

# The Alvaton Church of Christ Policies and Practices Manual

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## The Alvaton Church of Christ Statement of Faith

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### **We believe these things about God...**

There is only one true God. He is the Creator of all life and the Supreme Ruler of the universe. He has always been (He is eternal) and co-exists equally in three Persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit. We learn about God through His creation, His Word, and His Son. God loves us more than we can imagine.

**Genesis 1:26-27; Deuteronomy 6:4; Job 38:1-41:34; Matthew 3:13-17; John 3:16; Romans 1:19, 20; 2 Corinthians 13:14; Ephesians 4:6**

### **We believe these things about Jesus Christ...**

Jesus Christ is the one and only Son of God. Co-equal with God the Father and God the Spirit, He came to earth and became man. He was completely God while at the same time being fully man. He revealed to us who God is. His miraculous acts, sinless life, and life-changing teachings all confirm the fact that He is God's Son. His purpose for coming to Earth was to show God's love by dying on a cross, thus taking the sins of all mankind upon Himself, and paying the penalty that our sins deserve. His bodily resurrection from the grave and His promise to return someday are testimonies to the fact that He is the King of kings and Lord of lords. Jesus desires the deepest of relationship with every person.

**Matthew 1:22-23; John 1:1,14,18; Acts 10:37-43; 1 Corinthians 15:3-4; Ephesians 2:4-8; Philippians 2:5-11; Colossians 1:15-21; Hebrews 1:1-3**

### **We believe these things about the Bible...**

The Bible is God's written Word. The process that God used to give us His Word is called inspiration, which means God-breathed. The Word of God is infallible, without error and is truth. It tells us who God is, why He loves us, and what His plans are for us. The Bible is the standard for living our lives according to God's will for us and is the supreme authority in all matters of faith and practice.

**Psalms 19:7-11; Psalm 119:105, 160; John 17:17; 1 Thessalonians 2:13; 2 Timothy 3:16-17; 2 Peter 1:20-21**

### **We believe these things about Man...**

We are created in the spiritual likeness or image of God. God gave us free will: we have the ability to choose to love as God loves, to choose to do right in the likeness of God's righteousness, and to choose to value what God values. God created us because He wants a family who will love Him because we want to love Him, and not because we have to love Him. The first man, Adam, chose to sin, and now every person lives in a marred creation with a marred spiritual nature. As a result, every person will eventually choose to sin and subsequently become separated from God.

**Genesis 1:27; Genesis 3:1-24; Psalm 8:3-6; John 4:24; Ephesians 1:4-6; Romans 3:23**

## **We believe these things about Salvation...**

We need salvation because we have sinned. Sin separates us from God who desires relationship with us. It is impossible for any man to restore that broken relationship with God by any amount of personal goodness, religious deeds, or by belonging to a church. We cannot earn, merit or achieve a right relationship with God by our own efforts. The death of Jesus was not an accident. It was God's plan from the beginning to save us from our sins through the death of Jesus Christ. The Bible calls God's act of love, grace. His grace is His gift to us. The way we receive His gift is by entering into a covenant relationship with Jesus.

**Isaiah 59:2; John 3:16; John 14:6; Acts 2:37-39; Romans 3:10,11,23; Romans 6:3-4; Romans 6:23; 1 Corinthians 15:1-4; Ephesians 2:1-10; Titus 3:3-8**

The biblical conditions for salvation are as follows:

- One must hear the word of God. (**Rom. 10:14-17; Matt. 7:24-27; Acts 18:8; Jn. 5:24**).
- One must believe the word of God. (**Jn. 3:16; 8:24; 20:31; Acts 10:43; Heb. 11:16**).
- One must repent of past personal sins. (**Lk. 13:3; Acts 2:38; 17:30**).
- One must confess Jesus as Lord and Savior. (**Rom. 10:9-10; Phil. 2:9-11; Acts 8:37**).
- One must be baptized for the forgiveness of sins. (**Matt. 28:19; Mk. 16:16; Acts 2:38**). Baptism is by immersion and is a burial. (**Rom. 6:1-6; Col. 2:12; 1 Pet. 3:21; Acts 22:16**).
- One must walk faithful before God until death to receive the crown of life. (**1 Jn. 1:7; Rev. 2:10, 25-26**).

## **We believe these things about the Church...**

The church as it is revealed in the scripture is the church Jesus promised he would establish in Matthew 16:18 and the church the apostles write about in their various epistles. We believe the church is not a denomination, but is made up of all those who have heard and believed the word of God, repented of their sins, confessed Jesus as Lord and Savior, have been buried with him in baptism, and strive to live lives of holiness. As a local congregation we merely seek to be a faithful part of the church that Jesus said he would build.

The Church is not a building or a place but rather is God's spiritual family. To belong to the Church, is to belong to Jesus. It is not comprised of "perfect" people but of sinners saved by grace who are in continual need of God's mercy and forgiveness. The Bible uses the analogy that Jesus is the Head of the Church, which is His body. God's will is for the Church to gather regularly to worship its Head, Jesus, to use its various gifts and abilities to serve its Head, to love and encourage those who are in the body, and to work diligently to maintain the unity of the body. As the members of His Church love one another and maintain unity of purpose and relationship, the world around us will recognize that we belong to Jesus. The Church or body is to seek to do the will of God, which also includes loving and saving the world through Jesus Christ.

**Matthew 16:15-18; Matthew 28:19-20; John 17:20-23; John 13:34-35; Acts 2:42-47; 1 Corinthians 12:12-27; Ephesians 1:22-23; Ephesians 2:8-10, 19-22; 1 Peter 2:4-10**

## **We believe these things about Marriage, Gender, and Sexuality...**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. **(Genesis 1:26-27.)** Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. **(Genesis 2:18-25.)** We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. **(1 Corinthians 6:18; 7:2-5; Hebrews 13:4.)** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. **(Matt 15:18-20; 1 Corinthians 6:9-10.)**

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. **(Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)**

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. **(Mark 12:28-31; Luke 6:31.)** Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the Alvaton Church of Christ.

## **We believe these things about marriage as a lifetime commitment...**

Marriage is a lifetime commitment and a man and a woman united in matrimony are bound to each other as long as they both live. The breaking of the marriage covenant by fornication (adultery) is the only scriptural reason for divorce and remarriage. If the marriage covenant is broken by adultery, the innocent party has a scriptural right to remarry if they choose to do so. The one put away for sexual immorality (adultery) does not have the same right to remarry as the innocent party. If a marriage is dissolved for a reason other than adultery, neither have a scriptural right to remarry another. They are to reconcile or remain unmarried. A person does not have the scriptural right to marry one put away for adultery.

**Matthew 5:32, 19:9; Romans 7:2-3; 1 Corinthians 7:3-5, 10-11**

### **We believe these things about the sanctity of human life...**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

**Psalms 22: 9-10; Psalms 139, Isaiah 49:1, 5; Jeremiah 4:1-5; Matthew 1:20-21; Luke 1:15-17; Galatians 1:15**

### **We believe these things about Eternity...**

When God created you and me, He created us with a soul which will never cease to exist. Those who choose to follow Jesus as Lord, and have a growing relationship with Him, will spend eternity with God in Heaven. Those who reject Jesus by refusing to follow Him will spend eternity in Hell. Heaven, like salvation and grace, is a gift of God. Hell is the due consequence for those who have not accepted God's offer of forgiveness. Heaven and Hell are real places.

**Ezekiel 18:20; Matthew 7:21-23; Matthew 10:28; Matthew 25:31-46; Luke 16:19-31; John 14:1-6; Romans 6:23; Philippians 3:17-21; Revelation 20:15**

### **We believe these things about the final interpretative authority on the Bible's meaning and application for matters of belief and conduct...**

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Alvaton Church of Christ's faith, doctrine, practice, policy, and discipline, the elders are the Alvaton Church of Christ's final interpretive authority on the Bible's meaning and application.

**Acts 15:6, 20:28; 1 Timothy 5:17; 1 Peter 5:1-3; Titus 1:7**

The membership of this Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of this Statement of Faith, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ. The elders of the Alvaton Church of Christ shall have final authority in all matters of church discipline, as set forth and described in the scripture.

**Matthew 18:15-20; 1 Corinthians 5; 2 Corinthians 2:7-8; Galatians 6:1; 2 Thessalonians 3:6; Titus 3:10-11; 2 John 7-11**

## **The Alvaton Church of Christ Marriage Policy**

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Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, the Alvaton Church of Christ will only recognize marriages between a biological man and a biological woman. Further, the elders and ministers of the Alvaton Church of Christ shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of the Alvaton Church of Christ shall only host weddings between one man and one woman.

## The Alvaton Church of Christ Employment Criteria and Job Descriptions

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The following pages provide job descriptions for paid staff as well as appointed and volunteer positions of ministry within the Alvaton Church of Christ. It is recognized that this collection of positions is not all inclusive of the numerous opportunities for service to our Lord Jesus Christ in which the members of the Alvaton congregation may be involved. It is vital to note with respect to these positions that whether they are paid staff, appointed to their position, or volunteers, the individuals filling these roles are called upon under a variety of circumstances to teach biblical principles, explain the beliefs of the Alvaton Church of Christ, answer questions about the church's faith, and/or provide religious resources to others. As such, the elders believe that in order to preserve the function and integrity of the Alvaton Church of Christ as the local Body of Christ, and to provide a biblical role model to the Alvaton Church of Christ members and the community, it is imperative that all persons employed by the Alvaton Church of Christ in any capacity, or who serve in appointed positions or as volunteers, agree to and abide by the Alvaton Church of Christ Statement of Faith appearing on pages 2 – 5 of this manual. **(Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)** Violation of the Statement of Faith constitutes good cause to terminate employment, appointment, or volunteer status.

## **The Alvaton Church of Christ**

### **Job Description – Pulpit Minister**

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**PURPOSE:** The Pulpit Minister of the Alvaton Church of Christ is responsible to the church for proclaiming the gospel of Jesus Christ, for using his skills in administrative leadership, for engaging in congregational care ministries to meet the needs of persons in the church and in the community, and to act as the chief administrator of the ministerial and vocational staff. The Pulpit Minister promotes congregational growth in relationship with the Lord, relationships with one another and outreach to the lost. His life must be a model that demonstrates he is a faithful Christian, husband and/or father. And he must set a proper example of Christian behavior at all times. As with all members of the Alvaton Church of Christ, the Pulpit Minister serves under the oversight of the elders.

**PULPIT MINISTER’S WORK:** EDIFICATION, EDUCATION, and EVANGELISM. Everything that a minister does will point to one or more of the above areas through the categories below.

- **PREACHING**

1. Expected to fill the pulpit every Sunday (morning & evening) - Exceptions: Vacation days, Guest Speaker - Gospel Meetings, Workshops, etc., or whenever the eldership wants to address the congregation. This would include when the eldership wants another minister to fill the pulpit such as a youth minister, associate minister, etc.
2. Expected to preach on the radio/TV ministry (i.e., radio spots, regular radio daily or weekly slot, etc.) as specified.

- **TEACHING**

1. Expected to preach, teaching Bible classes, and teach one-on-one (personal evangelism). A minister’s main emphasis is teaching others.
2. Expected to fill the classroom need (choice of the eldership) on Sunday morning and/or Wednesday evening.
3. Expected to teach extra classes on special topics: personal evangelism, teacher training, marriage enrichment and ladies’/men’s Bible classes.
4. Expected to teach others one-on-one salvation, or to restore the fallen.

- **VISITATION**

1. Expected to visit the sick (at hospital & at home), shut-ins, unfaithful members, church visitors, and regular attending members of the congregation.
2. Expected to conduct and be involved in a visitation program of the church. Remember that being a friend first will open doors to evangelism and restoration.

- **OTHER DUTIES**

1. Expected to do administrative duties: regular office hours to study, take care of the office needs (keeping within the budget) and any other duty assigned by the eldership to the minister. Writing articles for the church bulletin may be added to this list.

2. Expected to do counseling as needed: pre-marital, marital, family and/or individual with church members, or for the community. Putting out “brush fires” from time to time.
3. Expected to find ways to encourage the congregation to fellowship at church and in their homes. A minister will be open to officiate weddings & funerals, to speak at civic, school, community, and other church functions.
4. Expected to show by example on family relations, spending time with wife & children.
5. Expected to participate with youth activities: visitation, summer camps, and other activities. A minister should show support for all youth activities and encourage youth and their parents to participate. He needs to be a part of the youth’s lives.

**PULPIT MINISTER’S QUALIFICATIONS:**

- Member of the church of Christ
- Must agree with the Alvaton Church of Christ Statement of Faith
- Male gender (1Timothy 2:12)
- Strong faith and commitment to the call of serving the Lord as a pulpit minister
- Excellent interpersonal skills both verbal and written as well as a demonstrated ability to lead Bible study, organize activities, communicate ideas and use time effectively
- Bachelor’s degree with Bible major is preferred, but individuals without a degree who have successful ministry experience may also fill this position

## **The Alvaton Church of Christ**

### **Job Description – Youth Minister**

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**PURPOSE:** The Youth Minister of the Alvaton Church of Christ is responsible for building young disciples for Christ by developing and implementing a comprehensive approach to youth ministry (in the areas of group building, worship, discipleship, mission, and outreach) while serving as a spiritual leader and role model.

**YOUTH MINISTER’S WORK:** The Youth Minister will develop and implement a comprehensive approach to youth ministry in all ministry areas of the Alvaton church. This comprehensive approach is based on the understanding of the primary task of youth ministry to

- love youth where they are
- encourage youth in developing their relationship to God
- provide them with opportunities for nurture and growth
- challenge them to respond to God’s call to serve in their communities and world

**SPECIFIC YOUTH MINISTER RESPONSIBILITIES:**

1. Implement and enforce adopted policies involving the youth of the congregation.
2. Typically, the associate minister will teach a Sunday morning and Wednesday night class.
3. Recruit and involve parents and other adults in the activities of young people.
4. Assist pulpit minister in helping to meet needs of the congregation.
5. Encourage all members of the congregation as opportunity allows through visits in the hospital, etc.
6. Give input concerning Bible classes, curriculum, size, needs, etc.
7. Provide religious instruction and challenge to teens through devotional thoughts.
8. Be an example in worship attendance, example, behavior, and in every way.
9. Be present at all youth functions. This includes but is not limited to: Camp, Lads to Leaders, monthly devotionals, service projects, VBS, worship services, area-wide devotionals, special events, retreats, outings, etc.
10. Work with parents and volunteers to stay within budget for youth.
11. Coordinate planning and scheduling of teen activities with parents, pulpit minister, deacons, elders, and members involved. This can be done through quarterly meetings or through other means.
12. Work with youth ministers from other congregations to coordinate and be present at events.
13. Request approval from elders for any new programs or activities.
14. Submit to elders on the first of the month an accounting of time spent, progress made, etc.
15. Perform in any other capacity requested by the elders for the overall good of the congregation.

### **YOUTH MINISTER'S QUALIFICATIONS:**

- Member of the Church of Christ
- Must agree with the Alvaton Church of Christ Statement of Faith
- Male gender (1Timothy 2:12)
- Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of biblical authority.
- Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
- Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers
- Bachelor's degree with Bible major is preferred, but individuals without a degree who have successful youth ministry experience may also fill this position

## **The Alvaton Church of Christ**

### **Job Description – Church Secretary**

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**PURPOSE:** The Church Secretary's Primary function, which is viewed as a ministry, is to oversee all activities of the church office as well as providing clerical assistance to the Pulpit Minister and the Youth Minister.

**CHURCH SECRETARY'S WORK:** The Church Secretary is an essential element in the smooth functioning of the church. She/He runs the church office, handles the administrative responsibilities and provides a wide range of support to the Pulpit and Youth Ministers. She/He is often the first person visitors and newcomers come across at the church, whether by phone or in person, and is therefore an important part of the church's public image and outreach. The Church Secretary functions in an important ministerial role in that She/he may be called upon to explain the beliefs of the Alvaton Church of Christ, answer questions about the church's faith, and/or provide religious resources to individuals who may inquire on the phone or at the church office. The church secretary is responsible for dealing with frequently sensitive personal information about church and community members. Empathy and discretion are key qualities for a church secretary, since she/he is often privy to congregation members' marital, financial or health concerns. She/He handles requests from people both within and outside the church for financial, counseling and emergency support, and must therefore remain current about locally available resources.

#### **SPECIFIC CHURCH SECRETARY RESPONSIBILITIES:**

1. Distribute mail and handle phone calls.
2. Provide clerical assistance to Pulpit Minister and the Youth Minister.
3. Be responsible for copier and church computer.
4. Put visitor cards in the pews and keep welcome brochure up to date.
5. Keep attendance records and roster up to date.
6. Write weekly church bulletin.
7. Email prayer requests, arrangements, bulletin and Wed meal menu.
8. Power point announcements.
9. Keep directory up to date and have published yearly.
10. Purchase supplies - paper products, cleaning, communion, office, church, resource room, and worship.
11. Pay invoices, reconcile bank statement and keep records filed. Report actual numbers to the church treasurer.
12. Post mission reports and keep on file.
13. Hallway bulletin boards – make presentable and post ministry teams, thank you notes, birthday lists, and sign-up sheets.
14. Check on baptism changing rooms.
15. Perform in any other capacity requested by the elders for the overall good of the congregation.

**CHURCH SECRETARY'S QUALIFICATIONS:**

- Member of the Church of Christ
- Must agree with the Alvaton Church of Christ Statement of Faith
- College graduate or equivalent work-related experience
- Strong computer skills (MS Windows, Word, Excel, Access, PowerPoint, Outlook)
- Proficiency in the use of standard office tools
- Strong organizational skills
- Discretion, a positive attitude, strong problem-solving abilities and excellent interpersonal skills
- Excellent command of English composition and punctuation

## **The Alvaton Church of Christ Facility Use Policy**

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### **Purpose Statement**

The Alvaton Church of Christ facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's Statement of Faith. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The elders or their official designees, are the final decision-makers concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Corinthians 6:14; 1 Thessalonians 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities.

## Approved Users and Priority of Use

The elders or official designees must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form, a "Facility Use and Hold Harmless Agreement."
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

## Facility Use Hours

Facilities are available between the hours of 8:00 a.m. and 11:00 p.m. Use outside these hours may be approved by the elders or official designee.

## Scheduling Events

Facility use requests shall be made to the church secretary (270-796-9101, [office@alvatonchurchofchrist.com](mailto:office@alvatonchurchofchrist.com)) by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the elders or official designee approves the use.

## Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities (including pavilion and grounds).
2. Smoking Policy: Smoking in any indoor church facilities is prohibited.
3. Dancing Policy: Dancing is prohibited in any church facilities (including the pavilion and grounds).
4. Groups are restricted to only those areas of the facility that the group has reserved.
5. Food and beverages are not allowed in classrooms or worship space.
6. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
7. All lights must be turned off and doors locked upon departure.
8. The building must be put back in the condition it was found. The following must be conducted if applicable:
  - a. Any materials or equipment brought in must not be left behind

- b. Bathrooms must be clean
  - c. Floors must be clean
  - d. Carpets must be vacuumed
  - e. Tables must be cleared and put away
  - f. Garbage must be disposed of in dumpster at back of building
9. A security/cleaning deposit of \$250 is required at the time of facility reservation. If the building is not cleaned as specified above or if the key to the building is not returned within three days of the event, the Alvaton church of Christ reserves the right to keep any and all of the \$250 security/cleaning deposit to cover cleaning costs or damages that may have occurred.
  10. Abusive or foul language, violent or lewd behavior, and drug or alcohol use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
  11. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.

### **Insurance and Liability**

For all non-church-sponsored events, the group or person using the facilities must sign a "Facility Use and an Indemnity and Hold Harmless Agreement" (below). A copy of the "Facility Use and an Indemnity and Hold Harmless Agreement" must be on file in the church office at least 48 hours prior to the event.

## Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities:

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**Please state whether you are a:**

Church Member  Church-Sponsored Ministry  Non-Member  Non-Member  
Group/Organization

**Contact Information:**

Address: \_\_\_\_\_

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

If the requested use is by an organization not affiliated with the Alvaton Church of Christ, please briefly state the organization's purpose and mission:

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Please list the organization's website, if any:

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Please list the names of the organization's office-holders and leaders:

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Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

\_\_\_\_ Auditorium      \_\_\_\_ Multi-Purpose Room      \_\_\_\_ Kitchen      \_\_\_\_ Pavilion

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What date(s) and time(s) are you requesting to use the facilities:

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If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

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Groom:

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Please list the name, contact information, and religious affiliation of the person officiating the wedding:

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Please describe the marriage preparation counseling or training undertaken by the bride and groom:

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**I affirm that:**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's Statement of Faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security/clean-up deposit in the amount of \$250, a "Facility Use and an Indemnity and Hold Harmless Agreement" and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the elder's (or official designee) approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

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Name

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Date

**The Alvaton Church of Christ  
Facility Usage Hold Harmless Agreement**

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- Whereas the Alvaton Church of Christ
- Whereas \_\_\_\_\_ hereafter referred to as Agency
- Whereas Agency includes not only the undersigned but all members of its “group”
- Whereas Agency desires to use a facility of the Alvaton Church of Christ
- Whereas Alvaton Church of Christ has previously passed policies governing such use,

**IT IS THEREFORE AGREED**

The Agency states that it shall hold the Alvaton Church of Christ, harmless from all claims, including conduct or management of the facility, ground or contents (including damage or theft to property) that may arise by reason of any negligence on the part of the Agency or the Alvaton Church of Christ, and its officers, employees or agents, in the use by the Agency of any facilities owned by the Alvaton Church of Christ; and in case any action is brought therefore against the Alvaton Church of Christ or any of its officers, employees or agents, the Agency shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the Alvaton Church of Christ reserves the right to defend such action and to charge all costs, including attorney's fees, to the Agency.

Signature below indicates a guarantee by the signee that all users have been informed of and agree to the above, and to comply with the rules of usage as described in the “Alvaton Church of Christ Facility Use Policy”.

**Please read and initial the following:**

\_\_\_\_\_ I have read and agree to the Hold Harmless/Indemnity Clause agreement as it appears above.

\_\_\_\_\_ I understand that a signed copy of this agreement and a signed copy of the Church Facility Reservation Request and Agreement must be returned to the Alvaton Church of Christ office 48 hours prior to the Agency group’s first use of facilities.

\_\_\_\_\_ I understand that Alvaton Church of Christ or Alvaton Church of Christ-related activities have facility use priority. I understand the Agency group’s permitted use can be canceled by Alvaton Church of Christ activities.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Agency \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

CONTRACT COPY MUST BE KEPT ON PERSON AT ALL TIMES DURING USE and return the bottom copy to the Community Education Office with your signed contract.

## **The Alvaton Church of Christ Sexual Offenders Participation Guidelines**

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### **Introduction**

Why would the Alvaton church of Christ allow sexual offenders to actively participate in the activities of our church?

Jesus Christ once said: Those who are well have no need of a physician, but those who are sick. I have not come to call the righteous but sinners to repentance (Luke 5:31-32).

Those who commit crimes of sexual offense possess a type of spiritual sickness that we believe only Jesus can cure. The only hope for any sinner (which is all of us) is the life, death, and resurrection of Jesus Christ. And this is especially true for those who have committed a sexual crime.

The church of Jesus Christ is the place where even the worst of sinners can come to find the rescue they desperately need. By offering genuine friendship, meaningful accountability, and the hope of change in the gospel - we believe we have an opportunity to see a sexual offender's life transformed.

We see participation in the life of our church as an opportunity to break the destructive cycles of sin. As is the case with many sins, sexual offenders often have a difficult time overcoming these destructive behaviors. If someone doesn't help them to change, they are likely to hurt others again. So if we as the church shun such people, we are actually increasing the odds that others will eventually be harmed and decreasing the odds for transformation in that person's life.

Sexual crimes are no doubt terrible. We wish by no means to suggest otherwise. Nor do we suggest that people should not face the legal consequences for their crimes. It is right to provide limitations and restrictions for sexual offenders. However, what is not right is to suggest that these individuals are without hope. In Jesus there is always hope.

We allow sexual offenders to actively participate in the life of our church so that they might know Jesus and that they might find in Him the hope and the power to change.

## Considerations for Participation

Before laying out the guidelines for a sexual offender's participation in the activities of Christ Fellowship Church, some considerations need to be made:

1. The protection and safety of the children at the Alvaton church of Christ is of the utmost importance and must be maintained. Children are a gift from God and must be protected since they cannot protect themselves. If at any point there is cause to doubt the safety of our children with a specific individual that person will not be allowed to attend our church in any capacity.
2. Not all sexual offenses are the same. The participation of a sexual offender will be determined on a case by case basis. In some cases, due to the circumstances of the crime, an offender may not be allowed to participate in certain ways.
3. Not all sexual offenders are the same. Some may have committed the crime years ago. Some might be repeat offenders. Some may have only committed one crime. Some may have become Christians since their crime. Again the participation of a sexual offender will be determined on a case by case basis.
4. Compliance to guidelines is essential. A sexual offender will only be allowed to actively participate at the Alvaton church of Christ if he or she is willing to comply with the guidelines set forth by the church. Those unwilling to comply will not be allowed to attend our church in any capacity.
5. Commitment is required from both sides. In order for a sexual offender to experience change, there must commitment from the offender and the church to work together. It is in a gospel-saturated community that the person will experience transformation. And this type of community takes commitment from both sides.

## Guidelines for Offenders Not Under Parole Restrictions

Some sexual offenders that seek to be involved at the Alvaton church of Christ will have already completed their assigned years of parole and correctional programs. In most of these cases, the offender more than likely committed the crime prior to their involvement with our church. The offender then has fulfilled his or her sentence as well as their parole restrictions after being released.

The following provides the guidelines for how such an offender can potentially be involved at the Alvaton Church of Christ:

## 1. Evidence of Change

In order for a sexual offender to be actively involved at the Alvaton church of Christ there must be clear evidence of change in his or her life. While only God can see someone's heart, there are outward signs that would indicate an inward transformation. We look for evidence of change in these ways:

- Parole Compliance
- Correctional Program Compliance
- A Personal Reference Letter
- A Meeting with the Elders/Preachers
- An Attitude of Repentance, Humility, and Submission

## 2. Covenant Agreement

In order for an offender to actively participate at the Alvaton church of Christ, he or she must sign a covenant agreement with the church. This covenant agreement will be written for the specific offender and will clearly layout the guidelines for that person's involvement at our church. The covenant agreement will be signed by the offender and by one of the elders/shepherds.

A covenant agreement may look like this:

*This Covenant Agreement between John Doe and the Alvaton church of Christ allows John Doe to attend all scheduled worship services and events at the Alvaton church of Christ provided all terms and conditions of the agreement are met. The terms and conditions of this agreement are in force from the date of signature below until specifically removed by the Alvaton church of Christ. Any violation of one term or condition shall constitute a violation of the entire agreement and all attendance privileges may be revoked according to the will of the church.*

- 1. John authorizes the elders to inform current and future friends and members of the church about his past and to describe his current walk with the Lord.*
- 2. John will avoid having contact with a minor without the presence of another adult. John will also not be directly involved in any ministry involving minors.*
- 3. John will avoid being alone without the presence of another adult in any of the children's classrooms when children are present, except for necessary purposes, such as dropping off or picking up his own child.*

4. *John will agree to meet with a minister or elder at least 6 times a year to discuss his spiritual life, including any struggles with sexual sin.*

### **3. Spiritual Oversight**

Once an offender has signed a Covenant Agreement and is allowed to participate at the Alvaton church, he or she must remain under the spiritual oversight of the church. This means that the situation will be disclosed with the members of the church to inform them of the situation and to encourage them to be in prayer for the offender, befriend him in any way they are able, and encourage him as they have opportunity. Spiritual oversight will also include regular meetings with a minister or elder to discuss spiritual growth and struggles with sin. Spiritual oversight may also include additional counseling should the individual need it. The offender will remain under this oversight as long as he or she attends the Alvaton church of Christ.

### **Guidelines for Offenders Still Under Parole Restrictions**

Some sexual offenders that seek to be involved at the Alvaton church of Christ will still be under parole restrictions. Parole restrictions can last a number of years. The Alvaton church of Christ will involve the offender's parole officer in deciding the parameters for his or her involvement with our church. Guidelines for participation will follow all parole guidelines and restrictions.

The following provides the guidelines for how such an offender can potentially be involved in at the Alvaton church of Christ:

#### **1. Evidence of Change**

In order for a sexual offender to be actively involved at the Alvaton church of Christ there must be clear evidence of change in his or her life. Depending upon the amount of time since the offender's release, we may require a longer period of time to pass before the offender can be involved. We look for evidence of change in these ways:

- Parole Compliance
- Correctional Program Compliance
- A Personal Reference Letter
- A Meeting with the Elders/Preachers
- An Attitude of Repentance, Humility, and Submission
- Passing of a Specified Period of Time (in Necessary)

#### **2. Covenant Agreement**

The covenant agreement for an offender still under parole restrictions will be more

thorough than an agreement for someone who has no parole restrictions. The covenant agreement will be signed by the offender and by one of the elders.

A covenant agreement for someone still under parole may look like this:

*This Covenant Agreement between John Doe and the Alvaton church of Christ allows John Doe to attend all scheduled worship services and events at Christ Fellowship Church provided all terms and conditions of the agreement are met. The terms and conditions of this agreement are in force from the date of signature below until specifically removed by the Alvaton church of Christ. Any violation of one term or condition shall constitute a violation of the entire agreement and all attendance privileges may be revoked according to the will of the church.*

- 1. All terms and conditions of John's parole are a part of this agreement attached hereto and incorporated by reference. Any violation of John's parole agreement will constitute a violation of this agreement.*
- 2. John authorizes the elders to inform current and future friends and members of the church about his past and to describe his current walk with the Lord.*
- 3. John will avoid having contact with a minor without the presence of another adult. John will also not be directly involved in any ministry involving minors, nor be allowed in the children's wing for any reason.*
- 4. John will be assigned a sponsor (or sponsors) who will be with him at all times, without exception. John will not be allowed to attend any activity of the church if no sponsor is present. John agrees to waive any and all claims for civil or criminal prosecution for alleged harassment due to the assigned sponsor following him and/or accompanying him as agreed herein.*
- 5. John will agree to meet with an elder at least 2 times a months to discuss his spiritual life, including any struggles with sexual sin.*
- 6. John may enjoy fellowship with families in the church who have minors only under these conditions:*
  - I. First, he must check with his parole office and make sure that the visit fits the limitations of his parole.*
  - II. Second, he must make sure that an elder has talked with the parents to inform them of John's limitations and how to properly minister to him.*

- III. Third, he must notify his counselor of his intentions to fellowship with that family and his whereabouts during that time.
7. John agrees to notify the elders immediately of any and all changes to the terms and conditions of his parole.
8. John agrees to sign a revised Covenant Agreement upon the completion of his parole and correctional program.

### **3. Public Confession of Sin**

In some cases, especially with someone who was already involved at the Alvaton church of Christ, the offender will need to make a public apology and confession of sin in order to actively participate at the Alvaton church of Christ. This confession will take place at a public worship service.

### **4. Spiritual Oversight**

Once an offender has signed a Covenant Agreement, made a public confession of sin, and is allowed to participate at the Alvaton church of Christ, he or she must remain under the spiritual oversight of the church. This means that the situation will be disclosed with the members and attenders of the church to inform them of the situation and to encourage them to be in prayer for the offender, befriend him in any way they are able, and encourage him as they have opportunity. Spiritual oversight will also include regular meetings with a minister and/or elder(s) to discuss spiritual growth and struggles with sin. Spiritual oversight may also include additional counseling should the individual need it. The offender will remain under this oversight as long as they attend the Alvaton church of Christ