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# POLICIES & PROCEDURES MANUAL

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METROPOLITAN COMMUNITY CHURCH OF THE PALM BEACHES



Your place for spiritual  
& social connection.

METROPOLITAN COMMUNITY  
CHURCH of the PALM BEACHES

4857 Northlake Blvd- Palm Beach Gardens

**Sundays @ 10:30 AM** **MCCPB.ORG**

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## ACTIVE ASSAILANT POLICY

1. This policy outlines comprehensive guidance for church leaders, staff, volunteers, and congregants to respond effectively to an active shooter scenario during a worship service, with the ultimate goal of minimizing harm and saving lives.
2. Preparation is key to effective crisis management. Churches must foster a culture of awareness, provide ongoing training, and establish relationships with local law enforcement.
3. Regular and ongoing training is vital for preparedness. The church should:
  - a. Schedule annual reviews of emergency plans and procedures.
  - b. Conduct realistic scenario-based drills involving staff, volunteers, and, where appropriate, members of the congregation.
  - c. Distribute written guidelines and resources to all church personnel.
  - d. Encourage an open culture where concerns about security can be raised and addressed without stigma.
  - e. Designate clear leadership roles and responsibilities for crisis management.
    - i. Risk Assessment: Conduct regular risk assessments of church property to identify vulnerabilities. Consider entry points, escape routes, and areas where people congregate.
    - ii. Security Team: Establish a trained security team or designate responsible staff/volunteers to monitor entrances and maintain vigilance during services.
    - iii. Law Enforcement Liaison: Build partnerships with local police departments for advice, training, and rapid response planning.
    - iv. Drills and Education: Hold periodic emergency drills for staff, volunteers, and, as appropriate, the congregation. Educate all on recognizing potential threats and responding to emergencies.
    - v. Communication Plan: Develop an effective communication strategy for alerting authorities, staff, and attendees in case of emergency, including mass notification systems and discrete signals if necessary.

- vi. Access Control: Implement reasonable access controls during services—such as locking unused entrances, monitoring parking lots, and managing visitor check-in when feasible.
    - vii. Safe Room Identification: Designate safe rooms or areas with lockable doors where people can shelter in place if evacuation is not possible.
4. If an active shooter event occurs during a service, rapid and coordinated action is essential. The following steps are based on law enforcement’s best practices and guidance from emergency management agencies:
5. Run, Hide, Fight
  - a. Run: If it is safe, evacuate the premises immediately. Leave belongings behind and help others escape, if possible, without endangering yourself. Know all exits and escape routes in advance.
  - b. Hide: If evacuation is not possible, seek shelter in the nearest secure location. Lock and barricade doors, turn off lights, silence cell phones, and remain quiet. Do not huddle in large groups if possible—spread out to minimize targets.
  - c. Fight: As a last resort, and only if your life is in imminent danger, attempt to disrupt or incapacitate the shooter using improvised weapons, group action, or any means available. Commit fully to your actions.
6. Alert Authorities
  - a. Call 911 as soon as possible. Provide clear information: location, description of the shooter, number of people at risk, injuries, and any available details.
  - b. If you cannot speak, leave the line open so dispatchers can listen.
  - c. Activate internal alert systems if available so staff and security are informed of the threat.
7. Communication with Congregation
  - a. Train staff and volunteers to use pre-established code words or signals to quickly notify the congregation without causing panic.
  - b. Designate spokespersons responsible for conveying information to authorities and media after the situation is resolved.
8. Interaction with Law Enforcement on Arrival
  - a. Remain calm and follow all instructions from responding officers.
  - b. Always keep hands visible and avoid sudden movements.
  - c. Do not attempt to hold, question, or physically detain the shooter unless it is necessary and safe to do so.
  - d. Inform officers of injured people, potential locations of shooter(s), and any security vulnerabilities.

9. Post-Incident Procedures

- a. After the immediate threat has been neutralized, churches must focus on recovery, support, and lessons learned.
- b. Medical Assistance and Reunification
- c. Assist medical personnel with triage by identifying those most in need of care.
- d. Establish a reunification point for families and loved ones.
- e. Provide information to authorities on missing or injured congregants.

10. Emotional and Spiritual Care

- a. Offer counseling, pastoral care, and trauma support for survivors, families, and the broader church community.
- b. Coordinate with local agencies and mental health professionals to provide ongoing assistance.
- c. Respect the privacy and dignity of those affected when communicating with media and the public.

11. Investigation and Review

- a. Cooperate fully with law enforcement investigations.
- b. Document all actions taken, observations made, and decisions during the incident for later review.
- c. Analyze the church's response to identify strengths, weaknesses, and areas for improvement.
- d. Update emergency policies and training based on lessons learned.

(Approved with motion # 25-34 on 9/20/2025)

## AUTHORITY OF DOCUMENTS POLICY

1. The ultimate authority of Metropolitan Community Church of the Palm Beaches (MCCPB) is the Bylaws approved by the membership in accordance with the process stated within said Bylaws.
2. The Bylaws are supreme, and all other policies and procedures may not contradict the language or the spirit of the Bylaws.
3. The policies and procedures manual is specific instructions on how to carry out church administration.
4. The policies and procedures manual is approved by a simple majority vote of the Board of Directors (BOD).

(Approved with motion # 25-34 on 9/20/2025)

## ALCOHOL & DRUG POLICY

1. This policy clarifies rules for alcohol and illegal substances on church property.
2. Alcohol may only be used with approval from the BOD.
3. Illegal contraband is always prohibited.

(Approved with motion # 25-34 on 9/20/2025)

## BUDGET COMMITTEE POLICY

1. Leaders of this committee shall collaborate to achieve assigned tasks, adhere to deadlines, and fulfil committee objectives.
2. The Chairperson shall be the Treasurer; additional Co-chair may be appointed by the BOD.
3. The Pastor serves as an Ex-Officio committee member, participating in discussions but not leading unless asked by the Chairperson.
4. The Budget committee can also include other members who do not serve currently on the BOD.
5. These members are nominated by members of the BOD based on their financial expertise and are voted by majority vote of the BOD and approved by the Pastor.
6. The Chairperson is tasked with supervising progress, facilitating open communication among members, and promoting respectful discourse.
7. The Chairperson shall consult with the members to determine meeting dates, times, and whether they are open or closed to non-committee members.
8. Chairperson is required to present their recommendations to the BOD.
9. Members will collaborate to support leadership of the budget committee in achieving the committee's objectives.

10. Each member is expected to contribute innovative ideas, conduct thorough research, engage in respectful dialogue, and evaluate both advantages and disadvantages of all potential outcomes.
11. Following these discussions, members should be prepared to collectively recommend options for consideration by the BOD.
12. The committee will collect budget ideas from both internal and external sources to MCCPB.
13. Members are scheduled by the Chairperson to meet and discuss fiscal procedures that could support the church's financial processes and increase transparency.
14. A comprehensive review of expenditures from the previous and current year should be compared with projections for next year.
15. Each category is to be assessed for practicality and its impact on operational, special project, designated, or investment funds.
16. Budget items should be evaluated for relevant information, advantages and disadvantages, and short-, medium-, and long-term financial planning needs.
17. In budgeting, the committee should balance responsible financial management with consideration for future growth.
18. Upon reaching consensus, the committee will submit the proposed budget to the BOD by October board meeting annually.
19. The Chairperson will present the budget at the BOD's October meeting.
20. The BOD operates independently and is not required to adopt budget committee recommendations; however, it is expected to give them appropriate review.

(Approved with motion # 25-34 on 9/20/2025)

## BUILDING USE POLICY

1. This policy establishes guidelines governing the use of MCCPB facilities for non-church events.
2. Facility Descriptions

- a. Sanctuary: Accommodates up to 150 guests.
- b. Restrooms: Located within the Worship Center foyer.
- c. Instruments & A/V Equipment: Available upon request; please coordinate with church staff in advance.
- d. Harrison Hall: Suitable for receptions (capacity: 40) or seated dining at tables (capacity: 30). Features a full kitchen and seating area for service of pre-prepared food.
- e. Cooking: Preparing items in the oven is permitted, but not use of the stovetop- due to fire regulations.
- f. Nursery: An area for young children to play.
- g. Parking: Lot contains 50 spaces, including 4 accessible parking spaces. Parking is complimentary; all vehicles are parked at the owner's risk, and the lot must remain clean.

### 3. Scheduling Guidelines

- a. Access to the facilities will be coordinated directly with an appointed church contact who will confirm available dates and times.

### 4. Facility Usage Rules

- a. Renters are responsible for transporting, setting up, cleaning, and returning any equipment not owned or provided by MCCPB. The church assumes no responsibility for personal property brought onto the premises, including loss, theft, or damage. MCCPB does not offer storage for personal belongings or equipment, unless previously approved by the BOD.
- b. Movement of furniture requires prior approval from the designated church contact. The use of confetti, birdseed, rice, or similar materials is strictly prohibited on church property. Only dripless candles may be used. Alcoholic beverages are permitted solely with prior written authorization from the BOD for specific events. Illegal substances are not permitted on the premises at any time. Smoking is restricted to designated outdoor areas.

- c. Photography and videography are generally allowed but may be subject to additional restrictions set by facility users.
- d. All event organizers and participants must be informed of these guidelines in advance to ensure understanding of their responsibilities. These procedures help maintain proper use and care of MCCPB's facilities and personnel.

5. Procedural Information

- a. Renters are expected to manage all setup and cleanup of items used. Facilities should be left in the same condition as found.
- b. Use of electronic instruments or sound/lighting systems requires coordination with an authorized MCCPB technician.
- c. MCCPB reserves the right to cancel any event due to unforeseen circumstances or if activities are determined to harm MCCPB or its personnel. Any payments or deposits will be refunded at the discretion of the BOD in such cases.

6. Reservation and Payment Procedures

- a. To reserve a space, please contact the office to arrange a meeting with the Pastor. Tentative dates are set during this meeting and become confirmed upon receipt of both your security deposit and agreement. A deposit of 50% of the total fee is required prior to the event; payment is accepted via cash, check, money order, or online. The remaining balance is due on the day of the event.
- b. All facility use is at the renter's own risk. Renters are liable for any personal injury or property damage and must reimburse MCCPB for related costs.

7. Fee Schedule

- a. These fees apply only to non-members and non-regular attendees. Members will pay a discounted fee of 50%, special exceptions can be made by BOD.
- b. Sanctuary
  - i. Usage Fee: \$150 per hour
  - ii. Preparation Fee: \$75 per hour

- iii. Technician Fee: \$50 per hour
- c. 17. Harrison Hall (Fellowship/Kitchen Facility)
  - i. Usage Fee: \$75 per hour
- d. 18. Gazebo Grounds
  - i. Usage Fee: \$75 per hour

(Approved with motion # 25-34 on 9/20/2025)

## CHILDREN'S MINISTRY POLICY

1. The objective is to maintain the safety and well-being of children in care during Sunday morning sessions while providing a structured environment.
2. Personnel Responsibilities:
  - a. All Children's Ministry attendants are required to successfully pass a state background check, including fingerprinting. After passing the background check, the attendant will meet with the BOD to develop their schedule.
  - b. The adult-to-child ratio will be 2 to 5, with at least 2 attendants at all times; if there are more than six children, additional attendants will be assigned for that morning.
  - c. Youth aged 13-17 may volunteer for Children's Ministry duties but must be supervised by a Children's Ministry caregiver at all times.
  - d. Each attendant must complete training in basic first aid and basic infant/child CPR.
  - e. Attendants must inform a parent immediately of any significant medical or behavioral issue should one arise.
  - f. In the case of bathroom assistance needed by child, the parent/guardian should be called to facilitate.
  - g. In the case of a soiled diaper, the parent/guardian should be called to facilitate the change.
  - h. The nursery, including toys and supplies, is to be cleaned and disinfected before each session.
3. Parent Responsibilities:

- a. Before a child participates in the Children’s Ministry program, the Children’s Ministry School Coordinator will require a signed release form from the parent, which will confirm the following:
    - i. The organization is not liable for any injury to the child while in the Children’s Ministry environment.
    - ii. The child is in good health, with all known allergies or medical conditions disclosed.
    - iii. The names of individuals authorized to pick up the child during or after services.
    - iv. The opening and closing times of the nursery.
  - b. Parents/Guardians are expected to sign their child into the nursery on Sunday mornings. Only parents/guardians or other authorized persons may pick up a child from the nursery.
4. Children’s Ministry Information for Parents/Guardians:
- a. The goal is to provide a safe and organized environment for children during Sunday morning sessions. The aim is to offer quality care for all children attending the Children’s Ministry.
  - b. All children should be registered upon arrival. Registration must include the name of the person who will pick up the child.
  - c. Children with fever, diarrhea, or other apparent illnesses should not be brought to the nursery. If a child appears ill, as determined by the Children’s Ministry Coordinator, they may be restricted from participating in the Children’s Ministry.
5. Physical Interaction Policy
- a. Child abuse is a serious concern, and MCC of the Palm Beaches aims to protect children while fostering a supportive ministry environment. All staff must follow these guidelines:
    - i. Appropriate physical affection, such as hugging, must be initiated by them, responding to their need for comfort or encouragement.
    - ii. Children’s Ministry workers are responsible for ensuring children are always physically and emotionally safe.

- iii. Children should never be physically disciplined by staff under any circumstances.
6. Responding to child abuse accusations.
    - a. Take every disclosure from a child seriously and give them your full attention.
    - b. Notify the Pastor immediately following the conversation.
    - c. Be prepared to assist the pastor with reporting the conversation to the appropriate state authorities, as mandated reporters of alleged abuse.

(Approved with motion # 25-34 on 9/20/2025)

## COUNTING CONFIDENTIALITY POLICY

1. All individuals involved in counting church funds are required to maintain the confidentiality of individual giving information, unless disclosure is mandated by bylaws or other policies.

(Approved with motion # 25-34 on 9/20/2025)

## CONTRACT AND BINDING AGREEMENTS POLICY

1. This policy establishes a standard procedure for executing contracts and agreements.
2. All contracts and agreements require BOD approval and signature from the Clerk.

(Approved with motion # 25-34 on 9/20/2025)

## DEBIT AND CREDIT CARDS POLICY

1. This policy sets procedures for Debit and Credit Card use, aiming to streamline purchases and payments.
2. The Treasurer will reconcile card usage monthly.
3. Original purchase receipts must be approved and matched with bank statements before payment.

4. Card activities are subject to review by the Treasurer and BOD.
5. With Board approval, the Treasurer may close accounts at any time.
6. Card Holder: The only authorized user of a card is the Treasurer, unless otherwise approved by the BOD or the Treasurer. Use of the card indicates agreement to the following terms:
  - a. Use the card only for Metropolitan Church of the Palm Beaches purchases.
  - b. Avoid paying Florida sales tax by providing the church's Tax-Exempt number; use it outside Florida whenever possible.
  - c. Submit original receipts to the Treasurer weekly.
7. The cardholder must not make prohibited purchases, including:
  - a. Personal items or those for family and friends.
  - b. Items from businesses owned by the cardholder or their family.
  - c. Cash advances.

(Approved with motion # 25-34 on 9/20/2025)

## DIRECT DEALING POLICY

1. Healthy church conflict means addressing issues directly with evidence, supporting the mission, respecting leadership, avoiding personal attacks, and staying solution focused.
2. Unhealthy conflict involves unreasonable demands and personal attacks, which harm the church and drive away members.
3. At MCCPB, concerns must be raised openly by identified individuals; anonymous complaints will be skeptically reviewed.
4. Members should try to resolve grievances privately or in facilitated meetings before turning to the Board.
5. The Board addresses antagonistic behavior quickly and may remove members or leaders if necessary.

(Approved with motion # 25-34 on 9/20/2025)

## DISRUPTIVE BEHAVIOR POLICY

1. We are committed to fostering a welcoming, respectful, and safe environment for all individuals. We believe that every person deserves to be treated with dignity and compassion, regardless of background, beliefs, or identity.
2. Disruptive behavior is any action, speech, or conduct that interrupts, hinders, or negatively impacts the peace, safety, or spiritual experience of others within our church community.
3. This includes but is not limited to harassment, intimidation, excessive noise, threats, or any behavior that undermines our values of respect, inclusion, and love.
4. If an immediate response is required, the pastor, Vice Moderator, or another Board member will act—this may include asking individuals to leave or pausing the meeting until it is considered safe to proceed. Police assistance is to be regarded as a final option due to associated risks.
5. If actions are taken in the absence of the pastor, inform them and send a follow-up email to both the pastor and Vice Moderator outlining the incident and steps taken.
6. Our church will address disruptive behavior promptly and compassionately.
7. Individuals exhibiting disruptive behavior will be approached in a spirit of understanding and reconciliation, with an opportunity to discuss concerns and seek resolution.
8. If the behavior persists, further action may be taken, which can include asking the individual to leave the premises temporarily or permanently, depending on the severity of the situation.
9. We encourage all members and visitors to help maintain our church as a safe and nurturing space by treating one another with kindness and respect.
10. Report disruptive behavior to the BOD and Pastor, who will handle issues confidentially and make final decisions.
11. Posting negative, slanderous, or divisive content about the church, its leadership, or its members on social media will be considered disruptive behavior and subject to review by BOD.

## EMPLOYMENT POLICY

1. This church employment policy covers both short-term and long-term positions, not covered in other areas of the bylaws or policies and procedures.

2. All employment opportunities require a clear and detailed job description to ensure transparency of roles and responsibilities.
3. Before employment, all candidates are required to complete background and/or reference checks to ensure a secure and reliable workplace, as well as to uphold high standards of performance.
4. The church requests competitive quotes for contracted work to ensure wise use of resources.
5. Members and attendees with licensed and insured companies are encouraged to bid for projects.
6. Volunteer workers must sign a liability waiver to work on or complete projects.
7. Volunteers can receive In-Kind credit towards contributions for work performed.
8. Upon completion of any project or employment assignment, the BOD must provide final approval, confirming that all terms and expectations have been met.
9. Payment of funds is normally disbursed only after the satisfactory completion of the job, as validated by the Board.
10. These procedures help promote accountability, financial responsibility, and high standards in all employment and project engagements within the church.

(Approved with motion # 25-34 on 9/20/2025)

## ESTABLISHMENT OF COMMITTEES POLICY

1. This policy describes the process of selecting various committee members. Committees assist the Board and offer training for future Board members. Each committee will have a job description, recruits candidates, and invites open applications. All applicants are presented to the Board for approval, and selected members are notified by the chair.

2. The chair is responsible for scheduling meetings and updating the Board on committee activities. Committee members should attend Board meetings and share updates to encourage future Board involvement.
3. The Pastor shall serve as Ex-officio member of all committees and teams.

(Approved with motion # 25-34 on 9/20/2025)

## FINANCE OVERSIGHT POLICY

1. Responsibilities of the Finance Oversight policy as conducted by the BOD.
  - a. Ensure precise documentation of income.
  - b. Implement effective cash flow strategies and prioritization of accounts payable.
  - c. Oversee accurate expense documentation.
  - d. Exercise signatory authority as required.
  - e. Deliver thorough financial reporting.
  - f. Maintain permanent financial records.
  - g. Manage offering counting in accordance with MCCPB Policy and Procedures.
2. All designated funds are to be deposited directly into their respective accounts.
3. Once deposits have been made, the Treasurer enters deposit information into the accounting system and reports deposit details alongside account balances to the team.
4. The Treasurer maintains individual contribution data within the Tithing Record.
5. The Treasurer manages a monthly file containing deposit slips, check copies, offering forms, bank statements, and other income-related documentation.
6. Cash Flow and Accounts Payable Strategy Implementation
  - a. Accurate Expense Documentation

- b. Post-prioritization, accounts payable instructions are relayed via the Treasurer, who oversees documentation, check issuance, and team signature collection.
  - c. The Treasurer transfers funds from escrow/designated accounts upon issuing checks for eligible expenses.
  - d. Checks and invoices, once signed, are processed by designated staff.
  - e. Monthly financial records are updated with all relevant expense documentation.
7. Signatory Authority
- a. BOD members possess signatory authority, and 2 members of the BOD are needed to access bank accounts. Additional authorizations are determined by the full BOD.
  - b. Two members of the BOD are required to sign checks.
8. Reporting Protocols
- a. At each month's end, a Treasurer provides a comprehensive financial report for audit purposes. Any necessary corrections are made post-verification.
  - b. The Treasurer presents summary financial reports—including income statements, expense statements, account balances, profit/loss statements, and accounts payable aging lists—to the BOD monthly, and to the Congregation annually.
9. Permanent Financial Records Maintenance
- a. The team maintains detailed monthly records for at least 7 years that include:
    - i. Income documentation: offering forms, check copies, electronic transaction records, original bank statements, deposit slips.
    - ii. Expense documentation: receipts, original invoices, check stubs, vendor statements.
    - iii. Reports: Approved detailed summary of monthly financial reports, BOD meeting minutes.

(Approved with motion # 25-34 on 9/20/2025)

## FUNDRAISING EVENTS POLICY

1. The purpose of this policy is to establish a clear and fair process for major fundraising events at MCCPB.
2. Applicants must submit a written proposal (maximum two pages) detailing previous experience in event planning, describing an event theme, researching at least three potential venues, outlining committee recruitment, and presenting a planned budget.
3. Applicants are required to present their proposals to the BOD by the deadline specified in the event description.
4. Proposals will be reviewed at the next monthly board meeting following the application.
5. Each proposal will be assessed and approved by BOD through secret ballot.
6. An announcement regarding the event and selected chairperson will be made to the congregation on the following Sunday.

(Approved with motion # 25-34 on 9/20/2025)

## HONORARIA POLICY

1. This policy establishes a standardized compensation program for all guest speakers delivering sermons.
2. Honoraria for all worship services at the Metropolitan Community Church of the Palm Beaches will be provided as follows:
  - a. Laity preachers – up to \$125.00, as approved by the Board
  - b. Clergy preachers – up to \$250.00, as approved by the Board.
  - c. Special Event speakers- an amount as approved by the Board.
  - d. Traveling allowance – The BOD may approve provisions for food, travel, and lodging expenses.

(Approved with motion # 25-34 on 9/20/2025)

## HURRICANE PREPAREDNESS POLICY

1. This procedure enables MCCPB to prepare the Church facility, property, and occupants efficiently for a hurricane.
  - a. Hurricane Watch: Possible in Palm Beach County (PBC) within 36 hours.
  - b. Hurricane Warning: Expected in PBC within 24 hours.
2. Notification: At the announcement of a hurricane watch, board members will be in communication with the Pastor to determine how level of risk and danger. The Pastor will notify the members and attendees via text, email, and social media.
  - a. Under a hurricane watch: Church office, activities, and Sunday worship may be cancelled at the discretion of the Pastor.
  - b. Under a hurricane warning: Office closes and all activities, including worship, stop until lifted.
3. Facility Preparations (during hurricane warning or very concerning watch):
  - a. Cover staff house and parsonage front windows, door glass insets, and outside furniture stowed.
  - b. Unplug office equipment; cover computers with plastic and lift off the floor.
  - c. Store potted plants, mats, trashcans, and loose items in storage.
  - d. Shut off main electricity four hours before storm arrival.
  - e. Secure important documents.
4. Post Hurricane: After the storm and warning is lifted, the Pastor and/or Board members will inspect the property and report findings to the Board.

(Approved with motion # 25-34 on 9/20/2025)

## INSUFFICIENT FUNDS POLICY

1. This policy sets a standard process for handling parishioner checks returned for insufficient funds. Returned checks will be given back to the parishioner, and the donation amount will be removed from official

records. Any banking penalty will be recorded as a church banking expense.

2. The returned check will be sent to the parishioner with a courtesy letter detailing the financial impact and a copy of this Insufficient Funds Policy.

(Approved with motion # 25-34 on 9/20/2025)

## MARRIAGE CEREMONY POLICY

### 1. Scheduling

- a. For scheduling, couples are requested to contact the church office at least two months before their planned ceremony. The church will accommodate requests with shorter notice when possible.
- b. All space reservations at this location are managed through the MCCPB Church office.

### 2. Requirements

- a. At the minister's discretion, ceremonies may be conducted for couples who desire to be wed.
- b. If either individual has previously been married, they must have obtained a legal divorce prior to the marriage.

### 3. Pre-Marital Guidance

- a. The presiding minister will meet with the couple before the ceremony.
- b. Additional meetings may be arranged at the minister's discretion.

### 4. Minister's Fees

- a. Members of the congregation are not required to pay a fee. Congregational support is provided through tithes and offerings. Offering an honorarium to the presiding clergy is optional.
- b. For non-members, the standard fee is \$250.00. Additional charges for travel or other services beyond the ceremony may apply at the minister's discretion.

(Approved with motion # 25-34 on 9/20/2025)

## MUSIC MINISTRY POLICY

1. The purpose of the Music Ministry is to bring glory to God, edify the church, and help immerse visitors in the love of Christ through music. Our music ministry will be inclusive of many worship styles and genres of music. We will ensure that our themes and presentations are in harmony with the goals of the church leadership.
2. Structure
  - a. The Music Ministry team will be under the direction of and auspices of the Pastor and the BOD of the Metropolitan Community Church of the Palm Beaches. The ministry team will consist of the Pastor, Music Director, Worship Director, and multiple Musical Specialists as approved by the Pastor and BOD.
  - b. Music Director
  - c. Ensemble Management: Organizing and selecting various musical groups, such as choirs, praise teams, and instrumental ensembles.
  - d. Recruitment and Development: Recruiting and training new musicians, vocalists, music specialists, and worship leaders. Provide ongoing development opportunities for members.
  - e. Cooperation: Working with the other music team members to ensure seamless, harmonious, and excellent worship service experiences.
  - f. Worship Director
  - g. Leading Worship: Directing and coordinating music for all worship services, including selecting appropriate music, leading rehearsals, and ensuring smooth transitions during services.
  - h. Music Selection and Preparation: Choosing music that aligns with the church's theology and enhances the worship experience, coordinating the arrangement of music for different ensembles, and preparing musical scores and parts.
  - i. Cooperation: Working with the other music team members to ensure seamless, harmonious, and excellent worship service experiences.
  - j. Musical Specialists

- k. **Technical Skills:** Using excellent musical skills that require technical mastery to improve the quality of the worship service experience.
- l. **Cooperation:** Working with the other music team members to ensure seamless, harmonious, and excellent worship service experiences.

### 3. Process

- a. The Music Director and the Worship Director will arrange at least 2 monthly music team practice sessions prior to utilization of materials if possible. This should include all music team staff, singers, Audio/Visual techs, and musical specialists.
- b. The Pastor, Music Director, Worship Director will discuss upcoming service themes/sermons to determine musical selections for all parts of the service. Only people that respond to email/texts in a timely fashion will determine the musical selections.
- c. The opening & closing songs, communion songs, and offertory will be primarily the responsibility of the Pastor in cooperation with the music ministry team. These songs are important as they set the tone of the church for the month.
- d. The Praise 1 & Praise 2 songs will be selected by the Music Ministry upon knowing the themes for the services. These selections must be made prior to Wednesday at midnight. The whole music team should give input and be willing to exchange ideas and compromise. Only people that respond to email/texts in a timely fashion will determine the musical selections.
- e. The music teams are selected by the Music Director, should be at all practices, should be early for services, and should be dressed appropriately.
- f. The Pastor should be given information regarding any days that music ministry team staff cannot be present for services or practices.

### 4. Compensation

- a. When technical expertise and significant time commitments are essential to the excellent operation of the church worship experience, then compensation can be justified. The preaching of the Word and the

worship of God are the two most important functions of the church. The Bible says the “the worker in God’s church is worthy of payment.”

- b. Music Director & Worship Director: An agreed amount, not more than \$250 per week, but will depend on quality of commitment, job performance, and market circumstances.
- c. Music Specialists: An agreed amount, not more than \$100 per week, but will depend on quality of commitment, job performance, and market circumstances.

(Approved with motion # 25-34 on 9/20/2025)

## OFFERING COUNTING POLICY

1. This policy establishes standardized procedures to ensure secure, efficient, and accurate handling of gifts and offerings, so that all contributions are managed appropriately according to their designated purposes.
2. All contribution information shall be kept confidential. Counters must be approved by the Treasurer.
3. Procedures:
  - a. Two persons transport the offerings from the sanctuary to the church office immediately after worship services have concluded.
  - b. Separate cash, coins, and checks. Cash should be sorted by denomination (e.g., \$1s, \$5s, \$10s, \$20s) with all bills facing the same direction.
  - c. For offerings received in envelopes:
    - i. Checks: Identify whether funds are for tithe or a designated fund. Record the appropriate fund on the check’s memo section and discard the envelope.
    - ii. Cash: If the contributor's name appears on the envelope, retain it and record the amount on the envelope’s face. Discard unnamed envelopes.
  - d. Count all cash and coins and record these amounts in the designated area on the offering counting form.

- e. Total all checks and record this amount in the designated space on the offering counting form.
- f. Total all designated funds and record this in the appropriate area.
- g. Sum the totals; each counter signs off on the total in the designated space on the offering counting form.
- h. Make copies of all checks and envelopes. Place the copies, cash, checks, and completed offering counting form into the blue bank bag.
- i. The two counters verify and countersign the total on the offering counting form.
- j. Offering is to be immediately deposited by BOD members in the night safe at the bank.

(Approved with motion # 25-34 on 9/20/2025)

## PARLIAMENTARY PROCEDURES POLICY

### 1. Seating

- a. Only Members in Good Standing may participate with voice and vote (MCCPB Bylaws Article V-C).
- b. Attendance is recorded by signing the Registration Sheet; quorum depends on the number of signatures.

### 2. Speaking at Congregation Meetings

- a. Participants are expected to raise their hand for recognition and lower it once addressed.
- b. The Chair may limit the frequency each person speaks on a motion.
- c. The Chair has authority to set time limits for speakers.

### 3. Agenda

- a. The BOD approves the Annual Congregation Meeting agenda by majority vote (MCCPB Bylaws Article V-F). The agenda is published in the Annual Report and posted publicly. The congregation approves the Annual Report, which includes updates from the Pastor, Board Members, Lay Delegates, Board actions, and financial statements.

- b. The Board drafts an annual budget to present for congregational adoption (MCCPB Bylaws Article X-D). Spending exceeding 10% above the annual budget requires congregational approval (MCCPB Bylaws Article X-B).
  - c. Actions from the Annual Congregation Meeting are reviewed and approved by the Board at their next meeting and included in the official record for the following Annual Congregation Meeting.
  - d. A two-thirds (2/3) majority of votes cast by those present and voting is required for bylaw amendments (MCCPB Bylaws Article XI-B).
  - e. Proposed bylaw amendments can be submitted by a majority vote of the BOD.
  - f. Any Member in Good Standing may propose a bylaw amendment by submitting it to the BOD no later than sixty (60) days before the Annual Congregation Meeting.
  - g. The proposal will be added to the agenda of the next BOD meeting for consideration and possible submission to the Congregation Meeting by majority vote.
  - h. If the Board does not approve the amendment proposal, the Pastor will post the proposal in a common area.
  - i. A petition for congregational support will accompany the amendment proposal.
  - j. If 33% of Members in Good Standing sign the petition within thirty (30) days, the proposal will be added to the next Annual Congregation Meeting agenda.
4. More than fifty percent (50%) of votes cast by those present and voting is required to pass any business before the congregation (MCCPB Bylaws Article V-D).
5. Matters relating directly to individuals are decided by secret ballot.
- a. Elections
6. Nominating Procedure

- a. Only Members in Good Standing are eligible for election as Lay Delegate (MCCPB Bylaws Article IX) or to the BOD (MCCPB Article VI-C).
  - b. Lay Delegates serve two-year terms, elected at the Annual Congregation meeting following General Conference.
  - c. Board Members are elected for staggered two-year terms.
  - d. Positions to be filled by election are announced thirty (30) days before the Annual Congregation Meeting.
  - e. Nominations from the floor of the Congregation Meeting are not accepted.
  - f. Candidates must complete an application form.
  - g. The Board appoints a member (not standing for election) as Chair of the Nominations/Election Committee.
  - h. The Board appoints two Members in Good Standing to the Nominations/Elections Committee.
  - i. The Committee reviews applications to determine candidate eligibility.
  - j. BOD eligibility criteria:
    - i. Minimum one year membership (MCCPB Bylaws Article VI-C).
    - ii. Identified financial contributions.
    - iii. Completion of Confidentiality Agreement and Leadership Covenant.
7. Lay Delegate eligibility criteria:
- a. Minimum one year membership (MCCPB Bylaws Article IX-C).
  - b. Identifiable financial contributions.
  - c. Once eligibility is confirmed, the Chair forwards candidate names to the Pastor for publication in Church materials.
  - d. Applications are also provided to the Pastor for posting in common areas for public inspection.
8. Nomination Forum Chair of the Committee presents each candidate to the meeting.

- a. Each candidate is allotted equal time to address their candidacy.
  - b. Members in Good Standing may ask questions of candidates.
  - c. Candidates return to the Meeting floor after statements.
9. Election Procedures
- a. All balloting is conducted via secret ballot (MCCPB Bylaws Article V-G).
  - b. The Clerk or other BOD member serves as Election Judge and supervises ballot tabulation.
  - c. Valid ballots contain permissible votes or are blank; invalid ballots include write-ins or excess votes.
  - d. To be elected, a candidate must receive more than fifty percent (50%) of votes cast by those present and voting (MCCPB Bylaws Article V-D).
  - e. Results are submitted to the Moderator.
  - f. The Committee Chair reports names and vote counts.
  - g. Candidates with less than ten percent (10%) of total votes are disqualified from future ballots in that session for that post.
  - h. After results, candidates may withdraw, and balloting continues until all positions are filled.
10. The Clerk posts the Board-approved Record of Actions in a common area for public inspection within sixty (60) days of the Meeting.

(Approved with motion # 25-34 on 9/20/2025)

## PRESS POLICY

1. This policy establishes standard procedures for press visits to safeguard the privacy and safety of the congregation while fostering constructive media relationships as part of our outreach efforts.
2. Media coverage provides an opportunity to communicate our message to the Rainbow community and the broader public; however, we acknowledge that some members may have reservations about being filmed.
3. Filming by the press is strictly limited to faces and front views of individuals located on the chancel.

4. Congregational shots from behind are restricted to the first five rows on either side of the main aisle, and all other areas within the church are prohibited for filming by the press.
5. Recording worshippers as they enter or exit the building is not permitted.
6. Advance notice will be provided when cameras are expected, so those with concerns can make appropriate arrangements.
7. Information regarding designated "safe" areas will be communicated in advance.
8. Press releases shall include the following: "We encourage members of the press who wish to film at MCC of the Palm Beaches to contact the Church Office prior to their visit to coordinate arrangements."
9. Upon arrival, the Pastor will inform the press of filming restrictions and review approved "safe" areas.
10. The Pastor or an appointed designee will serve as the press liaison, welcoming media representatives and ensuring compliance with established guidelines.
11. On-camera interviews are restricted to the Pastor or specific spokespeople as approved by the BOD.
12. The church will notify the congregation in advance when press cameras are present and provide information about "safe" zones.
13. BOD members will assist the press and ensure guidelines are observed.
14. All press should contact the Church Office ahead of time to coordinate arrangements.

(Approved with motion # 25-34 on 9/20/2025)

## PROTESTOR POLICY

1. When protestors assemble outside a church, their presence can elicit a range of emotions—including discomfort, concern, anger, or confusion—among members of the congregation. The instinctive response may involve withdrawal, defensiveness, or reciprocal opposition.
2. However, the progressive Christian tradition, inspired by Jesus' teachings of radical love and justice, encourages a more constructive approach: one that prioritizes limited engagement, maximized empathy, and a steadfast commitment to peace.

3. Central to Christian belief is the understanding that every individual—regardless of beliefs or actions—is valued by God. In this context, progressive Christians are encouraged to view protestors not just as adversaries but as people deserving of respectfully dialogue.
4. When encountering protestors the following guidelines are recommended:
  - a. Approach with Courtesy and Inquiry: Whenever feasible, a member of the clergy and a representative from the BOD should greet protestors together and not leave a meeting to random members of the church. The clergy and board members should engage the protestors courteously to ascertain the nature of their concerns, the motivations behind their protest, and their objectives.
  - b. Safeguard the Church: If there is potential for disruption or confrontation, if the purpose of the protest is unclear, or if there is even a remote concern for physical safety, it is advisable to notify law enforcement to mitigate possible risks.
  - c. Demonstrate Compassion: Offer basic hospitality such as water, an umbrella for protection against the elements, or other considerate gestures. These acts reflect the inclusive compassion taught within the church without implying endorsement of the protestor’s viewpoints.
  - d. Maintain Composure and Kindness: Guided by the nonviolent example of Jesus, the church should respond to hostility with calmness, gentleness, and firm advocacy for attendees’ rights to privacy, upholding justice while avoiding dehumanization or escalation.
  - e. Church-wide Response: Church members are encouraged to focus on de-escalation through designated peacekeepers, prayer vigils, and clergy and board leadership to maintain a safe environment. Congregants should avoid direct engagement, recognizing that protestors may seek confrontation. Collective prayer or worship—conducted visibly and inclusively—can serve as a meaningful and peaceful response.
5. Responding to protestors in accordance with Christian principles requires dedication and patience; immediate results may not be evident. Nonetheless, this approach reflects the path of discipleship, embodying love, justice, and peace as demonstrated by Jesus. The broader community observes not only the church’s teachings, but also its conduct in moments of challenge.

## PURCHASING POLICY

1. This policy establishes standardized procedures and clear authorization for Church purchases to ensure fiscal accountability.
2. Authorized Purchasers:
  - a. Pastor
  - b. Assistant Pastor
  - c. BOD
  - d. Ministry Activity Coordinators
  - e. Fundraising Committee Chairpersons
  - f. People requested by and approved by the BOD to make purchases.
3. Purchasing Guidelines:
  - a. Purchases over \$500 require prior majority approval by the BOD in advance.
  - b. Purchases by Authorizing Authorities under \$150 require only one Board of Director's approval, not including themselves. Purchases over \$150 need two approvals.
  - c. Ministry leaders must submit proposals to appropriate number of BOD members for approval before purchasing.
  - d. Church check purchases require a check requisition form, and a receipt or invoice.

(Approved with motion # 25-34 on 9/20/2025)

## SEXUAL HARASSMENT POLICY

1. We are committed to nurturing an environment of safety, dignity, and respect for all. This sexual harassment policy outlines our commitment to preventing, addressing, and responding to sexual harassment in our community, ensuring alignment with legal standards and our inclusive, faith-based values.
2. This policy applies to all attendees, members, guests, community, including staff, volunteers, clergy, congregation members, visitors, and participants in church-sponsored events and activities, both on and off church property.
3. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that creates an

intimidating, hostile, or offensive environment. Sexual harassment can occur between individuals of any gender, sexual orientation, age, or relationship (including staff, volunteers, congregants, and visitors).

- a. It may be explicit or implicit.
  - b. It can be a single incident or a pattern of behavior.
  - c. It includes harassment in person, online, or through electronic communication.
  - d. Unwanted touching, hugging, kissing, or other physical contact of a sexual nature
  - e. Sexual jokes, comments, or innuendoes that are clearly made known are not welcome.
  - f. Displaying or sharing sexually explicit material in church spaces or communications
  - g. Making unwelcome remarks about a person's appearance or body
  - h. Repeated requests for dates or romantic relationships after being declined
  - i. Sexual gestures or suggestive looks
  - j. Threats, promises, or coercion related to sexual favors
  - k. Harassment through text messages, emails, social media, or other digital platforms
4. Anyone who experiences, witnesses, or suspects sexual harassment is encouraged to report it promptly. Reports can be made to any of the BOD not involved in the Sexual Harassment situation. Reporting may be done in person, by phone, or email.
  5. All reports will be fully treated with sensitivity and confidentiality possible.
  6. No one will face retaliation or negative consequences for making a good faith report.
  7. Anonymous reports will be accepted, though they may limit the church's ability to investigate.
  8. Upon receiving a report, the BOD will initiate a prompt and impartial investigation, following these steps:
    - a. Acknowledgment of the report within 72 hours
    - b. Interviewing the individual(s) involved and any witnesses
    - c. Reviewing relevant evidence (communications, documents, etc.)
    - d. Maintaining confidentiality and fairness throughout the process
    - e. Concluding the investigation within a reasonable timeframe (typically within 60 days)
    - f. Communicating findings and next steps to the parties involved

9. MCCPB is committed to supporting those affected by sexual harassment. Resources include:
  - a. Confidential pastoral care and counseling
  - b. Referrals to professional counseling services
  - c. Access to external support organizations and helplines
  - d. Spiritual support, prayer, and healing ministries
10. Violations of this policy may result in a range of responses, depending on the severity and nature of the conduct. Potential actions include:
  - a. Verbal or written warnings
  - b. Mandatory education or training
  - c. Suspension or removal from church roles or activities
  - d. Referral to legal authorities when required by law
11. Disciplinary decisions will be made with compassion, fairness, and a commitment to restoration and accountability, as determined by the BOD and the Pastor.

## SEXUAL MISCONDUCT POLICY

1. All ministers, staff, leaders, and volunteers at MCCPB hold a sacred trust; abuse may cause serious harm to individuals and the church. Using ministerial authority for sexual relationships is considered misconduct.
2. If you experience sexual misconduct, report it to the pastor or a board member. If the pastor or clergy is involved, report to a board member. They will take appropriate action and inform the complainant of the outcome.
3. While discouraged, consensual relationships between clergy, staff, or volunteers may occur if there is no supervision or individual spiritual counseling. Such relationships require caution and careful judgment.

## SEXUAL OFFENDERS' POLICY

1. MCCPB values the dignity of every person and recognizes that sexual offense charges can be misused within the Rainbow community.
2. To ensure safety, anyone charged, prosecuted or arrested for a sexual offense will be placed on a limited access agreement without prejudice.

3. The board will meet within 10 days to draft or revise an agreement on conduct and participation. Participation in church activities is suspended until both parties sign the agreement.
4. Those convicted or with known histories of sexual offenses will also require such an agreement. Anyone refusing to sign or violating the agreement will be barred from all church events and services.
5. If you are a legal recognized sexual offender or under suspicion, please contact the pastor to discuss your situation. While confidentiality will be respected, information will be shared with the BOD to develop an agreement.

## SOCIAL MEDIA POLICY

1. This policy aims to foster an online environment that reflects the values of inclusion, compassion, and justice central to our progressive Christian faith. Our social media presence seeks to inspire, inform, and connect, building a safe and welcoming digital community.
2. Our members and staff are encouraged to consider:
  - a. **Respect and Dignity:** Treat every person with kindness and respect, regardless of their background, belief, or identity.
  - b. **Inclusivity:** Celebrate diversity in all its forms. Posts and comments must be free from discrimination, hate speech, or exclusionary language.
  - c. **Constructive Dialogue:** Encourage thoughtful conversation and the respectful exchange of diverse perspectives.
  - d. **Truth and Integrity:** Share accurate information and cite sources when necessary. Avoid spreading rumors or unverified claims.
  - e. **Confidentiality:** Protect the privacy of church members and visitors. Do not share personal information without explicit consent.
3. Content guidelines to consider include:
  - a. Share messages that reflect the gospel's call to love, justice, and mercy.
  - b. Promote church events, ministries, and opportunities for service and learning.

- c. Uplift stories of hope, faith, and positive change, within and beyond our congregation.
  - d. Be mindful of tone—speak with humility and openness.
  - e. Use images and media responsibly, ensuring all content is inclusive and accessible.
4. Moderation and Accountability include:
- a. Administrators reserve the right to remove any post or comment that violates these guidelines.
  - b. Repeated or serious violations may result in exclusion from our online platforms.
  - c. Concerns or questions about content or behavior can be addressed confidentially with BOD.
5. Video & Photography guidelines:
- a. Respect Privacy: Never publish photos of individuals who have requested not to be photographed or who may be in sensitive situations. Blur or crop images if needed to protect privacy.
  - b. Children and Vulnerable Populations: Obtain parental or guardian consent before capturing or sharing images of minors. Avoid posting identifiable information about children online.
  - c. Be Present and Observant: Anticipate meaningful moments and be ready to capture them, without being obtrusive. Stay engaged with the flow of each event.
  - d. Be a Good Steward: Represent the church’s mission, values, and diversity in all media. Avoid sensationalism or misrepresentation.
  - e. Limit photos/videos of faces and front views to individuals who have giving consent for publication or of individuals located on the chancel. Congregational shots from behind are usually best to maximize effectiveness without compromising privacy.

(Approved with motion # 25-34 on 9/20/2025)

## STAFF HOUSING POLICY

1. The provision of staff housing is an integral part of creating a supportive and stable environment for church employees, enabling them to fulfill their roles and contribute to the church community effectively.
2. Church staff housing is exclusively available to employees who serve in designated roles as determined by BOD. Eligibility is generally restricted to full-time pastors, ministry leaders, and other staff members whose responsibilities require their presence on or near church premises. Placement in staff housing is at the sole discretion of BOD, based on the needs of the organization, staff availability, and housing capacity.
3. Permitted Occupants:
  - a. Staff Member: The employee assigned to the housing unit must be the primary occupant and responsible party for the unit.
  - b. Partner: The staff member's legally recognized spouse or domestic partner may reside with them.
  - c. Children: Dependent children of the staff member and/or their partner are permitted to reside in the housing unit.
  - d. Guests: Short-term guests may be accommodated for limited stays. Guests must not establish residency or otherwise occupy the premises as their primary place of living, unless approved by the BOD and the Pastor.
4. Staff housing is offered to church employees, and the church acknowledges the privacy of residents and treats the housing as their personal space.
5. Staff members are expected to coordinate move-in and move-out dates with the BOD and the Pastor ensuring a smooth transition for all parties.
6. Upon moving out, staff must return the housing unit in a clean and undamaged condition, and all occupants and guests must vacate the premises.
7. Requests for exceptions to the household composition policy (e.g., temporary accommodation for visiting relatives due to medical or family

emergencies) may be submitted to the BOD and Pastor. Such requests will be considered on a case-by-case basis.

(Approved with motion # 25-34 on 9/20/2025)

## TRAVEL EXPENSE POLICY

1. This policy outlines standardized procedures for managing travel expenses—including transportation, lodging, per diem stipends, and registration—incurred by eligible Clergy and Lay Delegates participating in UFMCC conferences, as well as authorized personnel traveling on behalf of Church business. It is designed to ensure that these expenditures are cost-effective, uphold the Church’s tax-exempt status, and provide thorough and accurate accounting.
2. All authorized travel arrangements must be coordinated through the BOD, with payments processed via approved Church instruments such as checks or credit cards. Eligibility is established according to UFMCC and/or MCCPB bylaws, or at the discretion of the BOD. Eligible individuals are responsible for completing their respective registration forms and submitting them to the Pastor. The Church may assume responsibility for registration fees, and elective events such as banquets, concerts, or excursions related to the event.
3. Transportation
  - a. Mileage: Reimbursements are limited to travel to and from the conference site and can also include local mileage accrued onsite. Mileage reimbursement will follow the current IRS-approved rate, referencing US Department of Transportation statistics, and will be issued as a church check in advance of travel.
  - b. Rental Cars: Rental car expenses are generally not reimbursed unless specific authorization is granted by the BOD.
  - c. Air Travel: MCCPB will reimburse reasonable expenses for airfare & luggage upon invoice or receipt submission.

- d. Transfers: MCCPB will reimburse reasonable expenses for local transportation upon receipt submission.
- e. Lodging: MCCPB will reimburse reasonable expenses for hotel & lodging upon invoice or receipt submission.
- f. Per Diem Stipend: A daily food & entertainment allowance, determined by IRS policy and the BOD based on travel destination, will be provided for eligible personnel.

(Approved with motion # 25-34 on 9/20/2025)