

Medora Community Bible Church



Employee Policy Handbook

8311 Medora Road
Hutchinson, KS 67502-8662
(620) 543-2514

MEDORA COMMUNITY BIBLE CHURCH

8311 Medora Road
Hutchinson, KS 67502-8662

Pastor Wayne Johnson

620-543-2514

Email: medora@medorabible.org

Dear Staff Member:

Welcome to the staff of MCBC. You are now part of a dynamic team God is assembling here at Medora. We believe strongly in the team concept taught in Ephesians 4:11-12 and modeled by Jesus and His disciples as well as Paul and his missionary teams. *“And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers; for the perfecting of the saints for the work of the ministry for the edifying of the body of Christ”* Ephesians 4:11-12.

It has been exciting to see how God has expanded His work at Medora. We look forward to the days ahead with great anticipation. God only knows what can be accomplished through this ministry as we remain faithful to Him.

This policy manual is designed to present general procedures and guidelines for all full-time and part-time staff. Please read the manual carefully as we expect all of our staff to abide by its guidelines. Also included are the descriptions of services and benefits that you are privileged to receive as a part of our ministry.

We trust you will always do your best in your areas of responsibility for the Lord and for this ministry. You can be assured we will do all we can to help you as a part of our staff.

Since misunderstandings are natural by-products of people working together, there will be times when we will misunderstand one another. We request that every staff member be committed to conflict resolution, Biblical forgiveness, and applying the principle of conflict resolution found in Matthew 18.

If there are any questions concerning your responsibilities or any of our policies, please check with us for clarification. We want to always be able to claim Psalm 133:1 as our staff verse, *“Behold, how good and pleasant it is for the brethren to dwell together in unity.”*

We are thrilled to have you as a member of our staff! May the Lord bless you and give you a long and fruitful ministry.

Serving Christ,

Medora Church Board

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HISTORY

Medora Community Bible Church had its beginnings in the early 1900s, when some of the people of Medora began holding Sunday School in the Medora school. Sensing the need for a church building, the Medora Union Chapel Society was formed and incorporated in February 1909. According to the corporation charter, the purpose of this society was to build and maintain a building known as The Medora Union Chapel to be used for religious services of all Christian denominations.

The first structure was located one block north of the present building on the east side of the road. It was built, furnished, and paid for by the summer of 1909. The people of Medora donated much of the labor, and area Mennonites gave generous support. The church was filled to capacity at the dedication services that summer.

The Sunday School continued to operate over the years. Various denominations held revivals and in other ways tried to build and organize the church, but none achieved lasting success. The congregation functioned primarily as a Sunday School, averaging less than 50 people in attendance most of the time.

Pastor J.T. Wiens served the church in the late 40s and early 50s followed by missionary pastor David Cooper. Neither was full-time.

In 1954 the church called Pastor Wilbur Junker, a missionary pastor serving under Village Missions, as the first full-time pastor. A little house had been purchased by the ladies' missionary society and moved just east of the church to be used as a parsonage.

Pastor Junker and his new bride began to move into their home. Before they had finished moving, the church building was struck by lightning and burned to the ground. The Junkers lost their wedding gifts as well as all of his books and papers that they had temporarily stored at the church.

One month later, a white frame church building near Inman was purchased and moved to the same location as the previous structure. Two months after the church building was moved, the Junkers were recalled by their mission.

Pastor Jack Coates was called as the next pastor and served from 1954 to 1958. Under his leadership, the name "The Medora Community Church" was adopted and the church became more carefully organized with a written constitution and official membership roll.

Following Pastor Coates' ministry, Pastor Francis Henderson served from March 1959 to January 1966. In 1960 a new building site was chosen and construction began on a brick structure. Pastor Henderson functioned as general contractor, and as with the first building, much of the labor was donated by people of the church and community. When completed, the building included a 1500-square-foot sanctuary, two classrooms, and a balcony on the main floor; the basement provided four classrooms, a kitchen, and fellowship hall.

After most of the work on the church building had been completed in 1962, construction began on a four-bedroom parsonage just north of the church. Most of the parsonage had been finished and all of the bills had been paid when Pastor Henderson moved to another ministry in 1966. The final touches were added during Pastor Albert Jansen's ministry.

Two milestones occurred during Pastor Jansen's years of service. Dedication of the church building was on August 11, 1968. The church also voted to affiliate with the Independent Fundamental Church of America (I.F.C.A.). Membership in this non-denominational fellowship has been maintained since acceptance on August 15, 1968.

Over the years other significant changes were made. With the addition of the word "Bible," the official name of the church became "Medora Community Bible Church" during the service of Pastor Bill Stiebens. Under Pastor John Zoschke's leadership, fellowship groups were scheduled twice a month for an informal time of fellowship and Bible study. Pastor Zoschke went on to serve as a church planter with Kansas Church Extension in May 1991.

Pastor Wayne Johnson began ministering in September 1991. In the years that followed, various improvements were made because of the growth in attendance. Two morning worship services were established in January 1997. A parking lot was later made east of the church, and construction began on the building addition on October 15, 1999.

Although changes were made because of current needs, one improvement was a tangible reminder of the past. In celebration of the forty-first anniversary, the church bell from the original Medora Church was installed. It was the only item that survived the fire.

Medora Community Bible Church continues to be true to our motto, "Holding Forth the Word of Life." Maintaining an active interest in missions and faithfully supporting missionaries on both home and foreign fields remain important. The church has also been instrumental in the training of several individuals who are now in vocational Christian service. In addition, Medora Bible Institute began in January 2000 as the fulfillment of a desire to teach others about the Bible and its doctrines. In 2005 a seminary to train men for the ministry was established and a local church plant emphasis began.

We believe in the inerrant Word of God, the deity of Jesus Christ, and salvation through faith in His death and literal resurrection. We look forward to His coming again when He will resurrect the saints. May God help us to be faithful to our purpose and calling until we meet Him in the air.

Pastors who have ministered to the church since Pastor Henderson's ministry are as follows:

Everett Johannes (interim)	January 1966 – May 1966
Albert Jansen	June 1966 – April 1972
Lancey Hudson	June 1972 – December 1974
Leroy Griswold (interim)	January 1975 – March 1976
Dennis Doney	April 1976 – April 1978
Bill Stiebens	May 1978 – March 1983
Bob Shelton (interim)	May 1983 – August 1983
John Zoschke	September 1983 – May 1991
Wayne Johnson	September 1991 – present
Ron Mandeville (associate)	August 2002 – present
Dan Ells (associate)	July 2006 – present

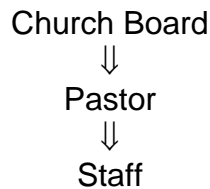
GENERAL POLICIES

Local Church

Because all staff members are models, you are expected to regularly attend services of Medora Community Bible Church. This would involve all Sunday services, Wednesday evening services, and any other special meetings such as revivals, mission conferences, etc.

We feel that to understand our ministry and its philosophy, it is vital to be involved in Medora Community Bible Church. The congregation has made great sacrifices to enable our ministries to exist, and it is vital for the people to see our staff members involved in the total ministry (i.e. teaching Sunday School, singing in the choir, working in Ladies Bible Fellowship, helping in the nursery) and not just in their particular responsibilities. It is also expected that all staff members will become members of our church.

Chain of Command



Loyalty

As a part of our ministry, we ask that there always be good communication between staff members. If a question or problem arises, go to the person directly in charge of the situation. If the problem is not resolved to your satisfaction, you should talk to the pastor. Never discuss problems in public areas. Always use an office or other such private place. If there ever comes a time you cannot wholeheartedly support our ministry, please talk to the pastor about the difficulty. We need your support and cooperation. Remember, a critical spirit is a divisive spirit.

Appearance

Staff members are to display a Godly testimony at all times. Use discretion and modesty in your appearance. You are a professional. Look professional at work. Your appearance outside of work should always be a credit to the Lord Jesus Christ and to Medora Community Bible Church. For church services, men should wear ties; ladies should wear skirts or dresses.

Personal Life

In addition to living a Godly life, staff members should always be discreet in their activities. There are certain habits and activities that more readily bring damage to an individual and criticism or reproach to the cause of Christ. Therefore, let us abstain from all appearances of evil (I Thessalonians 5:22).

Office

Office hours are Monday through Friday from 9 a.m. to 5 p.m. It is important to remember to not only be punctual, but early. Lay staff will have a 30-minute unpaid lunch break.

Due to the level of confidential information that is located in church offices, use of the phone at the secretary's desk or in any private office should be limited. No one should be in the private offices, including the pastor's office, without first checking with the secretary. Traffic in these areas should be kept to a minimum. Long personal meetings, loitering, and wasting time need to be avoided.

All employees are expected to conduct themselves in a manner pleasing to our Lord Jesus Christ. Good manners and courtesy must be exhibited at all times. Employees must be conscientious in their work, as they are doing such for the Lord. A cheerful and positive attitude contributes immensely to a positive working atmosphere. All employees are expected to submit to those who are appointed in authority over them.

Ministry Calendar

The calendar of events for our entire ministry is located in the church office. If you are scheduling an activity for your department, please call the secretary to check the calendar. The secretary may notify the Pastor who will in turn consult with the Board for approval if necessary.

Selecting Lay Workers

Before using lay workers in any area of the ministry, staff members must submit the name to the proper authority for that particular ministry. All guest speakers (includes teachers, musicians, etc.) must be approved. Anyone working with children or youth must go through the screening process by the Christian Education Committee.

Family of Staff Members

The aforementioned policies and requirements also apply to spouses and immediate family members.

Resignation

All staff members are required to give a written resignation to the Board at least four weeks in advance.

Visitation

All workers in our ministry are expected to be a continual witness for Christ. Each worker is expected to spend time visiting. Phone calling, although important, will not substitute for spending time in personal visitation. You are expected to have some kind of personal contact with each attendee. Every person is important; be sure to give your time and attention to everyone. Never show favoritism or laud your personal friends before church people.

DEFINITIONS

Full-Time Employees

Any person employed by Medora Community Bible Church working 40 hours or more each week is considered a full-time employee.

Part-Time Employees

Any person employed by Medora Community Bible Church working less than 40 hours a week is considered a part-time employee.

BUSINESS POLICIES

Salary

Each staff member is given an equitable salary. This should be a confidential matter between you and the Board. All salaries will be annually reviewed by the Board.

Fringe Benefits

1. **Cafeteria Benefit Plan** – Regular employees currently working at least 10 hours per week and have satisfied a 30-day waiting period are eligible to participate in (a) Premium Conversion Cafeteria Plan and (b) Medical Reimbursement Account.
2. **Vacation** – All full-time employees will be given one week of paid vacation after completing one year of work, two weeks after three years, and three weeks after ten years. Vacation periods must be approved 30 days in advance and will be allowed at such time as may be mutually satisfactory to you and the ministry. Vacations must be taken within the 12-month calendar year. Vacation time will not accumulate beyond the year.
3. **Holidays** – All employees receive the following holidays off unless the paid holiday falls on a Sunday, then Monday will be taken.

Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving (Thursday and Friday)	

If the holiday falls within your selected vacation, another day off can be added to the vacation for the holiday.

Additional Days Off – All full-time employees will receive five days per fiscal year. These days may be taken for personal reasons, sickness, funerals of immediate family members, or emergencies; these must be scheduled and approved by the Pastor when possible. These days do not accumulate from year to year. All employees must notify the secretary in advance if they will not be at their assigned job when required. If an illness or emergency arises, then the secretary must be notified.

Jury Duty

If an employee's services as a juror are not required for the entire day, they are expected to report to work for the remainder of the workday. Employees will be paid for absences due to jury duty.

Maternity Leave

Any staff member who becomes pregnant will be expected to resign in order to care for her child at home.

Payday

Paychecks may be issued bi-weekly.

Telephone Calls/Internet

If a personal call needs to be made, please do so as quickly as possible. Please limit the amount of incoming personal calls and/or personal internet use.

Purchase Procedures

All major purchases made for the church must be pre-approved by proper authority and turned in on the petty cash forms. You must fill out a reimbursement form, attach the receipt, and place it in the Senior Pastor's box.

Repairs

All major repairs that need to be made should be brought to the attention of the supervisor for that area.

Church Vehicles

Remember that the responsibility of the driver is a great one. He or she is responsible for the safe transportation of many lives. See Church Vehicle Policy attached.

Key Procedures

When leaving the employment of Medora Community Bible Church, all keys are to be returned to the secretary in order to receive their final paycheck.

Equipment

Church equipment will be available with approval for personal use.

Mileage Reimbursement

All staff members are eligible to receive a \$0.35 per mile reimbursement when using a personal vehicle for church business. Mileage record forms are to be filled out, totaled, and attached to petty cash forms; any miles for personal use should be deducted. A church vehicle should be used when available.

Ministry Meals Reimbursement

Reimbursement is available to pastoral staff for meals that are necessary for ministry or church business at a maximum of \$6 per person including tip. This is also available to lay staff upon approval from the Senior Pastor. Large groups and/or banquets must be preapproved by the Senior Pastor.

Professional Improvement

Purpose: Medora Community Bible Church encourages all employees and staff members to improve their ministry skills through educational courses and seminars.

Policy: It is the policy of MCBC to provide financial assistance to employees and staff for educational courses taken in accordance with the provisions of this policy. In instances where other financial assistance is received, MCBC will not duplicate this assistance.

Procedures:

A. Courses Covered

MCBC provides a reimbursement program for staff and employees who take courses or attend seminars to improve their skills and competence in their present job or to progress toward their career goals involving other positions at MCBC.

B. Required Courses

Courses or seminars attended at the request of MCBC and the related personal out-of-pocket expenses will be paid for by MCBC. This policy will not apply in such cases.

C. Application

Staff and/or employees may apply for assistance by submitting a written request to the Senior Pastor at least two (2) weeks prior to the date the seminar or course begins. The application must state the course or seminar, the purpose for taking the course or seminar, and the expected costs for reimbursements.

D. Reimbursable Expenses

Provided the Board of Elders approves an application for assistance for a course or seminar, reimbursement may be requested for tuition, registration, laboratory fees, textbooks, and limited out-of-pocket transportation costs provided itemized receipts of these expenditures are submitted and satisfactory proof of completion of the course or seminar, achieving a final grade of "C" or better, or a certificate of completion where no grade is given.

E. Nonreimbursable Expenses

Reimbursement will not be made for application fees, student activity fees, deferred payment charges (and similar items of expense), failed or uncompleted courses, personal expenditures for local transportation or meals while taking a course, nor will payment be made for time spent in school-connected activities after the employee's normal working hours.

MCBC's board reserves the right to limit the number of reimbursable courses based on available funds and the needs of the church.

Employees or staff separated from their position at MCBC, voluntarily without cause or for misconduct before the course is completed, will not be reimbursed for expenses as described in this policy.

KEYS TO A SUCCESSFUL MINISTRY

“We are labourers together with God...” (I Corinthians 3:9)

As staff members of Medora Community Bible Church, we are here to serve. It is imperative that we exemplify a servant's spirit at all times.

1. Always be willing to learn from others.
2. Always care about your co-workers and go out of your way to help.
3. Always be tactful.
4. Always give praise when it is appropriate.
5. Faithful attendance to staff meetings.
6. Never belittle a co-worker, privately or publicly.
7. Never play favorites.
8. Never intentionally “show up” your co-workers.
9. Never fail to give your co-workers your undivided attention when they are talking.

Application

Medora Community Bible Church
8311 Medora Road
Hutchinson, KS 67502

Full Name: _____

Permanent Address: _____

Phone Number: _____ Date of Birth: _____

College Attended: _____ Major: _____

Level of Education: _____

Marital Status: _____ Children: _____

Home Church: _____

Address: _____

E-mail Address: _____

Pastor: _____ Phone: _____

Position Applied For: _____

Date Available to Begin Work: _____

Qualifications:

1. In what ministries have you participated in the past? (Please include previous employers, job titles, dates of employment, address and phone number of employers.)

2. Have you ever personally led a person to Christ?

3. Have you ever personally discipled a new Christian?

4. What do you feel your spiritual gift is?

5. What preaching opportunities have you had in the last year?

6. What do you feel God is leading you to do as far as a life ministry?

7. Do you have any limitations or past problems whether spiritually or physically that we should know about?

8. What are your music standards? Do you listen to CCM music?

9. What are your personal dress standards?

10. What are your viewing standards (movies and television)?

11. Do you consider yourself an independent, fundamental believer? If not, why?

12. How are you doing financially? Are you delinquent on any bills? What is your debt amount? Have you ever filed for bankruptcy?

13. Do you meet the qualifications of I Timothy 3, Titus 1?

14. Have you ever been charged with, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? If yes, please explain.

15. Why are you seeking a job change?

16. Have you read our constitution and doctrinal statement and fully agree with them? _____
If not, state difference.

References: (One personal reference/college reference/pastor's reference/no relatives)

Name/Address/Phone/Relation _____

Name/Address/Phone/Relation _____

Name/Address/Phone/Relation _____

General Background Questions:

1. Have you been married before?

If so, please elaborate.

2. What are your convictions regarding the use of alcohol?

Do you now, or have you ever, used alcohol in any form?

3. What are your convictions regarding the use of illegal drugs?

4. What are your convictions regarding the use of pornography?

Do you now, or have you ever, used pornography in any form?

5. Have you ever been advised to seek psychiatric help? If so, please elaborate.

6. Do you think you are a violent person?

7. Do you consider your temper a problem?

Have you lost your temper recently?

Do you swear?

Have you ever physically struck anyone in anger?

8. Have you ever been accused of any improper conduct toward a member of the opposite sex?

If so, please explain.

9. Have you ever been accused of any improper conduct toward a member of the same sex?

If so, please explain.

10. Have you ever been accused of any improper conduct toward a child?

If so, please explain.

11. Do you feel that you were ever physically, sexually, or emotionally abused as a child?

Previous Experience as Child Care Worker:

1. Do you ever hug or kiss the children in your care?
2. Do you ever hold children on your lap?
3. Are you ever alone with children?
4. Do you ever go into a child's house alone?
5. Do you ever ride alone with a child?
6. How do you care for young children who wet or soil their pants?
7. Do you ever bathe or wash children?
8. Do you ever have activities with children without other adults present?
9. Do you ever exclude parents from activities?

Practical Questions and Skills:

1. Do you have any experience with a computer? If so, what programs?
2. Have you ever worked with any publishing programs?
3. Do you use a day timer? _____ Are you detailed and very organized? _____
4. Do you have first aid training/CPR? _____ Date completed _____
5. Do you have a CDL license? _____ Defensive Driving Course? _____

Please paste a recent photo of you and your family.

Please have your college transcripts sent to us from all institutions of higher education. Please write out your salvation testimony and what work God is calling you into. After that, please write out in 100-150 words why you would desire to be an employee at Medora Community Bible Church.

Childcare Policy

It is the Scriptural position of Medora Community Bible Church that marriage and family are institutions created and designed by God. Parents are the primary caregivers to their children. They have the primary responsibility and duty to train and provide the upbringing for their children. In the majority of instances, these duties and responsibilities are accomplished. It is the privilege of MCBC to assist the parents of the church in their duties by providing Biblical instruction in a safe and nurturing environment. To that end, MCBC adopts the following policy:

It is the policy of MCBC that cases of known lack of childcare will be immediately reported to the senior pastor. In the absence of the senior pastor, report will be made to the church board chairman. And in the absence of either the senior pastor or church board chairman, report will be made to one of the church elders. Upon receipt of the information, the pastor will examine the report and, if deemed necessary, will contact the church-approved legal counsel to determine whether or not there are any reporting responsibilities under Kansas statutes. The senior pastor will also make report, if necessary, and ensure that appropriate corrective measures and other notifications (e.g. parents and insurance) are immediately taken. (See Disclosure Flow Chart for procedure.)

Disclosure Flow Chart

Reporting Responsibilities

Any volunteer or staff person who responsibly believes, in good faith, that a lack of proper childcare for a child under the age of 18 exists should report the concern immediately following the prescribed reporting pattern.

Step 1: Child or youth discloses facts causing concern to a volunteer or staff (or volunteer or paid staff observes suspicious circumstances). Do not question the child concerning the facts disclosed, but go directly to the senior pastor.

Step 2: Volunteer or staff immediately reports the incident to the senior pastor. If the report is made to someone other than the senior pastor, the person receiving the report immediately conveys this information to the senior pastor or in his absence the chairman of the board.

Step 3: Upon receipt of the information, the senior pastor or chairman of the board will examine the report and, if deemed necessary, will contact the church-approved legal counsel.

Step 4: The church-approved legal counsel will review the disclosed information and determine reporting responsibilities, corrective measures, and notifications to make. Appropriate responses may include some or all of the following, not necessarily in this order.

1. Watch the child more closely.
2. Contact parents to inform them of the situation and action taken. If the concern is within the family, ensure the child's safety before contacting parents and/or alleged offender.
3. Provide Biblical and/or professional counseling for the individuals involved.
4. Report situation to Child Protective Services or the police/sheriff's department as necessary.
5. Remove involved parties from church responsibilities.
6. Report to insurance company.
7. Help establish long-term support and counseling for the child and parents.

Guidelines on Staff Conduct

1. Volunteers and staff are expected to have appropriate Christian relationships with children, adults, fellow workers, and staff within the context of their volunteer or professional roles. Relationships must maintain a correct and balanced focus on the approved ministry service being provided.
2. If a volunteer or staff member loses sight of his/her role or relationship with a child, an adult, fellow workers, or other staff, which then results in inappropriate behavior, destructive to the relationship, and in violation of God's laws in Scripture, he/she will be suspended from all further involvement with the program.
3. Inappropriate personal involvement includes activities or understandings between a volunteer or staff member and a child that are outside the scope of the ministry/service being provided and are unknown to church leaders or staff.

Examples of such activities are:

- a. Arranging a non-approved or inappropriate meeting with a child away from church facilities.
- b. Exchanging telephone numbers with a child for the purpose of making inappropriate contact away from church facilities or premises.
- c. Sharing close personal problems of a highly emotional nature with a child or youth.

Medora Community Bible Church
8311 Medora Road
Hutchinson, KS 67501
(620) 543-2514

**VOLUNTEER AND EMPLOYMENT APPLICATION FOR
PRESCHOOL, CHILDREN AND YOUTH WORKERS**

This form is to be completed by all persons desiring to work in any position, volunteer or compensated, involving the supervision or custody of minors. It is being used to accommodate our insurance provider. The form simply documents what has been the practice of our church from time memorial, i.e., to provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Date _____ Name _____

Address _____ City _____ Zip _____

Phone _____ Area of interest _____

Please give a description of your church membership over the past five years:

Please give a description of your volunteer work over the past five years:

Have you ever been charged with a crime against a minor?

_____ No _____ Yes – please explain

Request for Criminal History Records Inquiry and Authorization

I hereby authorize the Kansas Bureau of Investigation (KBI) or other law enforcement or military office to release to Medora Community Bible Church any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me, whether local, state, or national. I hereby release such agency or office from any and all liability resulting from such disclosure.

Signature _____

Print Name (including maiden name) _____

Print all aliases _____

Social Security # _____ Marital Status _____

Driver's License # _____ Date of Birth _____

Sex: ___ Male ___ Female

Place of Birth (Country, City, State) _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this screening form by Medora Community Bible Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive my right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the bylaws and policies of Medora Community Bible Church and to refrain from any unscriptural conduct in the performance of my services on behalf of the church.

Are you currently involved in any use of pornographic material or sexually deviant behavior?

_____ No _____ Yes – please explain

Have you ever been convicted of a crime other than a traffic fine?

_____ No _____ Yes – please explain

Have you ever been a victim of physical, emotional, or other abuse or molestation while a minor? _____No _____Yes

If you prefer, you may discuss your answer in confidence with the senior pastor rather than answering it on this form.

Date of discussion: _____

Discussion with: _____

I further state that I have carefully read the foregoing release and know the content thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____

Date _____

Witness's Signature _____

Date _____

Reference Response Information

To: _____

From: Medora Community Bible Church
8311 Medora Road, Hutchinson, KS 67502

Regarding: _____
(Name of Worker Candidate)

To Whom It May Concern:

You have been listed as a reference by the above individual who has expressed an interest in working with children or youth in our ministry. In order for our organization to properly evaluate the qualifications of this worker candidate, we would like you to complete this form with your honest opinions and impressions of the candidate.

Once completed, please return this form to our organization in the enclosed envelope. Thank you for your assistance in this regard.

1. How long have you known the above individual? _____
2. In what capacity have you come to know this individual? _____
(i.e. coworker, neighbor, friend, etc.)
3. In your opinion, is the above worker candidate fully qualified to work with children and youth? Yes No (If no, explain below.)
4. What concerns, if any, would you have in allowing this individual to work with children or youth? _____
5. Are you aware of anything in the candidate's background, personality, or behavior that could in any way pose a threat to children or youth? Yes No (If yes, explain below.)

Additional comments or explanation: _____

The above information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Please return this form at your earliest convenience in the envelope provided. Thank you.

Medora Community Bible Church

**Notice of Handicap,
Disability, or Physical Impairment**

Name _____

Social Security # _____

I hereby acknowledge and notify my employer, Medora Bible Community Church, that I have had no prior injuries for which I filed a Workers' Compensation Claim except as listed below, and that I have had no permanent impairments except as listed below:

Signed _____

Dated _____

(Injuries and impairments to include, but not limited to back injury, muscle injuries, epilepsy, diabetes, cardiac disease, arthritis, loss of sight in one or both eyes, residual disability from poliomyelitis, cerebral palsy, multiple sclerosis, Parkinson's disease, cerebral vascular accident, tuberculosis, silicosis or asbestosis, psychoneurotic or mental disease or disorder established by medical opinion, any physical deformity or abnormality.)

Medora Community Bible Church

Church Vehicle Policy

According to our insurance company, the church vehicles can only be used for our own church activities. The church secretary or pastor can issue keys after approval by the deacon in charge or one of the pastors.

A quick visual check of the vehicle should be made (tires, fluid leaks underneath, fluid levels, horn, belts, lights, directional and brake lights, etc.) before you leave. The driver also needs to make sure that he has unobstructed vision in all windows and mirrors. Report any problems to the church office. The driver should not drive the vehicle if he does not judge the weather or vehicle to be safe.

Obey the traffic laws; never exceed the speed limit or the maximum passenger limit for the vehicle. It is the driver's responsibility to make sure all passengers have workable seat belts and to make sure all passengers wear their seat belts.

There will be no use of any type of tobacco, illegal drugs, or alcoholic drink allowed in the vehicle.

If at all possible, never travel alone with a minor.

Maintain the discipline of those traveling with you. The driver will have the final authority concerning the deportment of passengers in the vehicle.

Report any accidents, injuries, or vehicle problems to the church office and/or someone in authority over church vehicles.

After use of the church vehicle, clean out the interior, close windows and doors, and make sure all light switches are off. If the vehicle is low on gas, please refill it.

Return the keys to the church office after use.

The request date and time will be posted on a calendar in the church office after they have been approved.

You must be 25 or older to transport passengers under age 18 or have written permission to do so.

Vehicle Request Form

Vehicle Requested: _____

Person Requesting: _____

Other Drivers: _____

Date Needed: _____

Time of Departure: _____

Date of Return: _____

Time of Return: _____

Destination/Purpose: _____

Are all drivers at least 25 years old? Yes ___ No ___
(Necessary only if you are transporting passengers.)

Do all drivers have a valid driver's license? Yes ___ No ___

Is a copy of all drivers' licenses on file in the church office? Yes ___ No ___

Has driver(s) had any moving violations in the past two years? Yes ___ No ___
If yes, please explain.

(A yes answer may not mean the request is denied, but it will be a consideration.
Of primary concern is the safety of all riders.)

Number of passengers: _____

Adult sponsor(s) other than driver: _____

I have read and agree to follow the Church Vehicle Policy.

Print Name

Signature

Date

Approved by:

Signature

Date

Waiver and Consent

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by Medora Community Bible Church, I agree to abide by and be bound by the policies of Medora Community Bible Church and to refrain from inappropriate conduct in the performance of my duties on behalf of Medora Community Bible Church.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant

Date

Witness

Date

Acknowledgment Statement

This is to acknowledge that I have received a copy of Medora Community Bible Church's Employee Policy Handbook. I have read the Handbook and understand that it is my responsibility to ask questions of the pastor if further explanation is needed.

This will also confirm that I understand that this Handbook is not a contract of employment and that no express or implied promise or guarantee with regard to duration or terms of an employee's employment, wages or benefits is binding upon the church unless specifically made in writing with that employee and identified as a contract or agreement. I further understand that the church board reserves the right to change, modify or delete any of its work rules and policies at any time.

I agree to abide by all the rules and guidelines as found in the Policy Handbook as laid out by Medora Community Bible Church. I understand that any violation of these rules may terminate my employment at MCBC.

I agree to be a Godly example while I am employed at MCBC and will refrain from activities that may damage my testimony or cause people to question my dedication to Jesus Christ.

Signature of Employee

Date

Print Name

Elder's Report Sheet

Name: _____ Date: _____

Goals of the Church: To Lead People to Christ and to Help Them Grow

Goals of the Elder: To Be an Example, to Serve Christ, and to Shepherd the Flock

1. Situations in the church that need attention: _____
2. Procedures that could be made more efficient or things that need to be fixed:

3. Visits I have made during the last week:
Parent of child or teen _____
Young single/married couple _____
Shut-ins _____
Hospital visits: _____ Counseling: _____
Long-term patient: Name _____ Last visit _____ Needs _____
Contact new visitors to your department? _____ Yes _____ No _____ None
How? _____ Response? _____
Two disciple meetings: Name _____ Location _____
Name _____ Location _____
One equipping visit: Name _____ Type of ministry _____
Two new calls – find out spiritual state – salvation, baptism, discipleship, membership
Name _____ Information _____
Name _____ Information _____
My wife has visited _____
Visits that you are planning to make this week: _____

4. Whom have you had into your home this week? _____
5. People Led to Salvation People for Baptism People for Discipleship

6. Church prayer requests: _____
7. New person added to your team and in what position:
Name _____ Position _____
8. Have you planned out and detailed your responsibilities for three months from now?
____ Yes ____ No What are they? _____
9. Any new people at MCBC and information regarding? _____

10. What book of the Bible are you reading for devotions? _____
11. What could you use to be more efficient? _____
12. Are you allowing any sin in your life? _____ If so, through what window is it coming? _____ How are you honestly doing? _____

We are to oversee people – watch for their souls.

Our character is very important!

**Our primary responsibility is to feed the flock of God
and to be continually in prayer.**

Please deliver to Pastor's box by 10 a.m. on Mondays.

Staff meetings are at 10:30 on Monday mornings.

Staff Attendance History 20__

Employee's Last Name	First	M.I.

Employment Date _____		
Paid Vacation Days Allowed _____		
Paid Other Days Allowed _____		

Medora Community Bible Church

8311 Medora Road
 Hutchinson, KS 67502
 620-543-2514

Codes	
H – Holiday	P – Personal Time
V – Vacation	S – Suspension
I – Illness	U – Unexcused
D – Family Death	L – Leave w/o Pay
A – Accident on the Job	
J – Jury Duty	

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals		
JAN																																		
FEB																															X	X		
MAR																																		
APR																																X		
MAY																																		
JUN																																X		
JUL																																		
AUG																																		
SEP																																	X	
OCT																																		
NOV																																	X	
DEC																																		

Church Staff Mileage Record Form

Date	Purpose of Trip	Odometer		Mileage Breakdown				Expenses			
		Begin	End	Business	Medical	Charitable	Personal	Gas, Oil, Lube	Parking Tolls	Other	Describe
TOTALS											

Note: Retain receipts for motels and expenditures of \$75 or more.

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