III. Committee Job Descriptions:

**Administrative Assistant** - Responsible for taking inventory of duplication supplies (e.g. CD cases, blank CDs, labels, audio cassettes, etc.) and inform the Director of Media Duplication of supplies needed immediately. Collect and process DVD/CD orders and monies. Assist the Media Technician(s) with duplicating and labeling the CDs/DVDs. Record the number of DVDs and CDs duplicated, DVD/CD orders, and money collected. Submit all money collected to Gail Davis. Take meeting minutes and maintain the committee database. Ensure order forms are kept in stock.

**Audio Manager & Audio Station Operator** - Responsible for interacting with the choir directors or the choir point man to collect performance information, such as the choir's playlist and music, to ensure the production of the choir's performance. Retrieve choir's playlist for every Sabbath class and event that will detail the CD titles, the tracks to be played, in what order to play the music and any other preferences the choir director may have concerning their rehearsal or performance. Responsible for operating the audio station and executing the playlist orders as requested by the choir director. In charge of cleaning the audio player and other audio material such as CDs to ensure they function properly. Backup audio recordings to audio cassette tapes in case of equipment malfunctions and to ensure we have additional copy as insurance. Store all cassette tape backups to ensure all tapes can be easily found if needed. Return all audio material submitted to be played or recorded to the original submitter unless otherwise instructed. If at any event the audio material are not returned or left by any person the Audio Manager is to dispose of material to ensure the cleanliness of the Audio Room.

**Media Duplication Leader** - Responsible for overseeing the committee as a whole, monitors operations, and supervises staff. Ensure that all audio content is recorded properly, backed up, labeled, and properly stored. Make sure orders are collected, processed, and distributed. Schedule training sessions to conduct or be conducted by the Director Assistant to ensure staff is equipped with the knowledge to perform all expected duties and responsibilities. Prepare and manages the committee budget. Present committee concerns, needs and suggestions from the staff (i.e. upgrading equipment, committee budget, etc.) to the Pastor. Survey the committee to determine its condition to ensure the level of the committee continues to function at an optimum level. Validate schedules, activities and conduct staff meetings on an as-needed basis. Ensure audio media is recorded properly, labeled, and are securely stored.

**Media Duplication Assistant Director** - Responsible for interacting with the Media Technicians to ensure they are properly trained and know how to properly use all equipment in the department. Regularly conduct equipment checks and report any damaged equipment or any inoperable equipment immediately to the Director of Media Duplication. Assist the Media Technician with duplicating and labeling of CDs/DVDs and processing orders. If at any event the Director of Media Duplication is not available or present, the Assistant Director must be prepared to carryout the responsibilities of the Director of Video & Audio until the return of the Director to ensure the department performs as usual.

**Media Technician** – Assist the video/audio and the duplication committee with any department processes. Know the basics to operate various machines in each department. Must be able to carryout the primary functions of the media department. Must attend all mandatory training session scheduled by the Committee Director(s).

**Video & Audio Leader** – Responsible for overseeing the committee as a whole, monitors operations, and supervises staff. Inspects, maintains, and setup all committee equipment to minimize improper use and breakdowns to ensure the longevity of the equipment. Conduct meetings on an as-needed basis. Assures the committee manager and staff are adequately trained. Prepare and manages the committee budget. Present committee concerns, needs and suggestions from the staff (e.g. upgrading equipment, committee budget, etc.) to the Pastor to ensure that the committee has essential needs met and support it needs to continue operating efficiently and properly for the benefit of the Church.

**Video & Audio Assistant Director** – Responsible for interacting with the Media Technicians to ensure they are properly trained and know how to properly use all equipment in the department. Regularly conduct equipment checks and report any equipment damages or any inoperable equipment immediately to the Director of Video & Audio. Assist the media technician(s) with audio recording input and output levels while maintaining the mixing console to adjust levels for audio output for choir performances, classes, and any other events. Contact choir directors to convey any changes that may affect the choir. Maintain a schedule of the performances, rehearsals and other events in need of video/audio systems. If at any event the Director of Video & Audio is not available or present, the Assistant Director must be prepared to carryout the responsibilities of the Director of Video & Audio until the return of the Director to ensure the department performs as usual.

## D.9 MUSIC MINISTRY

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

Amended: 8/23/2018

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### I. Purpose:

To (a) sing praises with understanding to the Lord through psalms, hymns, and spiritual songs, and (b) to be on one accord to prepare those who hear to receive the Word of God.

### II. Policies & Procedures:

#### ADULT CHOIR

- Members must at least, or over, the age of twenty (20) and already baptized in the name of Jesus Christ.
- Members must be on time for all rehearsals and meetings.
- All members must be dedicated and prepared to carry out the Ongoing Objectives.
- All potential new members will be auditioned by Choir Director and/or Section Leads to identify vocal range.
- All Members must display the Fruit of the Spirit when dealing with others.
- The Adult Choir meets after each Sabbath class (unless otherwise determined by Choir Director) and one (1) hour before class on date of performance. All members are required to attend.
- Choir Director or Section Leads may call impromptu meetings at his/her discretion when necessary.
- Choir books are given to all members with lyrics and copies of songs that choir has and will perform.
- During choir performances, proper dress is mandatory (as decided by leadership) to maintain a 'one accord' visual appearance. **NO EXCEPTIONS!**
- All Choir members are free to suggest songs to sing but the final decision will be made by Choir Director and Section Leads.

## YOUTH CHOIR

- Members must be a minimum of seven (7) years of age and no older than nineteen (19) years of age (unless otherwise stipulated by the Choir Director and the Local Pastor).
- Members must have permission of their parents and be on time for all rehearsals.
- All members must be dedicated and prepared to carry out the Ongoing Objectives.
- All potential new members will be auditioned by Choir Director to identify vocal range.
- All Members must display the Fruit of the Spirit when dealing with others.
- All members meets after each Sabbath class (unless otherwise determined by Choir Director) and one (1) hour before class on the date of performance. All members are required to attend.

### III. Committee Job Descriptions:

Choir Director - Responsible for overall maintenance of music tracks and lyrics. Schedules and implements all rehearsal times and dates for choir. With Section Leads, implements all performance routines and disciplinary actions (when necessary). Reports all procedural changes to the Pastor.

Section Leads - Coordinates with JPT Choir Director on planning and potential songs for entire choir. Disseminates of musical notes to their respective sections.

Choir Members - Report to all meetings and rehearsals on time. Responsible for bringing choir book to rehearsal (unless otherwise stipulated by Choir Director or Section Leads). Responsible for obtaining proper choir dress as instructed by Leadership.

## D.10 TECHNOLOGY AND MARKETING DEPARTMENT

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. **Purpose:**

To enable visitors to navigate the IOG Atlanta website easily and effectively by providing consistent navigation and logically defined content areas, with pages optimized for download speed and accessibility. The tone and graphics on the Israel of God Atlanta's website reflects our mission statement and beliefs. It empowers the reader with the uncut Word of God according to the Prophets and Apostles. To ensure articles on the website are informative and include links to reference materials and resources, where appropriate. The site will include photos of IOG members taking part in various church activities. A calendar of the upcoming events along with the schedule for our visiting teachers will be posted on the website.

### II. **Policies & Procedures:**

1. Post informative and engaging material that is presented in an attractive consistent professional manner
2. Promote revenue opportunities through sales and fundraisers
3. Improve communication through content and expertise
4. Provide accurate and up-to-date information about the Israel of God.
5. Meetings are held quarterly and on an as-needed basis at the discretion of the committee.

### III. **Committee Job Descriptions:**

Committee Leader – Organizes the content, administer changes, upgrades and enhancements to the Israel of God Atlanta's presence on the internet. Delegates member responsibilities for website activities.

Committee Assistant – Assists the Committee Leader in carrying out tasks as assigned

## D.11 USHER BOARD

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

Amended: 12/9/2014

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### I. Purpose:

- To ensure and maintain overall safety during church services and events at the Israel of God.
- To assist, in an orderly manner, with seating, with children, etc., in a quiet and professional environment.
- To **maintain order** for all to hear the teachings of the word of God in the sanctuary.
- To display the Fruit of the spirit while interacting with our brothers and sisters.
- To be positive hearers and doers of the Word of God.

### II. Policies & Procedures:

1. All members must participate in the IOG Discipleship Class. *NO EXCEPTIONS!*
2. All Ushers must be decently dressed (see Church Dress Code) while on duty.
3. All members must have been previously trained by Head or Senior Usher.
4. All Members must display the Usher Identification Tags that is provided by Head or Senior Usher prior to duty. *NO EXCEPTIONS!*
5. All Members must display the Fruit of the Spirit when dealing with others.
6. All persons that may need to be contacted must be on a referral basis (either by a church or Committee member).
7. Pastor, Head Usher, and/or Senior Usher may call impromptu meetings at their discretion when necessary.
8. Committee will have mandatory quarterly meetings to discuss new policies and procedures. All members are required to attend.
9. All Ushers must maintain order to ensure a safe, positive, and productive teaching environment.

10. Ushers should not use any foul language or indecent behavior that may be offensive to church members and/or visitors.
11. Ushers will be stationed at the rear and sides of church to assist with seating of church members.
12. All Ushers will enforce the church dress code. Any infractions that may occur, the following procedures will be activated:
  - a. **1<sup>st</sup> Offence:**
    - Inform member and/or visitor and provide literature with explanation of dress code, INCLUDING head coverings.
  - b. **2<sup>nd</sup> Offence:**
    - Inform member(s) and/or visitor(s) of dress code and provide literature.
    - Explain that dress code will be strictly enforced. Entrance to the class will be denied until compliance is achieved.

*\*Note:*

*- Those persons who have personal or financial difficulties, other provisions will be allowed only on a case by case basis.*

*- All women will not be allowed without a head covering. All men must remove head coverings upon entering the premises. **NO EXCEPTIONS!***

### **III. Committee Job Descriptions:**

Head Usher - Assumes responsibilities for management and coordination of Usher coverage for all worship services and major church events at the Israel of God as assigned by Pastor, Ministers, or Scheduling Committee Leader. Responsible for the coordination or monitoring of church grounds during all worship services and major church events at the Israel of God. Responsible for the production and updating of all Usher schedules to be given to Church office staff and committee members. Distributes and collects all Usher Identification tags. Disseminates procedural changes from Pastor to committee members. In case of emergency, responsible for (in conjunction with Pastor, all Ministers, and Senior Usher) the orderly exit of facility by all members.

Senior Usher - Assists Head Usher in overall Committee organization and administration as needed. Assumes all responsibilities if Head Usher is not present or available. Responsible for the maintenance of all Welcome Packets and their replenishment for distribution to visitors. In case of emergency, responsible for (in conjunction with Pastor, all Ministers, and Head Usher) the orderly exit of facility by all members.

## D.12 VIRTUOUS WOMEN COMMITTEE

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

Amended: 12/9/2014

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### I. Purpose:

- To promote and establish true sisterhood in Christ.
- To uplift, enlighten, and encourage sisters in Christ through the solidifying of their foundation with the Word of God.
- To teach, practice, and strengthen our sisters to become the women, wives, and mothers that the Most High would have us to be.
- To be positive hearers and doers of the Word of God.  
(Gen. 2: 18, Prov. 12: 4. Prov. 31: 10-31, 1 Tim. 2: 9-10)

### II. Policies & Procedures:

- Each Committee Leadership member must be baptized in the name of Jesus Christ. *NO EXCEPTIONS!*
- Each Committee Leadership member is encouraged to attend the IOG Discipleship class.
- Each committee member will be given a copy of, and be familiar with, The Israel of God Statement of Beliefs and the Virtuous Women's Committee Policies and Procedures.
- A current discussion agenda will be passed out at the beginning of each meeting.
- A Senior Elder Sister, appointed by the Local Pastor, must be present for any meetings that will contain scriptural discussions. Local Pastor or Church Elder will be on premises during meetings. *NO EXCEPTIONS!*
- It is the responsibility of the Senior and/or Elder Sister(s) present in the meeting to immediately contact the Local Pastor, or Church Elder, if there are any contentions concerning scripture (*as to be on one accord*). *NO EXCEPTIONS!*
- Any planned events or outings must be approved by the Local Pastor and the Senior Elder Sister or Committee Leader.

- Committee will have meetings at the church as needed to discuss pending issues and/or future events as needed. All members are required to attend.
- Conference calls may also be used for meeting purposes.
- Committee Leader, Assistants, or Elder Sisters only may call impromptu meetings when necessary.
- All Senior Elders are to attend quarterly IOG Discipleship Class meetings.

### III. Committee Job Descriptions:

Committee Leader – Responsible for overall communication with Senior Elder Sisters concerning changes in Church policies and procedures. Report of new business to Committee from monthly Ministers Meeting (via hard copy, e-mail, etc.). Responsible for attendance or being on-call during Committee scriptural discussions. (If necessary). Assisting with committee events and/or outings (If necessary).

Senior Elders/Assistants – Responsible for the coordination of all Committee outings. Responsible for the administration and distribution of policies and procedures to other committee members obtained from Committee Leader. Responsible for documentation of monthly meetings to be given to Committee Leader (either hard copy or electronically [i.e. email, etc.]). Responsible for the conducting of monthly meetings. Responsible for all meeting agendas, obtaining church calendars and other pertinent church materials, that will be distributed to committee members at monthly meetings. Responsible for determining committee meeting dates that will rotate responsibility until all Elder Sisters have had at least one opportunity to present and /or coordinate a meeting or outing. Spiritual counseling of Sisters in the congregation upon request from Committee Head or Pastor (when necessary). Assisting Ministers and/or Ushers in the overall discipline of children (when necessary).

Youth Liaison – Responsible for the administration of the Jasper Jewels. Responsible for, when necessary, the counseling and mentorship of all sisters under the age of thirty (30). Responsible for assisting the Senior Elders and Elder Sisters in the overall administration of this Committee when required.

## D.13 T.A.C.T. SABBATH SCHOOL DEPARTMENT

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

- Train up a child in the way he should go; and when he is old, he will not depart from it (Proverbs 22:6).
- Assist parents in equipping their child/children with the essential tools needed to face the challenges and temptations of this world.
- Provide a safe and conducive learning environment free from distraction or disruption.

### II. Policies & Procedures:

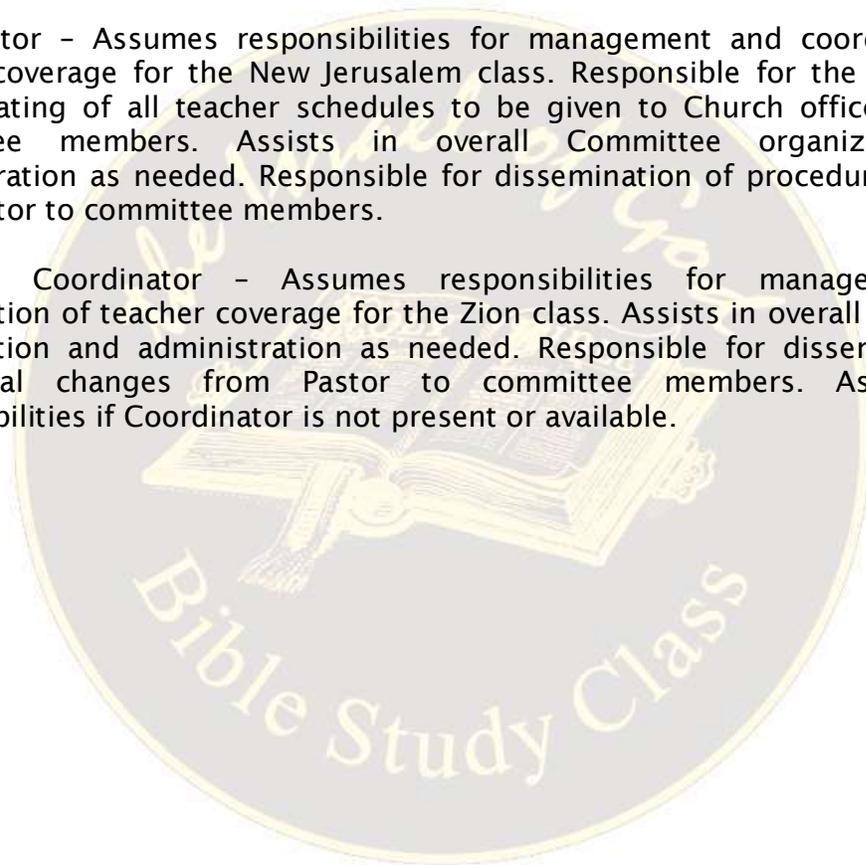
1. All teachers must be baptized and regularly attend Sabbath class. *NO EXCEPTIONS!*
2. All teachers must have been previously trained by Coordinator or Assistant.
3. All teachers must be knowledgeable in the word of God. *NO EXCEPTIONS!*
4. All teachers must display the Fruit of the Spirit when dealing with the youth.
5. All teachers must adhere to the Church Dress Code.
6. All teachers must maintain order to ensure a safe, positive, and productive teaching/learning environment.
7. All teachers should follow the curriculum as outlined unless prior approval has been given and lesson viewed.
8. All teachers must enforce the rules and regulations of Sabbath School as outlined. All infractions must be documented and reported to the coordinators.
9. All teachers must provide and update contact information as needed.
10. All teachers must notify the respective coordinator in the event they are unable to fulfill their assigned duty.

11. Any event/activity sponsored under the umbrella of the youth department must receive prior approval before from a coordinator.
12. Committee will have mandatory bi-monthly meetings to discuss new policies and procedures. All members are required to attend.
13. Conduct quarterly meetings with parents to keep them abreast of changes and/or progress in the youth department.
14. The committee will conduct an annual fundraiser to ensure funds are available to meet the needs of the youth department and the church. These funds will be given to the Chief Financial Officer.

### **III. Committee Job Descriptions:**

Coordinator - Assumes responsibilities for management and coordination of teacher coverage for the New Jerusalem class. Responsible for the production and updating of all teacher schedules to be given to Church office staff and committee members. Assists in overall Committee organization and administration as needed. Responsible for dissemination of procedural changes from Pastor to committee members.

Assistant Coordinator - Assumes responsibilities for management and coordination of teacher coverage for the Zion class. Assists in overall Committee organization and administration as needed. Responsible for dissemination of procedural changes from Pastor to committee members. Assumes all responsibilities if Coordinator is not present or available.



## D.13.1 JASPER JEWELS (T.A.C.T INITIATIVE)

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. **Purpose:**

To serve as mentor and big sisters to girls ages 9-13 years old who are member so the Israel of God. To teach and enhance good life skills through bi-monthly meetings that includes activities and open discussions to empower the youth on their path to become virtuous young women.

### II. **Policies & Procedures:**

1. Mentors and members are required to attend meetings regularly.
2. Members are required to pay dues to participate in events.
3. Mentors must exemplify good examples to participants.
4. Meetings are held every other month on Sunday at 12:00pm at the church with the exceptions of days that special events are going on at the church.
5. Committee members meet two weeks prior to Jewel meetings.
6. Dues are \$7 and are due at each meeting, \$10 for two or more girls per family.
7. Dues are to be used for meeting supplies and special events.

### III. **Committee Job Descriptions:**

Committee Leader – Administers and delegates member responsibilities, organizes events and facilitates meetings.

Assistant Leaders & Mentors – Assists with organizing events, mentoring, and facilitates meetings.

Treasurer – Collects dues and purchase supplies.

Scribe – Provides documents for committee needs and takes minutes at all meetings.

## D.13.2 TWELVE PILLARS YOUTH BIBLE CLASS (T.A.C.T INITIATIVE)

Issued By: Committee Leader

Approved By: Local Pastor

Date Issued: 9/26/2009

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### I. Purpose:

- Train up a child in the way he should go; and when he is old, he will not depart from it (Proverbs 22:6)
- To be a guide to the youth.
- To assist the parents in teaching our children the Word of God.
- To teach our children the tools needed to make Godly choices and resist the challenges and temptations of this world.
- To provide a safe and conducive learning environment free from distractions and disruptions.
- to examine and discuss biblical concepts and their relationship to relevant topics, obstacles, and situations

### II. Policies & Procedures:

1. All teachers must be baptized and regularly attend Sabbath class. *NO EXCEPTIONS!*
2. All teachers must have been previously trained by a 12 Pillar instructor.
3. All teachers must have been in the Word of God for five years or more.
4. All would be teachers must come and observe for a year to get a feel of how the class operates.
5. All teachers must be knowledgeable and have a good understanding of the Word of God. *NO EXCEPTIONS!*
6. All teachers must display the Fruit of the Spirit when dealing with the children.
7. Bi-annual meetings are arranged with students and pastor to discuss possible fundraisers, trips, activities, and other events.
8. Conduct bi-annual meetings with parents to keep them abreast of changes and/or progress in the bible study class.

9. All teachers must adhere to the Israel of God Dress Code. *NO EXCEPTIONS!*
10. All teachers must maintain order to ensure a safe, positive, and productive teaching and learning environment.
11. Parents must attend the bi-annual meeting to stay abreast to the class changes and progress.
12. No cell phones, MP3 players, or video game devices are to be used at anytime during class, unless the course of study requires its usage.
13. No cursing by teacher nor student is permitted and anytime.
14. Teachers and students must respect open dialogue and everyone's contributions.
15. Teachers must not force their personal views or ideologies onto the students in any case.
16. Teachers must maintain integrity and respect student confidentiality.
17. The students are responsible with providing the funds for events.

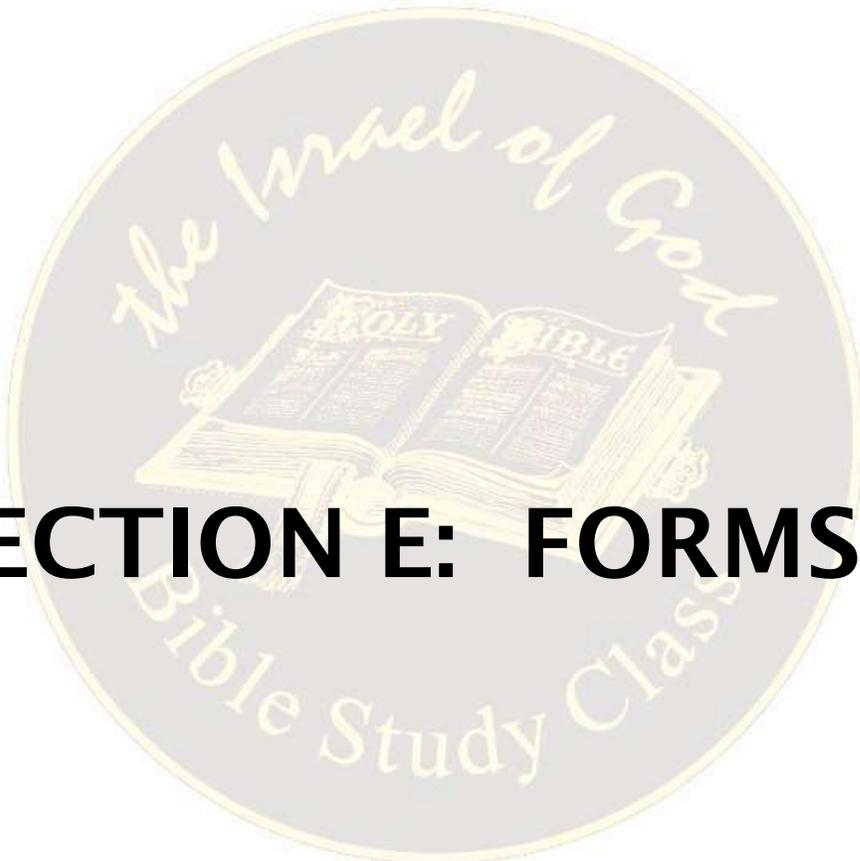
### **III. Committee Job Descriptions:**

12 Pillar Facilitator - Assumes responsibilities of the overall management and coordination of teacher coverage and activities for the 12 Pillar Youth Bible Study. Responsible for the planning and organization of trips, lock-ins, conferences, and other related events. Is solely responsible for what is being taught in the bible studies. Is available for conferencing with parents and concerned members about any topic, situation, or points of concern. Assists in overall Committee organization and administration as needed.

# *the Israel of God*®

CHURCH POLICIES & PROCEDURES MANUAL

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## **SECTION E: FORMS**

# the Israel of God®

## APPLICATION FOR USE OF CHURCH FACILITIES

Name of Organization/Committee (if applicable)			Date of Application		
Contact Person: (if different)			Title:		
Applicant's Current Street Address:			Daytime Telephone:		
City, State, Zip Code:			Alternate Telephone:		
Email Address:			Website:		
Description of Event or Activity					
Event	Begin	Date:	Event	End	Date:
Event	Begin	Time:	Event	End	Time:
When will you need access to the room(s)?			When will you be finished with the room(s)?		
If event/meeting is recurring – indicate Day of Week:                      AND                      Week of Month:					
<input type="checkbox"/> Sun.		<input type="checkbox"/> Mon.	<input type="checkbox"/> Tue.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thu.
<input type="checkbox"/> Fri.		<input type="checkbox"/> Sat.	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> Last		
Areas Desired: (Please check what will be needed)					
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Small Kitchen <input type="checkbox"/> Classrooms; How Many?					
Equipment Desired: (Please check what will be needed)					
<input type="checkbox"/> Overhead <input type="checkbox"/> Sound Equipment <input type="checkbox"/> Tables & Chairs					
<input type="checkbox"/> Other, please describe: _____					
How many people do you expect to attend? _____ How many adults? _____ How many children? _____					
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the applicant an active member of the Israel of God?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the applicant gain financially from the use of the facility?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the applicant be physically present at all time during the event?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will that applicant ensure the facility is as clean upon leaving as it was found upon occupancy?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the applicant be financially responsible for any damage resulting from the use of the facility?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will applicant agree to enforce security and turn off utilities at the close of the event?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the applicant understand and agree that no furnishings shall be removed from buildings and that decorations must be removed before vacating the premises?			

By my signature I acknowledge that the information on this application is correct to my knowledge and that I agree to comply with all the above rules for use of the facility. I understand that failure to comply may terminate the agreement to use facilities without prior notice. I understand that the in the unlikely event that a church sponsored event must meet and if no other church facilities are available, that this agreement may be terminated without prior notice. I agree to absolve the Israel of God church, its officers, and members of any responsibility for accidents or injuries that may occur incident to my use of the church facilities.

Signature of Applicant: \_\_\_\_\_

Pastor Signature: \_\_\_\_\_

# THE ISRAEL OF GOD ANNOUNCEMENT/SCHEDULING REQUEST FORM

Today's Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

PLEASE COMPLETE THE APPLICABLE SECTION(S) AND PRINT LEGIBLY

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Committee (if applicable): \_\_\_\_\_

## INSTRUCTIONS

### Announcement:

Submit completed form on the Sabbath prior to the date the announcement is to be read. Submit completed form to the church office or email the announcement via email by 11:59pm Thursday to be read on the Sabbath. **Prior to announcing an event, it must be approved by the Pastor.** Regularly scheduled meetings will **NOT** be announced. Reoccurring announcements are limited to be announced for a maximum of one (1) month.

### Scheduling Request:

For meetings, a scheduling request is due one (1) month prior to the event.

For fundraisers and other events, a scheduling request is due two (2) months prior to the event. A Scheduling Committee representative will contact you regarding your scheduling request.

**All events must be approved by the Pastor prior to being added to the list of scheduled events.**

*If you have any questions or concerns, please contact the Events Coordinator or send an email to [iogscheduling@yahoo.com](mailto:iogscheduling@yahoo.com).*

## SECTION I: SCHEDULING REQUEST

Type \_\_\_\_\_ of \_\_\_\_\_ Event: \_\_\_\_\_  
 Name \_\_\_\_\_ of \_\_\_\_\_ Event: \_\_\_\_\_  
 When \_\_\_\_\_ (day, \_\_\_\_\_ date, \_\_\_\_\_ & \_\_\_\_\_ time): \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Reoccurring Event?  No  Yes; Frequency?  Weekly  Monthly  Quarterly

## SECTION II: ANNOUNCEMENT

**To be announced:** (Note – Reoccurring announcement limited to one month)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Announcement (please be brief and to the point):**

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FOR OFFICE USE ONLY – Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Copy To: \_\_\_\_\_ Pastor \_\_\_\_\_ Admin. \_\_\_\_\_ File  
 Scheduling Date Request/Announcement: \_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Event Coordinator Signature \_\_\_\_\_  
 Comments: \_\_\_\_\_

# IOG CLEANUP CHECKLIST

## Front Lobby

- Clean Windows
- Dust Wood
- Mop Floor
- Vacuum Carpet
- Clean Security Counter
- Stack Bibles
- Sort/Fold Scarves
- Re-Stock Business Cards
- Re-Stock Schedule Flyers

## Sanctuary

- Empty trash/refill can liners
- Clean/sweep chairs
- Vacuum Carpet
- Mop Floors
- Dust Table/ Lamps
- Clean Windows
- Straighten Lounge Area
- Straighten Chairs
- Clean/vacuum pulpit area

## Bathrooms

- Clean Toilets
- Clean Sinks
- Clean Doors
- Sweep Floors
- Mop Floors
- Clean Mirrors
- Stock Tissue
- Stock Paper Towel
- Empty trash/refill can liners
- Wipe Walls (if needed)

## Hall Area

- Stock Water
- Stock Cups
- Clean Water Drain
- Empty trash/refill can liners
- Vacuum Floor

## Kitchen

- Clean Table
- Clean Counter
- Clean Cooler
- Clean Refrigerator
- Sweep Floor
- Mop Floor

## Classrooms

- Straighten Desks
- Clean Desks
- Clean Dry Erase Boards
- Straighten Bookshelves
- Sweep Floors
- Mop Floors
- Empty trash/refill can liners

## Office- (Done by Office Staff ONLY)

- Wipe Desks and Conference Table
- Sweep/ Vacuum Floors
- Empty trash/refill can liners

## Comments/ Suggestions:

## Supply Items Needed:

- 1.
- 2.
- 3.
- 4.
- 5.

Team #: \_\_\_\_\_

Event: \_\_Sabbath \_\_Other Date:

Checked By: \_\_\_\_\_