Church Policy

Sierra Vista
Seventh-day
Adventist Church

September 20, 2026

This church policy document is a compilation of determinations made during Church Board and Church Business meetings that affect the operation of the Church and the Church Board. It is a living document and will be added to and modified as additional decisions are made and recorded.

1 Cor 14:40: "…all things should be done decently and in order."

Contents

General Policies

1. Board Membership

Board membership will include the officers listed below, unless and until a new slate of board members is approved by the Church Body. [1]

Pastor
Elders
Head Deacon
Head Deaconess
Facilities Committee Chairperson[2]
Treasurer
Clerk
Children's Ministries Leader
Music Coordinator
Communications Secretary
Community Services Director
Health & Temperance Director
Office Manager[3]
Pathfinder Leader
Adventurer Club Director
Personal Ministries Coordinator
Religious Liberty Director
Sabbath School Superintendent
Stewardship Ministries Leader
Women's Ministries Director
Media Coordinator
Social Committee Director
Webmaster
Church Security Head[4]
Worship Committee Leader
School Board Member (see below)

At the beginning of each new church officer term, the Church Board will select one of our church's School Board Members to also be a Church Board Member.

If a ministry has co-leaders only one of the co-leaders will be a voting Church Board member. The co-leaders will determine between themselves who will be the Church Board member.

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[1] Approved by Church Body during business meeting on October 5, 2014.
[2] Approved at the November 19, 2023 Church Board meeting.
[3] Approved at church board meeting on July 14, 2022.
[4] Approved by Church Body on July 18, 2026.

Church members that hold more than one Church Board position only have one vote no matter how many positions they hold.

2. Nominating Committee

The Nominating Committee process, starting with the Church Body voting for a Pre-nominating Committee, will be initiated 4-months before the beginning of the next term.

The Nominating Committee will be temporary in nature. After the Nominating Committee completes its work, if there are vacancies to be filled, the Church Board will recommend candidates and those candidates will be voted on by the Church Body.[5]

Church officer terms will be two years. Each new term will begin on July 1st of even-numbered years. At the start of the second year of the term the Church Board will review the list of current officers to see if any adjustments are needed.

3. Board Meetings

Church Board meetings will be held once per month on the second Thursday of the month. The Church Board meeting will begin at 6:00 p.m. The Church Board may schedule/reschedule Church Board meetings as needed.

Church Board meetings will be announced, usually in the church bulletin, two Sabbaths preceding the date of the Church Board meeting.

4. Board Quorum

The quorum for the Church Board will be at least 50% of the current Church Board membership (not the count of Church Board positions, for example, a Board Member serving in multiple church positions). When determining quorum, the church pastor and vacant offices/positions do not count toward quorum.

5. Business Meetings

Church Business meetings will be held in January, May, and September, on the third Sunday of the month. The Church Business meeting will begin at 9:00 a.m. The Church Board may schedule/reschedule Church Business meetings as needed.

Church Business meetings will be announced, usually in the church bulletin, the two Sabbaths preceding the date of the Church Business meeting. Also, the current list of agenda items for the Church Business meeting will be published with each announcement.[6]

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[5] Approved by Church Body during business meeting on October 5, 2014.
[6] Initial policy approved by Church Body during business meeting on October 5, 2014.

6. Church Email Accounts

Church email accounts are only to be used for church business. Church email accounts include, but aren't limited to: SVSDABulletin@hotmail.com, SVSDAChurchOffice@gmail.com, SVSDATreasurer@gmail.com, SVSDA4Video@gmail.com, SVSDA_Clerk@aol.com, and svsdasecurity@gmail.com.

8. Facilities Committee

The Facilities Committee is a sub-committee of the Church Board who manages the membership of the Facilities Committee. It will be comprised of the following members: The Head Deacon, an Elder, and three member-at-large positions (not necessarily a Church Board member) selected by the Church Board. The Church Board will elect the Elder at the beginning of each new term. The Nominating Committee has the initial responsibility of finding church members willing to fill member-at-large positions. The chairperson will be selected by the Church Board.

The chairperson will be a Church Board position and have the authority (instead of the Head Deacon) to request checks and approve expenses for the Facilities Committee (usually the Restoration Fund (Facility Upkeep) account and sub-account expenses) unless otherwise voted by the Church Board or Church Body.[7]

The Facilities Committee will oversee and coordinate the use, maintenance and upgrades of all of the church's facilities. Normally, any approved projects will be funded out of the Restoration Fund (Facility Upkeep) account, the Facility Upkeep Approved Projects account, or the Facility Reserve account unless voted otherwise by the Church Board or the Church Body. All project and financial church policies apply to the Facilities Committee. This gives the committee some autonomy but certain project classes will still require approval by the Church Board and/or Church Body (see section "Disbursement of Funds"). The Facilities Committee has the authority to move ahead with repairs as long as they don't require approval by the Church Board and/or Church Body (see section "Disbursement of Funds"), they are less than $3,000, and funds are available.

9. Use of Church Facilities

See the "Church Usage Fees" section for details on the related financial policies.

Use by Our Own Church Ministries

When a Church ministry wants to use church facilities for a Church-sponsored event they need to: 1. fill out the application in Appendix H, 2. submit it to the Office Manager[8] for review and scheduling, 3.obtain approval by the Church Board so there will be insurance coverage for the event.

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[7] Approved at November 19, 2023 Church Board meeting.
[8] Approved at May 21, 2023 Church Board meeting.

Use by Outside Groups

Use of the church facilities, by individuals or groups, for events that are not initiated and managed by the Church itself, are governed by Conference policies and must be approved not only by the local Church Board but by the Conference too. See Appendix B for details and the required application.

Overnight Parking

No overnight parking of cars, RVs, trailers, or camping, etc. is allowed unless approved in advance by the Church Board.

If a vehicle is in violation of this policy a notice will be posted on the vehicle notifying the owner that if they don't remove the vehicle within one week (exact date must be specified) the Church Board will arrange for the vehicle or campsite to be removed from the church property. The Church Board must follow any and all applicable local laws related to this process.[9]

10. Facility Keys[10]

The Office Manager is the church's Key Custodian and is responsible for key duplication and key distribution. The Head Deacon and Treasurer are Assistant Key Custodians and will assume Key Custodian duties in the absence of the Office Manager.[11] Other keyholders are not authorized to duplicate or distribute keys.

A designated deacon will be responsible each Sabbath for unlocking and locking facility doors.

Key Box

The Key Box in the church office is to remain locked. The Key Custodian and Assistant Key Custodians will all hold the combination of the lock.

The Key Box should contain a labeled key for every lock in the facility. Each key should be stamped with "Do Not Duplicate," if possible. Each key should also be stamped with an ID that identifies which facility lock the key goes to.

Key Distribution[12]

A record will be kept for each person that has facility keys in their possession. The record will include the date when each key was distributed and when each key was returned. Records may be kept on paper or electronically.

[9] The vehicle removal policy is based on decisions that were made at the August 11, 2022 Church Board meeting.

[10] Policies approved at the Church Board meetings on December 8, 2022 and March 9, 2023.

[11] Approved at the April 10, 2025 Church Board meeting.

[12] Approved at the Church Board meeting on February 19, 2023.

Every person that is granted a key to any Church entrance door(s) and/or BLC entrance door(s) is required to go through Child Protection Training and background screening (per the Arizona Conference).[13]

Ministry/department Heads

Ministry department heads should have keys to access the areas, equipment, and materials they need to fulfill their responsibilities. Most ministry department heads will need a church entrance door key with some needing a master key, if available, to all church and/or BLC exterior doors.

Ministry department heads are responsible for approving, and then requesting from the Office Manager, the necessary keys for their assistants or approved individuals using the Key Request & Agreement Form in Appendix I.

Key Requests

The Key Custodian will approve church member requests for keys for areas outside of the church member's responsibility and/or outside the responsibility of their ministry/department head. The Key Custodian cannot approve requests for keys that are directly the responsibility of a ministry/department head without their approval – for example, a key to the treasurer's/clerk's filing cabinet. The Church Board will determine when a master key, if available, is warranted by a church member and the member will be required to complete and sign the Key Request & Agreement Form in Appendix I).

The Church Board must approve any non-church member requests for any keys. Also, see the "Renters" section.

Return of Keys

When a change of church office/position, responsibilities or church membership occurs that alters areas, equipment and/or materials that a church member needs access to, they must surrender those keys to the Key Custodian. Also, the Church Board and/or Church Body may vote that a specific key holder must surrender one or more of the keys that they hold, to the Key Custodian.

Lost Keys

When one or more keys are lost, the key holder must notify the Key Custodian immediately, report what keys were lost, and explain the details surrounding the situation. The Key Custodian will present the situation to the Church Board which will then decide if the key holder is responsible for paying up to 50% of the cost of rekeying the affected locks.

[13] Approved at the April 10, 2025 Church Board meeting.

Renters

Details would be set forth in the contract with the party renting the church facilities and would be subject to Church Body approval.

11. Electronic Sign Announcements

All announcements to be displayed on the electronic sign are to be submitted to the Sign Coordinator, or Assistant Sign Coordinator, (nominating committee is responsible for finding people for these offices). The Sign Coordinator, or Assistant Sign Coordinator, has discretion over whether and when to post requested announcements based on criteria such as, but not limited to, announcement length, proximity to event, number of announcements already being displayed, etc.

Once church events are approved by the Church Board or the Church Body they may be displayed on the sign. Department heads, the Church Board, or the Church Body in business session can request an announcement.

Bible verses or other sayings must be approved by the Sign Coordinator, or Assistant Sign Coordinator, and the Pastor or the Head Elder.

12. Job Descriptions[14]

AdventSource job descriptions corresponding to SVSDA Church elected positions/ministries will be adopted as appropriate. A standard format will be used in creating SVSDA Church job descriptions (see Appendix J). SVSDA Church job descriptions will outline specific or unique duties to either augment AdventSource job descriptions or as stand-alone job description(s), when appropriate AdventSource job description(s) do not exist. The SDA Church Manual will be used as a resource.

Where one individual holds multiple elected positions or ministries, the job description for each position/ministry will be kept as a separate job description, rather than combining duties into one job description.

The Church Office Manager will be responsible for managing the preparation of job descriptions for review and approval by the Church Board. The Church Board will approve all initial, current, and future job descriptions and revisions.

Job descriptions will be uploaded to SVSDA church website for easy access.

All current and future individuals holding an elected position or involved in a specific ministry will be provided with the appropriate job descriptions(s) if available.

The Nominating Committee will utilize the job descriptions, if available, in the selection of individuals to fill elected positions.

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[14] Original policy approved at the Church Board meeting on April 11, 2024.

13. Church Membership Directory

The Instant Church Directory (cell phone and web app) will be the official church membership directory.

Current/future members will be invited to subscribe to the Instant Church Directory. Member consent will be obtained or validated (verbal) prior to publication of personal information. Opportunity will be given to limit information included in the directory, i.e. phone and name(s) only.

As needed, the Instant Church Directory will be updated with changes in membership, demographics, elected positions, etc. The Church Clerk is responsible for keeping the information in Instant Church Directory up to date and providing printed copies of the church directory. Instant Church Directory allows for a total of three editors so the Church Clerk may have two additional church members to assist them.

A printed hard-copy church directory will be provided upon request only, keeping printing/copying costs to a minimum. Requests for printed copies will be communicated to the Church Clerk.

14. Worship Committee

The Worship Committee will be comprised of the following members: Pastor, an Elder, Worship Coordinator, Music Coordinator, the Media Coordinator as an auxiliary member, and any number of members-at-large (determined by the Church Board). Positions will be filled by the standard nominating process. Worship Committee will select their own Worship Committee Leader which will be a Church Board position. Other church members are welcome to attend but cannot vote.

15. Volunteer Screening & Training Policy[15]

In order to keep our children safe, we have committed to following the Arizona Conference Child Protection Program policy (found in Appendix L) and any other recommendations they provide us. Some key points from the aforementioned policy:

- Any volunteer working with children (children's Sabbath schools, Pathfinders, Adventurers, VBS, Sabbath school secretaries, Audio Visual helpers), and any person in church leadership (Church Board members), including any person in an upfront or visible position (Greeters, Pastor, Elders, Deacons, Deaconesses, Children's Story Tellers, regular Church Song Leaders and Musicians, Social Committee members), and any person holding a key to an entry door of a church building, is required go through the screening and training process before they start serving in their position.
- Any volunteer working with children must have been known by the congregation a minimum of six months.

[15] Approved at the September 12, 2024 Church Board.

- Screening is provided by Adventist Screening Verification at www.nadadventist.org/asv
- Screening is free for the volunteers as the expense is paid by the church.
- Volunteers must repeat the screening process every calendar year ending in 0 or 5 no matter how recently they last did the screening.
- The church will provide in writing and/or online education outlining the expectations, code of conduct, and rules to be followed in relation to supervision and interaction with children.

The Children's Ministry Head will be the designated local administrator to administer this policy and when the person filling this position changes, we will notify the Arizona Conference Human Resources Department which oversees the volunteer screening and training program for the Conference.

16. Transportation of Pathfinders & Adventurers

Per the Arizona Conference, each adult that provides transportation for Pathfinders and/or Adventurers, other than just their own kids, must provide, each trip, proof of car insurance having coverage of at least $250,000/$500,000 for bodily injury liability coverages, collected by the Pathfinder or Adventurer Director, then filed by the Church Clerk, and the Head of Security notified.

17. Firearms

Sierra Vista SDA allows the possession of personal firearms on church property. Firearms must be either kept inside a vehicle or on the person, and may either be open carry or concealed.

If a firearm is used in defense on church property that person will be held solely accountable for any actions that follow and will not be covered by church insurance unless,

- The firearm has been verified by the head of security with all proper documentation (i.e. ALL CURRENT CCW, Arizona Armed guard card, firearms training, AED/First Aid)

For more information on firearms please contact svsdasecurity@gmail.com

Financial Policies

Biblical Basis

"And the Lord said, Who then is that faithful and wise steward, whom [his] lord shall make ruler over his household, to give [them their] portion of meat in due season?" Luke 12:42 (NKJV)

The financial responsibility of the church is to be a wise steward of the resources God has entrusted to this fellowship. The church is accountable to its membership to make sure the resources of the church are handled with the highest level of trust and integrity as possible. Ultimately, the church is responsible to God for the stewardship of its funds. If a financial conflict arises, the SDA Church Manual and local church financial policy should be followed as a guiding principle.

Church Body Definition

For the following financial policies, the term "Church Body" refers to the church membership in a business session.

Finance Committee

The Finance Committee will be comprised of the following members: Church Treasurer, Assistant Church Treasurer, an Elder, Personal Ministries Head (or co-leader) and a member-at-large (not necessarily a Church Board member). The Church Board will elect the Elder and member-at-large at the beginning of each new term. The Church Treasurer will chair the Finance Committee. Changes to the composition of the Finance Committee may be made by the Church Board.

The Finance Committee will meet at least twice annually. First, ahead of the September Church Business meeting, to review and recommend updates to the church financial policies[16]. Second, ahead of the new fiscal year, to review and recommend updates to the church budget for the new fiscal year. In addition, the Finance Committee will meet as often as deemed necessary to perform any other business referred to it by the Church Board or the Church Body. Unless voted otherwise, the Finance Committee will make recommendations to the Church Board which will then make recommendations to the Church Body as necessary.

Stewardship Emphasis

The Church needs to conduct an on-going stewardship emphasis. The emphasis can be delivered through a special program, during offering appeal, sermon series, or campaign. The Pastor will coordinate with other church leaders to implement this education.

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[16] Doing the financial policy review at a different time than the new budget was approved at the Church Business meeting on May 21, 2023.

Forms

The Church Treasurer may create and modify forms as needed to facilitate their duties and implement church policy.

Legal Requirements for Assistance Accounts

To be legally deductible for tax purposes, contributions to church accounts that provide assistance, of any and all types, whether it be to church members or non-church members, must meet certain criteria. There must be multiple donors to the account and it is available to multiple recipients from the account.

Requests for Financial Assistance[17]

All requests, no matter the dollar amount, must be made using the form at Appendix C. Requests are only accepted for necessities, including, but not limited to, rent, utilities, fuel, insurance, medical bills, etc.

Funds are not to be paid directly to the person/family requesting assistance. Funds will not be applied to credit card accounts. When paying a vendor, or reimbursing an authorized church member, supporting invoices and/or receipts showing the products acquired and/or services rendered must be provided add must be dated within the past 30 days. Credit card statements will not be accepted as supporting documentation.

The Church Board does not approve these requests (see below) but must be notified at the next Church Board meeting of the requests that have been granted. The maximum amounts, per calendar year, stated below, may be changed by the Church Board.

Requests for Nonmembers

All requests for financial assistance, no matter the dollar amount, for nonmembers must be submitted to the Community Services Director. At least three Community Services team members must evaluate and sign the request and agree to provide the financial assistance for the request to be granted. If there are fewer than three Community Services team members, the Church Treasurer and then a Church Assistant Treasurer can count toward the three people that must evaluate and approve the request.

The area we cover is Whetstone in the north to Palominas in the south. From Patagonia in the west to Tombstone in the east.

Nonmembers are eligible to receive a maximum of $250 per year (January through December) subject to availability of funds. The funds will come out of the Community Services account.

Requests for Members

All requests for financial assistance, no matter the dollar amount, for church members must be submitted to the Church Treasurer. At least three members of the Finance Committee must

[17] Policy changes and rewording approved at the Church Business meeting on February 19, 2023.

evaluate and sign the request and agree to provide the financial assistance for the request to be granted.

Members are eligible to receive a maximum of $775 per year (January through December) subject to availability of funds. The funds will come out of the Church Family Assistance account.

Loans

Per the Arizona Conference, the church is not to make loans to anyone including church members and the pastor.

Unrestricted Gifts

Members are encouraged to support the ministry of the Church through regular gifts and offerings to the Combined Budget account (also known as Local Church Budget) of the church. The combined budget is a comprehensive spending plan for the Church's ministries where the Church Board and the Church Body can direct funds to the ministries where needed most.

Designated Gifts

Monetary

Individuals can give monetary designated gifts for the ministry of the Church. However, the designated account must be established by the Church Board before the Church receives/deposits the cash or cash equivalent designated gift.

The process of establishing a new designated account by the church:

1. Any member of the church or community may request the establishment of a designated account.
2. The member must present a written request using the Designated Gift Form (see Appendix G) to the Church Board or Finance Committee.
3. The Church Board must approve the establishment of the requested designated account and what account, if any, it is a sub-account of.
4. Before the Church Board accepts/deposits a contribution for the designated purpose, the designated account must be approved.
5. If the Church Board disapproves a request for a designated account, the designated account cannot be established and the Church will not accept/deposit any money for that account.
6. A list of contributors and their contributions is maintained for record-keeping requirements.

In the Church Board motion to approve the new designated account the following details must be included:

1. The purpose of the account and how it furthers the mission of the church.
2. Procedure on how the funds will be spent.
3. The procedure on how the account can be closed.

The Church Board has the authority to approve moving non-designated funds remaining in project-specific accounts once the project is complete to higher level accounts that would include the completed project.[18] If there are unused designated funds then the Church Treasurer will contact the donors for instructions on whether to return the unused funds to them or instructions as to what account(s) to transfer the funds to. The intent is for funds to be used in a first-in-first-out method.

In-kind

Individuals can give in-kind (personal property/items) gifts. In this case the head of the department receiving the gifted item(s) may accept or decline the item(s). If it's not obvious who the appropriate department head is then the Church Board would make the decision whether to accept or decline the gifted item(s).

If the donor wants a tax receipt for the item(s) that they donated to and accepted by the Church, the department head or treasurer can provide them with the receipt in Appendix K.

The Church will try to honor the intended use that the donor had in mind for the gifted item(s), but the Church reserves the right to use or dispose of the gifted item(s) that best contributes to the furtherance of the Church's ministries.

Disbursement of Funds

The Church Treasurer and other designated individuals shall be responsible for the receipt and disbursement of Church funds according to the budget adopted by the Church.

Funds shall not be disbursed without an adequate receipt or invoice showing the products acquired and/or services rendered, and dated within the last 30 days, being provided by the individual requesting the funds. Credit card statements will not be accepted as supporting documentation. All receipts, along with a completed check request form (see Appendix D), will be provided to the Church Treasurer within four weeks after the completion of the event or project for reimbursement. The signature of the Department Head is required when the individual requesting funds is not the Department Head and the Church Board has not approved an exception.

If a ministry leader or department leader can't spend their personal money for an event or project, then a request for early payment will be submitted prior to the event. This request for

[18] Approved by Church Body during business meeting on January 25, 2015.

early payment should be presented to the Church Board by the account's manager (Department Head). Normally, early requests for funds should be given to the account's manager at least one month in advance or more. Early payment requests will include a "cost estimate" in writing. Any unused early payment funds will be returned to the Church Treasurer within a week of the event conclusion.

Need for Prior Approval by Church Board

Church Board approval is required before Department Heads spend more money than is currently in their account. A Project Proposal Form only needs to be filled out if other criteria, such as the cost of the project or type of project (see "Need for Prior Approval by Church Body"), requires it. The approval process may be changed by Church Board vote.

Funds Requested Between Board Meetings

When funds that exceed the authorized amount are requested between Church Board meetings the Church Clerk will try to contact all Church Board members for their vote. The Church Clerk will then notify all Church Board members as to the result of the vote.[19] For the request to be approved the Church Clerk must receive a response from at least the current quorum of Church Board members.

Not for Profit Activities

The Not for Profit Activities sponsored by the church are limited to not spending more than the generated amount of funds for each month. Not for Profit activities are required to provide a monthly report of funds activities to the Church Treasurer during the monthly church board meetings. This report will include any money gained or disbursed in the normal operation of the activity for the designated month.

Need for Prior Approval by Church Body

The Church Board is authorized to make certain decisions regarding business of the Church but must refer other decisions to the Church Body.[20] The following list includes examples of actions requiring approval from the Church Body. Note that this list is not all inclusive; the Church Board will apply these examples to comparable situations to determine the need to refer actions to the Church Body. In these cases, a Project Proposal Form (found at Appendix F) must be filled out for presentation to and approval by the Church Body and then given to the Church Treasurer. This is so that the Church Body will know the scope of the project, who will be doing the work, and what the estimated cost will be when considering whether or not to approve the project. If insufficient details are known at the time of the presentation, but the Church Body is interested in pursuing the project once more information is available the motion

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[19] Approved by Church Board during meeting on October 18, 2012.
[20] Approved by Church Body during business meeting on January 25, 2015.

for approval must explicitly state that the additional details must be presented to and approved by the Church Body before the project is started.[21]

1. Repairs to church real property (buildings and land) of more than $3,000, regardless of source of funds (if a phased project, include cost of all phases in determining total cost).

2. Improvements to or modifications of the church real property (buildings and land) that meet one or more of the following criteria:

a. Project cost of more than $10,000, regardless of the source of funds (if a phased project, include cost of all phases in determining total cost), or;

b. Changes in appearance or usefulness of the property (for instance, new siding, changing paint color, replacing floor coverings, changing furnishings, removal of or planting trees; changing signage, changing traffic or parking patterns, adding gates/fences/walls, adding overnight stay capacity, etc.).

3. Ongoing, regular use or rental of the church property by any outside organization or individual.

4. Any action that could reflect on the reputation of the church (such as use of the church building for voting and/or polling activities, use by another denomination or group not affiliated with the SDA church, etc.).

5. Any other action that in the view of the Church Board merits decision by the Church Body.

Explanatory notes: "Regardless of source of funds" precludes a project being done just because one or more donors provided the funds for a specific project. "Outside organization or individual" includes those not affiliated with the Sierra Vista SDA Church.

The approval criteria may be changed by a vote of the Church Body.

Financial Records

The Church Treasurer will be responsible for maintaining adequate and accurate financial records and storing them in a safe and secure location so as to maintain the privacy of donors. The Church Treasurer will also be responsible for maintaining accountability of all funds expended and gained from "Not for Profit" activities conducted in the church.

The Church Treasurer will only release or provide financial information, records, reports, etc. in accordance with the SDA Church Manual and church financial policy.

[21] See May 17,2026 Church Business meeting minutes.

Access to Church Books and Reports

We will follow the Conference-recommended approach where the church's books are open but not public. In practice this means that the books, other than confidential information (individual member contributions), are available for members to review at any time but our financial information is not to be "published" (for instance we won't publish the information on the church website where the public could see it) for anyone and everyone to view.

Fiscal Year

The church fiscal year shall begin January 1 and conclude December 31.

Financial Motions

All Church Board and Church Body financial-related motions must include the names of the affected accounts to facilitate accurate record keeping.

Maintaining Chart of Accounts

The Church Board, or the Church Body, approves account additions, removals and mergers as they see fit for accounting and reporting purposes taking designated donations into consideration.

When new project-specific or designated accounts are created they should normally be created as sub-accounts of the appropriate higher-level account that would receive any excess non-designated funds once the project is completed.

If an account is closed and there is no voted policy as to what account receives the remaining funds and there is no obvious higher-level account then the remaining non-designated funds will be transferred to the Combined Budget account. If there are unused designated funds then the Church Treasurer will contact the donors for instructions on whether to return the unused funds to them or instructions as to what account(s) to transfer the funds to. The intent is to use funds in a first-in-first-out method.

Personal Contributions Reports

A report of one's own personal charitable contributions can be obtained by a request made to the Church Treasurer. Individual records of charitable contributions are personal and private and are only viewable by the contributing individual though the SDA Church Manual provides for a few exceptions[22].

Annually (before the end of January), contribution statements will be provided to each donor of the church for the previous year's contributions. This report will list donations made through both the church and the Adventist Giving website.

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[22] See the SDA Church Manual 2015 (2016 update) p. 85, "Books Should Be Audited"

Departmental/Account Income-Expense Reports

At each Church Board meeting a Checks Written Report for the last reporting period (usually the previous month) will be supplied to the members. It is suggested that the report be sorted by Account Name to make it easier to see departmental spending.

At each Church Business meeting a Checks Written Report for the previous four months will be supplied to the attendees. It is suggested that the report be sorted by Account Name to make it easier to see departmental spending.

It is the department head's responsibility to explain their expenditures to the Church Board and Church Body.

Church Financial Statements Reports

Monthly and annual financial statements shall be presented to the Church Board.

A fiscal-year-to-date financial statement shall be presented to the Church Body at the same time as the recommended new annual church budget is presented to the Church Body.

Church members may obtain church financial statements by a request made to the Church Treasurer.

Account Summaries and Policies

While church members may donate to any of the funds listed below, donations to the Combined Budget account give the Church Board and Church Body maximum flexibility in directing funds to ministries most in need of financial support.

Each account listed below is meant to be an ongoing account unless stated otherwise.

Note that not all accounts are listed below. The accounts listed below benefit from additional descriptions and may also have special policies.

The administration of each account, including all disbursements, is subject to the control and discretion of the account manager and current church policy. The Church Board and the Church Body should not transfer or disburse funds from an account without approval of the account manager.

Account managers may consider recommendations from anyone, but in no event are they bound in any way to honor the recommendations.

Audio/Video

The Church has established this account because it recognizes that audio-video ministries support the mission of the church. The account is administered by the Media Coordinator Head. The types of expense this fund will support will include the following:

- Batteries and other consumables needed for providing audio-video support of church programming
- Audio-video equipment and accessories needed to support church programming
- CCLI license for legal permission to display Christian song lyrics, etc.
- SongSelect license for easy legal access to Christian song lyrics, lead sheets, etc.
- Worship presentation application for display of Christian song lyrics
- Video editing application for producing sermon and other presentation videos to post on the internet

Building Fund

This category is listed on the tithe envelope. Funds designated "Building Fund" will be credited to the Church Facility Expansion account[23].

Combined Budget (AKA Local Church Budget)

The Church has established a Combined Budget (AKA Local Church Budget) account. This account is designed to distribute monthly allocations to budgeted accounts. The funds will be managed by fund managers (designated department leaders). These funds will cover all church ministries based on an annual budget approved by the Church Body and may include financial support for the Cochise SDA Christian School too.

The Church encourages contributions to the Combined Budget. The administration of the account, including all disbursements of the monthly budget allocations and excess funds, is subject to the control and discretion of the Church Board and Church Body.

Ch Exp/Ch Office Supplies

The Church has established this account because it recognizes that expenses are incurred in administrative tasks, equipment and supplies used to support the various church ministries. The account is administered by the Bulletin Secretary (for bulletin expenses), the Communications Secretary Head (for communications expenses) and the Office Manager (for office supplies and treasurer supplies expenses). The types of items this fund will support will include the following:

- Duplicating
- Paper/Stationary/Envelopes
- Stamps/Postage
- Labels
- File folders

[23] Approved at the March 14, 2024 Church Board meeting.

- Church office printer/Copy machine and toner
- Bulletins
- Instant Church Directory subscription
- Print version Church Directory
- Sierra Vista Herald Ad

Church Family Assistance

The Church has established this account because it recognizes that there are times that church members need financial assistance. For policy details see the "Requests for Financial Assistance" section.

The offering taken after Communion Service will be credited to this account. The Church Board may change the designated account(s).

Community Services

The Church has established this account because it recognizes that there are times that community members need assistance. The funds in this account help supply some food, clothing and other needs of people in our communities. The account is administered by the Community Services Director.

For policy details on providing financial assistance to community members see the "Requests for Financial Assistance" section.

Childrens Ministries

The Church has established this account because it recognizes that children's ministries can extend beyond Sabbath School. It is a supplement to the SS Expense - Local Funds account. The purpose of this account is to provide funds for activities that help children grow in their connection with God and in their connection with the church family. The account is administered by the Children's Ministries Director.

Also see the VBS Program account.

Future New Church Facility Savings[24]

The Church established this account with the idea that at some point in the future church attendance would grow so much that a larger church facility would be needed. The funds in this account are savings toward the expense of constructing a new larger church facility.

Church Facility Expansion

The Church has established this account because it recognizes that there are times when the church's facilities need to be expanded to accommodate growing attendance or ministries.

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[24] Previously called the Reserve Account. Little documentation has been found regarding the purpose of this account however, the Church Treasurer at the February 12, 2021 Church Board meeting made comments stating the purpose of the fund.

There is no restriction on what method is used to expand the church's facilities. The account is administered by the Facilities Committee.

Hospitality

The Church established this account because it realizes the value in having an inviting worship environment, of member recognition and member and guest socializing. The account is administered by the Head Deaconess. The types of items this fund will support will include the following:

- Flowers
- Memorial service expenses, etc.
- Gifts: Baptism, Farewell, Graduation, etc.
- Fellowship meal supplies

Insurance Prop/Liability

The Church established this account because it realizes that maintaining property and liability insurance is a practice of good stewardship. The insurance policies are maintained with the Arizona Conference. The Church Treasurer will ensure insurance payments are made to the Arizona Conference. The Church Clerk will maintain copies (hard copy or electronic) of the insurance policies. The Head Deacon should ensure the building and grounds receive a safety tour and inspection annually.

Insurance claims will only be filed for major damages (building and grounds) and only with Church Board or Church Body approval.

The policies will cover at a minimum:

- Personal injury
- Property damage
- Disaster
- Liability

Volunteer screening expenses will be paid from this account too.

Janitorial

The Church established this account because it realizes that having a clean facility provides an inviting atmosphere for worship. The account is administered by the Janitorial Coordinator. The types of items this fund will support will include the following:

- Hiring a contractor for regular janitorial services
- Hiring a contractor for occasional janitorial services such as carpet cleaning
- Janitorial supplies
- Bathroom supplies

Landscape Fund

The Church established this account because it realizes that having well maintained landscaping makes a positive impression on the community. This account is specifically for maintaining the church grounds. This account is a sub-account of the Restoration Fund (Facility Upkeep) account.

Pacific Union Income Fund

The Church opened this savings account because it recognizes that putting excess funds into an interest-bearing savings account is a practice of good stewardship.

Proceeds from the Pacific Union Income Fund will be split between the 110 Operating Reserve account and the 120.51 Church Facility Expansion account with the Church Facility Expansion account receiving the same percentage of the proceeds as the percentage of its funds makes up of the Pacific Union Income Fund balance on the ending date of the Pacific Union Income Fund statement.[25] The destination account(s) may be changed at the Church Board's discretion.

Operating Reserve

The Church established this account because it recognizes that maintaining an operating reserve account is a practice of good stewardship. Funds in this account can be used in the following cases:

a. To make up for shortfalls in the Combined Budget account when insufficient donations have come in to cover the current approved budget and insufficient excess funds are in the Combined Budget account. In this case, the Church Treasurer will automatically transfer the necessary funds from the Operating Reserve account to the Combined Budget account. The Church Treasurer will also notify the Church Board who will decide if further analysis of the church's current budget and financial state are needed by the Finance Committee. The Finance Committee would bring any recommendations back to the Church Board which in turn may need to make recommendations to the Church Body.
b. If an unforeseen emergency arises and there are insufficient funds to cover the expenses in the "owning" account and the Combined Budget account. Standard church policy applies for distribution of these funds.
c. If the church financial position and outlook is good, the Church may borrow funds with approval of the Church Body.

In all cases when funds are used from this account either a plan must be voted describing how the funds will be replenished or why funds won't be replenished.

The target minimum balance of this account will be the equivalent of six months of the current approved budget. The account's target minimum balance can be changed by the Church Body.

[25] Approved at the May 26, 2024 Church Business meeting.

Interest from bank accounts, other than the Pacific Union Income Fund (see "Pacific Union Income Fund" section for details), will be credited to this account. The Church Board may change the designated account(s).

Restoration Fund (Facility Upkeep)

The Church established this account because it recognizes that maintaining the church building, grounds, and equipment is a practice of good stewardship. This account is meant to primarily fund routine maintenance and smaller projects that fit within its budget. The account is administered through the Facilities Committee with check requests being signed by the Facilities Committee Chairperson[26].

Sub-accounts are also administered through the Facilities Committee unless voted otherwise by the Church Board or Church Body.

Also see the Facility Upkeep Approved Projects account and the Facility Upkeep Reserve account.

Facility Upkeep Approved Projects

This is a sub-account of the Restoration Fund (Facility Upkeep) account and holds funds that are usually transferred from Combined Budget for special projects approved by the Church Board and/or Church Body.

For extended or expensive projects when funds will need to be raised over the course of several months or when multiple disbursements will be needed over the course of the project a separate account should be created to facilitate transparency to the Church Board and Church Body of the financial state of the project. Usually, the new account should be created as a sub-account of the Restoration Fund (Facility Upkeep) account.

Facility Upkeep Reserve

This is a sub-account of the Restoration Fund (Facility Upkeep) account and holds funds to be used for non-routine maintenance and major projects that the Restoration Fund (Facility Upkeep) account is unable to fund.

SDA School (Bisbee)

The Church established this account because it recognizes the importance of a Christian education for children. Funds donated to this account are forwarded to the Cochise SDA Christian School where they are used to help pay the expenses of providing children in grades K-8 with a Christian education.

Also see the Worthy Student Fund account.

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[26] Approved at November 19, 2023 Church Board meeting

SS Expense – Local Funds

The Church established this account because it recognizes that the Sabbath School program is part of the continuing mission of the church. The purpose of this account is to promote the spread of the gospel through religious instruction to all age groups in the church. The account will be used to purchase supplies and materials needed to conduct church education programs. The account is administered by the Sabbath School Superintendent Head, and the Sabbath School Secretary (for the Sabbath School periodicals) in consultation with the Sabbath School Council.

Worthy Student Fund

The Church established this account because it recognizes the importance of a Christian education for children and realizes that many students have a difficult time affording the tuition. Funds donated to this account will be distributed by vote of the Church Board to help students with tuition no matter which Seventh-day Adventist educational institution they are attending.

Youth Camp

The Church has established this account because it recognizes that sending kids to Camp Yavapines is an evangelistic opportunity.

VBS Program

The Church has established this account because it recognizes that running a VBS program is an evangelistic opportunity.

Budget Review & Updates

One of the tasks of the Finance Committee is to meet annually, ahead of the new fiscal year, to review and recommend updates to the church budget for the new fiscal year. The following timeline, overseen by the Church Board, is recommended for this process:

- November Church Board: Establish a date and time for the Treasurer to meet with anyone who would like help assembling their budget requests.
- November 30: Budget requests from the department heads due to the Church Treasurer.
- Early December, before Finance Committee: The Church Treasurer prepares giving, expense, budget requests and proposed budget reports.
- December: The Finance Committee meets to review reports prepared by the Church Treasurer and recommends a new church budget to the January Church Board.
- January Church Board: Recommends a new church budget to the January Church Business Meeting.
- January Church Business Meeting: Approves the new church budget.
- January 31: New church budget takes effect.

The Church Board or the Church Body may, at any time, as needed, request that the Finance Committee review and recommend updates to the church budget as necessary.

Financial Policy Review & Updates

One of the tasks of the Finance Committee is to meet annually to review and recommend updates to the church financial policy. The following timeline, overseen by the Church Board, is recommended for this process:

- August: Finance Committee meets to review financial policies and make recommendations for any changes to the September Church Business meeting.
- September Church Business Meeting: Approves any financial policy changes.
- Immediately after Church Business Meeting: New financial policies take effect immediately unless voted otherwise or they apply to new budget accounts that don't take effect until the new fiscal year.

Online Giving

The Church will maintain an account with Adventist Giving and supports and promotes the use of online giving through the Adventist Giving website:
https://adventistgiving.org/#/org/ANP4GV

Church members must register online for an account in order to give online. The annual contribution statement that the Church Treasurer provides also includes all online donations made through Adventist Giving.

Offering Management

To maintain the trust and confidence of the church members in the Church's handling of finances a procedure that follows dual custody must be followed. The procedures below are based on information in the North American Division Local Church Accounting Manual.[27]

Offering Receipt Form

The offering receipt form should show offering date, offering event, destination fund for loose money, the count of offering envelopes received, the number of each denomination of bill and the total value, a grand total of the bills and lines for the two offering counters to initial. Coins do not need to be counted. A copy of the receipt would be kept with the offering for the Church Treasurer's records and a copy of the receipt would be kept in the church office for reference by the auditor or others overseeing the finances of the church.

Sabbath School Offering

Two people count the offering, fill out and sign an offering receipt. One person would be the Sabbath School Secretary and the second person would be a Sabbath School Secretary Assistant, Treasury Team Member or a Deacon.

[27] Approved by the Church Board meeting on December 9, 2021.

If an offering envelope is turned in, the account for the donation is not specified anywhere and the doner cannot be contacted the offering should be credited to the Sabbath School Missions account. The Church Board may change the designated account(s).

Church Offerings

Two people count the offering, fill out and sign an offering receipt. Normally this would be two Deacons but a Treasury Team Member could help if needed.

If an offering envelope is turned in, the account for the donation is not specified anywhere and the doner cannot be contacted, the offering should be credited to the same account that the loose offering goes to that Sabbath. The Church Board may change the designated account(s).

Lamb's Offering

The money collected by the children before or after the children's story during church service, known as the Lamb's Offering, should be forwarded to the Cochise SDA Christian School to assist with the financial needs of the school (currently this account is named SDA School (Bisbee)). The Church Board may change the designated account(s).

Outside Group Freewill Offering

When an outside group (i.e. a musical concert or a seminar) requests that our church collect a freewill offering for their ministry they can also request whether the donations are run through our church or the funds are turned over directly to them. Our church members do need to understand that in the case that the outside group takes the donations directly members will not receive a tax-deductible receipt from the church. In all cases, the Church Board needs to approve the request for a freewill offering to be collected for the outside group's ministry.

Who May Take the Offering Home From Church

- Treasurer
- Assistant Treasurer
- Any treasury staff member who does the bank deposit
- Any Church Elder, to hold for pickup later by the treasurer or by a treasury staff member who does the bank deposit.[28]

Fundraising Events

The normal practice in providing for the financial needs of the church is through church members' offerings to the Combined Budget of the church. The Church Board must approve all fundraising events. Contribution credit will not be given for items purchased at a fundraising event.

[28] Approved at the August 8, 2024 Church Board meeting.

Management of "Not for Profit" Activities

Any "Not for Profit" activity is defined as an activity that does not distribute its surplus funds to owners or shareholders. Instead, all funds gained by a church "Not for Profit" activity will be used to pursue the Church's established goals. These activities can earn a surplus. However, all earnings must be retained by the Church. Any earnings made by these "Not for Profit" activities cannot benefit individuals or outside organizations.

A designated fund must be established for each Church Board approved "Not for Profit" activity (See Designated Funds).

All personnel engaged in a "Not for Profit" activity in the church will receive no compensation for services rendered on behalf of the activity. Any compensation must be approved by the Church Board.

Economic Activity – Any activity sponsored by the Church must have posted prices (bulletin, website, or flyer). These prices must be approved by the Church Board and reviewed annually by the Finance Committee. All funds received must be submitted to the Church Treasurer. All receipts for the purchase of supplies must be handled in accordance with the current church policy.

Supervision and management – Any activity must be supervised by an elected church leader and managed by church members. Non-church members cannot serve in a supervisory or management role for the activity.

Representation – The activity will be represented by the Church Board and an assigned departmental funds manager as described in the current church policy.

Accountability and Auditing – All materials needed to support the activity must be inventoried and maintained by activity personnel. Any products or services sold or provided must be reported to the Church Board on a monthly basis. The Church Board may appoint a church leader to conduct an audit (as needed) to account for all materials and products being held by the activity.

Church Bank Accounts

The Church Treasurer must obtain Church Board approval to open and close Church bank accounts. Church bank accounts will be under the control and authority of the Church. Only bank accounts controlled by the Church are allowed to use the Church's federal identification number.

The Church Treasurer may move funds between existing bank accounts, without Church Board approval, as needed to conduct Church business.

Church Usage Fees

The Church Board will set fees, if any, for use of the Church buildings and/or grounds for events approved by the Church Board.

Appendix A: Arizona Conference Corporation of Seventh-day Adventists Document Retention and Destruction Policy[29]

[29] This was the information provided when the Church Treasurer contacted the Arizona Conference in late 2021.

The ARIZONA CONFERENCE
CORPORATION of SEVENTH-DAY ADVENTISTS

February 1, 2017

RE: Retention of Records

Dear Treasurer,

A number of you have asked what records need to be held onto, especially as you see your storage area filling with everything imaginable in regards to the church and/or school records. It has taken awhile to bring clarity as to what needs to be held because the retention policy here at the Conference level is rather extensive.

Record Type	**Time Frame**
Audit Review Letters, Financial	Permanent
Financial Statements (Ledgers)	Permanent
Bank Statements & Reconciliations	6 years
Tithe Envelopes	4 years before last complete audited year
Payment Vouchers (Pd Invoices)	4 years before last complete audited year
Cancelled Checks (Originals)	4 years before last complete audited year
Loan Documents (owed by entity)	Permanent
Loan Documents (owed to entity)	Permanent
Asset Records	Permanent
Board Minutes	Permanent
Insurance Policies	Permanent
Contracts, Buildings, etc	Permanent
Correspondence, Business	Permanent

Some of you have needed to clean out some records that may show up in the list above. Please do not panic if you have already cleared out some things upon earlier advice. From this point on, we will work from this list so that everything is standard.

If you have questions regarding items that may not clarified with the above list, please feel free to call us.

Sincerely,

Reggie Leach
Treasurer

13405 N. Scottsdale Road, Scottsdale, Arizona 85254-4040 • MAIL: PO Box 12340, Scottsdale, AZ 85267-2340
Phone: (480) 991-6777 Fax: (480) 991-4833 • http://www.azconference.org

Appendix B: Arizona Conference Corporation of Seventh-day Adventists Facilities Usage Policy[30]

[30] Last updated February 24, 2023

USE/LICENSE AGREEMENT
Arizona Conference Corporation of Seventh-day Adventists

THIS AGREEMENT is entered into on ___________________, 20___, between the ARIZONA CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS, operating a church known as the _________________________________SEVENTH-DAY ADVENTIST CHURCH, herein referred to as "HOME CHURCH" and the ____ Church, herein referred to as "GUEST CHURCH."

RECITALS

1. The HOME CHURCH is the owner and occupier of a church building located at ***(Physical Address of Adventist Church)*** __________________________________, herein referred to as "church premises", and desires to make available to GUEST CHURCH the use of said church premises.

2. GUEST CHURCH is in need of the use of the church premises, and is willing to share in the operational and maintenance costs of the church premises as hereinafter specified.

3. GUEST CHURCH acknowledges that the use of the church premises is not exclusive and is a privilege granted by HOME CHURCH to GUEST CHURCH that is subject to the ownership and control of HOME CHURCH.

4. GUEST CHURCH acknowledges that by entering into this Use/Licensing Agreement, no interest in the premises church is being conveyed to GUEST CHURCH by HOME CHURCH.

5. HOME CHURCH and GUEST CHURCH mutually agree that the terms and conditions of their joint use should be executed in written form so that clear understanding is achieved as to their respective rights and obligations in the use of the church premises.

AGREEMENT

IT IS THEREFORE AGREED as follows:

1. Frequency of Use. GUEST CHURCH shall be entitled to use the entire church premises with the exception of ______________________________________. Such use shall be as follows: ***(Days/Hours/Facilities Needed)***____.

2. Pre-emption. It is agreed and understood that in the event HOME CHURCH has need of the church premises, it shall have the right to pre-empt GUEST CHURCH'S use provided it gives GUEST CHURCH, in writing, a minimum of 30 days advance notice of such use.

3. Concurrent Uses. HOME CHURCH shall be respectful of GUEST CHURCH when scheduling concurrent uses. Except for use of the office, and incidental uses, HOME CHURCH shall not schedule concurrent activities on the church premises, including but not limited to: maintenance, meetings, social activities, and work bees, without first receiving written permission from the pastor of GUEST CHURCH.

4. Terms of Cost Sharing. GUEST CHURCH shall pay to HOME CHURCH on the first day of each month a sum of ***(Monthly Dollar Amt)***______________________, provided, however, that in the event GUEST CHURCH uses the church premises less frequently or more frequently than specified in paragraph 1, the cost-sharing amount shall be decreased or increased on a pro rata, equitable basis. It is agreed by the parties that the amount specified in this paragraph is a fair and reasonable charge to GUEST CHURCH for its share of operational and maintenance expense of the church premises incurred by HOME CHURCH.

5. Prohibited Activities. It is agreed by HOME CHURCH and GUEST CHURCH that there shall be no smoking or drinking of alcoholic beverages anywhere upon the church premises. Furthermore, it is agreed that there shall be no eating or drinking within the church sanctuary, hallways or classrooms, with the exception of food or drink provided by parents to small infants, but that such eating or drinking shall be confined to the fellowship room.

6. Insurance. It is agreed and understood that GUEST CHURCH shall acquire and maintain a general liability insurance policy to protect both churches from all claims arising out of or in connection with this Use/License Agreement or GUEST CHURCH'S use of the church premises. This insurance coverage must be maintained at all times during the term of this Use/License Agreement at GUEST CHURCH'S sole expense. The insurance coverage must be maintained under one or more policies from an insurance company qualified to do business within the area where HOME CHURCH premises is located, with an A.M. Best rating of at least A-, providing minimum liability protection of $1 million per occurrence for bodily and personal injury and death and $1 million per occurrence for property damage. The ARIZONA CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS, at 13405 N Scottsdale Road, Scottsdale, AZ 85254, shall be named as an "additional insured" party on said policy. GUEST CHURCH shall furnish HOME CHURCH with two copies of a certificate of insurance verifying compliance with the provisions of this paragraph.

7. Indemnification. GUEST CHURCH must defend and indemnify HOME CHURCH and its affiliates, and their employees and agents from all liability, damages, punitive damages, fines, expenses, including reasonable attorneys' fees and disbursements, claims, demands, or suits arising from GUEST CHURCH'S breach of this Use/License Agreement or non-compliance with the law, their negligent, willful, or fraudulent acts, or their failure to act, with respect to their performance under this Use/License Agreement, including, without limitation, any bodily injury, death, or damage to property to the extent occasioned by the act or omission of the GUEST CHURCH or its affiliates, employees or agents. Each party may conduct its own defense of any claim in which it is named as a defendant without diminishing its indemnity rights. This indemnity provision only applies to claims or liability from third parties and not to claims between the parties. Each party is only responsible for any losses or damages proximately caused by it.

8. Children. During GUEST CHURCH'S use of the church premises, GUEST CHURCH shall provide appropriate and continuous adult supervision of any and all persons under the age of 18 years while said persons are on the church premises.

9. Furniture. Before exiting the church premises, GUEST CHURCH shall return any furniture and equipment to the location in which it was found at the time of entry.

10. Weddings. Requests for weddings or receptions, whether during the regularly scheduled time for meetings or for a time other than regularly scheduled, must be made in writing to the HOME CHURCH at least thirty (30) days in advance. Approval is not guaranteed, and each request will be considered on a case-by-case basis. In accordance with Denominational policy, the buildings and property shall not be used for a same-sex wedding or reception.

11. Cooking Utensils. GUEST CHURCH shall not use the cutlery, dishes, flatware, pans, pots, or other kitchen utensils of HOME CHURCH.

12. Litter Disposal. It is understood that following their respective services, each congregation shall be responsible for collection and disposal of litter and refuse left in and on the church premises.

13. Security Deposit. GUEST CHURCH has deposited with HOME CHURCH the sum of ***(Security Deposit Amt)***____________________________ as security for performance by GUEST CHURCH of all the terms, covenants and conditions required to be performed hereunder. Such sum shall be returned to GUEST CHURCH within 15 days after the expiration of this Use/License Agreement provided the church premises are in as good condition as when the Use/License Agreement commenced, normal wear and tear of the church premises excepted.

14. Church Keys. HOME CHURCH has or will provide GUEST CHURCH with ***(Number of Sets of Keys Given)***____ set(s) of ***(Number of keys in each set)***____ keys to the church facilities. GUEST CHURCH promises that such keys shall not be duplicated and shall be returned to HOME CHURCH upon the expiration of this Use/License Agreement.

15. Security System. GUEST CHURCH shall immediately arm, upon exit, and disarm, upon entry, the building security system. GUEST CHURCH shall be responsible for any fees, fines, or damages associated with any false alarms which it might cause.

16. Church Signs. GUEST CHURCH shall be entitled to utilize a sign on the church premises to indicate its use of the church facilities, to be placed in a conspicuous place just prior to use and to be removed immediately following use. Such sign shall indicate that GUEST CHURCH'S use of the church premises is "temporary".

17. Use of Telephone. GUEST CHURCH shall be permitted to use the telephone for local calls only, and agrees not to incur long-distance or toll calls, and agrees to reimburse HOME CHURCH for any such use by any of its guests.

18. Property Damage. GUEST CHURCH shall report any property damage occurring during its use of the church premises to HOME CHURCH within seven (7) days of occurrence.

19. No Assignment. GUEST CHURCH may not, voluntarily or by operation of law, assign, mortgage, pledge, or otherwise transfer any of the privileges granted by this Use/License Agreement.

20. Termination. This Use/License Agreement may be terminated by either party upon advance written notice. This Use/License Agreement shall not terminate until at least thirty days after the first day of the month immediately following the date of written notice unless both parties agree, in writing, to an earlier termination. This Use/License Agreement shall be considered a month-to-month agreement.

21. Use Beyond Scope of Use/License Agreement. Any use of the church premises by GUEST CHURCH beyond the scope of this Use/License Agreement or that is not permitted by

the Use/License Agreement shall provide, in addition to any applicable remedies provided under this Agreement, HOME CHURCH with all remedies available under the law.

22. Entirety of Agreement. This Use/License Agreement contains the entire agreement by and between the parties. Any subsequent modification or amendment shall be made in writing, signed by the respective parties, and attached hereto.

ARIZONA CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS

BY:____
President

BY:____
Secretary or Treasurer

BY:____
Home Church Pastor

BY:____
Home Church Treasurer or Head Elder

- -
<<Name of Guest Church>>

BY:____
Pastor

BY:____
Treasurer

STATE OF ARIZONA)
) ss
COUNTY OF MARICOPA)

On this ______ day of __________________, 20___, before me, the undersigned,

personally appeared _________________________ and _________________________, to me known to be the President and Secretary or Treasurer, respectively, of the ARIZONA CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS, the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated that each was authorized to execute the said instrument.

(Affix notary's stamp here.)

____
Notary Public

STATE OF ARIZONA)
) ss
COUNTY OF ________________________)

On this _____ day of __________________, 20____, before me, the undersigned,

personally appeared _________________________ and _________________________,

to me known to be the _________________________ and _________________________, respectively, of the <<Name of Guest Church>> that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said church for the uses and purposes therein mentioned, and on oath stated that each was authorized to execute the said instrument.

(Affix notary's stamp here.)

____
Notary Public

Appendix C: Request for Financial Assistance[31]

[31] Last updated August 2023.

SEVENTH-DAY ADVENTIST CHURCH

Sierra Vista Seventh-day Adventist Church Financial Assistance Policy Summary

- Only requests for necessities, including, but not limited to, rent, utilities, fuel, insurance, medical bills, etc.
- Funds will never be paid directly to the person/family requesting assistance or applied to credit card accounts.
- Supporting invoices or receipts must be attached and must be dated within the last 30 days.
- Calendar-year limits apply.
- Subject to approval by church committee.

Personal Information Today's Date _____________

Name ____

Address ____

City ____ State ______ Zip ____________

E-mail ____

Phone # hm ____________________ wk ___________________ cell ___________________

Employment Information

Current employer ____

How long have you worked there? From _____/_____ / _____ To _____/_____ / _____

Previous employer ____

How long did you work there? From ________/_____ / _____ To _____/_____ / _____

If you are currently unable to work, state why below:

____

Church Membership Information

Are you a member of the Sierra Vista SDA Church?______ Yes _____ No

Financial Information

What caused your current financial shortcoming?

____

What steps have you taken to resolve the situation before contacting the Sierra Vista SDA Church?

____

____

Have you received financial assistance from Sierra Vista SDA Church before?____ Yes ____ No

Amount received $________ If "yes", when did you receive assistance? __________________

How much money are you requesting? $ _______ for ___________________________________

____

Please Indicate

Who referred you to the Sierra Vista SDA church? _______________________________________

Do you need prayer? ________________________ Would you like Bible Studies?____________

Would you like a ride to church? ______________ Would you like a visit from the Pastor?_____

--- For Church Use ---

Approval ____________________ ____________________ ____________________ August 2024

Appendix D: Check Request[32]

[32] Last updated April 2023.

Check Request

Receipt(s) or Invoice(s) Must Be Attached!

Reimbursement for receipts more than 30 days old need Church Board approval first .

Date Requested: ______________

Amount: ________________

For/Memo: ____

____

____

Make Check Out to: ____

Delivery Method (circle one): *hand-deliver* or *mail-to* or *other*

Address/Addl Info: ____

Requested By: ____

Signature: ____

Dept/Fund Name(s): ____

Head Signature(s): ____

____

-- For Treasurer Use --

Check #: __________

Date Paid: ______________

Amount Paid: ______________

Payee: ____

Charge to Fund(s)

______________________________________ Amt: __________

______________________________________ Amt: __________

______________________________________ Amt: __________

______________________________________ Amt: __________

v6/2025

Appendix E: Offering Counting Receipt

Sierra Vista SDA Church

Date: ______________________

Offering: ___________________

Fund: ______________________

Envelopes+Checks Cnt: ______

Bills	**Count**	**Value**
1s	_____	$_______
5s	_____	$_______
10s	_____	$_______
20s	_____	$_______
50s	_____	$_______
100s	_____	$_______
TOTAL		**$_______**

Initials ______ ______

Coins $_______

Cash+Coins Total $_______

Mail-in Env Cnt: ________

Sierra Vista SDA Church

Date: ______________________

Offering: ___________________

Fund: ______________________

Envelopes+Checks Cnt: ______

Bills	**Count**	**Value**
1s	_____	$_______
5s	_____	$_______
10s	_____	$_______
20s	_____	$_______
50s	_____	$_______
100s	_____	$_______
TOTAL		**$_______**

Initials ______ ______

Coins $_______

Cash+Coins Total $_______

Mail-in Env Cnt: ________

Sierra Vista SDA Church

Date: ______________________

Offering: ___________________

Fund: ______________________

Envelopes+Checks Cnt: ______

Bills	**Count**	**Value**
1s	_____	$_______
5s	_____	$_______
10s	_____	$_______
20s	_____	$_______
50s	_____	$_______
100s	_____	$_______
TOTAL		**$_______**

Initials ______ ______

Coins $_______

Cash+Coins Total $_______

Mail-in Env Cnt: ________

Sierra Vista SDA Church

Date: ______________________

Offering: ___________________

Fund: ______________________

Envelopes+Checks Cnt: ______

Bills	**Count**	**Value**
1s	_____	$_______
5s	_____	$_______
10s	_____	$_______
20s	_____	$_______
50s	_____	$_______
100s	_____	$_______
TOTAL		**$_______**

Initials ______ ______

Coins $_______

Cash+Coins Total $_______

Mail-in Env Cnt: ________

Appendix F: Project Proposal Form

Project Proposal Form

*** Use this form for any case when Church policy requires Church Board and/or Church Body approval due to the amount being spent or the type of changes to be made to the facilities. ***

Date Submitted:______________

Submitted By: ___________________________________

Church Position/Title: _____________________________

Please describe the project:

____

____

____

____

____

____

____

*** Please attach diagrams, pictures and/or other information that help further describe the scope and extent of the project. ***

Estimated Start:_________________ Estimated Completion: _________________

Project Leader:____________________________ Estimated Cost: $_____________

Who'll do the work? ____

____

*** For payment(s), check request(s) must be submitted to the Church Treasurer with supporting receipt(s) and/or invoice(s) attached. ***

-- For Treasurer Use --

Date Approved: ___________________________ Amount Approved: $ __________

Source(s) of Funds: ____

10/2022

Appendix G: Designated Gift Form

Designated Gift Form

*** Use this form when someone wants to make a gift to the Church for a very specific project rather than making a gift to an already established general account. ***

Date Submitted:_____________

Should your gift be treated as an anonymous gift (circle one)? Yes No

Please describe your gift, no matter whether it is monetary or in-kind:

____

____

____

***** Acceptance of any and all gifts is subject to Church Board approval. *****

Please describe how your gift furthers the mission of our church:

____

____

Please describe how your gift may be used including any requirements and/or restrictions that you are placing on the Church on the use of your gift:

____

____

____

What should the Church do with any unused portion of your gift?

____

Submitted By: _____________________ Signature: ________________________

-- For Treasurer Use --

Date Approved: _________________________

Destination Account (new or existing):____________________________________

Sub-account of Account: ____

10/2022

Appendix H: Facility Usage Form

Sierra Vista Seventh-day Adventist Church

777 S. Highway 92

Sierra Vista, AZ 85635

520-458-2641

Sanctuary & Better Living Center Use Agreement

This agreement is between Sierra Vista SDA Church and

Name ____

Date of Use ____________________________ Type of Function _______________________________

Your Address ____

Phone Number _________________________ Cell Number ___________________________________

Start Date & Time ________________________ Finish Date & Time ______________________________

No smoking, alcohol, drugs or flammables within the building or church property.

Decorations – Are permitted as long as they are removed by the end of the event and they do not damage the painting of the walls and ceilings.

Cleaning – Facility users are responsible for clean up in the church and/or BLC. The kitchen counters and appliances must be wiped down and the floors swept. The common room floor and/or sanctuary & foyer must be vacuumed. The tables in the BLC wiped down. The bathrooms in the sanctuary and/or BLC must be left clean and tidy. All garbage in the BLC and/or sanctuary must be bagged and put in the dumpster.

We remind you that this space within a church and all activity must be respectful of a church environment.

Other Terms

____
____
____
____

I understand the above terms and conditions and agree to abide by them.

X ___________________________________ Print Name ______________________________________

Date _________________________________

Appendix I: Key Request & Agreement Form[33]

[33] Approved at the Church Board meeting on February 18, 2024.

Sierra Vista SDA Church
Key Request/Key Holder Agreement Form

Department Leader – *Please Complete Request*:

Today's Date: __________________ Key(s) Requested: ________________________________

____

Reason for Request: ____

____

Department Leader *Printed* Name: ____

Signature: ________________________________ Date: ________________________

Key Holder Agreement: I agree to the following terms and conditions as a key holder:

- I will assume responsibility for the safekeeping of the key(s) and agree that key(s) will remain under my control.
- Key(s) will not be loaned, duplicated, or kept beyond the time needed.
- I will notify the Key Custodian when key(s) are lost or stolen.
- Key(s) will be returned to the Key Custodian, when access is no longer needed.
- I will follow the established church policy for keys.
- I will access the church building(s) for church related business only.
- Upon exiting the church building(s), I will assume responsibility for ensuring:
    - Building lights & HVAC system are off.
    - No unauthorized persons are present.
    - All windows and door(s) are locked before leaving. Double checking door(s) after closing, confirming they are secured.

I understand that failure to comply with the terms of this agreement and the church keys policy, may result in revocation of key privileges and church building(s) access. Sierra Vista SDA Church reserves the right to request the return of any key(s) at any time.

Key Holder *Printed* Name: ____

Signature: _____________________________________ Date: ____________________

Telephone #: _________________ Email Address: ______________________________

For Office Use Only

Key Custodian *Printed* Name: ____

Signature: _____________________________________ Date: ____________________

Key(s) Issued: ____

Date Completed Child Protection Training & Background Check: ________________________

Date Issued/Entered in *Key Minder*: ____

Key(s) Returned/Revoked: ____

Date Returned/Revoked: ____

Appendix J: Job Description Template Form[34]

[34] Approved by the Church Board on April 11, 2024.

777 S. Highway 92, Sierra Vista, AZ 85635
Sierra Vista, AZ 85635-4328

Job Description:

Purpose:

Department:

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Other duties as assigned.

Skillset Needed:

Annual Budget:

Committee/Board Obligations:

Reporting To:

Church Board Approval:

Appendix K: In-Kind Donor Tax Receipt Form

Sierra Vista Seventh-day Adventist Church
777 S Hwy 92
Sierra Vista, AZ 85635-4328

Phone: (520) 458-2641
Website: https://sierravistaaz.adventistchurch.org/

Donation Receipt
Tax Record Form

The Sierra Vista Seventh-day Adventist Church is a private, not for profit organization, and is tax exempt under Section 501 (c) (3) of the Internal Revenue Code.

Federal law provides that clothing and household goods must be in "good used condition or better" for tax deductions. All values are assigned by the donor. Please keep this signed form as your donation record.

Donor Information

Name ____

Address____

City ____ State_______ Zip_______

Donated Items (please include serial #s if applicable)	Value

____ ____________________

Sierra Vista SDA Church Representative Signature Date

Appendix L: Arizona Conference Child Protection Program

From Arizona Conference on 8/21/2024

210.65 Child Protection Program

1. **Policy Summary/Intent -** The Arizona Conference has a moral and civil duty to protect the children and youth entrusted to its care. The local community also has an expectation that the church will provide a safe haven for children who participate in its ministries.

   The Church is committed to providing safe worship and educational environments to help children and youth learn to love and follow Jesus Christ.

   > *"Church should be a safe place to bring our children. Everyone involved in work with children who are minors must meet all Church and legal standards and requirements." (Church Manual, Ed. 18, pgs. 168-169)*

   Jesus placed a high value on the protection of children (Matt. 18:1-6); therefore, child protection is an essential element in all church-sponsored children's activities.

2. **Applicable Departments/Services -** All Employees of the Conference Office; Pastors, Teachers, Aides, Janitors; **any person volunteering** to work in children's ministry departments, VBS, Pathfinders; any person in a leadership or upfront position such as Elders, Deacons, Deaconess, Audio Visual; or any school related position, etc.

3. **Volunteer Selection and Management** - The work of volunteers is essential to the successful accomplishment of the Church's mission and ministry. The management policies and procedures employed to supervise the work of volunteers must be consistent with the mission of the church or school and must support its successful achievement.

   A. **Selection and Screening of Volunteers**

      i. It is the responsibility of the local church and/or school to select, screen and manage trustworthy individuals to fill volunteer positions in ministry for children and youth activities.

      ii. In selecting individuals for volunteer positions, only persons who support the mission of the organization should be recruited.

      iii. The church/school shall adopt a practice that no adult will be considered for a volunteer leadership role in a church or school-sponsored ministry or activity until he/she has held membership in the congregation or has been known by the organization for a minimum of six (6) months.

iv. All volunteers are required to participate in a training and screening program through Adventist Screening Verification, that will include a signed Volunteer Ministry Information form, names of three (3) personal references and a criminal background check. Individuals who submit incomplete forms will not be considered for a volunteer position.

v. Child Protection Training and background screening should be completed before the volunteer/employee is allowed to serve.

vi. All volunteer leaders, regardless of their previous experience, shall submit to the screening procedure provided by the church/school. The volunteer and employee screening procedure should be updated for each individual during every calendar year ending in 5 or 0, (i.e. 2020, 2025, etc.).

   a. Individuals holding a valid fingerprint card are waived from completing the background screening but must complete the training.

vii. The local church or school is responsible for the cost of implementing these screening procedures. The local conference will provide billing services for the churches and schools.

viii. It is the duty and responsibility of the church/school to maintain all volunteer information on a confidential basis at all times.

B. **Supervision of Volunteers/Employees**

i. Failure to comply with the established guidelines, training, screening and code of conduct will result in the volunteer/employee being asked to terminate participation in the ministry.

ii. All allegations of inappropriate conduct involving a minor will be promptly investigated by the leadership of the church/school. The church/school will respect the rights of all parties involved in the alleged incident and treat all matters concerning the situation discreetly, confidentially, and in accordance with local child abuse reporting laws.

iii. Appropriate corrective action – discipline, counsel, removal from ministry and/or reporting to civil authorities – will be taken when necessary.

C. **Orientation and Training of Volunteers/Employees**

i. Provide all volunteers and employees with an understanding of the ministry's mission and the expectation the church has for its accomplishment in a safe and abuse-free manner.

ii. Explain and provide in writing the expectations, code of conduct and rules to be followed in relation to supervision and interaction with children and youth. Reaffirm that alleged incidents of child abuse will be investigated and reported to authorities in accordance with the local law.

iii. All volunteers and employees will be required to participate in educational courses on child abuse (physical and sexual) and the necessary steps to be taken to prevent the occurrence of child abuse incidents.

iv. Training should include instructions on appropriate methods of physical contact to affirm children.

2. **Procedure -** Every volunteer and employee identified under applicable departments/services above will be required to complete the on-line Child Protection Training and Screening program provided by Adventist Screening Verification, *www.nadadventist.org/asv*, prior to the start of their duties.

   Individuals who lack computer skills/services may be trained in a group setting provided by a designee of the church/school. The designee shall contact the Arizona Conference Human Resources Department to reserve the training materials.

   Individuals who refuse to complete the training and screening will be removed from their assigned duties.

   Churches/schools shall designate a local administrator to administer the program in their organization and report to the Conference Human Resources Department the name of appointed person. The church pastor and school administrator shall be the default local administrator.