

MCCGSL STANDARD OPERATING POLICIES AND PROCEDURES

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- 1 Membership**
 - 1.1 Membership Process & Requirements
 - 1.1.1 Active membership in Metropolitan Community Church of Greater Saint Louis (MCCGSL) is attained pursuant to the process and definition stated in the MCCGSL By-Laws.
 - 1.1.2 Persons wishing to become members of MCCGSL are required to complete a course of instruction on church beliefs, ministries, and history.
 - 1.1.3 Voting members of MCCGSL must be at least eighteen years old. Only voting members can hold appointed or elected positions in the church. Persons under the age of eighteen may become members as long as they meet the requirements of completing an age appropriate membership class. Persons under the age of 18 wishing to become members will also require parental or caretaker's permission to become a church member.
 - 1.2 Transfer of Membership
 - 1.2.1 Persons holding active membership from another MCC may request that their membership be transferred to MCCGSL.
 - 1.2.2 It is strongly recommended that transferring members participate in the Membership Class. They may be received into membership without formal reception at a worship service or may be included with the membership class.
 - 1.3 Reinstatement of Membership
 - 1.3.1 Refer to Article IV.D. of the MCCGSL Bylaws.
 - 1.4 Rights of Membership
 - 1.4.1 Active members may:
 - 1.4.1.1 Serve on the Board of Directors.
 - 1.4.1.2 Serve as a Lay Delegate.
 - 1.4.1.3 Vote at Congregational Meetings.
 - 1.5 Resignation of Membership
 - 1.5.1 An Active Member may resign their membership by submitting in writing their request to the Clerk of the Board of Directors.
 - 1.5.2 The Clerk will bring the motion to the floor at the next scheduled Board of Directors meeting.
 - 1.5.3 By majority vote of the Board of Directors, the resigning Member will be removed from Active Membership and will be considered a former Member.
 - 1.5.4 The Clerk will inform the resigning Member of the Board's acceptance of their resignation, and notify the Church Staff of the membership change.
 - 1.5.5 A former Member may be restored to the list of Members in good standing after completing the membership series and participating in the Rite of Membership, as defined in Article IV.A. of the MCCGSL Bylaws.
- 2 Meetings**
 - 2.1 *Board of Directors' Meetings*
 - 2.1.1 Board of Directors meetings shall be held monthly and no fewer than 10 times a year for the express purpose of managing the business of the church body, which pertains to finances, physical property and policies.
 - 2.1.2 All Board of Directors meetings are open to all.
 - 2.1.3 Executive Session is restricted to the Board of Directors and, possibly, the individuals

concerned, when invited by the Board.

- 2.1.4 Executive Session will be held to discuss matters of a sensitive nature. This includes, but is limited to matters of appointment, review, discipline, or conflict resolution.
- 2.1.5 Minutes of the meetings of the Board of Directors or of Congregational meetings are kept on file in the church on the MCCGSL website on a monthly basis, and can be made available to all members of the church by request.
- 2.2 *Congregational Meetings*
 - 2.2.1 The annual Congregational meeting will be scheduled in the fourth quarter of each year. Time and place shall be determined by the Board of Directors.
 - 2.2.2 Members in good standing shall have voting rights at all congregational meetings.
 - 2.2.3 Written notification of the meeting to the membership shall be accomplished two weeks prior to the meeting.
 - 2.2.4 The Board of Directors shall make the agenda available two (2) weeks prior to the scheduled meeting.
 - 2.2.5 The Board of Directors shall utilize Robert's Rules of Order for the congregational meetings in order to allow business to be conducted effectively.
- 2.3 *Informational Forums*
 - 2.3.1 Two Informational Forums will be called by the Board of Directors, one in February-April and one in October-December, for the purpose of keeping the membership informed and provide input to the Board of Directors and Pastor.
 - 2.3.2 Notification of an Informational Forum will be posted two weeks prior to the meeting.
 - 2.3.3 Members and non-members may present information at these forums, but no official voting may occur.
- 2.4 *Special Congregational "Pulse Check" meetings for the Purpose of Building Sale or Purchase*
 - 2.4.1 Special Congregational "Pulse Check" meetings may be called by the Board of Directors on an ad-hoc basis, at any time, without the 2 weeks' notice required of Special Congregational meetings for the purpose of gathering information on a Building Sale or Purchase ONLY. Notification can be as little as 4 hours in advance and can be made by email or other communication (i.e. mobile text) to the congregation.
 - 2.4.2 These meetings may only be called by a vote of at least $\frac{3}{4}$ of the current members of the Board of Directors.
 - 2.4.3 Congregational "pulse check" meetings will be used to get a "pulse" of the congregational feelings on various issues as determined by the Board of Directors related to the sale or purchase of a building. These meetings are not to be used to take the place of voting on critical issues of the congregation that are governed by the Congregational Meetings.
 - 2.4.4 Polls may be taken at these meetings to establish how supportive or non-supportive the congregation is about the building sale/purchase issues being discussed. However, these are not official, binding votes of approval for a given issue. These polls help the Board of Directors determine the will of the congregation in issues that the BOD is ultimately responsible for deciding.
 - 2.4.5 Only current members in good standing are allowed to voice support or non-support for given issues during a "pulse check" meeting.
- 2.5 *Security and Emergencies During Meetings*
 - 2.5.1 It is the policy of MCCGSL to provide a safe and secure meeting environment.
 - 2.5.2 It is the responsibility of the Board of Directors to ensure the facility is as safe as possible.

2.5.3 Whoever is facilitating the meeting should be discreetly notified of any immediate physical danger.

3 Security of Building

- 3.1 Key holders are responsible for securing the church and office building when they leave the premises, including setting alarms, if they are the last out.
- 3.2 Groups meeting in the facilities are responsible for the members of the group, allowing only members of the group into the facility.
- 3.3 Professional Security
 - 3.3.1 The church may hire professional security guards for special events to protect the premises and the personal property of guests. All costs associated will be charged to the ministry area hosting the event.
- 3.4 Office Security
 - 3.4.1 To secure the safety and security of the staff, records, and property, the exterior doors of the building will be kept locked, except to allow appropriate admittance.
 - 3.4.2 To ensure confidentiality of church records, interior doors and appropriate file cabinets shall be locked at the close of each business day.
- 3.5 A complete set of back of back-up keys will be maintained in the church office.
- 3.6 Prudent care shall be exercised by all those entering/leaving the building, especially at night. Groups of two or more persons are encouraged whenever possible.

4 Ministry Funding Plan

- 4.1 The church's fiscal year shall run from January 1 through December 31.
- 4.2 The church Treasurer shall be primarily responsible for oversight of the Budget.
 - 4.2.1 Input for the coming year's Budget will be gathered by the budget committee, the Senior Pastor, and other appropriate staff members by July 31.
 - 4.2.2 A final draft incorporating the recommendations developed by the Senior Pastor, Staff, and the Treasurer, along with any designees will be presented to the Board of Directors no later than the September Board meeting.
- 4.3 The Treasurer shall provide monthly financial reports to the Board of Directors.
- 4.4 The Treasurer and Senior Pastor shall make recommendations to amend the Budget as necessary, based upon actual financial activity throughout the year to the Board of Directors.

5 Expenditure Approval

- 5.1 For all expenditures not included in the annual budget, see a member of the church staff.
- 5.2 The flowing policies are directed to expenses related to previously approved annual budget line items.
 - 5.2.1 Team leaders are empowered to spend up to \$100 per month of reimbursable expenses of the previously approved annual budget items with reimbursement within 30 days, or a mutually agreed schedule of reimbursement within 60 days.
 - 5.2.2 Expenditures of \$ 100—500 of previously approved annual budget items would need to be approved by a Staff Member subject to fund availability and reimbursement within 30 days, or a mutually agreed schedule of reimbursement within 60 days.
 - 5.2.3 Expenditures of \$501—\$1,500 of previously approved annual budget items would need to be approved by the Treasurer or Senior Pastor subject to fund availability and reimbursement within 30 days, or a mutually agreed schedule of reimbursement within 60 days.
 - 5.2.4 Expenditures over \$1,500 of the previously approved annual budget items would need to be approved by the Board of Directors subject to fund availability and reimbursement within 30 days, or a mutually agreed schedule of reimbursement within 90 days.

- 6 Check Requests/Reimbursements**
- 6.1 All requests for reimbursement of money spent on behalf of the church must be approved in advance of the purchase by the leader of the appropriate ministry team and/or the staff member accountable for the line of the budget related to the expense.
 - 6.2 Reimbursement checks will be issued for all expenditures over \$50. Purchases under this amount will be paid from the petty cash fund.
 - 6.2.1 Reimbursements will not be made without the original receipt. Checks will be requested by the Treasurer or a member of the church staff.
 - 6.2.2 Reimbursement checks will be issued within 14 days of the date that the receipt was submitted.
 - 6.3 No blank checks will be given out, and no checks will be made out to "Cash," except to replenish the Petty Cash fund.
- 7 Record Keeping**
- 7.1 A copy of the accounting software shall be created after every visit by the accountant and kept offsite with the Treasurer.
 - 7.2 Two copies of year-end backup shall be made. The Treasurer shall retain one copy off site until completion of the next satisfactory external audit.
 - 7.3 All financial and membership records shall be kept for a minimum of seven years.
 - 7.4 The staff person responsible for the accounting and bookkeeping shall reconcile all bank and brokerage statements in the accounting software on a monthly basis and print a detailed reconciliation summary which shall be submitted to the Treasurer.
- 8 Computer Access to Accounting Systems**
- 8.1 All user ID's and passwords shall be made available to the Senior Pastor and others at the Senior Pastor's discretion.
- 9 Conference Expenses**
- 9.1 It is preferred that the church office make all necessary registrations, travel reservations, and hotel reservations for designated conference attendees. Should an individual choose to make their own arrangements, they will be reimbursed at an amount equal to the best rate received by other attendees.
 - 9.2 The church is not responsible for paying for the transportation or hotel expenses of any guest of the designated conference attendee.
 - 9.3 The church shall provide per diem as outlined in the Per Diem SOPP 10.
 - 9.4 Receipts must be submitted for reimbursement.
 - 9.5 If reimbursement poses a financial hardship for a conference attendee, the church shall provide per diem for that individual for the length of the conference in advance of the conference. The attendee must abide by the per diem rate and shall submit receipts and return the remainder of money (if any).
- 10 Per Diem**
- 10.1 This policy will apply for any event that matches the following criteria:
 - 10.1.1 Mandatory events or activities inherent in the position profile or job duties for paid staff.
 - 10.1.2 Mandatory events or activities inherent in the position profile or job duties for elected officers of MCCGSL.
 - 10.1.3 Instances where an individual is requested to participate in an event or activity on behalf of the church by the Senior Pastor and the Board of Directors, at the discretion of the Board of Directors.
 - 10.2 The per diem rate will be set in advance by the Board of Directors for all conferences or gatherings. The rate will be based on some percentage of the GSA, taking into account discounted/provided meals.
 - 10.3 Receipts must be submitted for reimbursement.

11 Availability of Financial Records

- 11.1 Individual contribution records are to be kept confidential. Access is limited to authorized staff and volunteers, including the Board of Directors and the Senior Pastor.
- 11.2 Church financial records, other than contribution records, will be made available to church members by appointment.
- 11.3 All church financial records, including but not limited to check books, savings account passbooks, invoice records, tithing records, deposit slips, tithing and offering reports, are to remain in the church office at all times.

12 Financial Reviews and Audits

- 12.1 External Audit: An external audit of the church financial records shall be conducted by an accounting professional on a biennial basis in even numbered years.

13 Offering Counting Procedures

- 13.1 No family member or partner of staff or board members may be permitted on the counting team with his/her family member(s).
- 13.2 All contribution information shall remain confidential. All persons who serve as counters must have previously signed a confidentiality agreement.
- 13.3 No one person shall handle the Sunday collection; two or more people will be in control of the offering at all times, with one of the two being a Board Member.
- 13.4 A Board member and a volunteer will pick up the offering immediately following the collection. The Board member will secure the funds in the safe while the volunteer is present.
- 13.5 The door shall be closed and locked at all times during counting of the offering. No individuals other than counters shall be permitted in the counting room during counting of the offering.
- 13.6 Separate cash, coins, and checks. Cash should be separated by denomination (ones, fives, tens, twenties, etc.) with all bills facing in the same direction.
- 13.7 Offerings received in an envelope
 - 13.7.1 If a check is enclosed in an envelope, the envelope can be discarded unless there is other information that needs to be passed on to the office staff (e.g. change of address) at which time it should be noted on the envelope that there was a check enclosed.
 - 13.7.2 If a check is enclosed in an envelope and the envelope is marked for building fund or some other fund or event, be sure that information is included in the memo section of the check.
 - 13.7.3 Discard the envelope.
 - 13.7.4 If cash is enclosed in an envelope and the contributor's name is on the envelope, keep the envelope and note the amount given. When cash is donated and the given identified on the envelope, counter should confirm the cash matches the amount shown on the envelope. Use a RED pen (and only a red pen) and record the amount or circle the amount and put your initials on the envelope. These envelopes must be kept so that donations can be recorded accurately.
 - 13.7.5 If cash is enclosed in an envelope and there is no identification on the envelope, discard the envelope.
 - 13.7.6 Cash: All cash (coins and bills) should be counted together and recorded by two people independent of one another. The agreed upon total must be recorded on the Offering Report Form.
 - 13.7.7 Checks: All checks must be signed. Tally checks on adding machine using the itemized feature that permits counting the checks as well as totaling the amount. Use the amount indicated on the written line of the check. Have a second person independently tally the checks. The agreed upon total must be recorded on the Offering Report Form.

- 13.7.8 Once there is agreement on the Offering Report two people, including the Board Member, must sign the Report.
- 13.7.9 Offering Report Form, all coins, bills, checks, and saved envelopes are secured in a bank bag and locked in the safe.
- 13.7.10 If staff members reconciling offering report and making bank deposit identify an error in the offering report summary sheet, the summary sheet shall be corrected in the presence of a minimum of two staff members and signed by both staff members.
- 13.7.11 All offering report summary sheets shall be kept on record by the office staff for a minimum of seven years.

14 Fund Raisers and Events

- 14.1 No accounts outside of the church, including certificates of deposit, checking accounts, saving accounts, etc., are to be maintained by any group within the church except the Board of Directors.
- 14.2 A copy of the letter affirming our tax-exempt status can be obtained from the church office by anyone making purchases on behalf of the church.
- 14.3 Reimbursements (See SOPP 5 and SOPP 6)
- 14.4 All fundraising events require prior approval by the Board of Directors.
- 14.5 No fewer than two Board Members must be present at all fundraising events to collect, count, and secure the money.
- 14.6 Proper notification shall be given to the church staff or ministry team leader requesting sponsorship.
- 14.7 14.6 Pastoral staff shall make the final determination on approval/disapproval of all requests.
- 14.8 All approved sponsored events shall have a minimum of at least one MCCGSL representative (Pastoral Staff, Board Member, Lay Delegate, or Ministry Team Leader) present and attending the event.
- 14.9 If financial contribution or consideration has been made on behalf of MCCGSL then the event organizer must provide MCCGSL-specific signage, as well as, verbal recognition of MCCGSL during the event, such verbal recognition can be made by event staff or the MCCGSL designated event attendee.

15 Receipt of Donations (Excluding Cash)

- 15.1 The church reserves the right to accept or refuse any non-cash donation from an individual or organization. It should be clearly understood that when the church accepts any such donation, the church assumes full rights of ownership, including the right to rent, alter, sell, or any other act of ownership where deemed prudent.
- 15.2 Should a representative of the church wish to solicit the donation of a specific item (excluding approved fundraising events) with a value of \$1,000 or more, the individual proposing such solicitation must notify the Board of Directors for discussion at its regular monthly meeting. The purpose of notification to the Board of Directors is to discuss and/or research the following:
 - 15.2.1 Any liability or other exposure the church may experience by receiving the donation, and the steps to reduce that liability or other exposure.
 - 15.2.2 Any monetary expense involved in receiving the donation, including but not limited to the cost to reduce liability or other exposure, insurance, and operation and maintenance expenses, as applicable.
 - 15.2.3 Whether or not the receipt of the donation is consistent with the mission and vision of the church.
 - 15.2.4 Based on these considerations, the Board of Directors may encourage the solicitation or acceptance of the donation, request that the donation meet specific parameters, or encourage the donation of a different item which reduces liability or exposure, reduces expense, or more closely fits the

church's mission and vision.

16 Bequests

- 16.1 All undesignated bequests under \$10,000 are to be placed in the General Fund for use at the discretion of the Board of Directors.
- 16.2 All undesignated bequests of \$10,000 or more shall be distributed as follows:
 - 16.2.1 80% to Capital Campaigns (currently Chart of Account Line 1095)
 - 16.2.2 10% to Programming for program expansion and/or program scholarships
 - 16.2.3 10% to the Legacy Fund (restricted) for Legacy Fund development and expenses.

17 Charges for Use of Facilities

- 17.1 Requests for use of any portion of the facilities must be directed to the church office.
- 17.2 Pricing for use of the facilities is established by the Board of Directors.
- 17.3 A copy of the Rental Agreement is available in the church office.

18 Benevolence/Financial Assistance

- 18.1 All requests for financial assistance, whether from individuals or from organizations, are to be directed to the Senior Pastor or a designated staff person.

19 Copyright

- 19.1 The church will respect the copyright of all printed materials used in worship, Christian education, music, or any other ministry area.
- 19.2 Photocopying of copyrighted materials is not condoned and will not be tolerated.
- 19.3 The church will secure a copyright license from CCLI or some other reputable licensing agent and will endeavor to abide by the licensing guidelines in order to acquire the right to use songs contained in the copyright license program.

20 Confidentiality of Information

- 20.1 Telephone numbers may be released to Ministry Leaders to expedite church related business.
- 20.2 Personal data maintained for the church's use shall be supplied to another organization only with the expressed permission of the congregant.
- 20.3 The church's mailing list shall not be sold or given to other organizations.
- 20.4 Photographs, videos, and personal information may appear on the church's webpage only with the expressed written permission of the congregants.
- 20.5 All church data shall be maintained and backed-up in a secure manner.
- 20.6 Personnel records will be maintained in a locked file cabinet.
- 20.7 Access to personnel records shall be limited to the Director of Personnel, the Senior Pastor, the Vice Moderator, and to the Board of Directors in executive session, if required.

21 The Media

- 21.1 Any person from the media who wishes to conduct an interview and/or outside organization requesting a speaker shall be directed to either the Senior Pastor or a designated staff member. Only these two individuals shall be spokespersons for the church or will seek out others to be interviewed.
- 21.2 Any individual or group wishing to contact the media on behalf of MCCGSL must first obtain approval from the Senior Pastor or the Board of Directors.
- 21.3 The Senior Pastor, designated staff person, or members of the Board of Directors are responsible for notifying any media which appear for any service the rules by which they may take video, photographs, or interview congregants.

22 Paid Personnel

- 22.1 The personnel policies are maintained in the employee handbook.
- 22.2 The employee handbook should be reviewed annually in conjunction with staff and salary reviews.

23 Volunteers

- 23.1 Definition of Volunteer: Any individual to which the church has assigned tasks involving the business or ministry of the church, without financial compensation.
- 23.2 Application and screening of volunteers shall be conducted according to the appropriate section(s) of Risk Management included in these SOPP's.
- 23.3 All volunteers shall be informed of their respective Team Leader(s) and the staff member by whom they are supported.
- 23.4 Volunteers shall be covered by the church's Liability Insurance only when an injury is sustained as a result of doing the church's business. This does not include when a volunteer is traveling from home to church, or from church to home. This does include travel which is directly related to conducting the church's business or ministry.

24 Board of Directors

- 24.1 Requirements and Restrictions for Serving on the Board of Directors
 - 24.1.1 A member of the Board of Directors must meet all criteria as outlined in the current MCGSL Bylaws as they pertain to Boards of Directors and/or local church authority.
 - 24.1.2 A member of the Board of Directors must adhere to the Leadership Expectations outlined in the MCGSL Board Covenant.
 - 24.1.3 Members of the Board of Directors shall adhere to the Conflict Resolution section of these SOPP's, as they apply to the Board of Directors.
 - 24.1.4 Members in good standing (see Membership Requirements) having attained eighteen (18) years of age and met the Qualifications of Article VI.C. of the MCGSL Bylaws may serve on the Board of Directors.
- 24.2 Responsibilities of Board Officers
 - 24.2.1 Vice Moderator
 - 24.2.1.1 Convene all meetings of the congregation and the Board of Directors.
 - 24.2.1.2 Set the agenda for meetings of the congregation and the Board of Directors.
 - 24.2.1.3 Moderate meetings of the Board.
 - 24.2.1.4 Moderate the Annual Congregational Meeting and all Special Congregational Meetings.
 - 24.2.1.5 May sign contracts on behalf of MCGSL.
 - 24.2.1.6 May represent MCGSL in legal matters.
 - 24.2.1.7 Act as alternate spokesperson for MCGSL in the absence of the Senior Pastor.
 - 24.2.1.8 Provide ongoing support and guidance to the Senior Pastor.
 - 24.2.1.9 Coordinate the annual performance review of the Senior Pastor.
 - 24.2.1.10 Periodically consult with other board members on their roles and help them assess their performance.
 - 24.2.2 Clerk
 - 24.2.2.1 Ensure that accurate records are kept of all meetings of the Board and of the Congregation.
 - 24.2.2.2 Assure that all Congregational Meeting notices are given in accordance with

the Bylaws.

- 24.2.2.3 Receive petitions submitted to the Board of Directors.
- 24.2.2.4 Ensure the maintenance of official correspondence and church records, including the list of members in good standing.
- 24.2.2.5 Maintain the Standard Operating Policies and Procedures.
- 24.2.2.6 Have available a copy of the SOPP's and Bylaws at all meetings of the Board of Directors.

24.2.3 Treasurer(s)

- 24.2.3.1 Lead the annual budget process.
- 24.2.3.2 Monitor the annual budget, including resetting the budget as necessary.
- 24.2.3.3 Report monthly to the Board showing the current position of the operating budget.
- 24.2.3.4 Provide a financial report to the congregation at the Annual Congregational Meeting, and as necessary at Special Congregational Meetings.
- 24.2.3.5 Work with the accountant to manage cash flow.
- 24.2.3.6 Ensure that accurate records are kept of all pledges and donations to MCCGSL.
- 24.2.3.7 Establish and maintain relationships with banks and other financial institutions.
- 24.2.3.8 Enact financial transactions in the name of MCCGSL.
- 24.2.3.9 Prepare and sign annual tax reports, with assistance from accountants as necessary.
- 24.2.3.10 Function as internal auditor for MCCGSL; periodically review internal controls with Senior Pastor and accountant.
- 24.2.3.11 Engage external auditor; manage audit process including response to draft findings.
- 24.2.3.12 Establish, review, and update financial policies and procedures.

24.3 In the Absence of a Senior Pastor

- 24.3.1 The Board of Directors shall appoint a Personnel Director in the absence of a Senior Pastor who is not a member of the Board. This person shall assume all such duties related to personnel normally borne by the Senior Pastor.
- 24.3.2 All other duties normally performed by the Senior Pastor shall, as equitably and appropriately as possible, be shared among the paid staff, other members of the Board of Directors, and Ministry Leaders.

24.4 Conflict of Interest

- 24.4.1 It is the policy of this church that any member or employee shall abstain from involvement, by voting or otherwise participating in the decision-making process, in those situations where said person is deemed to have a conflict of interest. A conflict of interest is deemed to exist where:
 - 24.4.1.1 The person has a substantive interest, whether direct or indirect, in the matter at hand or the other parties involved.
 - 24.4.1.2 The person is a Director, officer or employee of the organization being dealt with.
 - 24.4.1.3 The person's spouse, children, parent or siblings are in relations 1. and 2 above to the organization or matters at hand.

24.4.2 In those situations where a conflict of interest is deemed to exist or has the potential to exist, any member should notify the Moderator who shall then notify the Board of Directors. Once notified the Board of Directors will issue a directive as to how the particular situation is to be handled taking into consideration the above definition of conflict of interest.

25 Ministry Leaders

25.1 A Ministry Team Leader must adhere to the Leadership Expectations outlined in the MCCGSL Ministry Leader Covenant.

25.2 All Ministry Leaders are to sign a covenant annually after an annual review with a member of the staff.

25.3 Copies of the covenants should be kept on file in the church office.

25.4 Each team leader shall receive a copy of the Standard Operating Procedures and Policies and be aware of its contents and inform their team of the appropriate sections of the SOPP's.

25.5 Team leaders shall fulfill the responsibilities outlined in the job description for their ministry area.

25.6 Resignation/Termination of Service

25.6.1 If a team leader is no longer willing or able to complete their term, a resignation shall be submitted to the Pastoral staff member in charge of that ministry area. Thirty (30) days notice is requested.

25.6.2 If a Ministry Leader fails to uphold the MCCGSL Ministry Leader covenant, the Senior Pastor may remove them from their leadership position at any time.

25.6.3 If concerns or problems arise within a ministry area, the Pastoral staff member shall discuss those concerns with the team leader involved. If the team leader wishes to complete his/her term, specific goals for change will be established. If the team leader does not wish to continue, a written resignation shall be requested.

25.6.4 If after an appropriate time period, not less than thirty (30) days, there appears to be no improvement, the Pastoral staff member shall consider an appropriate course of action consistent with the intent of the Conflict Resolution Section of the church, included in these Standard Operating Policies and Procedures.

25.6.5 The decision of the Senior Pastor constitutes final approval for dismissal.

26 Teaching Church

26.1 As a designated Teaching Church for the UFMCC, MCCGSL takes on the responsibility for helping to provide experiential training for potential UFMCC clergy who are actively enrolled in the approved credentialing process.

26.2 The acceptance of a Clergy Candidate is at the discretion of the Senior Pastor, in consultation with the Board of Directors.

26.3 The details of the agreements between the church and the students will be outlined in coordination with the Office of Formation and Leadership Development. The agreement should include the following:

26.3.1 Provide a weekly stipend at the discretion of the Board of Directors.

26.3.2 Attempt to support the candidate's search for housing and employment by soliciting assistance and advice from the congregation.

26.3.3 Allow the candidate to accept preaching opportunities at other churches (as long as his/her obligations to the local church are not compromised).

26.3.4 If the candidate chooses to be ordained in this local church, the church may pay

reasonable expenses for an appropriate service and reception (cap to be determined by the Board of Directors).

27 Conflict Management

- 27.1 Members who respond to conflict in healthy, loving ways do the following things:
- 27.1.1 They deal with their issues up front and talk directly to those with whom they are in conflict.
 - 27.1.2 They bring substantive evidence with their particular viewpoint, and the requests make sense and are reasonable.
 - 27.1.3 They present their viewpoints as supportive of the mission and the people of the church and are able to clearly show this in their presentation.
 - 27.1.4 They clearly have a deep love for the church, love and respect the leadership of the church and are honorable and respectful of others in sharing their viewpoint.
 - 27.1.5 They do not make personal attacks on others with whom they disagree.
 - 27.1.6 They are introspective and are concerned that they have correct information from which they draw their conclusions.
 - 27.1.7 They view themselves as working with the church leadership to find a peaceful, loving solution to the issue at hand for the good of all people concerned.
 - 27.1.8 They support the witness of the body evident in any vote taken by the congregation, the Board of Directors or any ministry group in the church as the will of God at that time.
 - 27.1.9 They continue to be constructive and positive in their work for the common good of the church even when they don't get their way.
 - 27.1.10 When given the choice to be right or to love they will choose love.
- 27.2 All members agree to behave in healthy and loving ways in response to situations of conflict. Should a member persist in acting unhealthily after being asked to change, then their inability to change will be cause for the removal of their membership status by the Board of Directors on behalf of the congregation per the MCCGSL Bylaws.
- 27.3 Direct Dealing
- 27.3.1 It is the policy of our church to deal directly with people regarding issues of concern with the church.
 - 27.3.2 The Senior Pastor, Board of Directors, Staff, and members will refuse to deal with proposals or concerns where the proponents of such are not willing to identify themselves by name.
 - 27.3.3 Members agree to take the following steps in resolving any situation of conflict:
 - 27.3.3.1 Matthew 5:23-24 - Persons who have a grievance or concern will be requested to take their concern directly to the person(s) to seek a peaceful and mutually beneficial solution to all concerned.
 - 27.3.3.2 Matthew 18:16 - If the person(s) or group in 1. are unable to come to a peaceful and mutually beneficial solution regarding the situation, then the parties may request that someone serve as a facilitator to help the people involved resolve their grievance or concern. This meeting will be held only with all parties present.
 - 27.3.3.3 Matthew 18:17 - If the grievance or concern cannot be resolved by the parties in 2, the parties may request that the Board of Directors assist in seeking a resolution to the grievance or concern.

27.3.3.4 Should the conflict be one that involves a member(s) of the Board of Directors or the Senior Pastor and is not resolved by participation in the process above, the Board of Directors will enlist the services of a professional mediator to be paid for by the church. If the parties are unable to satisfactorily resolve the grievance or the issue of concern through a process of professional mediation then either party or the Board may request that the issue be placed on the next congregational meeting's agenda in which a congregational vote will determine what the solution to the situation will be. The exception to this policy is the handling of a petition to remove the Senior Pastor which will be handled according to UFMCC Bylaws.

27.3.3.5 Issues that have not gone through the above process will not be placed on the agenda of any church meeting. If the issue has not been addressed in the above mentioned steps and is brought by a member before the membership at its congregational meeting or any other church meeting, the moderator of the meeting will rule the issue to be out-of-order and the issue will not be discussed.

28 Risk Management

28.1 Risks of Legal Exposure Identified

28.1.1 Negligence: Negligence is conduct which creates an unreasonable risk of harm to another's person or property and which does in fact result in injury or damage. Negligent conduct need not be and usually is not intentional. It may consist either of a specific act or failure to act.

28.1.2 Defamation: Words that tend to injure the reputation of another constitute defamation. The words must be communicated to another individual or group, and in fact diminish the esteem, respect, goodwill, or confidence in which the defamed person is held. Words may not be considered defamatory unless they are made with legal malice, that is with knowledge that a statement is false, or made with reckless disregard concerning whether the words are true or false.

28.1.3 Invasion of Privacy: Invasion of privacy includes four separate kinds of conduct:

28.1.3.1 Public disclosure of private facts (such as public comments disclosing immoral personal conduct of an individual, or giving history being made public by name);

28.1.3.2 Use of another's name or likeness (such as publishing a picture of a person without his or her written consent).

28.1.3.3 False light in the public eye (such as attributing opinions, statements, or beliefs to other persons that are not in fact held);

28.1.4 Clergy must follow the Clergy Code of Conduct as required by the UFMCC.

28.1.5 Contract Liability: Clergy, staff, and Board Members shall refrain from signing contracts unless they are certain that:

28.1.5.1 The contract has been properly authorized (as in a motion by the Board of Directors).

28.1.5.2 They are authorized to sign on behalf of the church.

28.1.5.3 Church officers should only sign contracts in a representative capacity where the officer's title appears beside, above, or underneath the signature, e.g., Rev. Jane A. Smith, Pastor, MCC of Greater Saint Louis.

28.1.6 Mandatory Reporting: Clergy and other church leadership should be familiar with the child abuse reporting requirements of Missouri and act accordingly.

28.1.7 Political Activities: The federal tax exempt status the church carries by provision of the Internal Revenue Service Code requires that the church's activities include no substantial part of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

28.1.8 Activities Involving Minors

28.1.8.1 It is the policy of this church to provide a safe, healthy environment for children and youth by developing and enforcing risk prevention and management procedures.

28.1.8.2 Adults who have been convicted of either child sexual or physical abuse are prohibited from volunteer service in any church sponsored activity or program for children or youth.

28.1.8.3 Adult volunteers must observe the "two adult rule." This requires that adults are never alone with children or youth without another adult being present.

28.1.8.4 Adult volunteers should immediately report any behaviors which seem abusive or inappropriate to their supervisor. The supervisor will immediately report the incident to the Senior Pastor or appointed designee for legally required reporting.

28.1.8.5 Selection and Screening of Workers: Whether paid or volunteer, all workers who wish to be involved with ministry programs for children and youth must be screened. This screening process includes the following:

28.1.8.5.1 Completion of an application/screening form. This screening form includes:

28.1.8.5.1.1 Standard personal information,

28.1.8.5.1.2 The member's area of interest,

28.1.8.5.1.3 Identification and explanation of any prior civil liability and/or criminal convictions for sexual abuse, molestation or related crimes

28.1.8.5.1.4 A five year church history including previous volunteer work,

28.1.8.5.1.5 Two personal references,

28.1.8.5.1.6 The member's authorization for release of information to the church from any or all persons or organizations included in the screening form,

28.1.8.5.1.7 And an authorization for a criminal records check.

28.1.8.5.2 The Senior Pastor or a designated staff person shall contact any organizations, churches, and personal references indicated on the application/screening form and record the information provided on a Record of Contact form.

28.1.8.5.3 The Senior Pastor or designated staff person shall conduct a personal interview with the interested member, clarifying information provided on the application/screening form or from contacts made with organizations, churches, and personal references.

28.1.8.5.4 At the Senior Pastor's discretion and in accordance with the policies in these SOPP's, the interested member shall either be approved or not approved to work with youth and children's activities.

28.1.8.6 Supervision of Workers: Even with the implementation of a screening program, the church may be held liable for any injuries sustained to children or youth during church sponsored activities on the basis of negligent supervision. To reduce this risk, the church has in place the following procedures regarding supervision of workers.

28.1.8.6.1 Parental Permission: Children should have parental permission for involvement in off-site church sponsored children and youth programs or activities. Form must be returned with the parent's signature.

28.1.8.6.2 Volunteer Awareness: If any volunteer should see any activity on the part of another volunteer which could be construed as inappropriate, the volunteer should pull aside the one performing the activity and advise them that the activity should stop. Incident should be reported to a staff member in writing within 24 hours.

28.1.8.7 Reporting Child Abuse or Neglect

28.1.8.7.1 The State of Missouri *requires* those exercising the supervision over a child for any part of a twenty-four hour day to report to the Division of Family Services any abuse or neglect, or probable cause for abuse or neglect, involving a child (under age 18).

28.1.8.8 Responding to Allegations of Child Abuse or Neglect by a Church Worker

28.1.8.8.1 All allegations of child abuse or neglect by church workers are taken seriously and shall be responded to with the respect, care, and confidentiality such allegations demand. Such response should include:

28.2 Insurance Coverage

28.2.1 Annual Review: As part of the Board of Director's responsibilities, insurance should be reviewed annually to be sure the church has adequate insurance to recover losses, and to ensure that the appropriate types of insurance and endorsements are being purchased.

28.2.2 Documentation

28.2.2.1 Annual Board approval of the insurance coverage must be documented in Board minutes, including any action taken to decrease/increase insurance.

28.2.2.2 A video inventory of church assets should be prepared periodically, updated as appropriate and kept off-site.

28.2.2.3 Permanent legal documents (such as real estate title, wills, bequests, insurance policies, etc.) should be copied and one set kept off-site in a secure location to maintain confidentiality.

28.2.3 Types of Insurance

28.2.3.1 General Liability (Multi-Peril)

28.2.3.2 Professional Liability

28.2.3.3 Directors & Officers (D&O)

28.2.3.4 Property Insurance

28.2.3.5 Amount of insurance: This should be calculated on the basis of replacement value rather than original purchase price or market value. If necessary, someone familiar with church property and contents should be consulted to assist with determining replacement values.

28.2.3.6 Types of riders:

- 28.2.3.6.1 Glass
- 28.2.3.6.2 Building Ordinances
- 28.2.3.6.3 Earthquake and/or Flood
- 28.2.3.6.4 Theft and employee dishonesty
- 28.2.3.7 Employment Practices Insurance
- 28.2.3.8 Workers' Compensation Insurance

29

Nomination Process

29.1 Board of Directors Nomination Process

29.1.1 In July of each year, the Board must appoint a Nominations Committee. This committee shall be comprised of the Moderator of the Board, a member of the Board not up for reelection, and three members-at-large from the congregation.

29.1.1.1 All members of the nominating committee will sign a confidentiality agreement before proceeding with the review of any candidate data.

29.1.2 In July of each year, the Nominations Committee shall issue a call to any person interested in serving on the Board, asking them to apply.

29.1.3 The Nominations Committee shall accept applications until August 31.

29.1.3.1 Each candidate will complete a Board of Directors' application. The committee will then review each applicant to see if they meet the general criteria for a member of the Board of Directors.

29.1.3.1.1 The application will include a question which will read as follows: Have you been convicted of a felony? If yes, please explain the background, circumstances, and reasons you believe you would still make a good Board candidate.

29.1.3.2 All applicants will have a full U.S. Criminal background check completed as soon as their application is accepted by the Nominations Committee for review. The background check will be paid for by the church.

29.1.3.2.1 The results of the background check will be provided to the Nominations Committee.

29.1.3.2.2 Any applicant who has voluntarily disclosed a felony or has a felony on their background check, will be referred to a review by the Board of Directors.

29.1.3.2.2.1 Note: A felony conviction is not a reason for automatic disqualification. The Board of Directors will review the application and background check results and provide their recommendation for the candidate to be placed on the slate or disqualified based on the interview.

29.1.3.2.2.2 If necessary, the Board of Directors may request a meeting with the candidate to discuss the nature of the conviction in more detail, in order to make their decision.

29.1.3.2.2.3 The decision of the Board of Directors is final.

29.1.3.3 Each candidate will be interviewed by the Nominations Committee.

29.1.4 The Nominations Committee interviews will be identical for all applicants. No more than two (2) candidates per available position will be presented (i.e. if two positions need to be filled, no more than four (4) candidates will be presented).

29.1.5 No later than September 15, all applicants for the Board of Directors shall attend an educational session, regarding the role and responsibilities of Board Members.

29.1.6 Once background checks have been cleared for all applicants, the Nominating Committee will select the slate of the best candidates to be presented to the congregation.

- 29.1.7 Once a slate of candidates is approved by the Nominations Panel, a biography will be requested from each nominee and distributed for a minimum of three (3) Sundays, and made available at the annual Congregational Forum. Each candidate will produce their own biography.
- 29.1.8 The congregation shall have the opportunity at a Congregational Forum, moderated by the Nominations Panel, to interview each candidate and ask questions about their qualifications and abilities. The Congregational Forum will be held no later than 2 weeks prior to the annual Congregational Meeting.
- 29.1.8.1 If a candidate with a felony conviction is placed on the slate, they must disclose the felony to the congregation during this forum, as well as provide the reasons that they believe it should not prevent their service to the Church, so that the congregation has full knowledge of the issues.
- 29.1.9 At the annual Congregational Meeting, the Nominations Panel will read the names of all qualified applicants into nomination. No other nominations will be accepted.
- 29.1.10 The congregation shall vote on the candidates for office. For election to occur a candidate must receive 50% plus one of eligible votes cast.
- 29.1.11 If election is not achieved, the candidate receiving the least number of votes is removed from the ballot and another vote is taken. If election is still not achieved, then the nomination process begins again.
- 29.2 Lay Delegate Nomination Process
- 29.2.1 In applicable years, the Nominations Panel shall, in addition to issuing a call to any person interested in serving on the Board, issue a similar call to any person interested in serving as Lay Delegate.
- 29.2.1.1 The Nominations Panel shall accept applications until August 31.
- 29.2.1.2 Each candidate will complete a Lay Delegate application. The panel will then review each application to see if it meets the general criteria for a Lay Delegate.
- 29.2.2 The application will include a question which will read as follows: Have you been convicted of a felony? If yes, please explain the background, circumstances, and reasons you believe you would still make a good Lay Delegate.
- 29.2.3 All applicants will have a Criminal background check completed as soon as their application is accepted by the Nominating committee for review.
- 29.2.4 The results of the background check will be provided to the Nominating committee.
- 29.2.5 Any applicant who has voluntarily disclosed a felony or has a felony on their background check, will be referred to a review by the Board of Directors.
- 29.2.6 Note: A felony conviction is not a reason for automatic disqualification. The Board of Directors will review the application and background check results and provide their recommendation for the candidate to be placed on the slate or disqualified based on the interview.
- 29.2.7 If necessary, the Board of Directors may request a meeting with the candidate to discuss the nature of the conviction in more detail, in order to make their decision.
- 29.2.8 The decision of the Board of Directors is final.
- 29.2.9 Each candidate will be interviewed by the Nominating committee.
- 29.2.10 Once background checks have been cleared for all applicants, the Nominating Committee will select the slate of the best candidates to be presented to the congregation.
- 29.2.11 Once a slate of candidates is approved by the Nominations Panel, a biography will be requested from each nominee and distributed for a minimum of three (3) Sundays, and

made available at the annual Congregational Forum. Each candidate will produce their own biography.

- 29.2.12 The congregation shall have opportunity at a Congregational Forum, moderated by the Nominations Panel, to interview each candidate and ask questions about their qualifications and abilities. The Congregational Forum will be held no later than 2 weeks prior to the annual Congregational Meeting.
 - 29.2.13 If a candidate with a felony conviction is placed on the slate, they must disclose the felony to the congregation during this forum, as well as provide the reasons that they believe it should not prevent their service to the Church, so that the congregation has full knowledge of the issues.
 - 29.2.14 The review of Lay Delegate applications will be solely for the purpose of verifying the qualifications specified above. There is no limit on the number of candidates that may be presented.
 - 29.2.15 All candidates for Lay Delegate shall attend an educational session regarding the role and responsibilities of a Lay Delegate and Alternate Lay Delegate.
 - 29.2.16 At the annual Congregational Meeting, the Nominations Panel will read the names of all qualified applicants into nomination. No other nominations will be accepted.
 - 29.2.17 The congregation shall vote on the candidates for office. For election to occur a candidate must receive 50% plus one of eligible votes cast. From the candidates, the required number, who received the most votes, shall be selected to serve as Lay Delegate(s).
 - 29.2.18 Certain tied counts could prevent clear election from being achieved. In this case, candidates who were clearly elected (i.e., candidates who received more than the offending tied count) shall be declared to their elected positions and removed from the ballot. Another vote shall then be taken to fill the remaining Lay Delegate positions.
 - 29.2.19 On the second vote, if a tied count prevents clear election from being achieved, candidates who were clearly elected (i.e., candidates who received more than the offending tied count) shall be declared to their elected positions. It shall then fall to the Board of Directors to appoint the remaining positions.
- 29.3 Pastoral Search Team Members-at-Large Nomination Process.
- 29.3.1 Calling for Applications: The Board of Directors shall issue a call to any person interested in serving on the Pastoral Search Team, asking them to apply.
 - 29.3.2 All candidates shall attend an educational session, regarding the role and responsibilities of the Pastoral Search Team. At that time, applicants will complete a Pastoral Search Team application created by the Board of Directors.
 - 29.3.3 The Board of Directors shall review each application to see if it meets the general criteria for a member of the Pastoral Search Team and will select the best candidates to be presented to the congregation. No more than two (2) candidates per available position will be presented (with six (6) seats needing to be filled, no more than 12 candidates will be presented).
 - 29.3.4 Minimum Criteria:
 - 29.3.4.1 Spouses/partners in an ongoing relationship shall not simultaneously serve on the Pastoral Search Team.
 - 29.3.4.2 Candidates may not have a spouse holding a paid position within the church.
 - 29.3.4.3 Church staff and members of the church who are Clergy Candidates/Interns shall not serve on the Pastoral Search Team.
 - 29.3.4.4 All candidates must be a member in good standing for at least one full year at time

of election.

29.3.4.5 All candidates must be willing to commit to a Pastoral Search Team Covenant to ensure the confidentiality of the process. This document will be created by the Board of Directors.

29.3.5 Once a slate of candidates is approved by the Board of Directors, a biography will be requested from each nominee and distributed for a minimum of three (3) Sundays, and made available at a Congregation Forum. Each candidate will produce their own biography.

29.3.6 The congregation shall have opportunity at a Congregational Forum moderated by the Board of Directors to interview each candidate and ask questions about their qualifications and abilities. The Congregational Forum will be held no later 2 weeks prior to the Special Congregational Meeting for Election of the Pastoral Search Team.

29.3.7 At the Special Congregational Meeting for Election of the Pastoral Search Team the Board of Directors will read the names of all qualified applicants into nomination. No other nominations will be accepted.

29.3.8 The congregation shall vote on the candidates for the Pastoral Search Team. For election to occur, candidates must receive 50% plus one of eligible votes cast.

29.3.9 If election is not achieved, each candidate achieving election will be removed from the ballot, and another congregational vote will occur until all positions have been filled.

29.3.10 No alternates shall serve on the Pastoral Search Team.

30

Petty Cash Policy

30.1 The purpose of this policy is to establish procedures for petty cash funds and the custody of those funds.

30.2 The church may establish a petty cash fund for a maximum of \$500; exceptions are allowed per the approval from the Senior Pastor or his/her designee.

30.3 Petty cash funds must be kept in the safe.

30.4 Petty cash funds may not be obtained for personal use.

30.5 Managing a Petty Cash Fund

30.5.1 Petty cash funds are established for reimbursement of small out-of-pocket expenses incurred in the course of conducting church business. Petty cash funds promote efficiency and economy to the church by eliminating the preparation of checks for small amounts. Purchases over \$50 will be reimbursed by check request.

30.5.2 Generally, petty cash transactions will consist of emergency supplies, business related meal and other food expenses, parking expenses, postage, etc. Receipts must be obtained to support the disbursements. It is the duty of the custodian to insure that the disbursement is appropriate and is an allowable expense.

30.5.2.1 Any cash advances cash from the petty cash fund may not be held longer than 3 days before a receipt is submitted for the expenditure.

30.5.3 All expenditures must be accompanied by an expense form, which includes the person requesting reimbursement, purpose for the purchase, and authorizing signature by appropriate staff member. The recipient of the funds must sign the form as the funds are issued. The Custodian must approve all expenditures.

30.5.4 As the custodian disburses the petty cash funds, the following procedures must be followed:

30.5.4.1 All expenditures must have original receipts. Copies of receipts are not allowed.

30.5.4.2 Receipts must have complete documentation:

30.5.4.2.1 Vendor Name

30.5.4.2.2 Date

30.5.4.2.3 Legible reference to item purchased

30.6 Replenishing the Petty Cash Fund

30.6.1 The total expenditures and cash on hand should equal the total petty cash fund. Once the fund is reconciled, the Treasurer will replenish petty cash by requesting a check payable to "Cash." Petty Cash fund will be reimbursed as needed.

31 Building Lease / Sale / Purchase

31.1 If the need should arise for MCCGSL to move into or out of an existing building as a result of a building purchase or sale, including entering into a new or revised lease, the Board of Directors shall have the sole responsibility of conducting the business related to selling, making offers, or signing purchase or sale contracts and leases.

31.2 All sale, purchase or lease contracts must be signed by at least one Officer of the Board of Directors, as well as at least one other current Board of Directors member.

31.3 In order to move forward for a Building Sale/Lease/Purchase, a vote of at least $\frac{3}{4}$ of the current Board of Directors is required to ensure alignment on the next steps.

31.4 Where possible, through use of the Special Congregational "Pulse Check" meetings or Congregational Forums and Special Congregational meetings, input and feedback shall be solicited from the greater congregation through means as determined by the Board of Directors.

31.5 Feedback can be solicited and captured verbally, in person, in writing via email to the Board of Directors, via feedback forms, or other approved communication methods as per the Board of Directors approval.

32 Amendment Policy

32.1 The Board of Directors may, at any time, by majority vote, amend the SOPP.

32.2 An amendment to an existing policy or procedure must be designated as a revision with the date, and the entire section replaced in the manual. Date of the Board Meeting minutes where revisions were approved should be listed at the end of the document.

32.3 Membership shall be notified of amendments through Board minutes and upon request.

Appendix A

Dates of Revisions

December, 1999—date of Board Meeting unknown.

February 11, 2003, approved by the Board of Directors with MOTION 03-0202.

April 8, 2003, approved by the Board of Directors with MOTION 03-0405.

January 13, 2004, approved by the Board of Directors with: MOTION04-0102, MOTION04-0103, and MOTION04-0104

February 10, 2004, approved by the Board of Directors with MOTION 04-0207.

March 9, 2004, approved by the Board of Directors with MOTION 04-0314.

April 13, 2004, approved by the Board of Directors with MOTION 04-0415.

August 10, 2004, approved by the Board of Directors with: MOTION04-0830 and MOTION04-0831

January 11, 2005, approved by the Board of Directors with MOTION 05-0106.
September 13, 2005, approved by the Board of Directors with MOTION 05-0905.
October 11, 2005, approved by the Board of Directors with MOTION 05-1005.
June 13, 2006, approved by the Board of Directors with MOTION 06-0605.
April 10, 2007, approved by the Board of Directors with MOTION 07-0404.
May 20, 2008, approved by the Board of Directors with MOTION 08-0510.
June 18, 2013, approved by the Board of Directors with: MOTION 13-0602, MOTION 13-0606, and MOTION 13-0607.
September 17, 2013, approved by the Board of Directors with MOTION 13-0908.
January 21, 2014, approved by the Board of Directors with MOTION 14-0106.
March 18, 2014, approved by the Board of Directors with MOTION 14-0309.
July 15, 2014, approved by the Board of Directors with MOTION 14-0702.
August 2014, approved by the Board of Directors with Motion 14-0803.
November 18, 2014, approved by the Board of Directors with Motion 14-1104.
May 19, 2015, approved by the Board of Directors with Motion 15-0502.
July 21, 2015, approved by the Board of Directors with Motion 15-0702.
September 15, 2015, approved by the Board of Directors with Motion 15-0902.
November 17, 2015, approved by the Board of Directors with Motion 15-1104.
March 15, 2016, approved by the Board of Directors with: Motion 16-0304 and Motion 16-0305.
November 27, 2019, approved by the Board of Directors with Motion 18-1104 and Motion 18-1105.
June 18, 2019, approved by the Board of Directors with Motion 19-0606 and Motion 19-0607.
January 21, 2020, approved by the Board of Directors with Motion 20-0109.