

POLICIES AND PROCEDURES

The following policies and procedures are intended as guidelines for implementation of the constitution and bylaws of New Life. They are binding to the extent that they are used in a loving and gracious manner. They are by no means intended to be seen as the law, but as principles of operation that maintain the values and purposes of the church. Each member should faithfully review these principles to be aware of the expectations of New Life.

Article I - Membership

A. Becoming a member

Any person may apply for membership by making a public profession of faith in the Lord Jesus Christ before the congregation of the church followed by baptism by immersion. New Life also accepts application for membership from those of churches with like standards of membership as well as statement of prior conversion and baptism by immersion. All members are encouraged to participate in the ministry of New Life and to commit to a small group for the purpose of spiritual growth and enjoying the benefits of intimate community

1. Requirements

- a. **That a member is a believer in the Lord Jesus Christ.** 1 Timothy 2:3-4 says, "This is good and acceptable in the sight of God our Savior, who desires all men to be saved and to come to the knowledge of the truth." A person is saved through repenting of their sinful life, confessing Jesus as Lord and believing that God has raised Him from the grave. Romans 10:9-10 says, "That if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you will be saved; (10) for with the heart a person believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation."
- b. A person is accepted into membership upon completion of a new members' orientation class (Exploring New Life).

2. Expectations

- a. **That you bear fruit for Christ.** John 15:8 "My Father is glorified by this, that you bear much fruit, and so prove to be My disciples."
 - 1) **By witnessing to others** - Romans 1:13 I do not want you to be unaware, brethren, that often I have planned to come to you (and have been prevented so far) so that I may obtain some fruit among you also, even as among the rest of the Gentiles. Colossians 1:6 which has come to you, just as in all the world also it is constantly bearing fruit and increasing, even as it has been doing in you also since the day you heard of it and understood the grace of God in truth;

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- 2) **By maturing as a believer** - Romans 6:22-23 But now having been freed from sin and enslaved to God, you derive your benefit, resulting in sanctification, and the outcome, eternal life. (23) For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.
- 3) **By spiritual character** - Galatians 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, (23) gentleness, self-control; against such things there is no law.
- 4) **By pleasing the Lord** - Ephesians 5:9-10 (for the fruit of the Light consists in all goodness and righteousness and truth), (10) trying to learn what is pleasing to the Lord.
- 5) **By a disciplined lifestyle** - Philippians 1:11 having been filled with the fruit of righteousness which comes through Jesus Christ, to the glory and praise of God. Hebrews 12:11 All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness. James 3:18 And the seed whose fruit is righteousness is sown in peace by those who make peace.
- 6) **By ministering to others** - Colossians 1:10 so that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God;
- 7) **By a lifestyle of worship** - Hebrews 13:15 Through Him then, let us continually offer up a sacrifice of praise to God, that is, the fruit of lips that give thanks to His name.

3. Privileges of Membership

Every member has certain privileges, which are to be protected by the leadership of the church.

- a. **Voting** - Member have the privilege to vote on all legal and financial issues.
- b. **Eligibility to Teach** - qualified, gifted members have the opportunity to teach God's word.
- c. **Eligibility for Church Leadership** - Only members are eligible to be considered as Deacons and Elders.
- d. **Pastoral Care** - Members enjoy the care and support of New Life staff.
- e. **Unity** - To be encouraged by a sincere devotion of church leaders to maintain the unity of the body of Christ in peace.
- f. **Financial Support of Personal Ministry** - Members may request financial support for their personal ministry.
- g. **Preference of Facility Use** - Members receive preference with calendared events using New Life facilities.

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Article II – Meetings

A. Worship

Worship is the highest calling we have at New Life. To exalt the Lord Jesus is:

1. Corporate

Corporate worship is designed for an audience of One, the Lord Jesus Christ. Every member is expected to worship corporately on a weekly basis. There are two times set aside for worship: Sunday mornings and Wednesday nights. Each week every member should strive to be present during each of these times.

2. Individual

All members of New Life are encouraged to develop a lifestyle of worship. This personal worship of with the Lord is to ensure that the Lord Jesus is exalted in our lives continually.

B. Congregational Meetings

1. Annual Meeting

In the final quarter of each year the church will hold an annual meeting at one of the church sites or at a site designated by the Elders. The meeting time and location will be announced in each church site two weeks in advance in the bulletin, web site, visual announcements and from the pulpit. The Vision Packet will be made available two weeks in advance of the meeting through the website or upon request from the church office. On the Wednesday prior to the annual meeting, at least one elder and two deacons will be present at each church site to answer questions concerning the Vision Packet. The next Sunday morning the meeting will be called to consider all the information in the packet. A vote will be called for all items in the Vision Packet. A simple majority is required for approval. The meeting will be moderated by one of the Council of Elders or their designate. Only members who are present at the annual meeting will be eligible to vote. A quorum shall consist of those members present and voting.

2. Special Meetings

Special meetings to consider specific items of business may be called by the Council of Elders. These meetings must be announced with the purpose of the meeting clearly stated two weeks in advance. This announcement will contain information sufficient for members to make an informed decision. The meetings will take place at all church sites simultaneously with the vote being reported before dismissal. The meeting will be moderated at each church site by at least one of the Council of

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Elders or their designate. Only members present at the annual or called meetings will do the voting. A quorum shall consist of those members present and voting.

Article III – Church Organization

The church is organized along lines of authority. In every case the Lord Jesus Christ is the head of the organization. However, depending upon the area of authority, others fall in place below Him and in different order.

A. Ministry

The ministry of the church is carried out under the leadership of the Lord Jesus Christ. There are five areas of ministry, which contain different ministers. (Administrative, Exalting, Equipping, Evangelistic, and Embracing) When the Lord decides to do a ministry at New Life He calls one of His ministers to carry out the task. It is then the responsibility of the minister to lead the church in that task. The deacons are responsible to assure that the purposes/principles/practices are efficiently operated and the effectiveness of the ongoing ministries is monitored. The Elders maintain the favorable environment in which ministry is carried out.

B. Financial and Legal

Whenever the church authority must decide upon a financial or legal matter, it begins with the Christ and then is approved by the membership of the church seated in a congregational meeting. The elders of the church, those who are assigned the task of legally binding the church, then carry out the action of the church membership.

C. Church Oversight

In areas of church oversight such as vision, church staffing, doctrine, discipline, and new church sites, the Council of Elders, under the leadership of the Lord Jesus Christ, will make the decision and assign the execution of those decisions to the appropriate ministry area.

D. Church Operations

The Lord Jesus will lead the Fellowship of Deacons to make all the decisions concerning the efficient operation of the ministry of the church. Their work will include how the ministries are integrated in the church, financed, and scheduled.

E. Site Staff Selection

The Lord Jesus leads the Council of Elders to select each site pastor. The Council of Elders is responsible for the supervision of all site pastors. The, in conjunction with the site pastor, the site staff is selected. The site pastor then directly supervises the site staff.

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F. The Unity of the Body

The Lord Jesus will lead the Council of Elders, the Fellowship of Deacons, and the site-staffs to maintain the unity of the church body. These groups will meet quarterly and deal with issues of a multiple-sited church.

Article IV – Ministries

A. Appointment

Every member is gifted and called by God to serve the Lord at New Life. The giftedness is generally the key to understanding the calling of the Lord. These gifts: Administration, Apostleship, Craftsmanship, Creative Communication, Discernment, Encouragement, Evangelism, Faith, Giving, Helps, Hospitality, Intercession, Knowledge, Leadership, Mercy, Prophecy, Shepherding, Teaching, and Wisdom are given by the Lord to members in such a way that they are essential for the building of New Life. As a member's gifts are discovered, that member begins to understand the type of ministry to which they are called. Prayer, God's word, counsel of mature Christians, the needs of the church, talents, experiences, and burdens of the Lord (a person's passions) are all used to reveal the exact ministry. Once the member has found their calling to ministry then the church must provide an opportunity for the ministry to be implemented in accordance with the purposes/principles/practices of New Life.

B. Administration

Because of budgeting needs, the ministries are usually begin on an annual basis in January. (This does not mean that a ministry cannot be started at any time during the church year.) When a ministry is decided upon by a member a process begins to bring it to fruition. The magnitude of this endeavor should not discourage a member from becoming a minister.

Step 1 – Contact an Elder or Deacon and inform them of the ministry. Sometimes they will direct you to another Minister whose ministry is preparing others for ministry.

Step 2 – The Elder, Deacon, or other Minister will then help you obtain a ministry packet. Using the packet as instructed the minister will then begin a process of developing their ministry

Step 3 – Each minister is assigned a Deacon. The Deacon will assist them in whatever way is necessary to ensure success in their ministry by completing the Ministry Evaluation Form.

Step 4 – Attend the ministry preparation meeting, which will be announced during the last quarter of the year.

Step 5 – Attend the ministry planning meeting where the budgets, calendars, ministry objectives, and strategy are set for the coming year. This meeting occurs in the last quarter of the year.

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Step 6 – With the full support of the church and continuing relationship with your Deacon, begin your ministry in earnest.

C. **Accountability**

It is most important that you remember that this is your ministry. You are called of God to implement this ministry and lead His church in this great work. There are some accountability items that should be addressed in all ministries.

- 1. Limited Involvement** – we ask that each member only lead one personal ministry. We find that multiple ministries lead to burnout and lack of excellence.
- 2. Financial** – Ministers are solely responsible for the expenditures of their ministry. Purchase requests must be completed and approved *prior* to any funds being advanced. The minister must sign all receipts for reimbursements and have the appropriate account number. No funds will be given without properly signed receipts for purposes outlined in the budget. The receipts are to be given to the Financial Secretary and will be reimbursed within one week.
- 3. Integrity** – Because you are now a minister of New Life, you represent the whole body in whatever you do. Therefore, the highest integrity must always be displayed. High moral and ethical standards set in Scripture will serve as your guide and judge. Ministers are held to a much higher set of expectations as even the appearance of evil can destroy the integrity of a ministry or even the church. Please guard your walk as a minister.
- 4. Deacon Relationship** – Your Deacon is your greatest asset in ministry. His job is to make sure that you are successful in your ministry. His experience and knowledge are a vast resource for you. Don't neglect him. Call him regularly. Make sure he is aware of what you are doing in your ministry. Be honest with him. Let him know what is wrong and respond truthfully to his inquiries. He is your supervisor, but he is equally responsible for the effectiveness of your ministry.
- 5. Purposes/Principles/Practices** – All ministries of the church spring from the purposes/principles/practices of New Life. Verify that every activity that you plan and implement carries out one or more of the purposes/principles/practices of the church.

Article V – Servant Leaders

The Lord has delegated leadership of New Life to two special groups of men. These men are uniquely qualified in Scripture and have been appointed by other men of the same qualifications to direct the work of the Lord. Their role is to develop, maintain, administrate, and facilitate the organization of New Life just

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as the Lord has shown in His word. But, as servant leaders, they are never to interfere with the Lord speaking directly to His ministers who carry out His desires at New Life nor are they to become dictators of their own wishes for the church. They must be firmly committed to the leadership of the Lord in all aspects of the ministry.

A. Council of Elders

Council of Elders is made up of all Elders of New Life. All Elders are of the same authority and are answerable to the Council of Elders.

- 1. Purpose** - The Lord gave the Elders as overseers of the church. Their purpose is to protect, guide, direct, and care for the people and work of the church under the leadership of the Lord Jesus Christ and His Holy Spirit.
- 2. Selection** - Elders are appointed by the Council of Elders in accordance with the qualifications outlined in I Timothy 3:1-7 and Titus 1:6-9. These qualifications are very specific and intended to limit selection to those the Lord intended to be Elders. An Elder will be selected and appointed by the Council of Elders when deemed warranted by the Council. The selection will then be presented to the congregation.
- 3. Responsibility** - Elders will be responsible for general superintendence of spiritual matters in the church as shown in Acts 20:28 and John 21:15-17. They will also be diligent in the study and teaching of the Word of God (I Timothy 5:17; 3:2, I Thessalonians 5:12 and Titus 1:9). Elders are to be good stewards of resources that the Lord has given to New Life. They are responsible for the spiritual care of the members. The Council of Elders is to protect the flock from false doctrine and false teachers. They are to provide discipline, preserve unity, equip the saints, and promote freedom in ministry at New Life. The Council of Elders is also responsible for selection of staff for the church. The Council of Elders meets regularly during the year, but may be called into session at any time. One Elder will be appointed to record the decisions of the Council of Elders, which will always come by consensus.
- 4. Accountability** - Elders are accountable to the Lord Jesus Christ, the Word of God, the Council of Elders, the Fellowship of Deacons, and the Membership of New Life. Their life must be an open book for all to see and inspect. No aspect of their life is off limits to the scrutiny of the Holy Spirit and anyone observing their behavior. They are Elders at all times whether in the church or in the world. The highest accountability afforded by Scripture shall apply to them. Failure to properly discharge their responsibilities, immoral behavior, false teaching, or building their own kingdom will result in dismissal from the Council of Elders. Their dismissal shall be handled in accordance with the instructions in I Timothy

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5:19-20. The term of service for Elders is unlimited and ceases only at the request of the Council of Elders.

B. Fellowship of Deacons

There is one Fellowship of Deacons and it is composed of all the Deacons at New Life. Each Deacon will be selected from the church site where he serves and will be a part of the Deacon Team at that site.

1. Purpose – The Fellowship of Deacons are to be the servant leaders of the church charged with its efficient operation. Their main work is to support the ministers of the church and ensure the effectiveness of their ministry. They are to manage the ministry of the church as designed by the Lord through His ministers.

2. Selection – The Fellowship of Deacons are appointed by presently serving Deacons in accordance with the qualifications outlined in I Timothy 3:8-13. These qualifications are very specific and intended to limit the selection to those the Lord intended to be Deacons. A Deacon will be selected and appointed by the Fellowship of Deacons when necessary to fill the needs of the ministers. Their selection will be confirmed by the Council of Elders and then presented to the congregation.

3. Responsibility – The Fellowship of Deacons are to be the servant leaders for the ministers of New Life. They are to attend to the needs and encourage the ministers as they carry out the call of God. They are to facilitate the efficient operation of the ministry of New Life. The Deacons must guard the unity, the freedom, and the peace of New Life. Many times they will act as liaison between ministries and church sites to promote the ministry. They are responsible for implementing the vision and directions given them by the Council of Elders. The Deacon Teams will meet at least once each month at their church sites. They will also select a secretary from among their group to record their decisions, which will always come by way of consensus.

4. Accountability – The Deacons are accountable to the Lord Jesus Christ, the Word of God, The Council of Elders, the Fellowship of Deacons and the Membership of New Life. Their life is to be an example of godly servant leaders to the members. Failure to properly discharge their responsibilities, immoral behavior, false teaching, or building their own kingdom will result in dismissal from the Fellowship of Deacons and local Deacon Team. The Council of Elders, at the request of the Fellowship of Deacons shall handle the dismissal of a Deacon. Each deacon will serve in accordance with instructions from the Deacon Handbook, approved by the Council of Elders.

Article VI – Church Staff

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The church will always require the services of individuals uniquely trained and gifted to serve in areas of ministry. These positions are designated church staff and will be financially compensated for their services.

a. Pastors

Each church site will have a Pastor who is to be a shepherd to the flock meeting there.

1. Qualifications – The Pastor must be called of God and meet the criteria for Elders as outlined in I Timothy 3:1-7 and Titus 1:5-9. He must be spiritually and educationally qualified to lead the church as a man of God, to preach, train, and provide leadership.

2. Selection – The Pastor for each church site will be selected by the Council of Elders after a diligent investigation. Only after the Council is satisfied that the candidate is willing to adhere to the leadership of the Lord and the principles of New Life will he be recommended to the church site. After this recommendation, the Deacon Team of the particular church site will interview him. Upon recommendation of the local Deacon Team and the Council of Elders, the candidate will be presented to the church site.

3. Responsibilities – The Pastor will execute the mission within the church site and have primary responsibility for the “local flock”. These responsibilities include preaching, teaching, and training ministry, with the aim of equipping each member to a place of spiritual maturity, fruitfulness, and spiritual harmony with the rest of the church. He is to set an example of Christian living and dedication. The Pastor is to oversee the administering of the ordinances and provide direct pastoral care for members of the church (including counseling). He leads the day to day operation of the church site and the weekly services. Along with the deacons, each Pastor is concerned with the efficiency and effectiveness of the ministry. The church site Pastor is constantly seeking to multiply his flock by reaching people for Christ and to multiply his church site by starting new works. It is his responsibility to manage the staff of the church site he is serving. In harmony with the Council of Elders, the church site Pastor becomes the “hands and feet” of the Elders with regard to the parameters of the purposes, principles, and practices of New Life found at the beginning of the member’s guide. All Site Pastors are to serve as Elders. A one year “Elders in Training” status (attend meetings, but not involved in consensus) would be part of the process using the Strauch book as guide.

4. Accountability – All the members of the congregation and Elders should treat the Pastor with the utmost respect (I Thessalonians 5:12,13). The Pastor of each church site is accountable to the Lord Jesus Christ and the Council of Elders of New Life. He must be responsive to the congregation and Deacon

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Team at his church site. Failure to properly discharge their responsibilities, immoral behavior, false teaching, or building their own kingdom will result in dismissal by the Council of Elders. Their dismissal shall be handled in accordance with the instructions in I Timothy 5:19-20. The term of service for pastors is unlimited and ceases only at the request of the Council of Elders.

5. Termination – A Pastor’s termination will be the sole responsibility of the Council of Elders. Whenever a Pastor of a church site is found to have failed to properly discharge their responsibilities, or found to have committed immorality, or found to have been guilty of false teaching, or has been determined to have been building his own kingdom then the elder(s) will terminate his employment. In an effort to allow the Pastor an opportunity to seek other employment, except in the case of immorality, a period of closely supervised employment would be granted. However, in the case of immorality, termination would be immediate. During the time of closely supervised employment any actions on the part of the Pastor that would be considered detrimental to the church body would result in immediate termination.

6. Compensation – Pastors are to be paid according to the instructions in I Corinthians 9:14, and I Timothy 5:17,18. Pastors at New Life shall receive compensation in the form of salary, housing allowances, ministry expenses, health and life benefits, educational expenses, retirement contributions, convention expenses, and hospitality expenses. Under guidelines and limits from the Council of Elders, the pastor can decide upon the amounts in each category.

B. Associate Pastors

Some church sites will require additional associate pastors to fulfill special needs.

1. Qualifications – The associate pastor should meet the same requirements as a Deacon (I Timothy 3:1-7). He must be spiritually and educationally qualified to lead the church in the area of his ministry. He should also demonstrate a willingness to work in submission to the pastor of the church site.

2. Selection – After due consideration and recommendation of the church site pastor, Elder(s) and Deacon Team, the Council of Elders will authorize church site pastor and Elder(s) to begin a search for associate Pastor for that area. Upon a positive finding and an interview process by the church site pastor the prospective Associate Pastor will be interviewed and approved by the Council of Elders. The church site Deacon Team will then interview the prospect and upon positive affirmation present him to the church site congregation.

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3. Responsibilities – Each associate pastor is under the direct supervision of the church site pastor. He is to demonstrate loyalty and support for this pastor at all times. The guidelines for his ministry will be given to him by the church site pastor and carried out with the highest integrity.

4. Accountability – The associate pastor will be accountable to the Lord Jesus Christ and the church site Pastor. He is to be responsive to the leadership of New Life, Elders, the church site Deacon Team and church membership. Failure to properly discharge their responsibilities, immoral behavior, false teaching, or building their own kingdom will result in dismissal by the church site pastor. The term of service for staff ministers is at the will and pleasure of the church site pastor.

5. Termination – An Associate Pastor's termination will be the sole responsibility of the Church Site Pastor. Whenever an Associate Pastor of a church site is found to have failed to properly discharge their responsibilities, or found to have committed immorality, or found to have been guilty of false teaching, or has been determined to have been building his own kingdom then the elder(s) will terminate his employment. In an effort to allow the Associate Pastor an opportunity to seek other employment, except in the case of immorality, a period of closely supervised employment would be granted. However in the case of immorality termination would be immediate. During the time of closely supervised employment any actions on the part of the Associate Pastor that would be detrimental to the church body would result in immediate termination.

6. Compensation – An Associate Pastors shall receive compensation in the form of salary, housing allowances, ministry expenses, health and life benefits, educational expenses, and retirement contribution. Under the guidelines and limits from the Council of Elders the pastor can decide upon the amounts in each category.

C. Staff Ministers – Some church sites will require the use of staff ministers to fill a need. Staff ministers are usually laypersons who serve the church site on a part time basis.

1. Qualifications – The staff minister must be spiritually and educationally qualified to lead the church in the area of his ministry. This person should also demonstrate a strong moral character, a heart for the work of the Lord, and a willingness to work in submission to the pastor of the church site.

2. Selection – After due consideration and investigation by the church site Pastor, the Elder(s) and Deacon Team will then interview the prospective Staff Minister. Upon a positive affirmation the

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church site Pastor shall present the prospective Staff Minister to the church site congregation.

3. Responsibilities – Each staff minister is under the direct supervision of the church site pastor. They are to demonstrate loyalty and support for this pastor at all times. The guidelines for their ministry will be given to them by the church site pastor and carried out with the highest integrity.

4. Accountability – The staff minister will be accountable to the Lord Jesus Christ and the church site pastor. He is to be responsive to the leadership of New Life, the church site Deacon Team and church membership. Failure to properly discharge their responsibilities, immoral behavior, false teaching, or building their own kingdom will result in dismissal by the church site pastor. The term of service for staff ministers is at the will and pleasure of the church site pastor.

5. Termination – A Staff Minister's termination will be the sole responsibility of the Church Site Pastor. Whenever an Staff Minister of a church site is found to have failed to properly discharge their responsibilities, or found to have committed immorality, or found to have been guilty of false teaching, or has been determined to have been building his own kingdom then the elder(s) will terminate his employment. In an effort to allow the Staff Minister an opportunity to seek other employment, except in the case of immorality, a period of closely supervised employment would be granted. However in the case of immorality termination would be immediate. During the time of closely supervised employment any actions on the part of the Staff Minister that would be detrimental to the church body would result in immediate termination.

6. Compensation – Staff Ministers shall receive compensation in the form of an hourly wage and ministry expenses.

D. Employees – are individuals, usually not members of the church, who are hired to assist in the physical operation of the church (such as, but not limited to, office support, custodial services etc...). They are hired based upon their expertise and the need of the church. They are under the direct supervision of the church site pastor and serve at his will and pleasure. The responsibilities of the each employee will be defined and given in writing to the employee at time of employment.

1. Compensation – Employees shall receive compensation in the form of an hourly wage, ministry expenses, health and life benefits, and retirement contributions.

E. Compensation – Is based upon the level and term of service to the church. All salaries are the responsibility of the Council of Elders to administer. The decision on salaries is made after a recommendation from the Deacon Teams of the various church sites.

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1. **Pastors** – Are to be paid according to the instructions in I Corinthians 9:14, and I Timothy 5:17,18. Pastors at New Life shall receive compensation in the form of salary, housing allowances, ministry expenses, health and life benefits, educational expenses, retirement contribution, convention expenses, and hospitality expenses. Under guidelines and limits from the Council of Elders the pastor can decide upon the amounts in each category.
2. **Associate pastors** – Shall receive compensation in the form of salary, housing allowances, ministry expenses, health and life benefits, educational expenses, and retirement contribution. Under the guidelines and limits from the Council of Elders the pastor can decide upon the amounts in each category.
3. **Staff ministers** – Shall receive compensation in the form of an hourly wage and ministry expenses.
4. **Employees** – Shall receive compensation in the form of an hourly wage, ministry expenses, health and life benefits, and retirement contributions.
5. **Accountability** – The payment of all compensation shall be within the guidelines set by the Internal Revenue Service codes and accepted accounting procedures.

Article VII – Selection and Establishment of Church Sites

The following are guidelines to be used in determining when a new church site can be planted. These are guidelines and are not intended to limit the work of the Holy Spirit in the planting of new church sites.

1. **Numerical Guidelines**
 - a. Between 100 and 150 members at the church site.
 - b. Average attendance of 80 – 90 per week.
 - c. Per person giving is 75% of New Life average.
2. **Leadership Guidelines**
 - a. Approximately 20% of site members active in ministry
 - b. 75% of average attendance involved in small group ministry
 - c. At least two active deacons
 - d. The elders select and appoint a pastor to replace the church planter.
3. **Intangibles**
 - a. Maturity of site members
 - b. Level of discipleship
 - c. Missional nature of site members
 - d. Holy Spirit's leadership

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4. Transition to Next site

- a. A new site pastor is selected and appointed (3-4 months)
- b. Transition in of new site pastor (3-6 months)
- c. Church planter on sabbatical (Up to six months)
- d. Worship leader's training coincides with sabbatical
- e. Assimilate new planting team
- f. Locate new site
- g. Elder approval to begin

Article VIII - Finances

One of the foundational values of New Life is unity. Over time we have found that one of the most divisive issues that can come to a church is the area of finances. Therefore it is imperative that the divisive nature of finances be turned to a positive by maintaining a unified budget. New Life will be operated under one budget for all church sites.

The church Finance Team should seek God's highest and best in all our financial dealings. They shall be excellent stewards of God's money entrusted to the church. New Life takes the leap of faith and strives to be debt free in all the church's investments in the kingdom.

A. Centralization

All financial records, all management of funds, and reimbursements, and all monies shall be accounted for by the Church Financial Secretary located at New Life Conover, 4639 County Home Road, Conover, 28613. No financial accounts, funds, cash or monies should be held or maintained by any of the church sites. All funds that are given to New Life for any reason must be clearly accounted for through the office of the Church Financial Secretary with the oversight of the church Finance Team.

B. Method

1. Income – all funds given to New Life from any source must be appropriately and promptly delivered to the office of the Church Financial Secretary. Instructions on these procedures will be given from the church Finance Team.

2. Expenses – all funds will be disbursed by the Church Financial secretary under the authority of the unified budget. No reimbursements for funds will be issued without proper documentation. The procedures for this documentation will be given from the Church Finance Team.

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3. Unified Budget – is the guide for the disbursements of funds and represents the authority of the Church Finance Team. Prior to the Annual Congregational meeting the Church Finance Team, the Deacons, Elders and Church Staff will meet. This meeting will be prior to the ministry planning meetings held at each church site. During the budget meeting agreement will be reached regarding the amount and allocation of the budget for the coming year. When the ministers meet for their planning sessions they will be responsible for further breaking down the budget for their particular location. The Budget is then presented to the church for approval at the Annual Congregational Meeting.

C. Accountability

All funds given to the church will be accounted for under the accepted accounting practices for churches. All funds given to the church will also be properly recorded for tax purposes and each person giving funds will receive an accounting of their giving each year. The church Finance Team will be informed monthly of the financial condition of the church to the level that they require. All the usually accepted accounting practices, audits, reports, a disclosures are to maintained to insure proper accounting procedures are being followed.

Article IX - Church Discipline

Church discipline is necessary for New Life to protect the value of unity described in the Scriptures. The Bible shows many examples from the early church of times when the leadership of the church needed to confront members concerning their behavior, which was harmful to the church.

- Unwillingness to become reconciled to an offended brother (Matthew 18:15-17)
- Unwillingness to engage in work (II Thessalonians 3:6-15)
- Divisiveness in the church (Romans 16:17-18, Titus 3:9-10)
- Sexual immorality or habitual covetousness, idolatry, reviling, drunkenness, or swindling (I Corinthians 5:1-13)
- False teaching (I Timothy 1:20, II Timothy 2:17-18)
- General sinful conduct (Gal. 6:1)

Members are encouraged to conduct their lives in accordance with Biblical standards. When a member knowingly ignores the direct commands of Scripture then the church can confront this behavior according to the instructions found in Matthew 18:15-17, Galatians 6:1-2, II Thessalonians 3:6-15, I Corinthians 5:1-13, etc. However Matthew 18:15-17 and Galatians 6:1-2, provide us with the pattern for church discipline which we will use at New Life.

A. Confrontation

Because New Life is a grace-oriented church we are directed to speak the truth in love (Ephesians 4:15) to each other. The truth is that if a person

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continues to willfully sin there is harm done to the church. Discipline is best applied at the lowest level of involvement. The person who knows of the sinful behavior of a believer should confront that individual with the truth about their behavior. Discipline is complete at that level when the offending member realizes their sin, repents, and makes appropriate restitution, then the fellowship is restored.

B. Intercession

If the offending member is not reconciled after the individual has confronted them with their behavior then a Deacon needs to be called to intercede with this person. At this point the Deacon should alert the Site Pastor and Elders that an issue exists. The two, the confronter and the intercessor (Deacon), should meet with the offending member and repeat the confrontation listed above. Discipline is complete at that level when the offending member realizes their sin, repents, and makes appropriate restitution, then the fellowship is restored.

C. Mediation

If the offending member has not been reconciled after the previous two steps then that member should be asked to meet with the church site Pastor and Deacon Team, along with those who confronted and interceded with him or her. They are again confronted with their behavior. Discipline is complete at that level when the offending member realizes their sin, repents, and makes appropriate restitution, then the fellowship is restored.

D. Correction

If the offending member has not been reconciled by these three steps, then the church site Pastor and Deacon Team shall recommend to the Council of Elders that the membership of this individual be removed. The Council of Elders will consider the matter and efforts of restoration and then instruct the Church Clerk to remove the name of the offending party from church membership. Should this regrettable decision be made the offending party shall be treated as Scripture indicates in Matthew 18:18, I Corinthians 5:3-5, 13 and II Thessalonians 3:6-15. The Council of Elders shall exercise their judgment as to whether the matter should be brought to the attention of the entire membership.

E. Considerations

1. Restoration – The whole discipline process is geared to restoration. Every effort should be made to lovingly restore the offending member to fellowship with the church. The attempt is not to remove one from membership, but to restore them to faithful fellowship and remove the sinful behavior from their walk.

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2. **Time** – The process of discipline needs to be handled in a timely manner. Extended periods of time diminish the effectiveness of church discipline.
3. **Confidentiality** – There should be no discussion with other members of the church during this process. The importance of giving a member the opportunity to repent without involving many others is the key to restoring fellowship. The only persons that should be consulted during the process are the ones listed in each step.
4. **Endangerment** – During the process of discipline, if threats or endangerment to any individual are communicated, then the process ends and the church site Pastor is notified and will take appropriate action.
5. **Grievance** – is a disagreement between two individuals in the church. To reconcile this disagreement the same process described above should be used, beginning with the two disagreeing individuals meeting.

Article X - Affiliations

New Life chooses to affiliate with the Southern Baptist Convention through the giving of funds through the Cooperative Program. These funds are designated through the mission's portion of the budget. This affiliation is to enhance the ministry opportunities of the church, effectively support missions, and obtain resources to expand our ministry.

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