



Jesus

THE LIGHT *of* THE WORLD



Volunteer Handbook

Apostolic Faith Church

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Introduction

Thank you for your willingness to serve in the Apostolic Faith Church. Since the beginning of this organization, volunteer workers have been a foundational part of our efforts to spread the Latter Rain Gospel. We appreciate the fact that you are committed to having a role, knowing that you do so out of love for God and not for commendation or reward. While many will benefit from your service, we know that God Himself sees and rewards those who labor “with good will doing service, as to the Lord, and not to men” (Ephesians 6:7).

Acceptance of this privilege entails a prerequisite that must be inviolate: Those who participate in this work in any capacity must be spiritually qualified. In writing to the church at Philippi, Paul spoke of Clement and his other fellow laborers as those “whose names are in the book of life” (Philippians 4:3). Our common salvation is the basis for our shared vision and united efforts.

As you fill your role in this organization, keep in mind that you not only represent the church, but you also represent Jesus Christ. We trust that every aspect of your life will reflect this as you minister to others.

We pray that your service in the Apostolic Faith work will be both long-term and spiritually rewarding.

Purpose of the Volunteer Handbook

This handbook provides a general overview of procedures and guidelines established by the Apostolic Faith organization for those who have a part in this work. All volunteers are expected to read this handbook, which is also posted on our corporate website at www.apostolicfaith.org/safety.

This material is designed to provide the basic information you need as you begin or continue your service in this organization. The *Procedure Guidelines* developed for various areas of ministry in the church give more detailed instruction. Since it is not possible to anticipate all situations that could arise, please direct any additional questions to your department or ministry supervisor, who will obtain the needed information for you.

The guidelines in this handbook reflect our desire to do all in our power to provide a church environment that is spiritually, emotionally, and physically safe for those who attend. The directives apply to all Apostolic Faith services and events, both in our church buildings and our local communities.

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Nothing in this handbook is intended to create a contract between the Apostolic Faith organization and its volunteers. It is provided only for the purpose of supplying general information about the church's operating policies and procedures. We reserve the right to modify, amplify, or suspend our policies and procedures, in whole or in part, at any time.

The Apostolic Faith Organization

Origin and Purpose

The Apostolic Faith work had its beginning in the early part of the twentieth century during a worldwide spiritual awakening among Christians who had been praying for the Latter Rain outpouring of the Holy Spirit, as promised by the prophet Joel. Reports of a revival in Wales fueled hope among believers in other parts of the world that the end-time revival had indeed begun.

The prayers of earnest seekers were answered when the long-awaited Pentecostal outpouring came in April of 1906 upon a group of saved and sanctified people in Los Angeles, California. Known as the Azusa Revival, the infilling of the Holy Spirit empowered many for Christian service.

Florence Crawford, the founder of this organization, was among those who received the experiences of sanctification and the baptism of the Holy Spirit in the Azusa Street mission, and she soon entered wholeheartedly into the efforts there. Along with others, she was instrumental in recording what occurred in those meetings and putting the accounts into a newspaper format. The publication was called *The Apostolic Faith*.

In addition to her efforts in the publishing work, Florence Crawford felt God's call to travel beyond the boundaries of Los Angeles with the Pentecostal message. In December of 1906, she made her initial visit to Portland, Oregon, where she had been invited to preach in an independent church at Southwest Second and Main Streets. Subsequently, the pastor of that church offered her his pulpit permanently, and in 1908, Florence Crawford moved to Portland and established the Apostolic Faith Mission of Portland, Oregon.

The purpose in founding this religious organization was to maintain and teach the doctrines taught by Christ and His Apostles in the days of the Early Church, and to spread the Gospel in its fullness to people of every land.

Structure and Roles

Organizational structure is necessary for the harmony and effective operation of any church. It establishes uniform principles, offices, accountabilities, and procedures for congregational life.

In the Apostolic Faith, the Superintendent General is charged with the responsibility of leading the work. A Board of Trustees, under the direction of the

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Superintendent General, collaborates with him in overseeing business and legal affairs. Pastors of branch churches in the United States report to the Superintendent General, who also serves as Senior Pastor of the Portland headquarters church. Regional directors, district superintendents, assisting ministers, retired pastors, and other veteran workers fill designated supervisory roles.

Motto

In the early days of the Azusa revival, the leaders there took the Bible verse, Jude 3, for a motto: "Earnestly contend for the faith which was once delivered unto the saints." It is not hard to understand why that verse was chosen. The revival at the Azusa Street mission in Los Angeles had attracted attention from secular media, and those who attended the mission faced persecution and ridicule.

This verse was featured on the publications printed at Azusa to proclaim the news of the Pentecostal outpouring. When production of the paper was relocated to Portland, Florence Crawford kept the verse on every issue of what would become our flagship publication. Originally titled *The Apostolic Faith*, it now bears the name *Higher Way*.

Mission Statement

The mission of the Apostolic Faith organization has always been to present the Latter Rain Gospel in its fullness and to lead the unconverted to God. In the year 2000, a written mission statement for the Apostolic Faith work defined in words the purpose that has been in place since the organization's founding.

The mission of the Apostolic Faith Church is to spread the Gospel of Jesus Christ. We accomplish this as we:

Pray – We make prayer the basis of every ministry and encourage communion with God as the way we grow to spiritual maturity in Him.

Preach – We emphasize the original Pentecostal doctrines of salvation, sanctification, and the baptism of the Holy Spirit, continually striving to develop fully committed disciples of Jesus Christ.

Publish – We publish the Gospel through the printed word, the spoken word, and through our personal lives, daily looking for opportunities to spread the message, "Ye must be born again."

Logo

Although the design of the corporate logo has been modified and updated periodically over the years, it has always featured the phrase "Jesus the Light of the World." These words initially were displayed in 1917 as an electric sign on the Portland headquarters building at Southwest Front and Burnside Streets. In 1921, when the tabernacle was constructed on the campground, a ten-foot gold star was placed at the top of the arch above the same words. When the headquarters church was moved to Northwest Sixth and Burnside in 1922, the same message shone from the roof of the new building; it remained there until the property was sold.

As years have come and gone, branch churches in many locations have chosen to display the same heartwarming message. Today, from Asia to the Caribbean and across the Atlantic Ocean to Europe, Scandinavia, and Africa, hundreds of Apostolic Faith churches display the words chosen to be on the corporate logo.

Doctrinal Position

The foundational doctrines of the Apostolic Faith organization have stood the test of the ages. They are simple Bible truths expounded through the centuries by leading Christians, many of whom were willing to suffer martyrdom in defense of the Word of God.

As a Trinitarian and fundamental church, one of our key teachings is the necessity for a born-again salvation experience. Entire sanctification (holiness) as a second, definite experience, and the need for sanctified believers to receive the experience of the baptism of the Holy Spirit, are also central to our church's doctrinal position. We hold to the Arminian teaching of man's free will rather than to the Calvinistic belief of predestination and eternal security, and teach the importance of living an overcoming Christian life on a daily basis.

One unique aspect of our organization is the unity among our members around the world, in spite of differences in race, culture, and background. This unity is tied, in a great measure, to our consistent doctrine and practice.

Following is a brief description of the core doctrines taught and upheld by the Apostolic Faith. These and other basic Bible truths provide the solid, Scriptural foundation on which this church stands.

The Divine Trinity consists of three Persons: God the Father, Jesus Christ the Son, and the Holy Ghost, perfectly united as one. Matthew 3:16-17; 1 John 5:7.

Repentance is a godly sorrow for and a renouncing of all sin. Isaiah 55:7; Matthew 4:17.

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Justification by faith (salvation) is the act of God's grace through which one receives forgiveness for sins and stands before God as though he had never sinned. Romans 5:1; 2 Corinthians 5:17.

Entire Sanctification is the act of God's grace whereby one is made holy, is the second definite work and is subsequent to justification. John 17:15-21; Hebrews 13:12.

The Baptism of the Holy Ghost is the enduement of power upon the sanctified life, and is evidenced by speaking in tongues as the Spirit gives utterance. John 14:16-17, 26; Acts 1:5-8; 2:1-4.

Divine Healing of sickness is provided through the atonement. James 5:14-16; 1 Peter 2:24.

The Second Coming of Jesus will consist of two appearances. First, He will come to catch away His Bride. Matthew 24:40-44; 1 Thessalonians 4:15-17. Second, He will come to execute judgment upon the ungodly. 2 Thessalonians 1:7-10; Jude 14-15.

The Tribulation will occur between Christ's coming for His Bride and His return in judgment. Isaiah 26:20-21; Revelation 9 and 16.

Christ's Millennial Reign will be the 1000 years of peaceful reign by Jesus on earth. Isaiah 11 and 35; Revelation 20:1-6.

The Great White Throne Judgment will be the final judgment when all the wicked dead will stand before God. Revelation 20:11-15.

The New Heaven and The New Earth will replace the present heaven and earth, which will be destroyed after the Great White Throne Judgment. 2 Peter 3:12-13; Revelation 21:1-3.

Eternal Heaven and Eternal Hell are literal places of final and eternal destiny. Matthew 25:41-46; Luke 16:22-28.

Marriage is a covenant between one man and one woman that is binding before God for life. Neither person has a right to marry again while the first companion lives. Mark 10:6-12; Romans 7:1-3.

Restitution is necessary, wherein wrongs against others are righted. Ezekiel 33:15; Matthew 5:23-24.

Water Baptism is by one immersion "in the name of the Father, and of the Son, and of the Holy Ghost." Matthew 3:16; 28:19.

The Lord's Supper is an institution ordained by Jesus so that believers might remember His death until He returns. Matthew 26:26-29; 1 Corinthians 11:23-26.

Foot Washing is practiced according to the example and commandment Jesus gave. John 13:14-15.

Orientation

Safety Management Team

A safety management team at the Apostolic Faith headquarters in Portland, Oregon, is responsible for developing and implementing policies related to the safety and security of the organization's churches and staff, volunteers, and attendees. The team is comprised of the senior pastor, the youth pastor, the Sunday school superintendent, the safety team manager, and other designated staff members.

The headquarters safety team serves as the liaison with the church's insurance provider for the organization as a whole. Based on the insurance company's recommendations, the team oversees the production and distribution of safety materials and required trainings. They also supervise the collection and retention of necessary documentation from Apostolic Faith branch churches in the United States.

Each Apostolic Faith Church pastor is expected to establish a local safety team which will be responsible for implementing safety policies and procedures within that church. The local safety team will do the following:

- Read the *Safety and Security Manual*. Those on the safety team should be thoroughly familiar with all safety requirements.
- Work with the pastor to select and train Church Emergency Responders (CERs).
- Do a local church assessment to identify any hazards.
- Evaluate local environmental risks such as the potential for earthquakes or inclement weather.
- Ensure that contact information for emergency services, security and building maintenance personnel, CERs, and ministers are kept on lists placed in easily accessible locations throughout the church building.
- Inspect all first aid and safety equipment, making sure that first aid kits are well-supplied and placed in key locations around the church.
- Copy and distribute safety information to the local congregation.
- Ensure that workers are adequately instructed and trained in church safety policies and emergency procedures.
- Facilitate regular inspections of church buildings, equipment, and vehicles, and ensure that records relating to such inspections and work orders for corrective action are retained in the church files.

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- Facilitate regular inspections of fire alarm pull stations, fire extinguishers, smoke alarms, and the fire suppression (sprinkler) system.
- Review *Accident/Incident Report* forms and follow through with any needed corrective actions.
- Oversee periodic fire, earthquake, and evacuation drills with the frequency recommended by the church insurance provider.
- Ensure that staff and volunteers are instructed in church policies and procedures related to safety.
- Monitor all child/youth programs for ongoing compliance with safety policies on a regular (announced and unannounced) basis.
- Make recommendations to the senior pastor regarding safety concerns.

Members of each local safety team should meet on a regular basis to discuss safety issues, risk management practices, and other concerns that could impact the safety or security of those who attend the local church or any of its activities.

Worker Screening and Selection

Those who serve as representatives of the Apostolic Faith work enter into special relationships of trust with the individuals they serve. Therefore, those who participate in any capacity in this organization undergo a careful screening and selection process. This process helps to ensure that candidates are both spiritually qualified and otherwise suited for roles within the church.

Prospective workers are invited to participate by the appropriate department supervisor or appointed representative of the organization on a case-by-case basis, after approval by the pastor. All prospective workers are required to:

- Read the *Apostolic Faith Church Volunteer Handbook*.
- Read the *Procedure Guidelines* for the area(s) of service where they will be involved.
- Complete any other training requirements established for the area(s) of service where they will be involved, and submit any necessary documentation to the pastor or ministry supervisor.
- Submit a *Worker Application* form (or a *Youth Worker Application* for applicants under the age of eighteen) which includes three personal references. Applicants are asked on this form to disclose any matter which may affect their suitability to work with children and youth. Authorization to do a background check is also included. (The information obtained through this process will be kept confidential.)

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In addition, we recommend that all church workers who interact with minors in a ministry role read the document "What You Can Do About Child Abuse," published by the Oregon Department of Human Services, publication #DHS 9061. It is available at <https://apps.state.or.us/Forms/Served/de9061.pdf>.

Anyone who has been convicted of child abuse will not be allowed to work with children. Allegations of abuse or other criminal offenses may also disqualify an individual from serving in the Apostolic Faith organization.

Retention Requirements

Prospective workers will be informed when they are invited to participate and/or submit their *Worker Application* (or *Youth Worker Application*) form that their certification as a church worker is limited in duration and includes an expiration date. At that time they will be required to complete any additional training and re-evaluation procedures designated by the Apostolic Faith organization in order to be recertified and continue serving in the designated capacity.

The Apostolic Faith organization reserves the right to immediately dismiss any volunteer or employee who is accused of violating the Apostolic Faith Church policies.

Worker Training

In some areas of ministry, new workers may be asked to undergo specified training; these requirements will be explained when the individual is invited to participate. In most cases, training will consist of reading this handbook and the *Procedure Guidelines* related to the role in which he or she will serve. Prospective workers who will be participating in ministries involving children or youth are required to take the online child safety training recommended by the church's insurance company.

Worker Records

Based upon the recommendation of our insurance provider, the Apostolic Faith organization keeps records regarding its staff and volunteers. Those records are considered confidential information, stored securely, and made available only to those having a legitimate need to know. Of course, workers may request to view their own records at any time.

Worker files typically contain the following types of personal information.

- *Worker Application* (or *Youth Worker Application*) form.
- Copies of any completion-of-training certifications.

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- Documentation required by local, state, federal and/or private regulatory agencies.
- Copies of driver's license and insurance information for those who will drive for the organization.
- Background checks.
- Responses to reference requests.

Background Checks

All workers over the age of eighteen who take part in the Apostolic Faith work are required to submit a *Worker Application* form. Authorization to do a background check is included as part of this form. While we cannot eliminate risks, this step is recommended by insurance and legal professionals in every situation where staff or volunteers have access to vulnerable individuals such as children, youth, and the elderly. Incorporating this procedure is one indicator of our organization's purpose to provide a safe environment for those who attend. Consent by the applicant is evidence of his/her willingness to comply with the policy of the church.

The primary type of background check includes a Criminal Record Indicator database check, and a Social Security number search. A Criminal Record Indicator database check reviews electronic databases of government agencies, including sexual offenders' registries. A Social Security number search verifies an individual's name, state, and last three addresses. This type of background check does not include disclosure of personal financial information.

Other screening procedures by the church might include a motor vehicle report and/or a local police record check.

Any screening may be repeated as frequently as needed, at the recommendation of our insurance company, or at the discretion of the organization.

Media Opt Out

Church photographers and writers frequently take pictures and produce articles or written descriptions of worship services, Sunday school, youth group activities, Vacation Bible School, mission trips, etc. These pictures and articles record, promote, and celebrate our church ministries through many different venues including the church website, printed publications, and media presentations. Individuals who prefer not to have their photos and/or names published may express that preference by submitting a *Media Opt-Out Form* to the pastor or head usher. That form is available on the safety page of the church website, or from the pastor.

Facility Usage Guidelines

The Apostolic Faith Church is committed to maintaining our church facilities in a manner that promotes safety and minimizes risk. With that goal in mind, we attempt to provide convenient access to our church buildings while still maintaining the security of individuals and church property. Workers are expected to assist by following these general guidelines related to the church facilities:

- No smoking, alcohol, or illicit drugs are allowed in church buildings, on the church grounds, or at church-sponsored activities.
- No sexually-oriented materials, in either electronic or print versions, are allowed in church buildings, on the church grounds, or at church-sponsored activities.
- Church furnishings and/or equipment must not be removed from the church premises without authorization.
- Movable walls within the church facilities are to be adjusted by authorized personnel only.
- Any damage to the church facilities or property must be reported.
- Those who use an area of the church are expected to leave it as clean and neat as they found it. Chairs, tables, and equipment should be returned to their original locations.
- Volunteers are asked to help keep the buildings and grounds tidy and free of litter; this is a shared responsibility.
- The church is not responsible for the personal property of parishioners or visitors. Items left behind and not claimed within two weeks may be donated to an appropriate community service agency or discarded.
- Care must be taken not to disturb the neighbors in the vicinity of the church, or to infringe upon their rights in any way.

Expectations of Workers

Personal Requirements

Those who serve in any capacity in the Apostolic Faith Church are representatives of this organization. For that reason, acceptance of this privilege entails certain responsibilities.

Workers must be able to point back to a genuine experience of salvation, and be living by the Biblical standards of integrity and morality. They should uphold the doctrines of the Bible as taught by this organization, and adhere to the procedures, policies, and guidelines of the Apostolic Faith work.

Staff and volunteers are expected to act ethically, in accordance with legal criteria, and in a professional and courteous manner. They are expected to exemplify Christ-like behavior and avoid all appearance of wrongdoing. As the church's public relations people in the community, their lives and conduct should consistently honor Christ.

In all interactions, workers should strive to respect and uplift one another, working together as a team within the scope of their assignments. Their purpose should be to promote goodwill and unity in the congregation, regarding the spiritual interest and welfare of the church family as their joint concern and responsibility.

To ensure orderly operation and provide the best possible church environment, staff and volunteers are also asked to:

- Make safety issues a high priority.
- Perform assigned tasks in accordance with instructions.
- Dress appropriately as representatives of Christ and the Apostolic Faith organization.
- Refrain from any behavior or activity that would conflict with the church's best interests.
- Report to leadership any suspicious, unethical, or illegal conduct by church workers or members, and cooperate with all resulting investigations.

Attendance and Absence Protocol

Although most of those who serve in the work of the church are volunteers, all participants should remember they have made a commitment, and take their responsibilities seriously.

Naturally, some absences are expected. Many of those who take part are employed, are raising families, or have other commitments that may

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occasionally conflict with their church privileges. At times, they may be ill or out of town for business or personal reasons. Workers who know in advance that they will not be able to serve during a scheduled time should contact their ministry supervisor as soon as possible. Otherwise, the assumption is that they will report punctually and be ready to assume their responsibilities at the designated starting time.

Confidentiality

The Apostolic Faith organization maintains a code of confidentiality of information. Church workers should make every effort to respect the privacy of congregation members, and take care to avoid inappropriate disclosures of information. With that goal in view, staff members and volunteers who act on behalf of the organization are instructed to:

- Collect personal information only for reasonable purposes.
- Disclose personal information only with consent.
- Store personal information in a secure manner. Only those having a legitimate need to know such information will be allowed access to the records.
- Maintain confidentiality in communication and documentation.
- Refrain from storing or divulging information (either in written or electronic form) about any matter of church business, unless given express authorization by an authorized representative of the organization.
- Utilize prudent counseling practices.

The one exception to maintaining confidentiality relates to child abuse reporting. [See the section of this handbook titled *Abuse Prevention and Reporting* for more information on this topic.]

Internet Safety

Healthy boundaries and safe practices between church workers and other individuals must be adhered to in digital communication, just as they are in face-to-face communication. In general, all electronic communications from staff and volunteers of the Apostolic Faith organization, especially when directed to minors, must be appropriate in nature, limited in frequency, and give no cause for embarrassment or concern if reviewed by the pastor, the staff member's ministry supervisor, or the youth's parent/guardian.

All workers should be aware that communication through digital means (email, social networking posts, texts, tweets, etc.) is not confidential and may be reported or shared with others.

Definitions

Church-sponsored sites: Any group, page, or list-serve that has been created by an authorized member of the Apostolic Faith organization for the purpose of establishing, maintaining, or growing ministries of the church.

Inappropriate content: Refers not only to content that is improper or offensive, but also to content that might be appropriate to the medium but not to the relationship—for example, details about personal life, political commentary, etc.

Adult-to-Minor Online Relationships

- We recommend that adult church workers do not submit “friend” requests to minors. Young people may submit friend requests to adults; however, prior to responding the adult should carefully evaluate the level of contact that is appropriate to maintain.
- If an adult ministry leader or worker chooses to accept friend requests from minors associated with church programs, we recommend that other adults within the same ministry have full access to the adult's profile and all correspondence.
- Adults who choose to accept friend requests from minors should use all privacy settings applicable to shield young people from any inappropriate content (see above definition) including that of the adult's other internet friends.
- Adults should archive or save all email correspondence with youth.

Adult-to-Adult Online Relationships

- Church workers are encouraged to consider creating separate personal and professional accounts to maintain appropriate boundaries with church members.
- While the assumption is that posts from fellow church members will be encouraging, uplifting, and positive in nature, this may not always be the case. Workers who participate in online social networking sites should not be hesitant to decline friend requests or unfriend church associates who post offensive or negative comments, create tension, or simply are discouraging.
- Adult workers are encouraged to use privacy settings to shield online friends from any content that may be inappropriate (see above definition).

Social Networking Groups Involving Youth:

- Ministers or leaders who work with youth and use the internet as a method of scheduling and communicating are encouraged to use

church-sponsored groups. We recommend that these groups be “closed” but not “hidden.” Such groups should have both youth and adult administrators.

- Guidelines regarding appropriate and inappropriate content should be developed and adhered to by any online group sponsored by the church. Adult administrators of online youth groups must immediately delete any inappropriate material that appears on a church-sponsored page.
- Any material covered under “Mandatory Reporting” laws that is posted must be immediately reported to the pastor, documented for church records, and deleted from the site.
- Adult leaders should immediately notify the pastor if any material is posted regarding inappropriate behavior during a church-sponsored event or activity.

Copyright Compliance

The Apostolic Faith Church makes it a point to comply with all copyright laws, and to ensure that our staff and volunteers are not guilty of copyright infringement.

A copyright gives the creator or owner of an original work the sole right to decide how their work may be reproduced, distributed, performed, displayed, or adapted. Often, the owner of the copyright is the creator of the work. However, at times the owner is a publisher or organization that has been assigned the legal rights. This impacts churches because the law applies to pieces of music that would typically be presented in a church setting. It also applies to literary or dramatic works that might be used in various programs, and to videos or recordings of presentations done in the church which include copyrighted material.

There are two primary areas where vigilance must be exercised: reproduction rights (copying of music), and performance rights (singing or playing copyrighted music in public). The fact that violations sometimes occur unknowingly is not a legal defense. Musicians and others who use copyrighted works in the church must be both knowledgeable about the law and in full compliance with it.

Identifying Copyrighted Material

The holder of a copyright can often be identified by looking for the copyright notice, which will consist of the word *Copyright* (or the symbol ©) followed by a year and the name of the copyright owner. However, the absence of this information does not necessarily indicate that no copyright

exists. The piece may be part of a collection in which the copyright is notated elsewhere in the publication.

Material not protected by copyright is considered part of the “public domain,” a category that also covers works whose copyright has expired. Materials published before 1923 in the United States are in the public domain unless the copyright was renewed, so such materials can legally be copied, adapted, and performed without permission.

Obtaining Permission for Use

Permission to use copyrighted materials can be obtained in several ways. A representative of the church may write directly to the holder of the copyright and ask permission. Another option is to use a service such as the *Copyright Clearance Center* at copyright.com, which allows applicants to request permission for several pieces at one time.

Proposed use of copyrighted materials must fall within the category of acceptable use. Musicians should carefully read the labels and notices on published materials to see what they can and cannot do without permission from the copyright owner. When uncertain as to whether a proposed use of a piece of music is allowable, they should make inquiries. For example, permission for use should be requested from the publisher if the intent is to:

- Compile lyrics in a song sheet.
- Arrange a number for a vocal ensemble.
- Copy out-of-print music for an accompanist.
- Make a video of a children’s program.
- Make an electronic recording of a number.

The fact that a publication or piece of music is out of print does not mean that it can be freely copied without permission. “Out of print” simply means that printed copies of the publication are no longer available for purchase from the publisher. The piece itself may still be protected by copyright.

Limited Exemption

A limited exemption in copyright law allows for the playing or singing of religious music during church services without permission from the copyright owner, so long as the work is performed in the course of services, and at a place of worship. This exemption does not apply to services that are broadcast over radio, television, or the internet, nor does it cover performances given in a social or entertainment context rather than as part of a religious service.

Licensing Service

The Apostolic Faith Church in Portland uses a licensing service, Christian Copyright Licensing International (CCLI). The church pays a set amount for

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licensing each year and is then permitted to use all works for which CCLI has obtained rights. The contract allows the church to use most songs in PowerPoint presentations, projected visuals, song sheets, and church bulletins for Sunday school, church-sponsored retreats, and church services. However, the CCLI license does not grant the right to photocopy or duplicate any choral music, cantatas, musicals, keyboard arrangements, vocal solos, or instrumental works; it grants duplicating rights for congregational music only.

Web License

In order to webcast church services legally, the Portland church has obtained a web license. Musicians and congregation members should be aware that putting copyrighted music on YouTube is not legal without permission.

In conclusion, a good guideline regarding copyright is this: Before copying, changing, recording, duplicating, reproducing, or presenting someone else's original work, get permission from the copyright holder.

Other Copyright Considerations

In addition to the reproduction and presentation of music, there are other areas where care must be taken to abide by copyright law. Ministers must be cautious about including quotes in sermons. If a comment authored by another individual is used verbatim, care should be taken to credit the source.

Misconduct Policy

The Apostolic Faith Church is committed to maintaining an environment in which staff and volunteers, church members, and visitors can work and worship together in an atmosphere free of discrimination, harassment, exploitation, intimidation, or other types of misconduct (see definitions provided in next section). It is the intention of our organization to respond to allegations concerning behavior that is contrary to this policy and, if deemed necessary, to take appropriate disciplinary action.

Definitions

Discrimination: Unjust or prejudicial actions or words intended to have a differential and/or harmful effect based on an individual's race, age, or gender. (This definition does not restrict us from acting in accord with the doctrines of our faith. We reserve the right to allow participation based on Biblical requirements, spiritual qualifications, and loyalty to the Apostolic Faith Church.)

Harassment: Repeated verbal or physical conduct which creates an environment that is uncomfortable, unwelcoming, discriminating, or intimidating,

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or leads to an atmosphere in which a person's ability to participate in services and activities at the church is compromised.

Sexual Harassment: Repeated or coercive sexual advances toward another person contrary to his/her wishes, or unsolicited contact that has sexual overtones. Sexual harassment also includes continuing to express sexual interest after being informed that the interest is unwelcome, or using sexualized behavior to control, influence, or affect the work, learning, or church environment of another individual.

Exploitation/Abuse of Power: Repeated words or actions in which a person in an authority or leadership role takes advantage of a vulnerable individual based upon his/her position of authority.

Intimidation: Repeated words or actions that create fear, especially with the intent of compelling or deterring behavior through the force of personality or position of authority.

Misconduct: Single or repeated incidents of behavior that are unacceptable, improper, or that violate Biblical, moral, or ethical standards.

Reporting

All individuals have the right to report to church leadership or local authorities if they feel they have been subjected to any of the above types of behaviors while attending or participating in events at our church.

Should a concerned individual observe that a vulnerable individual is being abused, harassed, or exploited in the church setting, he or she should bring the matter to the pastor's attention.

Responsibility of Workers

Workers who are certain beyond a reasonable doubt that actions in one of the above categories has occurred to them have a responsibility in how the matter is handled. They should:

- Advise the offending individual that the conduct in question was offensive, and request that it be discontinued immediately. Whenever possible, provide witnesses or other substantiating information.
- If the offending conduct continues or recurs, advise the offending individual that the pastor will be notified.
- Take the problem to the pastor (or to the Superintendent General, if the allegation involves the pastor).

Responsibility of the Organization

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The Apostolic Faith Church takes very seriously any allegation that misbehavior by our staff or volunteers has occurred. When such an accusation is made, the pastor or his appointee will:

- Ask that the complaint/allegation be presented in written form.
- Schedule a meeting with the accused individual at the most immediate time practical, giving him/her an opportunity to provide a perspective or explanation.
- Make every reasonable effort to determine the facts pertinent to the complaint.

If the complaint can be resolved to the satisfaction of all parties that none of the above behaviors occurred, the matter will be considered closed pending further complaint or additional information.

On the other hand, if it is concluded by the pastor that any of the above types of misbehavior *did* occur, the pastor will report the matter to the District Superintendent and/or the Superintendent General. At his discretion, the following steps will occur:

- The accuser and accused may be offered another opportunity to provide a perspective or explanation.
- A determination will be made by the pastor in conjunction with the District Superintendent, the Superintendent General, and/or the Board of Trustees. This may include:
 - Resolution that no further action is necessary.
 - Disciplinary measures, including the possibility of probation, demotion, or dismissal from position.
 - Report to appropriate government agencies if the law has been violated.

Safety and Security

General Guidelines

In order to provide an environment where people of all ages feel safe, the Apostolic Faith organization has implemented policies which maintain our facilities and equip our church workers to be prepared for emergencies. Church staff and volunteers are the primary line of defense for ensuring the safety of those who attend our services, so all who participate in the work are asked to:

- Consistently observe good, common-sense safety practices. Refrain from unsafe acts that could endanger themselves, the people they serve, or other workers.
- Follow all safety regulations and procedures.
- Use any safety devices provided for their protection.
- Report any unsafe conditions or situations immediately to their supervisors.
- Become thoroughly familiar with:
 - The location and operation of all available fire alarm pull stations, fire extinguishers, and any building emergency alarm systems.
 - The location of first aid supplies.
 - All emergency exits and building evacuation routes.
 - The identity of church members with medical or emergency response training.

A list of phone numbers for crisis responders is available in the church main entry area and at other easily accessible locations throughout the building. The list includes the church address, and provides phone numbers for:

- 911 (police, fire, and medical assistance).
- Security and building maintenance contact person(s).
- Church emergency responders (CERs), and/or individuals in the congregation who have emergency response or medical training.
- Minister(s) to contact in event of emergency.

Transportation Safety

All drivers providing transportation to and from church-sponsored events in church-owned or privately-owned vehicles must be pre-authorized and meet the training requirements established by the organization. They are expected to

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adhere to the following general guidelines (specific directives are provided in the *Procedure Guidelines for Transportation Providers*):

- Drivers must comply with all traffic laws and regulations.
- Drivers and attendants are prohibited from the use, possession, or being under the influence of alcohol or illegal drugs while traveling with children.
- The number of passengers must not exceed that approved for the vehicle, and a functional seat belt must be available for each passenger.
- Seat belts are to be used by all occupants of a vehicle at any time the vehicle is moving. It is the responsibility of the driver to ensure that all occupants are securely belted before starting the vehicle.
- Personal use of church-owned vehicles is not allowed unless pre-authorized by the pastor or an appointee.
- Circumstances which leave one child and one adult alone in a vehicle must be avoided.
- Regular Sunday school routes should be arranged to keep at least one extra seat available in the van, in case a regular attendee wants to bring a visitor.
- Vehicle accidents must be reported immediately to the pastor or the transportation supervisor.

Child and Youth Safety

Because it is our goal to ensure that all children are physically and emotionally safe while they are in our care, the Apostolic Faith has established policies regarding adult interaction with minors. When a church-sponsored event takes place away from the church premises, volunteers and staff must still follow all policies and guidelines; these detailed instructions are provided in the *Procedure Guidelines* for each area of ministry serving children or youth.

Parents have an open invitation to visit and observe all programs and activities in which their child is involved. However, parents who desire to be present on a regular basis must follow our behavioral guidelines for those who are involved with children and youth.

Staff Selection and Monitoring

Staff and volunteers who work with children and youth are carefully screened before being allowed to participate. They must submit a *Worker Application* which requires three personal references and includes authorization for a background check, and are required to complete the online child/youth safety training recommended by the organization's insurance provider.

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Staff monitoring is done by the pastor, his/her appointee, Sunday school department leaders, and youth activity directors on a regular (announced and unannounced) basis, according to the insurance company's guidelines.

Supervision Policy

A full description of the organization's supervision policy is included in the *Procedure Guidelines* provided for all ministries involving children and youth. The basic supervision guidelines for those who serve in child/youth ministries are:

- Be watchful and report whenever circumstances appear to be unusual or raise concern about potential risk to children and youth.
- Ensure that any church-sponsored activity involving minors is staffed with an adequate number of qualified adults.
- Follow the two-adult rule: no individual child is alone with one adult behind closed doors, or in a secluded location. All interaction between adults and children must be observable and interruptible. One adult is allowed to supervise a group of children (similar to the public school setting).
- Redirect any two children observed together in a private or not-easily-viewable area to another more open area.
- Make sure that children under school age are never left unattended.
- Release children under school age from their designated activity area only into the care of a parent/guardian or parent-approved individual.

Youth assistants are required to work in conjunction with a supervising adult, and must be at least three years older than the children they work with.

Communication Policy

All communication between church workers and minors must be appropriate, discreet, and positive. Children should never be addressed in a manner that could be construed as harsh, unreasonable, shaming, or derogatory in any way. No swearing or abusive language is tolerated.

Staff members and volunteers are prohibited from engaging in any private, sexually-oriented conversations with children, and are not permitted to discuss any sexually-explicit information about their own personal relationships, dating, or marriages with any child or youth.

The section of this handbook titled "Internet Safety" provides guidelines concerning electronic communication.

Guidance and Discipline Policy

All staff and volunteers who work with children in Apostolic Faith Church programs are expected to follow established procedures for dealing with behavior concerns, and to treat every child with dignity and respect. Disciplinary action is to be carried out only by adult staff members. No one may spank, hit, or use any type of physical discipline with children. When a child misbehaves, time-outs and other non-physical methods of behavior management are to be used for redirection.

Those who work with children should:

- Understand the norms for age-appropriate behavior. Have realistic expectations and make those expectations clear.
- Be firm but loving. Avoid making threats, but establish consequences for misbehavior.
- Use encouragement freely and reproof as sparingly as possible.
- Model how children should treat others and resolve conflicts.

Staff members should discuss with their supervisor any child who exhibits uncontrollable or unusual behavior. If chronic behavior concerns develop, the Sunday school department leader or activity supervisor will communicate with the parent/guardian. Repeated misbehavior could result in the restriction of attendance at church-sponsored activities, either temporarily or permanently. The following actions could result in dismissal from church-sponsored activities and programs, though the program director will work with parent/guardians to determine the outcome that is best for the child and the program.

- Endangering the health and safety of children and/or staff.
- Stealing or damaging church property.
- Leaving the department or activity boundaries set by the staff without permission.
- Continual interruption of the program.
- Ongoing refusal to follow the behavior guidelines or instructions of the staff.
- Continued use of profanity, vulgarity, or obscenity after being warned by the staff.
- Physical violence.
- Possession of tobacco, alcohol, or illegal drugs.
- Possession of explosives of any kind (including firecrackers), firearms, or other weapons.
- Acting in a lewd manner or exhibiting sexual behavior.

Physical Contact Policy

The Apostolic Faith organization has a physical contact policy which promotes positive, nurturing relationships with the young people in our care while offering protection as well. The following guidelines must be adhered to by anyone serving in church-sponsored activities for children and youth:

- Common expressions of affirmation, support, and comfort in distress are generally suitable in the church setting. However, these must be offered with discretion, maintaining awareness that what is appropriate for a toddler or early school-age child would be inappropriate for a pre-adolescent or older youth.
- Any touch that could be viewed as inappropriate must be strictly avoided. Contact should be restricted to non-intimate, neutral, or “safe” zones, such as the upper arm or across the shoulders. Interaction with children and youth should never give an appearance of wrongdoing.
- Physical contact must occur only in observable locations and in full view of others.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
- A child's expressed preference regarding physical contact must always be respected.
- Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others, including peer-on-peer.

Restroom Assistance Policy

We recommend that children in our early childhood programs be self-sufficient in toileting. However, there may be times when assistance is required. In such a case, the parent/guardian should be summoned to take care of their child's needs if possible. If a parent/guardian is not present, the following procedure must be followed.

Diapering:

- Only female staff members or volunteers are permitted to diaper children of either gender.
- Children should be diapered at changing stations only.
- A child must never be left unattended on changing tables.
- Diapering should be done in plain sight of other staff or volunteers.
- Any special instructions given by parents who leave children in the nursery or church program must be recorded in writing.

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- Children should be re-clothed immediately upon completion of the diaper change.

Preschool-age children:

- Only female staff members are permitted to take children to the restroom.
- Staff members will never take one child to the restroom alone. One adult may take two children at a time to the restroom, but only one child should be sent into a stall at a time.
- When children are taken into a restroom, the exterior restroom door should be left partially open.
- Young children are never left unsupervised in restrooms.
- Children will receive the minimum amount of assistance needed, based upon their individual capabilities.
- If necessary, children may be assisted in straightening clothing before returning to the activity area.

School-age children:

- Staff members will never take one child to the restroom alone. One adult may take two children at a time to the restroom, but only one child should be sent in at a time.
- If there is a need to check on an individual child, two staff members should go together. If a second worker is not available, the staff member should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires help, the worker should leave the exterior bathroom door open when entering the bathroom area, and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Children with special needs:

When children with special needs are enrolled in programs or attend activities at the church, the department leader or activity supervisor should discuss with the parent/guardian how toileting needs are to be handled. For Sunday school children, any special instructions or authorizations should be noted in writing and kept with the enrollment information.

Medication Policy

Medication may be given to a child by a staff member or volunteer with a doctor's prescription and parental permission. The medication, including over-the-counter medication, must be in the original packaging

Abuse Prevention and Reporting Policies

We have a zero tolerance for abuse in Apostolic Faith Church programs and activities. While suspicions or knowledge of abuse are extremely difficult situations, we do not have discretion in this matter: we are legally obligated to immediately fulfill our responsibilities in accordance with state requirements. According to Oregon law (the state in which this organization is registered as a corporation), mandatory reporters include ministers and school teachers, along with law enforcement personnel and medical professionals (Oregon Statutes: ORS 419B.005, ORS 12.117). Staff members or volunteers who observe any policy violations or suspected abuse, or receive an allegation of abuse must immediately report the matter to their ministry supervisor or the pastor. It is the responsibility of every staff member and volunteer in the Apostolic Faith organization to act in the best interest of children.

Definition of Abuse

In general, the term “child abuse” refers to any injury to a minor not caused by accident, which results in observable and substantial impairment of a child’s ability to function, including any injury which appears to be at variance with the explanation given of the injury. This includes sexual abuse or exploitation, negligence, maltreatment, or threatened harm to a child.

Awareness

Staff members and volunteers should have a basic understanding of the characteristics of sexual predators and their behaviors in “grooming” a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or “gatekeeper”), manipulate the child into sexual activity, and keep the child from disclosing the abuse.

Prevention Procedures

The Apostolic Faith maintains a legally-approved risk management policy regarding children and youth. The following procedures are strictly enforced:

- All church employees and volunteers who work with children and youth are screened, selected, trained, and certified according to the guidelines recommended by legal and insurance advisors.
- Any individual who has been convicted of child abuse is prohibited from working with children in the Apostolic Faith Church. Allegations of abuse or other criminal offenses may also disqualify an individual.
- Church employees and volunteers who work with children and youth are required to adhere to the procedures and guidelines established by the Apostolic Faith Church.

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The Apostolic Faith reserves the right to immediately dismiss any volunteer or employee who is accused of violating the procedures and guidelines established by the organization.

What to Report

Reasonable grounds to report suspected abuse exist if:

- A child says that he/she has been abused. This is known as “disclosure.”
- A responsible individual states that a child is being abused.
- There is basis for concern based upon physical, emotional, or other indicators of possible abuse.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of an employee of the church. Volunteers who fail to report a prohibited act may be restricted from participation in any church activities involving children or youth.

Steps in Reporting

If a child or young person discloses that he/she is being abused, or the child's behavior suggests that abuse is occurring, staff and volunteers are instructed to take the following steps:

- If the alleged incident occurred on site, make sure that the child is not in immediate danger. If the suspected abuser is present, separate the child and other children from that individual.
- Listen carefully.
- Reassure the child that he/she took the right step in telling.
- Tell the child that people who can help will be notified.
- Write down exactly what was said, noting the time, place, and context in which the disclosure was made.
- Immediately report the alleged abuse to the department or activity supervisor, who will report the allegation in writing to the pastor.

Do not:

- Make it apparent to the child that you are shocked.
- Ask specific questions, as these could influence the clarity of the child's memory.
- Promise that the abuse will stop.
- Conduct any personal investigation.
- Share information with those outside the proper reporting channels.

Organizational Response to Allegations of Abuse

When the pastor receives credible information suggesting that abuse has occurred, he will immediately contact Children's Services Division or the

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appropriate law enforcement agency in the state. He will also inform the Superintendent General of the allegation. The church will coordinate its internal investigation with the governmental entity involved.

A designated church representative will interact with legal counsel and insurance representatives, and will respond as directed to questions from the media concerning allegations of abuse or neglect. Other staff members should refrain from comment. During the investigation the alleged abuser will not participate in any church activities involving minors.

If the internal or external investigation results in credible evidence supporting the allegations, the pastor will impose appropriate disciplinary restrictions, which may range from dismissal from duty to barring from church attendance.

Emergency Procedures

When an emergency occurs, the immediate safety of those present may depend upon the proper response. For that reason, the Apostolic Faith organization has developed emergency procedures for the most common types of crisis situations. Staff and volunteers should be prepared to take appropriate action when such a situation arises.

Accident

When an accident occurs:

- If the injury requires urgent medical attention, immediately call 911 or other appropriate emergency responder. Be prepared to give information concerning location, number of people involved, and the nature of the injury.
- If a service is in progress, notify the head usher or Church Emergency Responder (CER). That person will:
 - Ascertain whether it is advisable to call 911 if that has not already been done.
 - Conduct a preliminary assessment of the injury.
 - Provide basic first aid or other intervention measures as necessary until emergency responders arrive on scene.
 - Look for an emergency medical identification card on the injured person, or check with the spouse or immediate family member for such information.
 - If the injured person is a minor, instruct someone to contact the parent/guardian.
 - Delegate someone to be in the parking lot to direct emergency vehicles and personnel coming to the scene.
 - Avoid accepting liability or making a commitment to pay expenses. While it is appropriate to express concern for the injured party, no comments should be made regarding fault, negligence, or responsibility.

After the injured person has been appropriately cared for, the church representative who handles the situation should take the following steps:

- Inform the pastor and/or building maintenance supervisor where the accident took place and the circumstances which caused it. If the mishap was caused by a building defect, rope off the area to prevent further accidents. No repairs should be made until the insurance adjustor has completed any necessary investigation.

- Fill out an *Accident/Incident Report* form.
- If an insurance claim results, notify the headquarters office, relaying all available information including copies of any legal papers, demands, or notices received regarding the incident. All injuries involving insurance should be reported to the headquarters office within twenty-four hours, if possible.

Building Evacuation

A building evacuation is mandatory whenever a fire alarm sounds, and building occupants should exit immediately. Other situations may also arise which necessitate evacuation of the premises. In such cases, it will be important for all staff and volunteers to take the following steps:

- Stay calm, and encourage those under your supervision to do so.
- Follow the instructions of authorized safety personnel if any are present.
- Evacuate the building using the designated evacuation routes, keeping existing groups together.
- Close the door if the last person to leave an enclosed area. Do not lock doors; others may need to use the exit.
- Assist disabled persons in your immediate vicinity if possible.
- Do not use elevators to descend from upper floors; use stairwells. If smoke or heat is encountered in a stairwell, proceed to another stairwell and continue evacuation to ground level and outdoors.
- If smoke is encountered, bend over and take short breaths through your nose as you move toward the exit.
- Feel doors before opening. If the door is hot, do not open it but use another exit. If the door is cool, open it slowly, keeping behind the door in case it must be closed quickly to protect from intruding smoke or fire.
- Exit the building and go to the designated safety zones in the church perimeter or parking lot, away from the building.
- Do not congregate in or near building exits, driveways, or roadways. Keep these areas clear for emergency response crews.
- Do not go to your vehicle or attempt to move it from the parking lot.
- Do not return to the building for any reason until an “all clear” is issued by authorized safety personnel.

Civil Disturbance

At times, churches are targets for demonstrations or disruptive actions. Social activist organizations or even hate groups occasionally attempt to spread their message by staging events that provoke confrontation and attract media

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attention. These actions may be orderly and peaceful. However, if a demonstrator or group of individuals comes onto church property for the purpose of intimidating, harassing, or threatening occupants, or disrupting proceedings, individuals inside the building should:

- Notify the usher or CER if a church service is in progress. That person will inform the pastor or minister in charge to determine the next step. If no minister, CER, or usher is present and the situation is threatening in any way, call 911 or the police. Law enforcement agencies are trained in strategies to defuse volatile situations, including protests, demonstrations, and riots.
- Do not interact personally with the demonstrators.
- Encourage children, youth, and others in the vicinity to remain calm and avoid confrontation.
- Continue normal operations if feasible under the circumstances.
- Ushers or security personnel should secure the church by locking exterior doors. If time permits, they should lock desks, file drawers, and storage areas as well.
- If the demonstrators are aggressive or threatening in any way, stay away from doors and windows.
- If the demonstrators attempt to enter the building, do not try to physically halt their entry.
- If the situation is tense in any way, do not leave the building until law enforcement personnel are on the scene and able to ensure a safe exit.

Disruptive Person

If a person enters the church while a service is in progress and purposefully causes a disturbance, acts irrationally, or threatens physical harm, notify the head usher or CER. They are instructed to take the following steps:

- If the person is obviously intoxicated, on drugs, or agitated, engage the person in conversation to assess his/her condition, and deter entry to the sanctuary, if possible.
- If the disruptive person is already in the sanctuary when the disturbance begins, attempt to calm the individual and persuade him to leave the sanctuary.
- Determine whether it would be prudent to suggest that congregation members seated near the individual move to another part of the sanctuary.
- If the disturbance continues, escort the disruptive person from the sanctuary.

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- If the disruptive person refuses to leave or agitation persists after removal from the sanctuary, assess whether it would be prudent to call 911 for help.

After the situation has been defused, the usher or CER who handled the situation should make a record of the event using the *Accident/Incident Report Form*, and giving a brief description of what transpired. This record should include the names of any individuals who took part in subduing the disruptive individual. Keep this record in the church files in case there is later legal action.

If threats are made or there is any indicator that the disruptive person intends to return at a later time to retaliate, the church may impose a restraining order prohibiting the individual from coming onto church property or contacting staff or members of the church.

Earthquake

Those who are inside the church when an earthquake occurs should take the following steps:

- Take shelter under cover, such as a pew, desk, or table. Individuals in the sanctuary who cannot get under a pew should kneel between them.
- If it is not possible to take shelter under furniture, kneel next to an interior permanent wall away from windows, overhead light fixtures, and tall pieces of furniture.
- Bend your head close to your knees. Protect your head and neck with your arms and hands.
- Stay in place. Do not run outside or use stairways or elevators.
- Stay under cover for at least two to three minutes after the shaking stops, as there may be aftershocks.
- Once the quake has subsided, treat or assist injured people in the vicinity as your level of expertise permits. Do not move anyone with an injury unless they are in immediate danger.
- Do not be surprised if the fire alarm or sprinkler system activates.
- If damage is extensive, avoid going into or through areas where structural damage may have rendered the building unsafe.

Those who are outside the church when an earthquake occurs should take the following steps:

- Move into the open, away from buildings, fences, trees, playground equipment, utility wires, and street lights if possible.
- Kneel or sit on the ground and cover your head and neck with your arms and hands.
- Stay in the open until the shaking stops.

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Those who are traveling in a church vehicle when an earthquake occurs should:

- Pull over to the side of the road, away from overhead power lines, trees, and overpasses. Set the parking brake.
- Instruct passengers to stay in the car until the shaking stops.
- If a power line falls on your vehicle, stay inside until a trained person removes the wire.

Fire

If you detect a fire, take the following actions:

- If a service is in progress, notify the head usher or CER, who will initiate evacuation of the building if needed. If no usher or CER is in immediate proximity, the individual discovering the fire should activate the nearest fire alarm. He should then:
 - Call 911 giving the church name, telephone number, and location, along with the general area in the building where the fire is located.
 - If the fire is extinguishable, obtain a fire extinguisher and attempt to put it out. If in doubt, evacuate.
 - If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors to the area before evacuating.

If a fire alarm sounds while you are in the building, take the following actions:

- Follow the evacuation procedures described in the *Procedure Guidelines* for your position/role in the church.
- If you have no designated responsibility for others, evacuate the building immediately by the designated evacuation route for the area you are in.
- Assist disabled persons in your immediate vicinity if possible.
- Do not use elevators to descend from upper floors; use stairwells. If smoke or heat is encountered in a stairwell, proceed to another stairwell and continue evacuation to ground level and outdoors.
- If smoke is encountered, bend over and take short breaths through your nose as you move toward the exit.
- Feel doors before opening. If the door is hot, do not open it but use another exit. If the door is cool, open it slowly, staying behind the door in case it must be closed quickly to protect from intruding smoke or fire.

- Exit the building and go immediately to the designated safety zones in the church perimeter or parking lot, away from the building.
- Do not congregate in or near building exits, driveways, or roadways. Keep these areas clear for emergency response crews.
- Do not go to your vehicle or attempt to move it from the parking lot.
- Do not return to the building for any reason until an “all clear” is issued by authorized safety personnel.

Hurricane/Tornado

The official hurricane season in the United States runs from June through November, but historically, the most active storms occur from August through October. Ministers and church staff who are in hurricane/tornado zones should be familiar with the National Weather Service terminology regarding storm conditions: a tornado **watch** is given when conditions are ideal for a tornado to form, while a tornado **warning** means that a tornado has been sighted or has touched down, and shelter should be sought immediately.

Individuals who are in the church when a hurricane/tornado **warning** is given should take the following steps:

- Move away from windows. If you have time, close window blinds or shades to minimize damage from flying glass and debris.
- Warn others, encouraging them to get into a safe area immediately.
- Seek shelter on the lowest floor of the building—in a basement if possible. Move away from the building perimeter and into an interior room or hallway away from windows and large expanses of unsupported ceilings. The safest areas are interior hallways, small rooms opposite to the approach of the storm, bathrooms, or closets.
- Assist disabled persons in your vicinity to get to a safe area.
- Do not use elevators.
- Do not go outside to your vehicle.
- Stay in place until an official “all clear” is given.

Lockdown Procedure

If a violent person is causing or threatening deadly harm in the building, individuals not in the immediate vicinity should flee the building if this can be done safely. If flight is dangerous or impossible, take the following steps:

- Immediately move into a securable area such as an office or Sunday school department.
- Lock the room or department as quickly as possible and stay away from windows.
- Call 911 or other appropriate emergency numbers if you can do so without disclosing your hiding place.
- If time permits, close blinds or curtains and turn off all lights and audio equipment.
- Remain quiet.
- Put as many barriers between yourself and the intruder as possible.
- Do not huddle together in groups—occupy separate locations as much as possible to make it more difficult for a violent intruder to cause multiple injuries.
- Prepare to defend yourself, including arming yourself and others with heavy objects.
- Do not sound the fire alarm or initiate a building evacuation, as this could place others in the vicinity of the intruder as they attempt to exit.
- Do not leave the secured area until notified that it is safe to do so by the police or church security personnel.

Medical Emergency

When a medical emergency occurs:

- If the person requires urgent medical attention, immediately call 911 or other appropriate emergency responder. Be prepared to give information concerning location and the nature of the emergency.
- If a service is in progress, notify an usher, minister, or Church Emergency Responder (CER). That person will:
 - Conduct a preliminary assessment of the individual.
 - Ascertain whether it is advisable to call 911 if that has not already been done.
 - Provide CPR or other intervention measures as necessary until emergency responders arrive on scene.
 - Look for an emergency medical identification card on the ill person, or check with the spouse or immediate family member for such information.
 - If the ill person is a minor, instruct someone to contact the parent/guardian.
 - Delegate someone to be in the parking lot to direct the emergency vehicles and personnel coming to the scene.

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- Provide medical assistance and support until professional help arrives. Then allow responding units to take control of the situation.

If no usher, minister, or CER are present, the activity leader should assume control of the situation and follow the above procedure, while refraining from offering any assistance only trained medical professionals should give.

When the immediate crisis has been dealt with appropriately, the person who was in charge at the scene should fill out an *Accident/Incident Report* form.

Missing Child

If a child is missing from the church premises while a service is in progress, notify an usher, who will inform the pastor and/or CER. If the child is missing from a Sunday school area, notify the Sunday school department leader, who will inform the pastor, CER, or head usher of the situation. That individual will:

- Institute a search, involving other staff members as needed.
- Notify the parent/guardian of the child of the situation and the action being taken.
- Determine if and when 911 help should be summoned; if the situation is a suspected kidnapping, law enforcement officials should be contacted immediately.
- When the child is found, notify the searchers that the situation has been resolved.

If a child is missing from a church-sponsored, offsite activity, the following procedure should be followed:

- Notify the activity leader immediately.
- The activity leader will alert staff members, providing a description of the missing child.
- Commence search.
- Notify the parent/guardian of the child of the situation and action being taken.
- The activity leader will determine if 911 help should be summoned. If the situation is a suspected kidnapping, law enforcement officials should be contacted immediately.
- When the child is found, notify the parents and searchers that the situation has been resolved.

Power Outage

Weather, accidents, and storms can disrupt electrical service to the church. If a power outage occurs during a service, congregation members should be instructed to stay where they are and wait for instructions.

If a power outage occurs when an activity is taking place or you are working in the church building, take the following steps:

- Do not call 911 except in the case of an emergency.
- Assess the extent of the outage. If the electricity is out in only one area of the building, it may be a blown fuse or a tripped breaker. In that case, report the outage to maintenance personnel.
- If the local neighborhood is dark, notify your power company of the loss of power, and ascertain the expected duration of the outage.
- If outage continues, help co-workers or individuals under your supervision to move to a location with natural light or emergency lighting, or to exit the building.
- Check restrooms and other adjacent areas for individuals who may be trapped in a dark room (frightened children, individuals with special needs, etc.)
- Unplug personal computers, non-essential electrical equipment, and appliances. Turn off non-critical equipment and lights.

Violent Intruder

If a violent person enters the church while a service is in progress, individuals who are caught in proximity should do one of the following (options are listed in descending order of effectiveness):

- **Run.** Escaping from a violent attacker is generally the best option if you can do so. If you decide to run, do not run in a straight line. Keep objects between you and the violent person as much as possible. When out of the immediate area, summon help and warn others.
- **Hide.** Get down on the floor and take cover under pews, chairs, or other objects. Violent attackers tend to notice upright people more readily.
- **Play dead.** If you are unable to run or hide, you may choose to play dead, especially if other victims are around you.
- **Fight back.** Confronting the attacker is dangerous. However, this could be an option if you are physically fit or have an opportunity to disarm the intruder when he is looking another way.
- Individuals who are caught by the intruder and are not going to fight back should follow his directions and not look him in the eyes.

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- When law enforcement arrives, obey all commands. This may involve individuals in the vicinity being handcuffed or made to put their hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give further directions.

Individuals who are in the building but not in the same area as the intruder when an alert is given should take the following steps:

- Flee the area if you can do so safely.
- If you cannot flee safely, go into a securable room or department, lock the door and turn off the lights.
- Stay quiet.
- Occupy separate locations as much as possible to make it more difficult for a violent intruder to cause multiple injuries. If feasible, hide in a location not visible from the hallway.
- Put as many barriers between yourself and the intruder as you can.
- Prepare to defend yourself in any way possible, including supplying yourself with heavy objects.
- Remain hidden until notified that it is safe to leave by law enforcement or church security personnel.

Conclusion

As a worker in the Apostolic Faith Church, you have a role to play in nurturing people's spiritual well-being. In an emergency situation, you may also have a role in protecting their physical well-being. We ask that you take both of these responsibilities very seriously. Please prepare yourself by familiarizing yourself with all of the information in this handbook, and by carefully abiding by all the procedures and guidelines established by this organization.

Again, we thank you for your willingness to be a part of this work. May God continue to bless you as you labor for Him.