



# 2017

## Camp Manual





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# Indiana District Camp Policy Statement



## Indiana Conference And Training Center Policy Handbook



Revised: Jan 2017





## **Camp Philosophy**

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The Indiana District Camp is the result of vision, leadership, and dedication going back several decades. None of us would have the privilege of continuing this great work without the champions of past generations who have brought us to this day.

The Indiana District Camp has also operated with a strong philosophy that our campground should always be a place where apostolic people can participate together in powerful worship and hear the apostolic message preached from an unfettered pulpit. The prevailing tradition has also been upheld that God's family shall be together at this place in complete unity and demonstrating a positive Christian attitude to each other and our work. Each person who enters these grounds is responsible for helping us to uphold these traditions, and to always conduct themselves with Christian values and holiness unto the Lord.

## **Brief History of the Indiana District Camp**

The first Indiana District Camp was held at Battleground in 1953 and continued there through 1962. In 1963 and 1964, the camp was held in Hartford City at the Assemblies of God Campgrounds. In 1965, the camp was held at the Assemblies of God Campgrounds. In 1965, the camp was held at the Nazarene Camp in Marion, Indiana, and in 1966 moved to the present location in Fortville, Indiana.

In 1961, the District Board looked at three farm acreages to purchase for a campground. When Bro. Lester McFarland walked on the present location, he said, "This is the place." Mr. Kellum was owner of the present location and was asking \$30,000.00, but when he heard it was for a church camp, he reduced the price by 10 percent, and the real estate agent also donated \$500.00.

In a meeting at Calvary Tabernacle in November 1962, pledges were taken and in three months \$26,500.00 was raised to purchase the property. The District Board met on February 28, 1962 at the old farmhouse and paid in full for the property, and a deed was given to them at that time. Work began immediately, and by 1965 the dining hall and five dorms were completed. On November 7, 1965 at the District Conference in Fort Wayne, permission was given to Church Builders to build the tabernacle, chapel, concession stand and roads for a price of \$290,000.00 with the hope of having everything ready for camp in August 1966.

Tragedy struck the camp on November 26, 1965 when a tornado destroyed five dorms and the dining hall suffered minor damage.

The Ladies Auxiliary held the first service on the campground in the east side of the dining hall. Sis. Dora Simison was the Ladies Auxiliary President, and Lane Scott spoke on "Beyond These Weeds."

In December of 1975, a drive was launched called "A Fair Share For Everyone" which resulted in the burning of the mortgage at the Adult Camp in 1976.



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## **Profile And Contact Info**

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Each Camp is sponsored and directed by individual departments:

### **Sunday School Department**

8-9 Camp  
10-11 Camp

### **Youth Department**

Junior Camp - (Ages 12-14)  
Senior Camp - (Ages 15-18)  
Hyphen - (Ages 19-25)

### **Spanish Camp**

*For Spanish speaking families.*

### **Family Camp**

Family Camp is for all ages and is under the direction of the District Superintendent, District Board, and Ministerial Constituents.

The Indiana camps are broken down into three areas. Each of these areas is sponsored and administered by different departments of our District.

## **Camp Contact Info:**

Campground – (317) 485-5532

Administrative Office – (317) 485-5053

Conquerors Hall – (317) 485-5984

Camp Caretaker: (317) 485-8000

**Camp Secretary Email:** [camp@inupci.org](mailto:camp@inupci.org) - Best Contact for inquirers

District Secretaries Office:

574-293-9332

[Secretary@inupci.org](mailto:Secretary@inupci.org)

INDIANA DISTRICT UNITED PENTECOSTAL  
CHURCH CAMP POLICY

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# Camp Oversight

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*The Indiana District Board shall oversee all phases of the physical operation of the camp, such as:*

- To oversee all repairs and improvements as are needed from time to time
- To lease lots and cottages to qualified purchasers as defined in the Camp Policy
- To consider all requests for additions or alterations to any existing structure, with the right of approval or denial
- The District Board may empower any committee or person to assist in implementing these duties and/or camp responsibilities such as finance committee, camp oversight committee, and oversight of camp caretaker.

## Supervision

Throughout all camps there shall be at least one District Board member and the department head or secretary of each respective camp on the grounds at all times to assist as needed by the Camp Director.

No unmarried individual under the age of twenty-one is allowed to stay in a cabin, trailer, or tent without adult supervision, and the adult must be at least twenty-one years of age.

Anyone under the age of eighteen must register as a camper, or be under the supervision of a parent or legal guardian; and guardianship other than a parent/grandparent must be documented with camp director.

## Maintenance

The water and sewage facilities are complex systems and only an authorized person designated by the District Board shall maintain and repair the central systems. (Cabin owners are responsible for repair and upkeep of water and sewage from their respective cottages.)

Each department shall be responsible for the cleanliness of campgrounds during their respective camp. In the event of any damage to cottages, dormitories, or any other camp facility caused by excessive abuse on the part of any camper or campers, which results in expensive repairs; the cost of said repairs may be passed on to the individual or the parents of children involved.

*It is suggested that each department delegate the following responsibilities to their board members:*

- There shall be planned clean up for all buildings grounds, dormitories, and restrooms each day.
- The auditorium must be cleaned each day.
- Restrooms must be cleaned each day and paper supplies kept in the proper receptacles.
- There must be a final clean up of each respective camp that will be followed by an inspection by the respective camp director.

One person appointed by each department for their respective camp shall supervise

the use and maintenance of recreation equipment and grounds used for recreation. There shall be an Inventory at the beginning and close of each camp by the department in charge.

Furniture, materials, and equipment shall not be moved from their respective buildings except by permission of the Camp Director or District Board.

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## Personnel

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All camp plans by department heads shall be submitted to the District Board for approval together with the name, address, age, pastor's name and home church of all camp personnel to be used for respective camps prior to the camps they shall serve.

Approval of the respective pastors shall be required for all personnel used in the camps. The departments of their respective camps will designate free meals and/or rooms that are to be provided for those having official responsibilities. All camp personnel must be members in good standing with one of our United Pentecostal Churches. Names of all proposed speakers and teachers for each camp shall be submitted by the respective departments to be passed upon by the District Board prior to contacting them.

*All workers must sign a criminal disclaimer form and release form with regard to sexual abuse inquiries.*

*All workers/volunteer must comply with and complete the camp screening policy.*

### Ushers

*Must be passed upon by the department heads for their responsible positions. All camper rules shall apply.*

### Cafeteria Personnel

All cafeteria personnel shall serve under the direction of the cafeteria supervisor. All camp rules shall apply to cafeteria personnel. Minimum age of 16 years is required and adult supervision will be maintained in dormitories or cottages where non-adults are housed.

### Concession Stand

Concession stand managers shall be appointed by the Camp Comptroller and shall be separate from the kitchen supervisor. The concession stand shall be completely closed during all services. Only authorized personnel shall be allowed in concession stand. Children are not permitted. Minimum age is 16 and supervision will be maintained in dormitories or cottages where non-adults are housed. All camp rules apply to concession stand personnel.

### Health/Hygiene

Rules of health and hygiene apply to all personnel working in cafeteria and concession stand (State Board of Health required.) Camp comptroller or cafeteria supervisor shall provide information and requirements as to the Board of Health requirements. Only authorized personnel shall be allowed in kitchen and traffic serving area. It is to be here stated that we must strive to maintain campground cleanliness.

## Campers

*Campers shall follow all rules under the Basic Campground Policy Section of this manual.*

### Music Department

The music director must understand the camp choir is basically for registered campers. Non-registered campers shall not be allowed to participate in music without the express permission of the Camp Director. Any assistance by persons who are not registered campers shall be under the same Policies as are registered campers. The music director and assistants shall be under the authority of the department head and the District Board.

### Other Personnel

Any persons involved in any capacity not already specified shall be under the same general rules as specified for all personnel.

We strongly admonish everyone who attends camp to be inside the Tabernacle and not to be loitering outside during services.

The following statement shall be on all campers' registration forms:

I, \_\_\_\_\_ (*pastor's name*), as pastor of \_\_\_\_\_  
(*Camper's name*), have advised this applicant and provided them a copy of all camp rules and their obligation to abide by them, and I hereby pledge to uphold the camp in all camp policy.

## **Responsibilities of Cabin Owners / Lessees**

*Cabin owners / lessees shall abide by the following regulations:*

Any business transacted as to cabin sales, trade or disposition, shall be conducted according to the requirements set forth in the sales contract. Cabins and landscaping shall be kept neat and in good repair as per contract. All cabin owners / lessees are to assist in conservation of water supply and make arrangements to winterize cabin each fall of the year. Water, sewage and insurance costs will be reassessed on an annual basis.

- Cabin owners / lessees shall cooperate with District officers at all times, and must defer to the rules that are in force during camp periods.
- Storage of abandoned or inoperable vehicles, motors, or other large rubbish is prohibited.
- No dumping is allowed anywhere on Campground.
- Cabin owners / lot owners / lessees must seek approval for all exterior improvements or additions to their cabins in accordance with District Camp Policy procedure.
- Cabin owners / lessees are not allowed to sublet or rent or allow anyone to occupy cabins during off camp season with the exception of immediate family members without first obtaining approval of the District Board.
- No cabin owner / lessee shall buy cabin or lots with the intent of business profit.
- Any outside pets shall be kept on a leash. (No farm pets allowed.)
- No active or retired missionaries will be charged annual assessments for cabins or lots. (A missionary that leaves the field to other active ministry is not considered retired.)

## Special Usage

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Whereas the Indiana Campground was established to promote a wholesome and Godly fellowship; and all activities that go on must be conducted in a manner inoffensive to accepted Apostolic behavior; the following guidelines shall be adopted as to the special use or rental of this facility.

- All activities shall be in accordance with established camp policy.
- Fundraisers that do not directly benefit the camp or other district programs will not be permitted.
- A fee shall be paid to the camp for any special usage.
- The District Board will permit no form of entertainment-oriented programs without express approval. Any request for fund raising purposes must be submitted to District Board prior to the annual district planning meeting for consideration and scheduling.

Our churches are encouraged to use the camp for outings, church seminars, etc. All requests for use of this nature shall be submitted to District Superintendent or designate at least thirty days prior to event.

*District Media Engineer and his designate operate sound equipment, (as designated by the District Board.)*

## BASIC CAMPGROUND POLICY

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1. These Basic Campground Policies are published to help make all persons aware of the guidelines, traditions and principles of Christian conduct that govern the activities which take place on the Campground. All individuals, campers, non-campers, visitors and personnel, are encouraged and expected to maintain standards of Christian conduct as set forth in the Articles of Faith and Position Papers of the United Pentecostal Church International and to adhere to these Christian principles in spirit and in deed while on the Campground or participating in Camp activities.

2. Practices, which are known to be morally wrong by Biblical teaching, are not acceptable and will not be allowed on the Campground. Such practices include, but are not limited to, specific acts such as the possession or consumption of alcoholic beverages, the possession or use of tobacco in any form, the possession or use of any drugs other than for medicinal purposes as prescribed by a physician, stealing, the use of slanderous or profane language, all forms of dishonesty including lying and cheating, occult practices, promoting or engaging in any immoral sins such as premarital sex, adultery, homosexual behavior, pornography, and the participation in gambling. In addition, attitudes and behaviors such as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful prejudice or harassment such as that based on race, sex, or socioeconomic status are not acceptable and will not be tolerated on the Campground at any time.

3. The Campground reserves the right to withdraw or terminate at any time the participation in Camp activities of any individual, including campers, non-campers, visitors and personnel, without cause or for any violation in spirit or in deed of these Basic Campground Policy, the principles contained herein or for failing to follow the instruction of camp personnel.

### **Campers**

#### **General:**

1. All Campers must have recommendations of the United Pentecostal Church pastor of their city (or nearest UPCI pastor) to attend. A camper from a non-UPCI church must have the signature of the nearest UPCI pastor.
2. Camper must obey all rules as outlined by the Camp Director, and respect all lines of authority.

#### **Conduct:**

3. All Campers shall be required to attend all class sessions, music practices, and evening services.
4. No Camper will be granted permission to go back and forth from the Tabernacle after evening service begins. Each Camper must remain in the Tabernacle after the evangelistic service until permission is granted to leave.

5. No loitering outside the Tabernacle during evening services.
6. No Camper is permitted beyond the boundary established by the District Board. Campers must remain in central camp areas and may not travel to the cabin area except by special permission from the Dean or the Camp Director.
7. Campers are not to stay in cottages without an adult counselor officially approved by the department in charge.
8. Campers are not to visit or be present at any time in a cottage where members of the opposite sex are present, or reside. When a visitation shall exist, the Camper or Campers shall be dealt with by the Camp Director and may be banned from the Camp for whatever time period the Director shall determine. The respective pastors shall be notified of such actions.
9. Campers shall not visit dorms of the opposite sex.
10. No camper is allowed outside of sleeping areas after lights out.
11. No one is permitted to remove any furniture from its proper place at any time.
12. Campers shall respect all Camp property, and they or their parents are responsible to pay the repair for any damage.
13. Campers may not change dorms.
14. Campers are required to eat their meals in the cafeteria at the approved time.

### **Behavior:**

15. Campers shall not engage in handholding, kissing, or any such activity.
16. No taunting or ridicule of other campers is allowed.
17. Acts of violence will not be tolerated, and shall be cause for dismissal.
18. Smoking, drug use, drinking of alcohol, or any such activity, is not allowed.
19. Vulgar language, profanity, and/or cursing are not allowed.
20. No videos, worldly music, Christian rock music, radio, tapes, records, CD/MP or DVD players, mobile phones, or any device that can connect to Internet or mobile service will be permitted.
21. Campers will keep their personal items in order.
22. No littering or throwing of food.

### **Personal Appearance:**

23. Campers will abide by the dress guidelines set by the UPC Indiana District
  - a. **Girl Campers** must have all dresses or skirts decent and below the knees. Splits in skirts or dresses must be below the bend of the knee. Dresses and blouses must have sleeves of at least ¼ length with a modest neckline. No Tight fitting clothes of any kind. Clothes must cover midriff area at all times. Shorts and slacks are not permitted on the Campground. We encourage girls' not to cut or trim their hair and ask all Campers to respect this standard while on the campground. The use of lipstick, makeup, or jewelry is not permitted. Shirts or sweaters with suggestive writing or pictures are not allowed.
  - b. **Boy Campers** must have decent haircuts before arriving on the Campground. Hair must be off the collar and the ears. No Tight fitting clothes of any kind. No tight-fitting or overly baggy trousers with holes or tears are permitted. Boys must wear shirts or sweaters (no plain under shirts). No shirt or sweater with suggestive writing or

pictures is allowed. No jewelry is allowed.

24. Campers will practice good hygiene

### **Rules for Non-Campers:**

25. During any scheduled District activity, all persons on the Campground are under the jurisdiction of Campground rules. This includes daytime, evening, and over-night guests.
26. All persons on Campgrounds at any time (Camp week or non-Camp week) shall abide by the dress guidelines set by the UPC Indiana District.
27. During camp week, all people on the grounds, including persons in cabins and the trailer park, are under the direction of the Camp Director, and shall cooperate fully with the Camp Director and all Camp rules.
28. Non-campers are not allowed to be in the central Camp area during the day of Camp programs, except by permission of the Camp Director.
29. No bicycles, skateboards, or motorized vehicles of any kind are to be operated in the central Camp area (blacktop) except staff carts, or other vehicles specifically approved by Camp Director.
30. All Owners/Renters of Golf Carts shall sign and abide by the golf cart policy contained at the back of the camp handbook.
31. No parking of golf carts in front of the cafeteria or the auditorium.

# JOB DESCRIPTIONS

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## Camp Director

### **Qualifications:**

- May not be less than 21 years old
- Approved by District Board, or by virtue of District office
- Must be minister holding license with UPCI
- Must personally comply with and complete the Camp Worker Screening Policy, the Camp Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

- Shall work in harmony with District Superintendent
- Shall work in accordance with all District Board directives
- Organize camp with regard to all staff and programs
- Speakers shall be approved by District Board
- Assistant Director shall be department Secretary or his designee as approved by District Board
- Every effort should be made to provide a program that is varied and conducive to spiritual growth, physical and social experiences
- Handle all disciplinary actions against staff or camper by following disciplinary procedures
- Maintain required records:
  - Roster of all current staff
  - Roster of all current campers
  - Medical reports
- Make certain camp-screening policy is complied with.
- Promote a good spirit and Christian attitude among staff and campers
- Establish a daily camp schedule
- Camp Director shall have the right to ask cooperation of non-campers and camp residents during camp week
- Shall have program and key staff completed three weeks prior to camp date
- Responsible for day-to-day camp administration
- Assure the care, safety, and protection of all campers
- Shall provide an orientation session for staff and clearly provide information regarding discipline, rules and childcare.
- Help minimize costs
- Responsible, along with District Secretary, to see that all monies (fees and offerings) are delivered to District Secretary/Treasurer or his designate.
- Shall have access to petty cash account and provide receipts for all monies spent from this fund, to be submitted to District Secretary/Treasurer at end of camp

- Shall not leave the camp ground unless the Assistant Director is left in charge and if possible the District Board Representative were notified; however, Camp Director shall endeavor to be on grounds as much as possible.
- In case of emergency or an extreme disciplinary problem, the Camp Director shall counsel with the District Board Representative to help reach a decision.
- Shall prepare a Camp Damage Inspection after each camp, file report in district office and give a copy to the Maintenance Director.

## Assistant Camp Director

### **Qualifications:**

- May not be less than 21 years old
- Approved by District Board, or by virtue of District office
- Must be minister holding license with UPCI
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

- Work with and under direction of Camp Director in performing mutual duties
- Assist dean in setting up registration
- If Assistant Camp Director is Department Secretary, he shall see that all monies are delivered to District Secretary/Treasurer per procedure.

## Deans (Male & Female)

### **Qualifications:**

- At least 21 years of age
- Filled with the Holy Ghost
- Member of UPCI
- Approved by District Board
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

- Responsible with Principal to patrol and monitor campground
- Perform daily dorm inspection with Principal
- Solicit Dorm Supervisor as needed and according to District procedure
- Oversee Dorm Supervisor
- Assist Camp Director as requested in the area of camp control
- Attend training meeting
- Set up registration; register all campers and staff; register all persons in cottages during camp week; prepare roster for camp report booklet
- Make sure all Dorm Supervisor are informed of their duties by providing them with job descriptions
- Assist Dorm Supervisor in dorm setup (Bed checklist, etc.)

- Be on grounds at all times to offer advice and support and supervision to Dorm Supervisor. Assure that all attend camp activities
- Substitute for Dorm Supervisor as needed in caring for children
- Make certain dorms are ready on opening day
- Note and report to Camp Director all Dorm Supervisor that do not cooperate with program
- Be watchful for any problems; Monitor behavior and appearance of campers
- Do final lights-out bed check inspection at night
- Responsible for wake-up
- Respond to all first-aid emergencies, if possible, to assure that proper procedures are followed
- Be responsible for the sign-out of any camper during camp. No camper may leave grounds without signing out, or until Friday's dismissal
- Assist in spiritual development and encouragement of campers (altar work, worship, etc.)
- Deans must not leave until all dorms are properly inspected and Camp Director has authorized departure

## Dorm Supervisor

### **Qualifications:**

- At least 18 years of age (Exceptions at discretion of Camp Director)
- Filled with the Holy Ghost
- Member of the UPCI
- Registration signed by pastor (Camp Director may sign only by special permission of pastor)
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

- Shall be on Campground by 8:00 a.m. on opening day of camp.
- Shall attend training session.
- Shall abide by all Camp Policies contained in this manual.
- Shall work in harmony with Camp Director and other staff and be submissive to line of authority.
- Shall be with campers at all times during week.
- Shall provide companionship, encouragement to each camper while serving as caretaker to his/her group.
- Shall encourage participation with camp program and group activities (sports, choir, classes, etc.)
- Shall assist camper in developing positive spiritual attitudes and physical activities during camp week.
- Dorm Supervisor may not leave campground without clear permission of Dean or Head Dorm Supervisor.
- Complete a bed-check list and do bed check each night.
- Mark each bed with name and number of specific camper.

- Maintain discipline and encourage campers to follow camp rules and schedules and procedures (Meals, showers, recreation, etc.)
- Dorm Supervisor shall not handle disciplinary action, but follow disciplinary policy.
- Dorm Supervisor shall never deny food or sleep to a camper for any reason.
- Private dorm prayer meetings shall only be with permission of Camp Director.
- Dorm Supervisor shall not pull his or her group out of main camp program.
- Dorm Supervisor may not leave dorm at night.
- Dorm Supervisor shall not engage in private interviews with campers that might be deemed psychological or spiritual counseling, but shall restrict his/her discussion to general and 'normal' topics.
- Any unusual behavior or illegal activity such as drugs, theft, or sexual contact between campers shall be reported to Camp Director at once.
- Dorm Supervisor must abide by the Sexual Abuse Prevention Policy and never touch or talk to a camper in any way that would have even the slightest sexual appearance attached to his/her activity.
- Do not grant permission for any camper to leave campground with anyone for any reason without going through Dean or Camp Director.
- Any camper leaving the grounds must have authorization from a parent or guardian, and fill out the proper paperwork at Conqueror's Hall office. Minor children are released only to a parent/guardian unless proper parental permission has been granted.
- Dorm Supervisor shall watch for any health problems and any injuries and report to camp nurse.

# Principal

## **Qualifications:**

- At least 21 years of age
- Experienced in teaching and organizing
- Filled with the Holy Ghost
- Member of UPCI
- Application signed by Pastor, if applicable
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

## **Duties:**

- Assist with Camp Registration
- Work with respective Camp Committee and/or Director or his/her appointee in establishing educational programs and themes
- Follow line of authority; be available to assist as needed
- Work with Camp Director in assembling materials for classes
- Organize teaching staff with cooperation of Camp Director, and with teaching staff with respect to times and procedures
- Prepare classrooms and direct teaching sessions
- Maintain high quality teaching standards and encourage a good spirit among campers and teaching staff
- Perform dorm inspections with dean
- Be responsible to organize with Dean camp patrol/monitoring
- Ring bell to signal class and activity changes
- Maintain high standard of discipline
- Open and close all classes on first day and introduce teachers, etc.
- Be present in all services and encourage teachers to be present in services and sit on platform as designated
- Select and direct ushering staff. This group should receive offering and close and clean Tabernacle each evening

# Music/Choir Director

## **Qualifications:**

- At least 18 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Experienced in music and choir direction
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

## **Duties:**

- Work with Camp Director or his appointee in planning music for camp
- Direct choir

- Be prepared with musical program for each service, as well as altar service, chapel, rallies, and day services
- Maintain a good spirit in working with staff and campers
- Supervise practice sessions and maintain time schedule
- Use campers as much as possible for solos and featured parts
- Staff may be used as needed in music
- All assistant workers/singers/musicians must be approved by Camp Director and meet general requirements of other personnel
- Assist Camp Director in any way to help assure a successful camp

## Orchestra Director

### **Qualifications:**

- At least 18 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Experienced in music and choir direction
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

- Work with Camp Director or his/her appointee in planning orchestra program for camp
- Direct orchestra
- Work under supervision of Music Director or service leader during regular camp meetings
- Be prepared for special orchestra performances during each service
- Supervise practice sessions and maintain time schedule
- Maintain a good spirit in working with staff or campers

## Security Staff

### **Qualifications:**

- 2 men at each camp, at least **25** years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor
- Appointed by District Board & approved by Camp Director.
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

- Monitor central camp area, working with Camp Director and staff
- Set up schedules for night patrol from 1am until sunup
- Perform light policing duties for campers
- Maintain a good spirit
- Staff shall not discipline campers but shall refer discipline to Camp Director or his desig-

nate.

- Staff shall not harass or ridicule campers
- Shall assist in severe weather procedure as directed by Camp Director

## Police Presence

### **Qualifications:**

- Member of a local police force
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

- Monitor central camp area from 1 pm until 1 am, Monday – Friday of camp season, working with Camp Director and staff.
- Perform light policing duties for campers.
- Recreational Director

### **Qualifications:**

- At least 18 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Interest in sporting activities
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

- Work with Camp Director or his appointee in planning a strong active recreational program
- Cooperate with camp staff and follow all lines of authority
- Strive to include all campers through a comprehensive program
- Maintain all equipment and keep properly stored after sessions
- Be prepared each day to start recreation at the proper time
- Be responsible to supervise any assistant recreational staff
- Recreational Director shall be watchful in helping to avoid injury and shall make certain all activities are conducted safely
- Recreational Director shall make certain that no camper is ever harassed, ridiculed, or used for sport

## Head Cook

### **Qualifications:**

- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Experienced in cooking for a large group

- Capable of working with staff
- Capable of supervising
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

**Duties:**

- Prepare meals for camp as scheduled
- Work in harmony with Camp Comptroller
- Supervise kitchen and dining room staff
- Prepare special menu needs in cooperation with Camp Comptroller prior to camp
- Work with standard menu, if provided
- Follow up on kitchen cleaning procedures
- Follow all state health regulations and see that kitchen and dining room staff follow these procedures and regulations as well
- Post schedule and menu in visible place in kitchen
- Post health and dress guidelines in kitchen

Camp Nurse / Health Officer

**Qualifications:**

- At least 21 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Qualified nurse/LPN/EMT
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

**Duties:**

- Provide health service for campers
- Work with Camp Director and staff
- Follow Health Service Policy
- Supervise nursing staff
- Maintain a supply inventory
- Keep records and file a daily treatment report with camp office
- Be on campground at all times
- Shall contact Hancock County Memorial Hospital, Greenfield, Indiana, to prearrange emergency care and/or health consultation
- Camp Nurse shall review camper applications to locate any special medical needs, health problems, or drug requirements

Concession Stand Manager / Staff

**Qualifications:**

- Must be at least 18 years of age
- Must be Holy Ghost filled member of UPCI

- Must have pastor sign application
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

**Duties:**

- Responsible for operating Concession Stand
- Camp Comptroller shall staff Concession Stand per approval of District Board
- Concession Stand staff shall work in cooperation with Camp Comptroller and other food service personnel
- Concession Stand staff shall work in cooperation with Camp Director

## Ice Cream Stand Staff

**Qualifications:**

- Must be Holy Ghost filled member of UPCI
- Must have pastor sign application
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

**Duties:**

- Manage ice cream stand
- Work in accordance to Camp Directors instructions and camp schedule

## Camp Comptroller

**Qualifications:**

- Camp Comptroller shall be appointed by District Board for a term of two years to run concurrent with District Superintendent. (Ratified by same conference.)
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

**Duties:**

- Shall be responsible for receipt and banking of all camp income (except departmental) into transfer account and surrendered to District Secretary. Payment of bills shall be by voucher.
- Shall oversee all kitchen and concession operations
- Order all supplies for kitchen and concessions
- Shall act as agent for District Board in the matter of cabin property sales and/or transfers from one owner to another. All transactions to be submitted to District Board for final approval.
- Camp Comptroller shall answer directly to District Superintendent.
- District Superintendent shall have authority, by virtue of his office, to make necessary immediate decisions relative to any camp problem / crisis.

# Camp Caretaker

## **Qualifications:**

- Must be at least 21 years of age
- Approved and hired by District Board
- If not a licensed minister, must have approval of Pastor
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

## **Duties:**

- Shall work in harmony with Camp Director and the District Superintendent who shall be considered his general supervisor
- Shall work in accordance with all District Board directives
- Shall comply with Camp Policy procedures.
- Should be present on Campground during all Camp events
- Shall promote a good attitude among staff / workers and Camp Director, helping to expedite each Camp and the camper area shall receive priority for repairs and upkeep over other areas of the camp property while camps are in session.
- Shall maintain a locked master key box for all major buildings and keyed operations
- Shall maintain water system including sewer, etc. Shall be empowered to contract professional help when deemed necessary or in an emergency situation. When possible shall contact District Superintendent in such said circumstances
- Shall maintain all buildings with regard to mechanical operation (heat, water, electrical, etc.) and also maintain general appearance of buildings. Caretaker shall be free to enlist help or appeal to the District Board for additional cooperation in major projects per District Superintendent
- Shall be responsible to oversee the maintenance of grounds including mowing, painting of fences, posting of signs, etc. May enlist help from the District Board and / or involved churches
- Shall be responsible to maintain in good operation all equipment at Camp, including Kitchen, Pump House, tractors, etc. Shall execute these repairs; however, in cases where necessary may secure professional assistance and / or enlist help from the District Board per District Superintendent
- Caretaker and District Board shall mutually agree upon the compensation package for Caretaker. District Superintendent or his Designee may serve to work out details on any or all agreements prior to being submitted in writing to Board
- Any expenditures over \$500.00 must be approved by District Superintendent or his designate
- Shall monitor all meters on a regular basis
- Help reduce costs and other maintenance expenses
- Job performance shall be reviewed annually by District Superintendent
- Job description shall be reviewed annually by District Superintendent
- Caretaker shall monitor the overall camp appearance and shall be responsible to ask cabin owners / lessees to comply with camp rules when there are clear violations.

# Media Engineer

## Qualifications

- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

## Duties

Be it therefore resolved that the following policy be adopted by the Indiana District Board for the Media Ministry Director:

- Be responsible to the District Superintendent at all times.
- Be present or have an approved designate at all times at all district events to record master of all speaking done at all services.
- All expenses such as mileage, food and motel are paid by the Camp Fund.
- The director shall deposit all money (checks and cash) with the camp comptroller.
- That a petty cash fund of \$500.00 be established to purchase necessary supplies.
- That open charge accounts be established to purchase necessary supplies.
- That no new equipment be purchased without the approval of the District Superintendent.
- That a current list of all tape equipment be maintained at all times.

# CAMP POLICY SECTION

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## Chain Of Command

*Chain Of command shall be as follows:*

- Camp Director has responsibility for daily operations of all camp staff and camp operations while their camp is in session and answers to the onsite District Board Representative.
- District Board onsite representative shall advise and direct the Camp Director when necessary or asked and answers to the District Board.
- District Secretary directs all receipts and disbursement of funds and answers to the District Board.
- The District Superintendent and the District Board direct the overall policy, procedures and direction of the camp property, facilities and activities.

## Food Policy

- Meals should be provided for staff and campers as part of camp registration fee (Three meals per day with exception of Adult Camp)
- Cost of meals for non-staff - non-campers shall be set by the District Board
- Any District Board member, Department Head, and their immediate family members on grounds during any camp shall be considered staff during mealtime.
- Menu shall be according to standard menu provided or an approved menu per Camp Comptroller
- All efforts shall be made to cut costs
- Head Cook shall carefully evaluate food consumption to reduce waste
- Camp Director may issue one-day meal passes to those who are on grounds as volunteers on a given day
- Every attempt shall be made to be cost effective in purchasing food for camp
- Meals shall be served at time designated by individual camp program
- Any special dietary needs shall be given to Head Cook in writing by Camp Director as received by parent or physician. Cook shall then fulfill those needs as stated by Camp Director
- All UPCI missionaries shall eat as guests of the Indiana District

## Camp Worker Screening Policy

All prospective camp personnel, including volunteers, (Camp Workers) as specified in the Camp Policy Handbook must comply with and complete the following require-

ments:

- Must complete a written application in the form prescribed by the Camp Director's Office which form will request personal and background information on the applicant, including, but not limited to, criminal conviction information.
- Must authorize and consent to the completion of background and reference checks as required by the Camp Director's Office and must agree in writing to a liability release in connection therewith in the form prescribed by the Camp Director's Office.
- Must complete an interview/orientation session as required by the Camp Director's Office.
- Must have the recommendation of their Pastor and have been a member in good standing of a church for at least six (6) months or must be a licensed minister in good standing.
- Must agree in writing to abide by the Camp Policy Handbook, the codes of conduct, policies and principles contained therein, and the direction and instruction of camp personnel per the Camp Chain Of Command.

**Confidentiality.** Information and documentation obtained in connection with the screening of Camp Workers shall be maintained in a confidential manner by the Camp Director's Office.

## Child Abuse Prevention Policy

Child abuse or neglect in any form, including physical and sexual abuse, is sinful, unacceptable and will not be tolerated. The following comprise the Child Abuse Prevention Policy of the Campground:

- Any Camp Worker who physically or sexually abuses a camper will be subject to immediate discipline (up to an including dismissal from the Campground) and will be reported to the Department of Child Services/Child Protective Services and/or law enforcement authorities.
- The Camp Director's Office shall encourage the reporting of suspected incidents of abuse or neglect of campers and children on the Campground and during camp activities and will promptly investigate all such complaints in a manner that is discreet, fair and caring and that shows deep concern for any victim of child abuse or neglect.
- The Camp Director's Office shall designate a "Confidential Camp Counselor" to whom any Camper or child participating in Camp activities can go to at any time, without special permission, to discuss any problem he or she may be having.
- For purposes of the Camp Child Abuse Prevention Policy, child abuse or neglect refers to a child who is under the age of 18 and alleged to be a "child in need of services" of a "Victim of Child Abuse or Neglect" as defined by the Indiana Statutes. (Currently set forth in IC 31-34-1-1 through IC 31-34-1-5 and IC 31-34-1-10 through IC-31-34-1-13.)
- All suspected incidents of child abuse or neglect, as encompassed by the terms "Child in Need of Services" and "Victim of Child Abuse or Neglect," are to be immediately reported to the Department of Child Services (DCS)/Child Protective Services (CPS). The DCS/CPS 24 Hour Hotline for reporting child abuse or neglect is: 1-800-800-5556 or via the web at [www.in.gov/laws](http://www.in.gov/laws).
- The Office of Camp Director shall, at the Camp Worker interview/orientation, review,

discuss and make available to each Camp Worker material including a copy of the current DCS Protocol pertaining to child abuse and neglect and physical and behavioral indicators of abuse. The purpose of such review, discussion and material is to educate and alert Camp Workers as to what constitutes abuse or neglect for purposes of reporting, to educate Camp Workers as to how to make a good faith report and to whom/what organization such a report should be made and when, and to alert Camp Workers to the signs of abuse and neglect so that recognition and detection of abuse and neglect can occur as early as possible.

- Camp Workers are to immediately report suspected incidents of child abuse or neglect to the Confidential Camp Counselor/Camp Director's Office, which will investigate and, if appropriate, report the incident to the DCS/CPS and/or other proper authorities. Camp Workers are to maintain confidentiality, discretion and sensitivity at all times when dealing with suspected incidents of child abuse or neglect and are not to discuss such matters with any individual outside of the Confidential Camp Counselor/Camp Director's Office or the Camp Chain of Command. The foregoing does not prohibit a Camp Worker from also making an immediate good faith report of suspected child abuse directly to the DCS/CPS and/or other proper authorities.

Further, in order prevent situations in which child abuse or neglect is more likely to occur and to avoid the very appearance of evil; all Camp Workers shall adhere to the following guidelines:

- Not less than two Camp Workers must be present at all times for all organized activities for Campers.
- No private one-on-one contact between a Camp Worker and a Camper is allowed at any time. An exception will be made if the Camp Worker is the parent or guardian of the Camper. Any counseling, prayer or meetings that require a private discussion between a Camp Worker and a Camper must be conducted in the view of other Camp Workers and Campers.
- Camp Workers must respect the privacy of Campers in situations where Campers are changing clothes, using the restroom and taking showers. Camp Workers should intrude on such privacy only to the extent that health and safety require. Camp Workers are to protect their own privacy in similar situations.

## Nondiscrimination Policy

- The Campground welcomes campers of any race, color, national origin or ethnic origin to the activities generally made available at the Campground and does not discriminate on the basis of race, color, gender, national or ethnic origin in the provision or administration of its programs.

## Sexual Harassment Policy

Sexual harassment of camp personnel or campers is sinful, unacceptable and will not be tolerated on the Campground or during Camp activities. The following comprise the Sexual Harassment Policy of the Campground:

- Any Camp Worker engaging or participating in sexual harassment on the Campground or during Camp activities will be subject to immediate discipline (up to and including dismissal from the Campground) and prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.

- The Camp Director's Office shall encourage the reporting of sexual harassment on the Campground or during camp activities and will promptly investigate all such complaints in a manner that is discreet, fair and caring and that shows deep concern for any victim of sexual harassment.
- The Camp Director's Office shall designate a "Confidential Camp Counselor" to whom any individual participating in Camp activities can go to at any time, without special permission, to discuss any problem he or she may be having.
- Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submissions to such conduct is made either explicitly or implicitly a term of condition or an individual's employment or status as a volunteer, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions regarding employment or status as a volunteer affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or their duties or creating an intimidating, hostile or offensive working environment.
- Individuals who feel camp personnel have subjected them to any type of sexual harassment are encouraged and should immediately report any such incident to the Confidential Camp Counselor/Camp Director's Office who will promptly investigate and take appropriate corrective action.
- Individuals are encouraged to report sexual harassment and will not suffer any retaliation for making such a complaint.

## Discipline Policy

- Discipline shall be handled by Camp Director, who may consult with on site District Presbyter as needed
- No disciplinary action shall be performed by Dorm Supervisor
- No denial of food and/or sleep shall be used as punishment
- No corporal punishment shall be used
- Discipline shall be fair and just and always administered in Christian love and kindness
- No child shall be used for sport or ridicule as a form of punishment

## First Aid Policy

- A Red Cross First-Aid kit shall be in easy access to central camp area, stored in Nurses Station and/or camp office
- Staff Nurse/LPN/EMT shall direct all first aid when possible

## Nurse/LPN/EMT Reporting Policy

- Health Officer's Report must be submitted daily to Camp Comptroller
- Infirmary needs based on 20 campers must be in supply at all times

## Accident Reporting Policy

- The Accident Report form must be filled out in case of accident

## Health Service Policy

- An RN/LPN/EMT shall be on staff as the Health Officer
- On-call health care consultation shall be arranged through Hancock County Memorial Hospital, Greenfield, Indiana
- Emergency care shall be arranged with Hancock County Memorial Hospital, Greenfield, Indiana.
- First Aid supplies for at least 20 persons shall be in supply
- Stored prescription drugs shall be locked in cabinet
- Administration of prescription drugs shall be according to prescribed methods per the order of parent or physician of camper
- All staff is to be instructed to watch for any health problems that may appear
- Parents or legal guardians shall be promptly notified of any health problems

## Trash And Garbage Policy

- All grounds shall be policed each day during camp weeks:
- All trash cans emptied at least once each day or as needed
- All trash and garbage shall be placed in the proper receptacles
- Private cabin lessees shall deliver trash to disposal areas
- Trash containers shall be emptied as needed by professional haulers
- Any large appliances and/or building material scrap shall be disposed of at the expense of the cabin lessees and shall be done so as soon as possible. No such material shall be placed in or near the trash containers
- All garbage and trash should first be placed in plastic bags before being brought to the trash containers
- No private dumping allowed anywhere on camp property
- No burning allowed with the exception of tree and shrub pruning debris, which may be burned only with permission of caretaker and in designated areas.

## Severe Weather Policy

***Each Camp Director shall instruct the campers of the Weather Alert Policy procedures at the beginning of each camp.***

- Policy and evacuation routes must be posted in each dorm near the main entrance
- In case of severe weather, seek an official weather report.
- Maintain a weather alert radio with fresh batteries in Conqueror Hall office area during all camp sessions.
- Monitor weather band at all times during threatening weather
- Sound a warning for bad weather or tornado
- Once a tornado warning has been sounded, or Camp Director feels the weather to be threatening, he shall:
- Sound an alarm distinct from any other such alarms, bells, sirens, whistles, etc.
- All Dorm Supervisors shall gather their campers together at once.
- Direct all campers and staff to proceed to the Tabernacle
- Direct all campers and staff to assemble in designated area.
- Suggested first safe area is the restrooms of the Dorms
- Second option is the auditorium, in the corners of the building.

- Camp Director should do a number check, at once by dorm.
- Appoint a search team to seek any missing campers or staff at once
- Direct everyone to remain in position until storm passes
- Sound an All Clear to let everyone know the danger has passed

## **Sale or Transfer of Camp Property**

Individuals interested in buying or selling a cabin or lot at the Indiana District Campground shall observe the following procedure:

- Write a letter to Camp Comptroller requesting the necessary paper work for transfer of property.
- Fill out form and return to Camp Comptroller accompanied with a letter from the purchaser's pastor stating that they are in good standing.
- The Camp Comptroller completes necessary information on the property transfer and sends to District Board for approval.
- The District Board approves or disapproves transfer and returns form to Camp Comptroller.
- Camp Comptroller writes contract and gives to purchaser.



# Ringworm Policy

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*United Pentecostal Church*

*Indiana District Campground*

*Management of Ringworm*

## Objective

*To establish a standard policy to identify, contain, and manage ringworm among campers.*

## Definition

Ringworm is an infection caused by a fungus which can affect the skin on the body (*Tinea corporis*), scalp (*Tinea capitis*), groin area (*Tinea cruris* “jock itch”), or feet (*Tinea pedis* “athlete’s foot”). Ringworm usually begins as a small red bump or papule that spreads outward, so that each affected area takes on the appearance of a red, scaly outer ring with a clear central area. The lesions are frequently itchy, and can become infected if scratched.

Transmission is usually by **direct contact** with a human or animal source. *Tinea capitis* can also be transmitted by inanimate infected objects such as the back of seats, combs, brushes, or hats. *Tinea cruris*, *corporis* and *pedis* can be contracted from places such as shower stalls, benches, contaminated floors, and articles used by an infected person.

(All above information taken from [www.in.gov/isdh](http://www.in.gov/isdh))

*When assessing skin refer to image below of a confirmed case of ringworm on the body:*



[http://www.medicinenet.com/ringworm\\_pictures\\_slideshow/article.htm](http://www.medicinenet.com/ringworm_pictures_slideshow/article.htm)

### Identification and Management for registered campers

- Camp staff that identifies a suspected case of ringworm will discreetly escort the camper to the designated camp health officer for inspection.
- Campers with confirmed cases will be required to see a licensed professional to diagnose and treat the condition and may return if the licensed professional provides documentation that the camper is not contagious and can participate in an overnight camp setting.
- In the case that the camper states that they have been treated the parent/guardian may have the treating physician fax a clearance to the camp office stating the camper is no longer contagious and can participate in an overnight camp setting.
- There is no need to assess other campers since the incubation period after initial contact is 4-10 days and it would be unlikely that they would already be showing signs and symptoms.

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# Lice policy

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*United Pentecostal Church*

*Indiana District Campground*

*Management of Head Lice*

## **Objective**

To establish a standard policy to identify, contain, and manage suspected and confirmed cases of head lice of campers.

## **Definition**

Head lice are parasitic insects that can be found on individuals' heads. Human lice survive by feeding on human blood. Adult head lice are roughly 2-3 mm long. Head lice infest the head and neck and attach their eggs to the base of the hair shaft.

Head lice infestations are spread most commonly by close person-to-person contact. Dogs, cats, and other pets do not play a role in the transmission of human lice. Lice move by crawling and cannot hop or fly. Both over-the-counter and prescription medications are available for treatment of lice infestations.

The risk of getting infested by a louse that has fallen onto a rug or carpet or furniture is very small. Head lice survive less than 1-2 days if they fall off a person and cannot feed. Nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the human scalp. Spending much time and money on housecleaning activities is not necessary to avoid re-infestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.

(All above information taken from [www.cdc.gov/parasites/lice/head](http://www.cdc.gov/parasites/lice/head))

## **Identification and Management for registered campers**

- Camp staff that identifies a suspected case of head lice will discreetly escort the camper to the designated camp health officer for inspection. (Suspicion is based on seeing bugs crawling in the hair, individual is scratching head excessively, may be irritable and having trouble sleeping since lice are more active in the dark.)
- Confirmed cases will be treated with over-the-counter lice treatment strictly following directions on the label. A fine tooth, specialized comb must be used to remove all nits. (Minor campers' parents and/or guardian should be called for permission. If preferred, parents and/or guardians may sign their child out and treat them at home.)
- If there is a large amount of campers with confirmed cases, the camp director may choose to send campers home for treatment.
- The clothes that have been worn by the camper since their arrival, towels, and their bedding should be washed in hot water and dried on high heat. Combs and brushes should be discarded and may be replaced by camp officials if the camper remains on the campground.

- Any camper who has shared clothing or has been in close physical contact with the camper with the confirmed case should also be inspected and treated as stated above for the confirmed case.
- As a precautionary measure, all campers assigned to the same dormitory as the camper with the confirmed case should be inspected by a trained individual(s) in their dormitory assuring privacy and avoiding humiliation to all campers.  
Campers who are effectively treated may return to camp after being re-inspected by the camp health officer or another trained individual designated by the camp director





## CAMP FORMS

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*Camp Forms Available in District Office:*

- Nurse Report
- Golf Cart
- Others

Accident Or Illness Report

Revised: 2006

Name Of Injured:			Name Of Policy Provider:	
Address of Insured:			Facility Address:	
City:		Zip:		Zip:
Name Of Witness:		Address: (Street, City, State, Zip)		Phone:
Name Of Witness:		Address: (Street, City, State, Zip)		Phone:
Date:				Location:
Describe accident of Illness:				
Describe the circumstances surrounding the accident. What was the central cause of the injury?				
What First Aid Action was used?				
When was this done:			Who Provided aid?	
Injury or Illness as described by Physician:			Name Of Diagnosing Physician:	
			Physician's Phone Number:	

Were there Handicaps, past problems		
If yes, please explain:		
If fatality, what was the cause of death?		
		Was Autopsy performed?
After investigation, are there any steps you would recommend to minimize a reoccurrence of the situation?		
Signature of Reporting Nurse/LPN/EMT:		Signature of Camp Official:
Title:	Date:	Date:

## Camp Inspection Checklist

*Each Camp Director and Assistant Camp Director shall conduct a Camp Inspection after each camp.*

Δ 8-9 Camp   Δ 10-11 Camp                      Δ 12-14   Δ 15-18   Δ Hyphen

Dorms:

<b>Item:</b>	<b>Location:</b>	<b>Damage:</b>
<i>Screens/Windows</i>		
<i>Walls</i>		
<i>Beds/Mattresses</i>		
<i>Shower/Curtains/Toilets</i>		
<i>Lighting</i>		
<i>Racks/Closet Poles</i>		

<i>Other</i>	

**Tabernacle:**

<b>Item:</b>	<b>Location:</b>	<b>Damage:</b>
<i>General Inspection</i>		

Gym

<i>General Inspection</i>	

**Schmidt Building**

<i>General Inspection</i>		


## Final Area Cleaning Checklist

Area							
<b>Girls</b>							
<i>Dorm 1</i>							
<i>Dorm 2</i>							
<i>Dorm 3</i>							
<i>Dorm 4</i>							
<i>Dorm 5</i>							
<i>Dorm 6</i>							
<b>Boys</b>							
<i>Dorm 7</i>							
<i>Dorm 8</i>							
<i>Dorm 9</i>							
<i>Dorm 10</i>							
<i>Dorm 11</i>							
<i>Dorm 12</i>							
Basketball							
Softball							
Volleyball							
Ice Cream							

## Golf Cart Authorization

I, \_\_\_\_\_, an adult camper at the Indiana District Campground at Ingalls, Indiana, for the dates of \_\_\_\_\_

To \_\_\_\_\_ hereby request permission to operate a golf cart on the campground during the above dates. The golf cart I will be operating is described as follows: \_\_\_\_\_, Serial No \_\_\_\_\_.

I hereby state that I will not permit a person less than eighteen (18) years of age to operate said golf cart while on the Indiana District Campground.

I hereby state that I have insurance coverage concerning said golf cart for damage to the cart itself and for liability to third parties for any property damage and/or personal injury arising from to the operation of said golf cart. That said insurance is with the following insurance company: \_\_\_\_\_.

I further state that I will hold harmless Indiana District Campground, its officers and employees for damages and injuries occasioned by improper or negligent use of my above described golf cart whether the injury or loss is due to my actions, the actions of a family member, the actions of a third party operating said golf cart or the actions of an officer or employee of the campground.

*Dated this* \_\_\_\_\_ *day of* \_\_\_\_\_, 20\_\_\_\_.

### *Signature*

*Authorization for the operation of the above described golf cart on the dates specified is hereby approved.*

### *Indiana District Campground*

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

POLICIES OF THE INDIANA DISTRICT  
OF THE UNITED PENTECOSTAL CHURCH



# Code of Ethics

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## STATEMENT OF PERSONAL AND PROFESSIONAL STANDARDS OF CONDUCT

It is the intent of this organization to strive for the highest ethical conduct from all board and staff. The leadership is particularly sensitive to individuals who hold management and governance positions of trust and confidence in fulfilling the mission and goals of the organization. These sensitive positions include officers, key senior staff members designated by the chief executive, and members of the board.

In an effort to achieve the highest standards of conduct, each officer, key staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics each year. This acknowledgement will be kept on file in the employee/officer personnel file.

All officers, key staff members, and members of the board of the organization are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of the organization's standards of high ethical conduct, each officer, key staff member, and board member will not:

- Deceive, defraud, or mislead the organization board members, officers, staff members, managers, supervisors, or other associates, or those with whom the organization has business or other relationships.
- Misrepresent the organization in any negotiations, dealings, contracts, or agreements.
- Divulge or release any information of a proprietary nature relating to the organization's plans, mission, or operational databases without appropriate approval.
- Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name.
- Accept individual gifts of any kind in excess of \$100 in value, in connection with the officer's, key staff member's, or board member's relationship with the organization that could jeopardize all gifts of every kind and value, or put in harm's way the organization. All such gifts are to be reported to the chief financial officer who shall divulge gifts received during the calendar year to the audit committee.
- Withhold their best efforts to perform their duties to acceptable standards.
- Engage in unethical business practices of any type.
- Use the organization property, financial resources, or services of the organization personnel for personal benefit.
- Violate any applicable laws or ordinances.

Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the Board of Directors and Chairman of the Board who shall, in his or her determination, bring the infraction to the Pastor who shall present a report to the full Board of Directors for action upon the matter accordingly.

# Compensation Agreement

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The Board of the Church has been authorized by the Church to act upon and review the compensation package for the calendar year of Pastor \_\_\_\_\_ up to a maximum of \$\_\_\_\_\_. In a duly called board meeting, the Board has agreed to act upon the compensation package of the Pastor accordingly.

The Board has taken the time to review the facts concerning the workload of the pastor, his involvement, tenure, educational, previous employment background, comparison with other professional positions and needs of the pastor concerning his compensation. Relying on professional assistance from outside sources, comparing similar compensation structures for other individuals in this position, and based on the facts determined as noted in the attached documents, the Board agrees that the total compensation package of Pastor include the following and be broken down in accordance to the plan established by this church. The church agrees to remit payment for each of these items in the order in which they are listed depending on need and availability of funds.

1. The church agrees to pay the housing allowance for the pastor in conjunction with the pre-established Housing Resolution.
2. The church agrees to remit for the pastor \$\_\_\_\_\_ per month into a qualified retirement benefit package. The pastor has the right to determine where the funds are invested as long as the funds are placed in a *qualified* account.
3. The church will remit for the benefit of the pastor, the premiums of a medical insurance policy for the pastor and/or family.
4. The church agrees to pay for and/or reimburse the pastor for any qualified business expenses that he incurs on behalf of the church as pastor of the assembly. All requirements of the **Qualified Accountable Reimbursement Plan** must be adhered to as approved by the Board.
5. The church agrees to either furnish a vehicle for the Pastor to use in conducting church business, or to reimburse him at the Federal Mileage Rate for the use of his personal vehicle when conducting church related business.
6. The church agrees to pay a salary to the pastor in an amount not to exceed \$\_\_\_\_\_ per year depending on the funds available from the church as established by this compensation agreement, the amount paid as salary may or may not be in equal payments weekly. A W-2 Form will be issued by the church for the salary paid.
7. The pastor may choose if he so desires to have federal and/or state income taxes withheld from his salary to cover his federal and/or state tax liability.

Based on the best of our ability and knowledge, we feel that the total compensation is fair and reasonable. Unless the fact or figures change, this plan shall remain in affect for all subsequent years until changed or modified by the Church Board.

Should the amounts paid to the Pastor be deemed as unreasonable compensation, the Pastor is given the right to repay any amount so needed to be in compliance with current regulations concern unreasonable compensation.

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# Computer & Information Systems Policy

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## I. Overview

Information systems owned and operated by the organization are to be used for institutional purposes in serving the interests of the organization, and of our users in the course of normal day-to-day operations.

Effective security is a team effort involving the participation and support of every user who deals with information and/or information systems. It is the responsibility of every user to know these guidelines, and to conduct his or her activities accordingly.

## II. Scope

This policy applies to ALL information systems and refers to ALL hardware, data, software, and communications networks associated with these systems whether these systems are owned or leased by the organization or connected to the organization's networks. This policy applies to all users of the organization. In addition to this policy, all users are subject to applicable federal, state and local laws.

## III. Computer Usage Guidelines

### A. Authorization and Security

Each user may only use his/her informational computer account in accordance with its authorized purpose; may not allow other persons to use his/her account; is responsible for safeguarding his/her own computer accounts, specifically the user names and passwords.

Posting by users from an organization's email address to public listings such as social media sites are prohibited, unless posting is in the course of business or organization duties.

All hosts used by users and connected to the organization's computer systems and computer networks, whether owned by the user or the organization must be free of malware of any type, and be safeguarded against infection by continually executing anti virus software with a current virus database and definitions.

Users must exercise extreme caution when opening email attachments. It is possible that attachments contain viruses, malware or other infected code.

### B. Auditing and Monitoring Policy

While the organization desires to respect the privacy of its users, users should be aware that the data created or stored on the organization's computer systems is the property of the organization and is subject to access by the organization as provided below.

For security and network maintenance purposes, the organization may monitor equipment, systems, network traffic and logs at any time. The organization has the option to designate certain personnel to investigate suspected information systems abuse or violations of other organization policies. The organization reserves the right to examine any and all files including email and logs.

Audits may be conducted to: Ensure integrity, confidentiality and availability of information and resources; ensure conformance to the organization's *Computer and Information Systems Policy*; monitor user or system activity where appropriate; and investigate possible security incidents or violations of the organization's policies.

### **C. Access to the organization's Information Systems**

Users must not change, copy, delete, read, or otherwise access files or software without permission of the administration within the organization. Users must not bypass accounting or security mechanisms to circumvent data protection schemes. Users must not attempt to modify software except when intended to be user customized. Users must not prevent others from accessing the system by software modification. Users must exercise caution to prevent the unauthorized or inadvertent disclosure or transmission of sensitive information.

### **D. Software Acquisition and/or Distribution**

Users must not distribute or make available copyrighted proprietary material without the written consent of the copyright holder. Users must not violate copyright, information property or patent laws concerning computer software, documentation, or other tangible assets. Users must not load any copyrighted software onto any device (except software lawfully loaded onto personally-owned devices) without specific prior permission from management.

Users are strictly prohibited from the unauthorized copying or use of unlicensed software; such action is not considered to be taken in the course of employment. As a result, the organization will not provide legal defense for individuals who may be accused of making unauthorized copies of software even if these individuals maintain that such action was taken in the course of their employment. If the organization is sued or fined because of unauthorized copying or use by users, it may seek payment from the individuals as well as subject them to appropriate disciplinary or legal action.

### **E. Decency/Community Values**

Users must not use the organization's computer systems or the organization's computer networks to violate any rules in the organization's handbooks or policy manuals or any local, state, or federal laws.

A user shall disclose to the appropriate organization authorities any misuses of computing resources as well as potential loopholes in computer systems security and cooperate with appropriate organization and other authorities in the investigation of abuses.

The organization provides access to various resources, such as the Internet, through its network. The organization does not tolerate the use of information systems for

pornographic or other uses that are inappropriate in a Christian setting or that violate the values set forth in the organization's handbooks. Values violations include *computer misconduct, harassment, disorderly conduct, disrespect for others, insubordination, lewd and indecent conduct, misrepresentation or forgery, slander, and other conduct that is not consistent with the organization's moral and Christian values.* In addition to the termination of computer use privileges, employees found guilty of values violations are subject to disciplinary action as set forth in the organization's handbooks.

#### **F. Email Usage**

Users must exercise utmost caution when sending any email from inside the organization to an outside network.

### **IV. Unacceptable Use of Information Systems**

The following activities are prohibited. The lists below are not intended to be an exhaustive list of unacceptable conduct, but rather provide examples of types of activities, which violate the organization's rules. The organization reserves the right to take appropriate disciplinary action against any user who violates the letter or spirit of these rules and policies. Sanctions imposed by the organization in response to violations shall be in addition to fines or penalties that may be imposed by law enforcement authorities for illegal acts.

#### **A. Privacy Violations**

- Attempting to access another user's computer files or data without permission
- Supplying or attempting to supply false or misleading identification information to access another user's account
- Unauthorized "borrowing" or examination of another user's data or output
- Deliberate, unauthorized attempts to access or use the organization's resources, computer facilities, networks, programs, data, or any system files other than those designated for public access
- Unauthorized capturing of data from computer systems or computer networks
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

#### **B. Theft**

- Using any method to avoid normal charges for the use of computer resources
- Abuse of specific computer resources, such as the Internet or the organization computer networks
- Attempting unauthorized or illegal access to computers outside the organiza-

tion using the organization's computers or computer networks

- Removing or moving organization owned computer equipment or audio/visual equipment without proper authorization
- Executing any form of network monitoring which may intercept data not intended for the user's host
- Providing information about or a list of organization employees to parties outside the organization
- Unauthorized use or forging of email header information
- Unauthorized capturing of data from computer systems or computer networks

### **C. Vandalism**

- Alteration, or attempted alteration, of user system software, data, or other files, as well as resource or equipment destruction or disruption
- Intentional introduction or spreading of computer viruses, malware, email bombs or other software which causes harm to information systems or to another user's account
- Tampering with or obstructing organization information systems
- Inspecting, modifying, or distributing data or software without proper authorization, or attempting to do so
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information
- Damaging computer network related hardware, computer hardware or software

### **D. Copyright Issues**

The organization owns licenses to a number of proprietary programs. Users who redistribute software from the computing systems break agreements with organization software suppliers, as well as applicable copyright, patent, and trade secret laws. Therefore, the redistribution of any software from computing systems is strictly prohibited except in the case of software that is clearly marked as being in the public domain. Violations include, but are not limited to:

- Copying, transmitting, disclosing data, software or documentation without proper authorization, or attempting to do so.

- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws

#### **E. Harassment**

- Repeated sending of unwanted messages or files
- Generating or storage of spam *on*, or sending of spam from the organization's Information Systems
- Interfering with the legitimate use of computer resources of another user
- Sending of abusive or obscene messages via information systems
- Use of information systems to engage in abuse of users

#### **F. Unethical or Illegal Use**

- Sending chain letters, unauthorized mass mailings, "Ponzi" or other "pyramid" schemes of any type
- Using the organization's computer systems for non-professional, unethical, or illegal purposes
- Excessive use of the organization's computer networks for personal entertainment (e.g.; radio, television broadcasts, music, games, competitions, file downloads, etc.) that hinders the legitimate work of other users
- Using organization owned computers for recreational purposes
- Personal advertisements or commercial activity
- Port scanning or security scanning
- Posting the same or similar non-business-related messages to large numbers of public listings including newsgroups
- Personal use for Facebook, Twitter, LinkedIn, or any other social media format while working for this organization.

## **V. Penalties and Enforcement**

Misuse or abuse of the organization's computers, computer systems, computer networks, and data is forbidden. Misuse or abuse of information systems is not simply unethical; it can be a violation of user responsibility and federal laws. Therefore the organization will take appropriate action in response to user misuse, unethical use, or abuse of information systems. Action may include, but is not limited to the following:

- Referral to the appropriate office for disciplinary action
- Referral to appropriate law enforcement authorities outside of the organiza-

tion

- Access to all computing facilities and system may be suspended temporarily or removed permanently
- Legal action may be taken to recover damages

## VI. Maintenance

Systems, programs, or any other computer or digital information regarding the daily operation of this organization will be backed up regularly (as prescribed by the administration) and stored in a safe location, preferably off site. All records will be maintained by all users according to the Document Retention & Destruction Policy of this organization.

## VII. Distribution of This Policy

The organization will ensure that all users are aware of the policy by publishing and distributing it in appropriate media designed to reach all users. Each user will be required to agree to abide by this *Computer and Information Systems Policy*.

# Confidentiality Policy

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Confidentiality is a basic element of the operation of this corporation. To protect the confidentiality of fellow employees, donors, and the organization, no information concerning employees, donors, receivers of benevolence, or organizational business is to be discussed with anyone except when authorized as necessary for the purpose of conducting corporate and organizational business.

All organizational information shall be kept strictly confidential. Only authorized personnel directly responsible for services to the members or for Church business shall discuss or have access to this information. Care must be exercised to be certain that unauthorized individuals do not overhear discussion nor have access to confidential information.

Employees, officers, and directors of this organization understand and agree that during their employment and/or service they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service.

As such, all employees, officers, and directors are required to return any such documents containing privileged or confidential information whenever requested or at the time of the termination of employment or expiration of service. This would include but not be limited to and financial statements or reports, donor records, corporate records such as by-laws, resolutions, article of incorporation, and any banking information. In addition all keys, passwords, or other information allowing access to this organization's data shall be returned when leaving employment or position.

Any such employee or director that divulges confidential or privileged information, whether during or after his term of employment or service, is subject to appropriate discipline, including dismissal, or other criminal sanctions as allowed by law. Employees, officers, and directors recognize that the employer has a proprietary interest in any such information and/or documents and could cause irreparable damage as a result of any disclosure or dissemination thereof.

Breaches of confidential information are subject to full disciplinary action as allowed by this organization or according to the laws of the State in which this corporation is incorporated, up to and including immediate termination and/or removal including legal sanctions as necessary, such as civil or criminal penalties or charges.

# Confidentiality Agreement

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For employees, officers, directors, and volunteers

Confidentiality is a basic element of the operation of this corporation. To protect the confidentiality of fellow employees, donors, and the organization, no information concerning employees, donors, receivers of benevolence, or organizational business is to be discussed with anyone except when authorized as necessary for the purpose of conducting corporate and organizational business.

All organizational information shall be kept strictly confidential. Only authorized personnel directly responsible for services to the members or for Church business shall discuss or have access to this information. Care must be exercised to be certain that unauthorized individuals do not overhear discussion nor have access to confidential information.

Employees, officers, and directors of this organization understand and agree that during their employment and/or service they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service.

As such, all employees, officers, and directors are required to return any such documents containing privileged or confidential information whenever requested or at the time of the termination of employment or expiration of service. This would include but not be limited to and financial statements or reports, donor records, corporate records such as by-laws, resolutions, article of incorporation, and any banking information. In addition all keys, passwords, or other information allowing access to this organization's data shall be returned when leaving employment or position.

Any such employee or director that divulges confidential or privileged information, whether during or after his term of employment or service, is subject to appropriate discipline, including dismissal, or other criminal sanctions as allowed by law. Employees, officers, and directors recognize that the employer has a proprietary interest in any such information and/or documents and could cause irreparable damage as a result of any disclosure or dissemination thereof.

Breaches of confidential information are subject to full disciplinary action as allowed by this organization or according to the laws of the State in which this corporation is incorporated, up to and including immediate termination and/or removal including legal sanctions as necessary, such as civil or criminal penalties or charges.

*(NOTE: This page is to be given to the employee, officer, director, or volunteer for their personal filed)*

## CONFIDENTIALITY AGREEMENT

I, as an employee, officer, director, or volunteer of this organization do verify that I have been provided with a copy of and have read the Confidentiality Policy and fully understand its contents. I agree to abide by this policy as written and provided to me.

4. Signature (Employee, officer, directors, volunteer) (Print Name)
5. Date

**Witness:**

----- Date: -----

----- Date: -----

*(NOTE: The organization provides to the individual the confidentiality policy and maintains this portion of the signed agreement.)*

## Conflict Of Interest Policy

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The corporation does hereby establish a conflict of interest policy for the protection of this tax-exempt corporation when it enters into a transaction or business arrangement that might benefit the private interest of an officer, director, or other interested parties.

1. Any director, officer, or member of any committee with a governing board that can delegate powers, who has a direct or indirect financial interest, as defined in this policy, is an interested party.
2. A person has a financial interest if the person has either directly or indirectly through a business, investment, or family connection with the organization.
3. In connection with any potential conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors or officers of the corporation.
4. After disclosure of any conflict of interest, the interested party shall not participate in the discussion by the board while the determination of a possible conflict is discussed and determined.
5. An interested person may make a presentation at the board meeting but may not be present with the board during the discussion and determination of any possible conflict of interest.
6. The chairperson of the board shall appoint a disinterested person or committee to investigate any methods or alternatives to the proposed arrangement.
7. The board shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to the possible conflict.
8. The board shall use all due diligence in business transactions to determine whether or not a conflict of interest has arisen and shall use all diligence when gathering facts and making its determination.
9. All records shall be maintained by the secretary of the board or an appropriate party appointed by the chairman of the board.
10. No party or board member shall receive any compensation, other than reimbursement of documented expenses, for any activity or involvement in a meeting or fact-finding that would determine a possible conflict of interest.
11. The board of directors shall periodically review the conflict of interest policy and shall make any changes necessary to maintain compliance with current regulations.
12. The board or any interested party may use any outside professional assistance as needed. If any outside party is used for any reason, their use shall never relieve the board of any responsibility as stated in the corporation's by-laws.

# Crisis Communication Policy

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## General Policy

This organization is committed to taking a preemptive approach to public relations crises, using disclosure whenever possible as the preferred strategy for preventing or minimizing public relations crises.

No one is authorized to speak to the news media in a crisis without clearance from the office of the President or Chairman of the Board unless the crisis involves either of these positions. If the President or Chairman is not available, a member of the Board of Directors shall be selected by the Board to be the spokesman to the news media.

The President will be responsible for developing crisis communication strategies. These strategies will be circulated and reviewed periodically, as needed, by the board and the staff.

## Crisis Prevention

The President will maintain regular contact with the staff, advising the appropriate administrator(s) when internal issues or developments appear likely to lead to public relations problems.

Similarly, this organization's administration will regularly notify the President of internal developments that may escalate into public relations crises.

The President and his designated staff also will monitor local, state, and national news coverage of field issues, advising the appropriate administrator(s) of issues and/or trends that might lead to negative stories or opportunities for this organization to support public dialogue on issues central to its work.

## Crisis Response

When crises erupt, the President will gather and verify information about the crisis, assess the severity of the crisis, and develop strategies concerning how information is to be released, who should speak for this organization, and who is to be notified. He will also will work out logistical details of releasing information, and distribute verified information as quickly as possible to internal and external audiences.

## Crisis Communication Procedure

### I. Types of Crises

#### A. Foreseeable Crises

1. Crisis assessment: The President or his designee will be notified immediately of an emerging crisis and will determine the necessary strategy and who should be

involved.

2. The President will format a crisis team: The team will gather as many details as possible, recommend strategies for internal and external communication

### **B. Sudden Crises**

1. Immediate action: When the sudden occurrence of a severe crisis precludes convening a crisis team, the President will draft and implement a strategy immediately and notify as many of the Board of Directors as possible.
2. After implementing “first-wave” communication strategy, the President will convene the crisis team to develop ongoing strategy.

## **II. Establishing a Clear Line of Communication**

Communications will be handled by the President or his designee. The designee is authorized to gather and verify information in a crisis, and will be the only ones authorized to release information.

## **III. Releasing Information Internally**

Whenever practical, the President will attempt to inform this organization’s employees of crises in any appropriate manner before details are released externally.

## **IV. Informing Outside Parties**

The communications team will coordinate notification of key stakeholders and outside parties likely to be affected by or strongly interested in the crisis. The board and staff should also receive regular updates on the crisis and talking points so that they can work with their community contacts to spread the organization’s messages.

## **V. Releasing Information to the News Media**

- A. The President and his team will work to supply verifiable details to the news media as rapidly as possible.
- B. After releasing information, the communication team will monitor the news coverage and quickly correct any errors that are made and its assessment of the lessons learned and any new guidelines for the next crisis.

## **VI. Evaluation and Follow-Up**

- A. The communication team will document the news coverage surrounding a crisis, including wire stories, newspaper articles, radio, and television broadcasts.
- B. When the crisis is past, the President and his team will supply the Board of Directors and the staff with a summary of news coverage.

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# Discrimination Policy

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In order to remain in compliance with the regulations of non-profit organizations as required by the Internal Revenue Service, the Board approves the follow resolution.

## DISCRIMINATION STATEMENT:

*No person shall be excluded from membership in, be denied the benefits of, or be subjected to discrimination in any program or activity of the organization on the basis of race, color, gender, prior religious affiliation, physical or mental challenge, age, or national origin.*

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# Document Retention and Destruction Policy

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## I.Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, and in accordance with the need to maintain certain documents for verification and future usage, this policy provides for the systematic review, retention and destruction of documents received or created by this Organization in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Organization's operations by promoting efficiency and freeing up valuable storage space.

## II.Document Retention

This Organization follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records	Length
Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Annual Meeting Minutes Board Policies/Resolutions By-laws	Permanent

Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023) IRS Non-Profit Determination Letter	Permanent
State Sales Tax Exemption Letter	15 yrs. after disposal of item
Contracts (after expiration) Correspondence (general) Email Messages (general)	Permanent
Accounting and Corporate Tax Records Annual Audits and Financial Statements Depreciation Schedules	Permanent
6. General Ledgers	15 yrs. after disposal of item
7. IRS Tax Returns	8 years
8. Business Expense Records	8 years
9. IRS Forms 1099's Journal Entries Purchase/ sales Invoices	5 years
Sales Records (book sales, concessions, gift shop)	5 years
Petty Cash Vouchers	5 years
Cash Receipts	5 years
Credit Card Receipts/invoices	5 years
Bank Records Check Registers Bank Deposit Slips	3 years
Bank Statements and Reconciliation	3 years
Electronic Fund Transfer Documents	3 years
Payroll and Employment Tax Records	7 years
Payroll Registers	7 years
State Unemployment Tax Records	7 years
Earnings Records Garnishment Records Payroll Tax returns	5 years
W-2 Statements	7 years
Employee Records	7 years
Employment and Termination Agreements	7 years
Retirement and Pension Plan Documents	5 years

Records Relating to Promotion, Demotion or Discharge Accident Reports and Worker's Compensation Records Salary Schedules	7 years
Employment Applications I-9 Forms & W-4 Forms Time Cards	7 years
Contribution Records	Permanent
Donor Records and Acknowledgement Letters	Permanent
Grant Applications and Contracts	5 years after termination
Offering Envelopes	6 years
Legal, Insurance and Safety Records	Permanent
10. Appraisals	Permanent
11. Copyright Registrations Environmental Studies Insurance Policies	Permanent
12. Real Estate Documents	13. 7 years after cancellation
Stock and Bond Records Trademark Registrations Leases	
OSHA Documents	
General Contracts	
Correspondence regarding legal matters	17. 6 years after expiration

### III. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis. It is recommended that donor records be printed and preserved in addition to having the information stored electronically.

## V. Emergency Planning

The Organization's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Arts Organization operating in an emergency will be duplicated or backed up at least every week and maintained off site. All computerized accounting records, payroll records, personnel records, tax records, contribution records, and any other vital records used on a regular basis shall be backed up at least weekly and kept off premises. A standard procedure for backup shall be implemented and maintained by the chief financial officer.

## VI. Document Destruction

The Organization's chief financial officer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or the lawsuit is settled or concluded and all appeal times have passed.

## VII. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals. The chief financial officer and finance committee chair or Board of Directors will periodically review these procedures with legal counsel or the organization's public accountant to ensure that they are in compliance with new or revised regulations.

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# Facility Use Policy

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## **Statement of Purpose**

The District's facilities were provided through God's benevolence and by the sacrificial generosity of District members. The District desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups in the spirit of brotherly love and Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in actual practice.

The facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the District's faith or moral teachings, which are summarized in, among other places, the District's by-laws, articles of faith, and position papers. The facilities be not be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the District's faith or moral teachings. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use District facilities.

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

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

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the District's beliefs use any District facility. Nor may facilities be used in any way that contradicts the District's belief. This policy applies to all District facilities, regardless of whether the facilities are connected to the District's sanctuary, because the District sees all of its property as holy and set apart to worship God. See Colossians 3:17.

## **Statement of Belief**

Inasmuch as modern society has eroded the biblical ideal of the family and its practical existence, and inasmuch as homosexual couples, unmarried heterosexual couples, and even groups of persons simply maintaining a common household are seeking to gain legal and social status as families, with all due rights and privileges given to families, including but not limited to social benefits or rights as child rearing and custody, spousal, or dependent insurance, inheritance rights, and tax exemptions, and inasmuch as a growing number of states, with the support of certain national leaders, have attempted to change the legal definition of marriage to include same-sex couples.

This District upholds the biblical ideal of the basic family as one man and one woman (Genesis 2:24; Matthew 19:4-9; Ephesians 5:22-25, 28) married by law in accordance with all biblical injunctions; and all offspring of such couple, biological or adopted (Psalms 127:3; Leviticus 14:29; James 1:27); with the extended family being composed of the various relatives of blood and marriage resulting from the lawful union of a man and woman (Leviticus 25:25, 47-49; Numbers 27:6-11; Judges 1s-:19; Acts 10:2, 11-14; Acts 16:31-32)

The District upholds the biblical ideal of the family in doctrine and example, publicly defending the family as the most critical social institution ordained by God while making all reasonable, practical efforts to resist legal recognition of persons or groups as families when such persons or groups contradict teaching on morality and the family. The District opposes any attempt to change the definition of marriage that broadens this sacred institution from the union of one man and

one woman; and will not perform same-sex marriages nor provide the use of its facilities for such.

## **Approved Users and Priority of Use**

The pastor or official designee must approve all uses of District facilities. Priority shall generally be given to members of the District, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the District. District facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

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

Requests for facility use may be made to the pastor, secretary, associate or assistant pastor, facilities use coordinator in writing. The event will be reserved and placed on the District calendar only when the pastor or official designee approves the use. There will be a fee to pay for the cost of using the District facility. District members may not be required to pay a fee for usage because maintenance of the facilities will be derived from member tithes and offerings. A clean fee may be charged to anyone using the facility.

## **Facility Use Guidelines**

1. Alcohol Policy: No alcohol may be served in District facilities.
2. Smoking Policy: Smoking in any indoor District facilities is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in classrooms, worship space is not allowed, not allowed without lid, restricted to only the area being used for this particular purpose.
5. District equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. All lights must be turned off and doors locked upon departure.
7. Clean-up is required at the conclusion of the function. Cleanup can be done by the party using the facility or the District's janitor can clean up, however, there will be a cleaning fee paid prior to the use of the facility.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using District facilities. Any person exhibiting such behavior will be required to leave the premise.
9. Any person or group must sign the "District Facility Reservation Request and Agreement" form prior to reservation of District facilities.

## **Insurance**

For all non-District-sponsored events, the group or person using the facilities must obtain liability insurance coverage. The user must provide documents from the insurance company stating the District is covered with a minimum of \$250,000 in liability insurance and the District being assigned on the policy.

## **Agreement**

A copy of this facilities use policy shall be given to anyone wishing to use the District's facilities.

# Fraud Prevention Policy

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*In order to insure the accuracy of records and the protection of funds given to the church, the board adopts the following protection and requires that it be implemented in the procedures of the church's accounting system.*

1. Make sure all bills have a purchase order and signed by the person who authorized the purchase. This ensures that unauthorized individuals make no purchases for personal use.
2. Limit the number of people who can authorize purchases and establish a maximum amount that can be authorized by each authorized individual.
3. Maintain control over the on-hand stock of blank checks.
4. Always use sequentially numbered checks and periodically review the numbers to see that none are missing. Check the computer records for continuity of the numbers.
5. The pastor and/or board members should periodically review all paid bills and canceled checks.
6. Do not use signature stamps. Anyone can use a stamp to sign checks. Make sure the authorized person signs the checks only when written. Do not sign blank checks.
7. If you are signing checks to an unfamiliar company, call the company to make sure it is legitimate.
8. Make all disbursements by check. Do not take money from the offerings to pay any bills. Do not pay personal bills from any church account.
9. Have bank statements checked on a monthly basis by the properly authorized person. This should be a person other than the one who pays the bills and reconciles the bank statement.
10. Be sure someone other than the person keeping the books reconciles all bank accounts monthly. The District Secretary should review them upon completion.
11. Make certain that guidelines are followed concerning reimbursement of expenses to any individual. Reimbursement request sheet should be completed with all documentation attached to verify the validity of the expense.
12. If the church has a petty cash box, conduct occasional audits of the petty cash.
13. To improve controls over cash, have someone other than the bookkeeper open the income envelopes and complete the deposit slips. The deposit slips should be kept and compared to the bank statements at the end of each month.
14. Make deposits as quickly as possible. Do not leave money lying around for a lengthy period of time.
15. All permanent records should be kept on church premises. Be careful of allowing money and records to be removed off premises.
16. Periodically review the payroll register for accuracy of wage rates and hours worked and to verify that no fictitious or terminated employee{s} is included.
17. If the church withholds payroll taxes, make sure that all tax deposits are made timely at the local bank. Keep all tax deposit receipts to verified having been made.
18. Advise donors to use contribution envelopes regularly. Keep all contribution envelopes for the required period of time.
19. Distribute quarterly contribution statements so that if a problem has occurred, it can be detected quickly.
20. Avoid using people to handle money or checking accounts who are experiencing financial difficulty in their own lives

# Gift Acceptance Policy

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This policy is hereby accepted and approved by the Board of Directors of this Organization, known as **Indiana District United Pentecostal Church Inc.** is to be effective the date shown and recorded.

This Organization, a not-for-profit organization organized under the laws of the State of Indiana, hereinafter referred to as Charity), and recognized by the Internal Revenue Service, encourages the solicitation and acceptance of gifts for purposes that will help the Charity to further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to the Charity or for the benefit of any of its programs.

The mission of the Charity is to: Propagate the gospel message of hope and salvation to a lost generation.

## I. Purpose of Policies and Guidelines

The Board of Directors of Charity and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of the Charity. These policies and guidelines govern the acceptance of gifts by the Charity and provide guidance to prospective donors and their advisors when making gifts to the Charity. The provisions of these policies shall apply to all gifts received by the Charity for any of its programs or services.

## II. Use of Legal Counsel

The Charity shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. A review by the legal counsel is recommended for:

18. a. Closely held stock transfers that are subject to restrictions or buy-sell agreements
19. b. Documents naming the Charity as Trustee
20. c. Gifts involving contracts, such as bargain sales or other documents requiring the Charity to assume an obligation
21. d. Transactions with potential conflict that may invoke IRS sanctions
22. e. Other instances in which use of counsel is deemed appropriate by the Gift Acceptance Committee

## III Conflict of Interest

The Charity will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. The Charity will comply with the all regulation governing any type gift or donation as established by the Internal Revenue Service.

## IV. Restrictions on Gifts

The Charity will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. The Charity will not accept gifts that are too restrictive in purpose. Gifts that are too restric-

tive are those that violate the terms of the corporate charter (or trust document if Charity is established under trust), gifts that are too difficult to administer, gifts that are for purposes outside the mission of the Charity, or gifts that would violate the standards as established by Non-Profit regulations of the IRS. The Gift Acceptance Committee of the Charity shall make all final decisions on the restrictive nature of a gift and its acceptance or refusal.

## V. The Gift Acceptance Committee

23. The gift acceptance committee shall consist of:

- The President of the Charity
- The Secretary/Treasurer of the Charity
- Two members of the Board of Directors as appointed by the President

The gift acceptance committee is charged with the responsibility of reviewing all gifts made to the Charity, properly screening and accepting those gifts, and making recommendations to the Board on gift acceptance issues when appropriate.

## VI. Types of Gifts

### A. The following gifts are acceptable:

24. I. Cash
2. Tangible Personal Property
3. Securities
4. Real Estate
5. Remainder Interests in Property
6. Oil, Gas, and Mineral Interests
7. Bargain Sales
8. Life Insurance
9. Charitable Gift Annuities
10. Charitable Remainder Trusts
11. Charitable Lead Trusts
12. Retirement Plan Beneficiary Designations
13. Bequests
14. Life Insurance Beneficiary Designations

### B. The following criteria govern the acceptance of each gift form:

25. 1. **Cash:** Cash is acceptable in any form. Checks shall be made payable to The Charity and shall be delivered to (place title of Charity employee to which gift should be delivered) in the Charity's administrative offices.
26. 2. **Tangible Personal Property:** All other gifts of tangible personal property shall be examined in light of the following criteria:
  - a. Does the property fulfill the mission of the Charity?
  - b. Is the property marketable?
  - c. Are there any undue restrictions on the use, display, or sale of the property?
  - d. Are there any carrying costs for the property?

The final determination on the acceptance of other tangible property gifts shall be made by the Gift Acceptance Committee of the Charity.

27. 3. **Securities:** The Charity can accept both publicly traded securities and closely held securities

**Publicly Traded Securities:** Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Board of Directors. In some cases applicable securities laws may restrict marketable securities. In such instances The Gift Acceptance Committee of the Charity shall make the final determination on the acceptance of the restricted securities.

**Closely Held Securities:** Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in LLPs and LLCs or other ownership forms, can be accepted subject to the approval of the Gift Acceptance Committee of the Charity. However, gifts must be reviewed prior to acceptance to determine that:

- a. There are no restrictions on the security that would prevent Charity from ultimately from ultimately converting those assets to cash
- b. The security is marketable, and
- c. The security will not generate any undesirable tax consequences for the Charity

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The Gift Acceptance Committee of the Charity and legal counsel when necessary shall make the final determination on the acceptance of closely held securities. Every effort will be made to sell non-marketable securities as quickly as possible.

28. 4. **Real Estate:** Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, the Charity shall require an initial environmental review of the property to ensure that the property has no environmental damage. Environmental inspection forms are attached as an appendix to this document. In the event that the initial inspection reveals a potential problem, the Charity shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

When appropriate, a title binder shall be obtained by the Charity prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be approved by the Gift Acceptance Committee of the Charity and by the Charity's legal counsel. Criteria for acceptance of the property shall include:

- a. Is the property useful for the purposes of the Charity?
- b. Is the property marketable?
- c. Are there any restrictions, reservation s, easements, or other limitations associated with the property?
- d. Are there any carrying costs, which may include insurance, property taxes, mortgages, or notes, etc. associated with the property.
- e. Does the environmental audit reflect that the property is not damaged?

29. 5. **Remainder Interests In Property:** The Charity will accept a remainder

interest in a personal residence, farm, or vacation property subject to the provisions of paragraph 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, the Charity may use the property or reduce it to cash. Where the Charity receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.

30. 6. **Oil, Gas, and Mineral Interests:** The Charity may accept oil and gas property interests, when appropriate. Prior to acceptance of an oil and gas interest the gift shall be approved by the Gift Acceptance Committee, and if necessary, by the Foundation's legal counsel. Criteria for acceptance of the property shall include:
  - a. Gifts of surface rights should have a value of \$20,000 or greater.
  - b. Gifts of oil, gas and mineral interests should generate at least \$3,000 per year in royalties or other income (as determined by the average of the three years prior to the gift).
  - c. The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate
  - d. A working interest is rarely accepted. A working interest may only be accepted where when there is a plan to minimize potential liability and tax consequences.
  - e. The property should undergo an environmental review to ensure that the Charity has no current or potential exposure to environmental liability.
31. 7. **Bargain Sales:** The Charity will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of the Charity. All bargain sales must be reviewed and recommended by the Gift Acceptance Committee and approved by the Board of Directors. Factors used in determining the appropriateness of the transaction include:
  - a. The Charity must obtain an independent appraisal substantiating the value of the property
  - b. If the Charity assumes debt with the property, the debt ratio must be less than 50% of the appraised market value
  - c. The charity must determine that it will use the property, or that there is a market for sale of the property allowing sale within 12 months of receipt
  - d. The Charity must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.
32. 8. **Life Insurance:** The Charity must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, the Charity will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the Charity may:

- a. Continue to pay the premiums
  - b. Convert the policy to paid up insurance, or
  - c. Surrender the policy for its current cash value
33. 9. **Charitable Gift Annuities:** The Charity may offer charitable gift annuities. The minimum gift for funding is \$5,000. The Charity President may make exceptions to this minimum. The minimum age for life income beneficiaries of a gift

annuity shall be 55. Where a deferred gift annuity is offered, the minimum age for life income beneficiaries shall be 45. No more than two life income beneficiaries will be permitted for any gift annuity.

Annuity payments may be made on a quarterly, semi-annual, or annual schedule. The Charity President may approve exceptions to this payment schedule.

The Charity will not accept real estate, tangible personal property, or any other illiquid asset in exchange for current charitable gift annuities. The Charity may accept real estate, tangible personal property, or other illiquid assets in exchange for deferred gift annuities so long as there is at least a 5 year period before the commencement of the annuity payment date, the value of the property is reasonably certain, and the President of the Charity approves the arrangement.

Funds contributed in exchange for a gift annuity shall be set aside and invested during the term of the annuity payments. Once those payments have terminated, the funds representing the remaining principal contributed in exchange for the gift annuity shall be transferred to the Charity's general endowment funds, or to such specific fund as designated by the donor.

34. 10. **Charitable Remainder Trusts:** The Charity may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Gift Acceptance Committee of the Charity. The Charity will not accept appointment as Trustee of a charitable remainder trust.
35. 11. **Charitable Lead Trusts:** The Charity may accept a designation as income beneficiary of a charitable lead trust. The Board of the Charity will not accept an appointment as Trustee of a charitable lead trust.
36. 12. **Retirement Plan Beneficiary Designations:** Donors and supporters of the Charity will be encouraged to name the Charity as beneficiary of their retirement plans. Such designations will not be recorded as gifts to the Charity until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
37. 13. **Bequests:** Donors and supporters of the Charity will be encouraged to make bequests to the Charity under their wills and trusts. Such bequests will not be recorded as gifts to the Charity until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
38. 14. **Life Insurance Beneficiary Designations:** Donors and supporters of the Charity will be encouraged to name the Charity as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to the Charity until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

## VII Miscellaneous Provisions

39. A. **Securing appraisals and legal fees for gifts to the Charity:** It will be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for the donor by the donor for all gifts made to the Charity.
40. B. **Valuation of gifts for development purposes:** The Charity will record a

gift received by the Charity at its valuation for gift purposes on the date of gift.

41. C. **Responsibility for IRS Filings upon sale of gift items:** The Gift Acceptance Committee of the Charity are responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by the Charity when the charitable deduction value of the item is more than \$5,000. The Charity must file this form within 125 days of the date of sale or disposition of the asset. Form 8282 with Filing Instructions is attached as an appendix to these policies.
42. D. **Acknowledgements:** Acknowledgement of all gifts made to the Charity and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Board of the Charity. IRS Publication 561 Determining the Value of Donated Property and IRS Publication 526 Charitable Contributions are attached to these policies as an Appendix.

## VIII Changes to Gift Acceptance Policies

These policies and guidelines have been reviewed and accepted by the Gift Acceptance Committee of the Charity. The Gift Acceptance Committee of the Charity must approve any changes to or deviations from these policies.

# Housing Resolution

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*The Board of Directors of this organization hereby establishes a qualified housing allowance for*

Rev. \_\_\_\_\_, in accordance with the Internal Revenue Code Section 107 and authorizes this individual to pay all qualified housing expenses under this plan.

The housing expenses that can be included in this allowance are utilities, taxes, insurance, repairs and maintenance, the cost of furnishing the home, and the rent or payment for the use of the home. The maximum amount allowed for the current year under this plan shall not exceed

\$\_\_\_\_\_. This shall be effective beginning for the year \_\_\_\_\_.

It is the responsibility of the minister to maintain all necessary records, documents, and other supporting evidence to verify the allowance. It is understood, based on Code Section 107, that the amounts paid by the church are not taxable for Federal and/or State Income Tax purposes, however, the amounts are subject to self-employment taxes unless the individual minister has elected to opt out of the social security program by having an approved Form 4381 on file.

This designated housing allowance will remain in effect each year hereafter unless and until it is amended and approved by the board.

This policy approved by the Indiana District Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Indiana District United Pentecostal Church Inc.

**President:**

or

**Secretary:** \_\_\_\_\_

# Indemnity of Directors/Officers/Agents

At a duly called and assembled meeting of the Board of Directors of the undersigned corporation, the following resolution was passed:

43. (1) The corporation shall indemnify any person who was or is a party or is threatened to be made a part to any threatened, pending or complete action, suit or proceeding, whether civil, administrative, criminal, arbitral or investigative (including an action or suit by or in the right of the corporation to procure a judgment in its favor) by reason of the fact that he is or was a director or officer of the corporation, or is or was serving at the request of the corporation as a director or in any other capacity, against judgments, fines, amounts paid in settlement, and expenses, including attorney's fees, actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interest of the corporation, and, with respect to any criminal actions or proceeding, had no reasonable cause to believe that his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner he reasonably believed to be in or not opposed to the best interest of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was not unlawful.
44. (2) No indemnification shall be made in any action as to which such person shall have been adjudged grossly negligent or in willful misconduct in the performance of any duty.
45. (3) The determination of any fact or issue concerning indemnification shall be determined by the Board of Directors of the corporation and in so determining they may rely upon advice of independent legal counsel.
46. (4) The corporation may obtain and maintain any insurance policy that it deems appropriate for any liability assumed by it under this resolution.
47. (5) Indemnification hereunder shall not be exclusive of any other rights or policies of insurance that any individual may have independent of this resolution. In the event of reimbursement for other sources, indemnification hereunder shall be abated.

# Marriage & Family Policy

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## Statement of Marriage

We believe that because God our Creator established marriage as a sacred institution between one man and one woman, the idea that marriage is a covenant only between one man and one woman has been the traditional definition of marriage for all of human history (“Traditional Definition of Marriage”). Because of the longstanding importance of the Traditional Definition of Marriage to humans and their relationships and communities, and, most importantly, the fact that God has ordained that marriage be between one man and one woman, as clearly conveyed in God’s inerrant Scriptures, including for example in *Matthew* 19:4-6 where in speaking about marriage Jesus referred to the fact that “he which made them at the beginning made them male and female,” the Organization hereby creates this policy, which shall be known as the “Marriage Policy” and is a part of the Organization’s By-laws.

Under this Organization’s Marriage Policy, the Traditional Definition of Marriage is the only definition of marriage that will be recognized or accepted. No elder, officer, employee, servant, agent, or any person, corporation, organization, or entity under the direction or control of this Organization shall commit any act or omission, or make any decision whatever, including allowing membership in this organization, that would be inconsistent with, or that could be perceived by any person to be inconsistent with, full support of this Organization’s Marriage Policy and strict adherence to the Traditional Definition of Marriage rather than any alternative to the Traditional Definition of Marriage.

This Organization’s Marriage Policy specifically prohibits acts or omissions including but not limited to permitting any Organization’s assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Organization, to be used in any manner that would be or could be perceived by any person to be inconsistent with this Organization’s Marriage Policy or the Traditional Definition of Marriage, including but not limited to permitting any Organization facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage other than the Traditional Definition of Marriage.

We believe that the Scriptures of the Word of God provide direction and instruction regarding the definition of marriage as being between one man and one woman, and this Marriage Policy is based on our belief in the Word of God. (Scriptures: 2 Corinthians 6:14; 1 Thessalonians 5:22; Colossians 3:17; Genesis 2:24; Ephesians 5:22-25, 28). Our belief will not permit the Organization nor its representatives to hold to, advance, advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Organization’s faith or moral teaching. Allowing the use of our facilities or allowing anyone on our staff for any purpose that contradicts the Organization’s beliefs would not be acceptable to the stance of this Organization based on its beliefs and teachings.

We believe this Organization’s Marriage Policy is based upon God’s will for human life as conveyed to us through the Holy Scriptures, upon which this Organization

has been founded and anchored, and this Marriage Policy shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level.

To allow the facilities of this Organization or any member of our staff to use or perform any activity inconsistent with the beliefs of this Organization would have a severe negative impact on the message that the Organization strives to promote and protect within this community.

Therefore, in no event shall persons or groups who hold, advance or advocate beliefs contradictory to the beliefs of this Organization be allowed to use any facilities of this Organization nor would any staff member or representative be allowed to participate in any activities that would be against the Organization's beliefs, values, or moral teaching according to scripture.

# Qualified Accountable Reimbursement Plan

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This corporation hereby establishes a qualified accountable reimbursement plan for all employees and/or officers of the corporation to reimburse them for qualified business expenses incurred in the normal operation of the organization's business arrangements in accordance with the following criteria:

- 1. Business Purpose:** Authorized business expenses covered by this plan must meet the requirements for deductibility as business expenses under the Federal Tax Law. Such expenses must have been incurred by an employee in connection with the performance of services by such employee or officer on behalf of the corporation;
- 2. Adequate Substantiation:** Any employee requesting reimbursement for authorized business expenses hereunder must furnish to the corporation adequate substantiation of expenses to be reimbursed. Adequate substantiation shall be accomplished by the timely submission to the corporation on the expense voucher or other adequate document, properly completed in accordance with the substantiation requirements of the Federal tax law, together with any relevant documentary evidence required under the substantiation requirements of Federal tax law.
- 3. Return of Excess Amounts:** Any employee receiving payment from the corporation for an authorized business expense incurred by such employee on behalf of the corporation must return to the corporation, within thirty (30) days after the incurrence of any such expense, any amount of such payment that exceeds the amount the employee has properly substantiated relating to such expense.
- 4. Request for Reimbursement:** Any request for reimbursement or payment for any authorized business expense hereunder must be submitted by an employee within sixty (60) days after the incurrence of such expense by such employee. Any request for reimbursement or payment for the expense must be submitted via a properly completed and substantiated corporation voucher.
- 5. Transportation Expenses:** Authorized transportation (automobile) expenses hereunder shall be reimbursed to an employee at the maximum federal per mileage rate or by actual expenses incurred for the properly substantiated mileage or expense in connection to official corporation business.
- 6. Other Expense:** All other authorized business expenses hereunder shall be reimbursed in an amount equal to the actual cost thereof incurred by the employee.
- 7. Advances:** In limited circumstances, advances of authorized business expenses to be incurred by an employee on behalf of the corporation may be granted by and at the sole discretion of the corporation. The amount of money advanced by the company to an employee MUST be reasonably calculated not to exceed the amount of anticipated expenditures and made on a day within thirty (30) days of the day that the anticipated expenditures are paid or incurred. All other substantiation rules apply in this case.

8. **Additional:** Any reimbursement for expenses hereunder shall be payable to an employee by the corporation with a check separate and apart from the employee's regular paycheck, if any.
9. **Failure to comply:** Consequences of failure by an employee to comply with any provision or provisions contained in this plan may, at the option of the corporation, render the expenses related to such failure non-reimbursable.
10. **Employee:** For the purposes of this reimbursement plan, employee is deemed to be any hired employee of the corporation; any elected or appointed officer; or appointed volunteer who is so selected to perform services for the corporation.

# Sexual Harassment Policy

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## The Purpose

This organization is committed to maintaining a work environment that is free from discrimination where employees at all levels of the organization are able to devote their full attention and best efforts to the job. Discriminatory harassment, either intentional or unintentional, has no place in the work environment. Accordingly, this organization will not tolerate any form of harassment of or by an employee, whether supervisory or nonsupervisory, or by third parties such as vendors or clients, based on race, sex, religion, color, national origin, age, disability, or any other factors protected by law.

The term “harassment” for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic, or physical conduct relating to an employee’s race, sex, religion, color, national origin, age, disability, or other factor protected by law that would make a reasonable person experiencing such harassment believe that the conditions of employment have been altered and that the work environment has become hostile or abusive or which interferes with the person’s job performance. This policy will be posted and distributed to all employees.

## The Policy

The organization believes that all employees have the right to work in an environment free from sexual harassment. Accordingly, we strive to ensure a workplace characterized by mutual respect. Sexual harassment will not be tolerated under any circumstances.

## The Definition of Sexual Harassment

Sexual harassment violates Title VII of the Civil Rights Act of 1964. The U.S. Equal Employment Opportunity Commission (EEOC) and the courts define sexual harassment as any unwelcome or unwanted sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, or other offensive behavior directed toward an employee because of or on account of his or her gender, whether by a person of the opposite or same gender, when

- Submission to or rejection of such conduct by an individual is made explicitly or implicitly a term or condition of an individual’s employment or is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, discharge, or other tangible employment action (sometimes referred to as “quid pro quo” harassment); or
- Such conduct is severe or pervasive enough to interfere with an individual’s work performance or otherwise renders the workplace as intimidating, coercive, hostile, or offensive to the reasonable person (sometimes referred to as “hostile environment” harassment).

Examples of the types of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual advances, propositions, flirtations, or innuendoes
- Demands for sexual favors
- Unwanted and unnecessary physical contact (such as grabbing, rubbing, patting, pinching, touching, or hugging)
- Demands for sexual favors in exchange for favorable treatment or continued employment
- Display of pornographic material
- Excessively offensive remarks, including unwelcome graphic or suggestive comments about an individual's body, appearance, dress, sexual prowess, or deficiencies
  - Obscene jokes
- The display in the workplace of sexually suggestive objects or pictures
- Any other unwelcome and unwanted conduct of a sexual nature, such as leering, whistling, staring, name calling, and sexual innuendo

Other discriminatory harassment consists of unwelcome conduct, whether verbal, visual, or physical, that tends to poke fun at or stereotype an individual because of his or her protected status. Examples of this type of conduct include, but are not limited to

- Making inappropriate or disrespectful comments about a person's gender
- Using sexist slurs or epithets
- Negative stereotyping
- Excluding individuals from the use of or making them feel uncomfortable in their use of this organization facilities because of their gender

Both the victim and the perpetrator of sexual harassment may be male or female, and the victim does not have to be of the opposite sex.

This organization regards all such conduct as creating a hostile and offensive work environment in violation of this policy, regardless of whether submission to such conduct is made either explicitly or implicitly a term or condition of employment

## **The Procedures**

### **Complaint Procedure**

An employee who alleges that he or she is the victim of sexual harassment, or an employee who has knowledge of, or an employee who has witnessed any form of sexual harassment should bring the subject to the attention of his or her supervisor or the chief executive immediately. If there is a legitimate reason that the victim is uncomfortable reporting the matter to the supervisor or chief executive, the employee should alert the board chairman or any board member of this organization. After making the complaint known to the proper person at this organization, an employee also has the

legal right to file a complaint with the appropriate agency.

After a complaint has been received, an investigation will be conducted. Both the complainant and the alleged harasser will be interviewed, as well as any witnesses. All employees must cooperate with the investigation. Depending on the complexities of the investigation, all parties involved should be informed of the status of the complaint as promptly as possible, consistent with conducting a thorough investigation.

### **Confidentiality**

This organization will maintain the confidentiality of the complainant, the accused, and the witnesses to the extent possible under the circumstances. The organization cannot promise absolute confidentiality, but pledges to conduct the investigation on a need-to know basis. Only those who must know about the complaint and the identity of the complainant will be made aware of and have access to that information.

### **Disciplinary Action**

If management finds that the alleged harasser violated company policy, it will take the proper disciplinary action. Such actions include but are not limited to verbal/written reprimand, suspension, and dismissal. The seriousness of the violation, the existence and nature of prior sexual harassment complaints and/or policy breaches, and the wishes of the accuser, as well as other considerations, will be taken into account when determining disciplinary action. Retaliation against any party involved—the accused, accuser, witnesses, and investigators —will not be tolerated. Employees who violate this organization’s no-retaliation policy will be disciplined or terminated.

If the complaint is found to be false, disciplinary actions will be taken against the accuser. If the complaint is unresolved, no disciplinary actions will be taken against either the accuser or the accused. No retaliation against either party or any witness will be tolerated. Employees who do not cooperate in investigations, such as witnesses who refuse to provide information, will be subject to disciplinary action.

### **Harassment by Nonemployees**

This organization will strive to prevent sexual harassment of employees by nonemployees (members, vendors, etc.) in the work environment and employees should promptly report any such harassment to the appropriate individual(s) listed above. An investigation will be conducted and remedial measures taken if found to be warranted.

### **Employer Responsibilities**

This organization will inform and educate its employees about its sexual harassment policy and ensure that the appropriate authorities know how to handle sexual harassment complaints. Suggestions and complaints regarding this sexual harassment policy as well as the communication and implementation of this policy are welcome. The employer shall as deemed necessary consult legal counsel for advice and direction regarding any such allegation of misconduct.

**Laws of this State**

All laws of this state regarding sexual harassment or misconduct shall be observed and followed in order to insure the proper protection of all involved, including this organization.

# Social Media Policy

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## Guidelines & Practices

### Purpose

The Social Media Procedures, Guidelines, & Practices describes the guidelines adopted by this organization, which shall be observed, shall respect the personal conduct by all personnel while engaging in online conversations as representatives of the firm.

*This Social Media Procedures, Guidelines, & Practices will apply to all offices and staff of this organization whether on-site or off-site.*

### Definitions

Personnel means all parties, whether officers, directors, employees (both full-time and part-time), or volunteers working for this organization.

Social media is the use of any type Internet communication such as email, Facebook, My space, twitter, Wikipedia, LinkedIn, or other wikis.

## Guidelines & Practices Policy

We feel this organization should be held to a different standard when it comes to its online communications. Certain ethical rules must be followed by all personnel participating in social media to keep this organization from violating these rules. Most conversations on social media platforms are held in an informal manner, so professional discourse is expected. The main focus of this Social Media Guideline is avoidance of the unique pitfalls online communication holds for our organization. In view of these facts, below are suggested guidelines and a list of things to avoid when communicating with the public via any social media outlet.

All social media accounts, blogs, Web pages and related content carrying this organization's brand identity are and will be owned and licensed as required by law. Personal accounts, blogs, Web pages and related content that do not carry our brand identity can be owned, licensed and operated by any of this organization's personnel. However, any and all use of our name, logo and/or related marks requires prior, express, written consent of the executive management of this organization.

### Scope

Generally, these guidelines set forth in this Social Media Guidelines should be applied to any online medium where information may reflect back on the image of this organization and its personnel and clients. This Social Media Guideline applies to all forms of social media including, but not limited to: blogs, email, Facebook, MySpace, Wikipedia or other wikis, Twitter and LinkedIn. These guidelines also apply to any comments our personnel may leave on others' blogs or Facebook/MySpace pages,

edits to wikis, responses to tweets, postings on message boards/forums, opinions on online polls or any product/services that this organization might author. Below are guidelines to be followed and /or to be avoided.

## Guidelines

### **1. The Internet is not anonymous, nor does it forget.**

Everything written on the Web can be traced back to its author one way or another and very easily. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and repasts or references. Anyone can view your social media, so be very careful what you write personally or about this organization or its personnel.

### **2. There is no clear line between your work life and your personal life.**

Always be honest and respectful in both capacities. With the ease of tracing authors back from their posts and the amount of information online, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to those you've done in a professional capacity. Always write as if everyone knows you. Never write anything you wouldn't say out loud to all parties involved.

### **3. Avoid hazardous materials.**

Do not post or link to any materials that are defamatory, harassing, indecent, or confidential. Social media can definitely expose this organization to certain risks; therefore one must always be careful in making statements about the organization or any officer, director, or personal.

### **4. Don't promote other brands with our brand.**

Do not promote personal projects or endorse brands, causes or opinions when posting from this organization's account. Be sure to respect third party copyrights. If a personal opinion must be posted, clearly state to all readers that it is a personal opinion only and/or does not represent the opinions of this organization.

### **5. Maintain confidentiality.**

Do not post any confidential or proprietary information in regards to this organization or its clients (e.g., client confidences, insider information, or any financial information). This also means that the personal information of the employees and other individuals associated with the services that we are delivering to our clients and our own personnel should not be shared on or disclosed through social media or other online communication including email, except through confidential, secure and approved methods. Such information received through approved methods may not be forwarded or reposted without the expressed authorization of executive management.

## **6. Don't pad your own stats.**

Do not create anonymous or pseudonym online profiles to pad link or page view stats. Also, do not comment on your own or another's posts to create a false sense of support.

## **7. Always trackback.**

When reposting or referencing a post on one of our online sites, provide a link to the original post or story.

## **8. Identify yourself.**

When relevant, identify your affiliation with this organization and your area of concentration. This will add credibility to your profile and this organization's profile/communications and will increase the visibility of this organization and you personally.

## **9. Do not pat yourself on the back.**

Do not post self-laudatory statements regarding your work or the work of this organization.

## **10. Do not qualify your work.**

Do not post statements regarding the quality of yours or other's work or the quality of the work of this organization.

## **11. Do not approve recommendations or testimonials.**

Recommendations and testimonials violate the ethics rules under which we operate. We do not need to discourage others from posting promotional materials about us; however, we cannot link to them or have them posted on our sites.

## **12. Do not promote successes.**

Don't report this organization's results or outcomes or use words like "successfully," "favorably," "won" or "prevailed" in describing our representations. Anything stated that promotes the outcome or success of this organization must first be reviewed and approved by the executive management.

## **13. Do not return fire.**

If a negative post or comment is found online about this organization or yourself, do not counter with another negative post. Instead, after obtaining executive management approval, you may publicly offer to remedy the situation through positive action. Seek help from executive management in defusing these types of situations.

#### **14. Do not offer or appear to offer legal advice.**

We should not give any type of advice regarding any services or products of this organization as we are bound by ethics rules that prohibit such.

#### **15. Respect the Law and Disclosures**

Employees should be careful to comply with all copyright, trademark, and intellectual property and other applicable regulations and laws. Employees can be legally liable for what is written or posted online. The employer reserves the right to discipline employees in an appropriate manner for any commentary, content, or images that are pornographic, harassing, and libelous, or for anything that creates a hostile work environment based on current laws governing such or any content that violates confidentiality or other regulations or laws.

#### **16. National Labor Relations Act**

When applicable, protected concerted activity covered by the NLRA is not prohibited by this policy.

#### **17. Do not use working time to be on social media.**

Working time is just that, time to work for this organization. Spend your time wisely and only be involved on social media as is required by your occupation. Personal time for social media is strictly limited and disciplinary action may be taken if used in excess.

While working in the offices of this organization, the Internet or social media is to be used specifically for work purposes during office hours.

# Spousal Accountability Policy

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**Inasmuch** as the Ministers and/or employees of this organization are required to attend meetings, seminars, camps, conferences, hospital visits, and other required functions on behalf of the Organization, and

**Inasmuch** as the Minister/employee is at times required to travel out of town for various meetings conferences and organization related business as required by the Organization,

**Be it hereby resolved** that the Board authorize and require the spouse of the Minister/employee to accompany the minister on these trips for the purpose of accountability. The spouse's presence is required on as many of these trips as possible to reduce the risk of inappropriate conduct and/or false accusations that could harm the Minister's and/or the Organization's reputation and future.

As a result of this requirement, the Organization agrees to pay for or reimburse to the spouse all the qualified accountable business expenses incurred on these trips based on the Organization's Qualified Accountable Reimbursement Plan. The spouse is required to maintain all documentation to substantiate the various expenses under the Internal Revenue Code and submit such documentation to the Church Secretary/Treasurer as prescribed by IRS regulations.

# Wrongful Conduct Policy

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## I. General

This Organization expects its directors, officers, employees, and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, each must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations including that of the Sorbaines-Oxley Act of 2002.

## II. Reporting Responsibility

It is the responsibility of all directors, officers, and employees to report wrongful conduct in accordance with this Policy.

## III. Wrongful conduct

“Wrongful conduct” is defined in this Policy to include: a serious violation of any of this Organization’s policy; a violation of applicable state and federal law; or the use of the Organization property, resources, or authority for personal gain or other non organization-related purpose except as provided under the Organization’s policy.

This definition of wrongful conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Policy. Rather, the Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the Organization.

## III. No Retaliation

No director, officer, or employee who in good faith reports wrongful conduct will suffer harassment, retaliation or adverse employment consequence. Any director, officer, or employee who retaliates against anyone who has reported wrongful conduct in good faith is subject to discipline up to and including termination of employment or removal from the board or directors, as applicable. This Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

## IV. Reporting Wrongful Conduct

This Organization encourages its directors, officers, and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any director, officer, or employee may report wrongful conduct to the President or Secretary of the board of directors. If the wrongful conduct implicates one or both of the President or Secretary of the board of directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the



