

# The Bridge Church of the Carolinas

## By-Laws & Policies and Procedures

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# **SECTION 1**

## **CHURCH MISSION, VALUES, AND POLICY**

### **1.01 Church Mission**

To Help Bridge The Gap Between God And Man.

### **1.02 Church Values**

God-Focused  
Jesus-Centered  
Mission-Minded  
People-Loving

### **1.03 Updating or Revising the Church Mission or Values**

In order to change the church mission or values, the Senior Pastor must first move to or approve the motion of changing the mission or values. The motion must then be presented to church staff and leadership and voted upon. If approved by staff and leadership, the motion must be presented to the church membership and voted upon. If the church membership approves the motion, then the church mission and/or values may be changed. If the church membership denies the motion, the mission and/or values may not be changed. If the vote does not pass, the mission and/or values may not be voted upon for change until six (6) months have passed.

### **1.04 Updating or Revising Church Policy and Procedures**

In order to change any church policy and/or procedure, the Senior Pastor must first move to or approve the motion of changing the policy and/or procedure. The motion must then be presented to church staff and leadership and voted upon. If the motion passes, then the update or revision may be applied to the policies and procedures. The change must be noted in the *Updates and Revisions History* section of the church policies and procedures, along with the date that the change was made.

## **1.05 Situations that Prevent Changes in Mission, Vision or Policy and Procedures**

In order to retain the Biblical purposes of the church, there may be instances where a change is not permitted even if a vote passes through church membership. These instances include the following:

- (a) A Change Violates Core Church Beliefs or Stances:** In the event that a revision or update would oppose a core church belief or stance, the motion to revise or update is not to continue forward regardless of which state of voting the motion is currently in.
- (b) A Change Would Be Contradictory:** In the event that a revision or update would contradict the church mission, values, or any policy or procedure, the motion to revise or update is not to continue forward regardless of which state of voting the motion is currently in.

## **1.06 Reporting a Situation that would Prevent a Revision or Update**

Any staff, leader, volunteer or member of the church who recognizes that an update or revision meets the criteria to be prevented must be allowed to bring the issue forward to the staff and leadership. The staff and leadership must vote on the issue being presented to determine if it qualifies for being prevented. If the staff and leadership find that the change or revision should be prevented, the revision or update must be abandoned or reversed. If the staff and leadership find that the update or revision does not qualify to be prevented, the update or revision may continue forward.

## **SECTION 2**

# **USE OF CHURCH FACILITIES AND PROPERTIES**

### **2.01 Use of Facilities**

Certain church facilities and areas may be able to be used during non-church hours by members and non-members.

### **2.02 Requesting to Use Church Facilities**

In the event that an individual, business or local agency desires to use any facility or area owned by The Bridge Church of the Carolinas, a signatory must complete a *Use of Facility Application* form. This form must be completed and given to the church at least twenty-four (24) hours before the event is set to begin. If a key is issued to a signator, the Key Manager must be notified that a temporary key is in possession of the signator.

### **2.03 Use of Church Property or Assets**

The church may offer to lend or operate certain church-owned property or assets to members and non-members.

### **2.04 Signatory Definition and Responsibilities**

The party or person who signs the *Use of Facility Application* or *Use of Property* is considered by The Bridge Church of the Carolinas to be the responsible party for any occurrences or incidents that occur during the event or during use of the property. The signatory of the *Use of Facility Application* or *Use of Property* is liable for any and all damage or lost property that occurs at any time during the use of the property or event, or while returning the property or restoring the facility back to its original state after the event has ended.

### **2.05 Requesting to Use Church-Owned Property or Assets**

In the event that an individual, business or local agency desires to use any church-owned property, a signatory must complete a *Use of Property* form. This

form must be completed and given to the church before the property is allowed to leave the church campus. If a key is issued to a signator, the Key Manager must be notified that a temporary key is in possession of the signator.

## **2.06 Situations that Prevent Using Facilities or Property**

Use of facilities or property at any time is dependent upon **(a)** an application being completed and submitted, and **(b)** the Senior Pastor's approval. Completing an application does not guarantee use of the facility or property. Certain situations may disqualify an individual, business or local agency from accessing the facility or property. These situations include:

**(a) The Senior Pastor denies use:** The Senior Pastor retains the ability to deny use of facility or property for any reason.

**(b) The Event will Contradict or Violate a Core Church Belief or Stance:** In the event that the signatory using the church's facility or property will be conducting actions or hosting an event that will violate or contradict The Bridge Church of the Carolina's **Core Beliefs** or **Church Stances on Cultural and Current Issues**, the facility and/or property will not be used. The **Core Beliefs** and **Church Stances on Cultural and Current Issues** are found in *Appendix A* and *Appendix B*, respectively.

**(c) The Signatory is Liable for Damage or has caused Damage While Previously Using the Facility or Property:** If the signatory has previously caused damage or has refused to reimburse the church for damage or lost items which occurred during a previous lending of facility or property, they may not use the facility or property. The Senior Pastor retains the ability to decide whether to allow or deny the facility or property to be used in this or similar situations.

## **2.06 Restricted Areas of the Church**

Certain areas of the church are restricted and may not be used or accessed during a lending of the facility or property. Neither the signatory, nor any other participant of the event may enter these areas during the time of use, unless otherwise given permission by the Senior Pastor or Office Holder. Whether given permission or not, if the signatory or anyone from the event enters into a restricted area, the signator will also become liable for damage and lost property

in the restricted area, and may also be denied a return of deposit. Restricted areas include:

- (a) The Senior Pastor's Office
- (b) The Associate Pastor's Office
- (c) The Youth Pastor's Office
- (d) The Children's Director's Office

## **2.07 Deposits, Donations and Payments Related to Use of Facilities or Property**

Certain uses of facility will always require a deposit, i.e. Weddings. In the event that a deposit, donation or payment is required to use the facility or property, the money must be given to the church at least twenty-four (24) hours before the event or before the property may be taken off the church property. Before returning any deposit, the area or property used must be inspected for damage or loss. If damage or loss occurs and the signator is determined to be at fault, the Senior Pastor must be notified, and the deposit may not be returned. The Senior Pastor retains the ability to not return a deposit in the event that the facility or property is damaged or loss occurs during the lending of the facility or property.

## **2.08 Use of Substances While Using Facilities**

The Bridge Church of the Carolinas does not allow certain use of substances while on church property. This policy is non-negotiable and includes the following:

- (a) The use of alcohol is prohibited while on church property, whether indoors or outdoors.
- (b) The use of tobacco products is prohibited for use indoors.
- (c) The use of E-Cigarettes is prohibited for use indoors.

## **SECTION 3**

### **CHURCH MEMBERSHIP**

#### **3.01 Church Membership**

Any interested individual who qualifies, may become a member of the church. The church may not discriminate against any individual based on age, gender or race.

#### **3.02 Qualifications of Church Membership**

An individual who is interested in membership must meet each of the following requirements in order to qualify for membership:

- (a)** A Personal Commitment to Jesus Christ and a Fulfillment of the Requirements of Romans 10:9 for Salvation.
  - (i)** A Confession that Jesus Christ is Lord
  - (ii)** A Personal Belief in Jesus' Resurrection
- (b)** Baptism by Immersion
- (c)** Agree with Core Church Beliefs and Stances

#### **3.03 Becoming a Member**

Any person who is interested in membership and qualifies for membership must meet with the Senior Pastor to discuss Core Church Beliefs. If the interested party has previously held membership at another church, a letter of Membership Transfer should be attained. The Membership Transfer letter does not need to be fully delivered in order to continue the membership process. If no letter can be attained, the interested party may elect to state their conversion and baptism to the Senior Pastor in place of the Transfer Letter. In the event that the interested party has not previously been baptised by immersion, they must receive the baptism. The person or people must then be brought before the church and voted into the church membership.

#### **3.04 Membership Benefits**

Members of the church may participate and vote in matters brought before the congregation. They may also be given discounts on certain events at the church or when using a facility or property.

### **3.05 Termination of Memberships**

Termination of membership may only be carried out by the Senior Pastor and must be motioned as a vote to the church membership body. A passing vote by the church membership body will effectively end a church membership. Any letter to transfer church membership must include the date that the church membership ended, as well as the reason for termination. Termination can only occur in the following situations:.

(a) A request to end membership

(b) A request to transfer membership

(c) Removal of membership by vote under the following conditions:

- (i) The member no longer believes or adheres to the church's Core Beliefs or Stances found in **Appendix A**.
- (ii) The member no longer believes in the Christian faith, otherwise defined as **Apostasy**.
- (iii) The member has hindered the reach or influence of the church within the community.

(d) Death

### **3.06 Reinstatement of Membership**

A previously removed member may be reinstated with the Senior Pastor's approval. Upon approval, the interested party must be approved through the membership process.

## SECTION 4

# STAFF AND LEADERSHIP EXPECTATIONS

### 4.01 Expectations of Staff and Leadership

All staff and leadership are expected to adhere to living a life that reflects the views expressed in the Bible, as well as, the values expressed by The Bridge Church of the Carolinas. These views and values are not negotiable or exempt to anyone who is considered to be staff or leadership. The values of the church are put into place in the instances of contrasting views of theology, which will be explained further in this section.

### 4.02 Situations of Disqualification

Situations may arise within areas of leadership that violate The Bridge Church of the Carolinas' policies or core beliefs. In order to protect our church, our ministries, and our congregants, the leader or leaders who are found to have violated those policies or core beliefs will be removed from their position(s) through the process as defined in **Section 4.09 Resignation** and **4.10 Termination**. The following situations are found to be anti-Biblical and disqualifying for ministry.

- (a) **Alcohol Dependence:** The Bridge Church of the Carolinas does not support a lifestyle that is dependent on alcohol. If a staff member or leader is deemed to have an alcohol dependency, they are to be removed from their position.
- (b) **Drug Use:** The Bridge Church does not support the use of illegal or recreational drugs. The church also forbids the enabling of any drugs, whether tobacco or recreational, to minors. Any staff or leader found to use illegal or recreational drugs, or found to be distributing drugs to minors, is to be removed from their position.
- (c) **Harassment:** Harassment is defined as *bullying, offending, socially excluding someone or negatively affecting someone*, and is not supported by the Bridge Church. All claims of harassment will be investigated and taken seriously. Any staff member who is found to have harassed another congregant is to be removed from their position.

- (d) **Illegal Acts:** Staff members and leaders are to abide by the law. Staff members and leaders who break the law (excluding minor traffic offenses) are to be removed from their positions.
- (e) **Apostasy:** Apostasy is defined as *leaving the Christian faith*. In the event that a staff member or leader declares to be *no longer a believer of Jesus Christ*, they must be removed from their position.
- (f) **Sexual Immorality:** The Bridge Church of the Carolinas holds a zero-tolerance stance on scenarios involving sexual immorality.
- (i) **Adultery:** Adultery is defined as *any extramarital affair*. The Bridge Church recognizes adultery in the forms of physical and online relationships, as well as any extramarital relationship enabled using any form of technology. This policy includes any type of extramarital romantic affair, whether sexual or not. Any staff member or leader committing adultery, whether within their own marriage or within another marriage, is to be removed from their position.
  - (ii) **Sex Outside of Marriage:** Any staff member or leader who is actively participating in sexual relations outside of marriage is to be removed from their position.
  - (iii) **Same-Sex Relationships:** The Bridge Church does not support any form of same-sex relationships. Any staff member or leader who is participating in any form of a same-sex relationship is to be removed from their position.
  - (iv) **Cohabitation:** Cohabitation is defined as *living with members of the opposite sex outside of marriage*. Any staff member or leader who is cohabiting with a non-related member of the opposite sex is to be removed from their position, regardless of sexual interaction.
  - (v) **Polygamy/Polyamory:** Any staff member or leader who has multiple spouses or is involved in an open relationship with their spouse or another couple (married or not) is to be removed from their position.

- (vi) **Pornography:** The Bridge Church does not support the viewing, creation or distribution of pornographic material of any kind. This value includes all forms of media, including videos, movies, books, audio, etc. Any staff member or leader who engages in pornography is to be removed from their position.
- (vii) **Transgenderism/Transsexualism:** The Bridge Church does not support transgenderism/transsexualism. Any staff member or leader who is or has changed his/her gender is to be removed from their position.
- (viii) **Illegal Sexual Acts:** The Bridge Church does not support any sexual act that is deemed illegal by law. Any staff member participating in an illegal sexual act is to be removed from their position.

#### **4.03 Contrasting Views of Theology**

Our staff and leadership are expected to understand our core beliefs before pursuing any position in the church. In the event that a staff member or leader disagrees with a **Core Belief** or **Church Stance on Cultural and Current Issues**, they will be asked to resign from their position. Staff and leadership may have different interpretations of certain Biblical texts, however, the **Core Beliefs** and **Church Stances on Cultural and Current Issues** are to be maintained.

#### **4.04 Social Media**

Staff members and leaders are expected to pursue a holy living standard when using social media, therefore, when posting or sharing content online, there is to be no obscene or sexual language or images. All disqualification policies apply when posting or sharing content through social media.

#### **4.05 Serving Expectations**

Staff and leadership are expected to be involved in the ministry they lead. They are expected to be active and available during church functions and events. Inactive or consistently absent staff or leadership will be considered *unsuitable for the position in which they hold*.

#### **4.06 Service Submission**

Staff and leaders who are serving in ministries other than their own designated roles are to be submissive to the staff or leadership who lead that ministry. Staff and leadership are expected to serve other leaders faithfully in order to accomplish the mission and vision of the church.

#### **4.07 Notices**

In the event that a staff member or leader is unable to attend a service or event, the Senior or Associate Pastor must be notified. If possible, the unavailable staff member or leader should find a substitute for their ministry. If no substitute is available, responsibilities for that ministry default to the Associate Pastor until the staff or leader is able to return.

#### **4.08 Definition of Staff and Leadership Resignation and Termination**

Resignation is considered to be a voluntary action enacted by the staff member or leader, and will only be considered *resignation* in the event that the staff member resigns voluntarily, even if advised to do so.

#### **4.09 Terms of Resignation**

In the event that a staff member or leader resigns, either voluntarily or by the advisory, that staff member or leader must give written notice to the Senior Pastor. This notice is to confirm the *resignation* of that person and the vacancy of the position resigned from.

#### **4.10 Termination**

If a staff member or leader is *asked to leave* a position, they are considered to have been terminated from that position. The removal of a staff member or leader is only executable by the Senior Pastor unless otherwise expressed. The Senior Pastor may only remove a Staff Member or Leader under the circumstance that they have violated church policy, are actively working against the vision or mission of the church, or have been found to be unsuitable for the position in which they hold.

#### **4.11 Reinstatement**

After a period of *three (3) months* a previously *resigned* staff member or leader may be considered for reinstatement. The reinstatement must be accepted by the Senior Pastor and the position must be vacant for the reinstatement process to occur. *Terminated* staff members or leaders must wait a period of *one (1) year* to be considered for reinstatement. The reinstatement must be accepted by the Senior Pastor and the position must be vacant for the reinstatement process to occur.

#### **4.12 Ineligibility for Reinstatement**

In the event that a staff member or leader is terminated or resigns, there may be certain situations that will prevent that leader from being reinstated. Situations that prevent reinstatement may also occur during the period of *resignation* or *termination*. These situations include:

- (A) Breaking or remaining in violation of The Bridge Church of the Carolinas' policies regarding **4.02**.
- (B) A change in theological views that would contradict Biblical Christianity or The Bridge Church's **Core Beliefs** or the **Church's Cultural and Current Issues**.

# **SECTION 5**

## **YOUTH**

### **5.01 Volunteer selection and conduct**

Any person who feels called may express their interest in volunteering with Youth. Potential Youth volunteers who were not previous Youth students must be over 18 years of age and must not be a current high school student. Potential Youth volunteers who were previous Youth students must be:

- (a) over the age of 18 years old,
- (b) not be a current high school student
- (c) must have not attended Youth for at least six months.

Potential volunteers must be willing to subject themselves to a background check. Non-willingness to do so will immediately disqualify any person from volunteering during Youth. Youth volunteers must have a heart for the spiritual well being of the students. Volunteers must also be able to connect with the students emotionally. Due to this, some potential volunteers who complete a background check, interview package and interview may be redirected to another area of ministry within the church. Spiritual gift assessments are available to all persons within the church, regardless of their membership status.

### **5.02 Volunteer Conduct During Youth**

In order to be a positive influence to our youth, the following rules apply to all youth volunteers

- (a) No tobacco products of any kind are allowed during Youth. This includes cigarettes, dip, chewing tobacco, etc.
- (b) No alcoholic beverages of any kind are allowed on any area of The Bridge Church of the Carolinas at any time.

- (c) Any person carrying a concealed weapon must 1) maintain a concealed weapon permit, and 2) request permission for that weapon per Cody Turner (864-490-9297) and 3) sign a consent form.
- (d) It is requested that volunteers who serve in any capacity at the Bridge refrain from using vulgar and offensive language during any service times.

### 5.03 Student Conduct During Youth

- (a) Students who are attending Youth are prohibited from bringing weapons of any kind to any area owned by The Bridge Church of the Carolinas. This includes self-defense, concealed, hunting purposes, etc.
- (b) Students are to refrain from distracting or sexual displays of affection.
- (c) Students who use vulgar or offensive language are to be reminded not to do so.
- (d) Cellphones are allowed but should be silenced. In special situations, such as medical emergencies, the student may leave the ringer at a higher volume.
- (e) Students must wear appropriate clothing to Youth. Shirts and pants/skirts must be kept on at all times. Judgment by the volunteers must be used to discern if a piece of clothing is offensive, vulgar or revealing.
- (f) Skateboards, bicycles, and roller blades are allowed outside the building, unless the student is recklessly using their equipment or damaging/vandalizing the building, parking lot, or property that belongs to another person.
- (g) Students are not allowed to hurt or bully other students. If a volunteer suspects that bullying is occurring during Youth:
  - (i) Report the incident to Buddy Robbins (864-804-8159) or Brandon Moore (864-630-6615). The student(s) in question will be individually addressed and the **order of disciplinary actions (Section 5.06)** will begin.
  - (ii) If the bullying continues, the Youth Leader and/or Buddy Robbins/Brandon Moore will address the student personally as well as the student's parent. An incident report will be filed for this and any incidents that escalate.
  - (iii) If the bullying is still unresolved, the parents will be contacted again, and the student may be asked to discontinue from Youth for a predetermined amount of time.

- (iv) If the incident continues, the student will be asked to discontinue attending Youth.

#### **5.04 Student and Volunteer Interaction**

- (a) Youth volunteers are prohibited from dating or engaging in romantic relationships of any kind with students who are under the age of 18. Relationships between a volunteer and a student of a different gender must remain strictly superficial. This is for the safety of both the student and the volunteer.
- (b) Students are not to be forced to participate in discussions.
- (c) Students are not to be shamed for any reason.
- (d) Volunteers are not to use force against students unless the well-being of another student or volunteer is in jeopardy.
- (e) Volunteers are required to report any incident or suspicion of abuse. See Section 6.

#### **5.05 Use Of The Youth Facility**

- (a) The Youth area adheres to the Bridge Church of the Carolinas' use of facility policy.
- (b) Unless in use during an event, either private or public, the Youth area is not to be considered open to the public.
- (c) The Youth office area is not open to the public under any circumstance except when authorized by the Youth Pastor or Senior Pastor.
- (d) Any equipment, such as speakers and televisions, that are native to the Youth area, are to remain in the area. If the equipment is removed due to circumstances or events, the equipment must be returned.
- (e) The Youth area is to remain accessible for counseling purposes.
- (f) If damage occurs to the Youth area, please notify Brandon Moore (864-630-6615).
- (g) Please contact Brandon Moore (864-630-6615) before storing anything in the area.

#### **5.06 Disciplinary Order of Events For Students**

*only to be enacted in the case that a student is creating a dangerous or extremely distracting environment.*

- (a) 1st offense - a verbal warning will be given to all who are in the area or group.
- (b) 2nd offense -the Student is to be confronted.

- (c) 3rd offense - the Student's parents will be notified.
- (d) 4th offense - the Student will be asked to remain away from Youth for up to two weeks. The parent will again be notified.
- (e) Final offense - the Student will be assisted in finding another youth group.

## **5.07 Disciplinary Order Of Events For Volunteers**

*Volunteers are expected to make mature and informed decisions. Volunteers who act or encourage dangerous activities or those who assist in creating a distracting environment will have this disciplinary chain enacted.*

- (a) 1st offense - the volunteer will be confronted by the Youth Pastor
- (b) 2nd offense - the Senior Pastor and Associate Pastor will confront the volunteer.
- (c) 3rd offense - the volunteer will be assisted in serving in another area.

## **5.08 Abuse During Youth**

*All Youth volunteers will receive information on abuse. See APPENDIX A. The Bridge Church of the Carolinas is committed to the rights of children and young people and to confidentiality in many situations. This confidentiality will be respected by all staff and volunteers, however, where a church volunteer, leader or staff feels that information disclosed by a child or young person is suspect of abuse, the young person must be told that confidentiality cannot be kept.*

(a) Volunteers, leaders and staff are prohibited from physically, verbally or emotionally abusing any person on The Bridge Church of the Carolinas' campus during any time. Discovery of abuse is cause for immediate dismissal and termination.

(b) Volunteers are required to report abusive or suspected abuse to Brandon Moore (864-630-6615) or Buddy Robbins (864-804-8159) at the time of the incident or as soon as possible.

- Examples include:

- A child/young person has alleged being abused.
- You see or suspect abuse.
- You receive third party information that alleges abuse.
- There are signs or indications that point to abuse.

(c) Volunteers are not to investigate by asking leading questions or by asking sexually explicit questions further into the incident. Any information gathered

must be done so by the reporting child's own words and must be reported to the Youth Pastor, Associate Pastor or Senior Pastor.

(d) Volunteers are to keep confidentiality by only reporting the incident to Brandon Moore (864-630-6615) or Buddy Robbins (864-804-8159). Confidentiality must be maintained at the volunteer level, and **abuse must be reported** to the above church leaders.

(e) When reporting abuse to the authorities, the law gives protection if a concern is raised or if a colleague must be reported as long as the report was not malicious or vexatious.

(f) The Bridge Church of the Carolinas and all programs contained within are committed to the safe and secure management of confidential information. All personnel information, including volunteer information, is kept locked and can only be accessed by those that require it to carry out their role. Only relevant information is kept and is regularly reviewed. Outdated information is destroyed appropriately.

# **SECTION 6**

## **BRIDGEKIDS**

### **6.01 Philosophy and Purpose**

The BridgeKids Ministry exists to encourage children to serve and renew their communities through the Gospel of Jesus Christ. Children are immersed in scripture, taught prayer and worship, and guided toward spiritual growth. The ministry also seeks to support families by discipling children and offering practical encouragement.

### **6.02 Core Values**

- Gospel-centered teaching
- Generational discipleship
- Family support

### **6.03 Wellness Policy**

Children must be symptom-free for at least 24 hours (without medication) before entering the classroom if they have: fever (100° or higher), vomiting, diarrhea, pink eye, rash, nasal drainage (green or yellow), sore throat, open sores, cold, excessive coughing, or lice.

- If a child develops symptoms during class, parents will be contacted immediately.
- Allergies should be noted on the child's security tag, and parents must alert greeters or workers at drop-off.

### **6.04 Injury and First Aid**

- Only Band-Aids and ice packs may be administered.
- Severe allergy medications (epi-pen) must be given to the room supervisor.

- All injuries must be reported to leadership immediately and documented on a Parent Communication Form, signed by both parent and teacher.

### **6.05 Safety and Security**

- All volunteers must complete an application, interview, and background check.
- Volunteers must agree to this manual and attend periodic training.
- A two-adult rule is required in all classrooms (at least one adult must be female).
- Teen helpers under 16 or unscreened last-minute volunteers must be placed with an approved adult.
- All rooms are monitored and recorded.

### **6.06 Restroom and Diapering Procedures**

- Parents should take children to the restroom before drop-off.
- Only women may escort children to the restroom alone.
- Only staff or parents may change diapers.
- Hands must be washed (adult and child) after restroom use or diaper changes.
- Children may never be left unattended on a changing table.

### **6.07 Evacuation Procedures**

- Teachers follow posted classroom evacuation routes.

- Parents must not enter BridgeKids areas during emergencies but meet children at the designated pick-up point on Alabama Ave.
- No re-entry until cleared by the Fire Department or church leadership.

## **6.08 Classrooms and Ratios**

BridgeKids offers the following classrooms:

- Nursery: newborn–2 years (1:5 ratio)
- Preschool: ages 2–4, potty trained (1:8 ratio)
- Children’s Church: K5–5th grade
- Joyful Voices Choir: toddler–5th grade (Sunday nights)
- Team Kids: ages 4–5th grade (Wednesday nights)

Children are promoted annually in August. In extreme cases of overcrowding, a classroom may be closed or parents may be asked to volunteer.

## **6.09 Parent Responsibilities**

- Communicate allergies, special conditions, or potty training needs to volunteers.
- Drop off children quickly at the door to reduce anxiety and crowding.
- Only parents with a matching security tag may enter hallways and pick up children.
- All belongings must be labeled; bottles must be pre-mixed.
- Security tags are required for pick-up. Children will not be released without them.

## **6.10 Volunteers**

- Volunteers must complete the application, interview, and background check process.
- Minimum ages: 12 (nursery with parent), 14 (without parent, with approval).
- Volunteers are entrusted with Gospel teaching and are encouraged to attend Sunday services twice monthly.
- Volunteers must adhere to punctuality, arrive 20 minutes early, and maintain cleanliness in classrooms.
- Scheduling changes must be communicated to leadership.
- Personal items must remain out of children's reach.

### 6.11 Classroom Management

- **Classroom Rules:** Obey the teacher, listen attentively, respect others, keep hands and feet to yourself.
- **Proactive Steps:** Eye contact, positive reinforcement, redirection, discipline in love.
- **Aggressive Behavior:** Biting, hitting, pushing, or scratching will result in removal and parental notification.
- **Discipline Steps:**
  1. Verbal warning
  2. Removal and separation
  3. Parent Communication Form sent home
- Discipline must be gospel-centered, reminding children of God's love and the importance of obedience.

### **6.12 Parent Communication Form**

Teachers or volunteers must complete a Parent Communication Form for any injury, significant incident, or disciplinary matter. Both teacher and parent sign the form, with copies filed for security purposes.

### **6.13 Volunteer Commitment Agreement**

All volunteers affirm the following:

- Respect the aims and objectives of the church.
- Serve as a Christian example for children and families.
- Strive to live in alignment with Biblical teaching and attend worship regularly.
- Agree with and uphold all BridgeKids policies and procedures.

Volunteers must sign and date the commitment agreement before serving.

# **SECTION 7**

## **TRUSTEES**

### **7.01 Trustee Selection**

The selection of trustees is decided amongst the Pastoral staff. Any dispute by leadership or congregation must be made by a current member of The Bridge Church of the Carolinas which should be then taken before that member's assigned Deacon.

### **7.02 Trustee Duties**

Trustees are to be the body of financial accountability, who work in association with the Senior Pastor, and ultimately decide upon purchases deemed to affect the church or future of the church financially. Any and all meetings by the body of Trustees that result in a purchase or motion must be recorded within that meeting's minutes.

**(a)** Trustees are responsible, along with the Senior Pastor, for any exorbitant purchasing. Any amount costing more than \$10,000 must be agreed upon by the body of Trustees unanimously.

# **SECTION 8**

## **DEACONS**

### **8.01 Deacon Selection**

The selection of Deacons is decided amongst the Pastoral staff, as well as, the Trustees. To be considered for Deaconship, each candidate must have the following qualifications:

- (a) A biological male
- (b) At least over the age of 21

### **8.02 Deacon Duties**

Deacons are to be the body of care and compassion for the church membership. The title Deacon is described in **1 Timothy 3:1-7** and therefore all Deacons should follow this example set by the Bible.

### **8.03 Issues with Deaconship**

Any dispute of selection by leadership or congregation must be made by a current member of The Bridge Church of the Carolinas, which should be then taken before that member's assigned Deacon.

- (a) If the Deacon cannot be contacted for such a dispute or disagreement, or if there would be a conflict of interest by contacting that person's assigned Deacon, or if that person's assigned Deacon refuses to escalate this issue, an Associate Pastor should be contacted in their place.
- (b) A dispute or disagreement for Deacon selection should be relevant and given and received in good faith by both the dispute and Deacon or Associate Pastor.

# **APPENDIX A - CORE BELIEFS**

## **GOD**

God is the creator of everything. He rules and interacts within His creation. We believe that He is represented by three persons: God the Father, God the Son and God the Holy Spirit. Each person in the persons of the Trinity are equal and represent the one triune God.

*(Genesis 1:1, Psalm 33:6, Isaiah 42:5, Jeremiah 10:12, John 1:1-3, Hebrews 11:3)*

## **JESUS CHRIST**

Jesus Christ is God's solution to man's problem with sin. Jesus was both fully God and fully human. He gave Himself as a perfect and sinless sacrifice on the cross to pay for our sins. After three days, He defeated sin and death through His resurrection. He ascended into Heaven and will return again to reign as King of Kings and Lord of Lords.

*(John 1:14, John 5:18, John 8:58, John 10:30, Romans 5:8, Hebrews 9:28, Acts 1:9-11)*

## **THE HOLY SPIRIT**

Our direct connection to God on a daily basis is made possible by His Holy Spirit. The Spirit is given to anyone who has been saved by Jesus Christ. Jesus describes the Spirit as "The Helper," because it is through the Spirit that we accomplish God's purposes on earth. Finally, we must understand that the Holy Spirit is not an "it" but a "who." He is the third member of the Trinity and is both uniquely and completely God.

*(John 14:16-17, Acts 2:38, Romans 5:5, Romans 8:9, Romans 8:26, Hebrews 10:29)*

## **MAN**

God's most precious creation is humanity. Man was created in the image of God to worship Him. Man, however, chose to disobey God. This disobedience disrupted not only the relationship between God and man, but also every aspect of human life.

*(Hebrews 2:7, Genesis 1:26, Colossians 1:21, Isaiah 53:6a)*

## **SIN**

Anything that disappoints God is sin and all sin is equally disappointing. Sin separates us from God, and ultimately leads to death.

*(James 4:17, Romans 3:23, Galatians 5:19-21, John 8:34)*

## **SALVATION**

Jesus Christ is the only way that man can be saved from an eternity apart from God. We are saved by faith through Jesus by confessing our sins to Him, declaring Him as Lord with our mouths and believing in His resurrection. Salvation is an eternal act and nothing can remove it once we have it.

*(John 14:6, Romans 6:23, Romans 10:9, Romans 8:1, Romans 8:38-39)*

## **STEWARDSHIP**

Everything that is given to the Bridge will be used in a way that glorifies God and builds on His Kingdom. Money, time and spiritual gifts are all important contributions that enable us to continue doing ministry and spreading the Gospel of Jesus Christ.

*(1 Peter 4:10, Proverbs 3:9, Malachi 3:10, 2 Corinthians 9:6-7)*

## **BAPTISM**

Baptism is a public display of a personal decision to follow Jesus Christ. To be baptized, is to be fully immersed in water. This represents dying to self and coming back to life in Jesus.

*(Acts 22:16, Romans 6:3-4, Colossians 2:12-13)*

## **THE BIBLE**

The Bible contains no errors or contradictions. The Bible was written by man, but inspired by the Holy Spirit. It is God's love story to us. The Bible tells us who God is. It shows us His grace and mercy through narratives, history, poetry and wisdom. Everything that we know about God, man and creation comes from His word. It contains several eyewitness accounts of Jesus and His resurrection. The Bible is also one of the most well preserved ancient documents known to man.

*(2 Timothy 3:16, Psalm 119:105, Proverbs 4:20-22, 2 Timothy 3:16-17, Proverbs 30:5)*

# APPENDIX B - CHURCH STANCES ON CULTURAL AND CURRENT ISSUES

## NATIONAL POLITICS

Unless it is an agreed upon issue of critical religious importance, the church is not to be used to assist any person with political gain, nor is the church to be used for political campaigning.

## LBGTQ+

The Bridge Church of the Carolinas holds to the historical church's literal interpretation of scripture when any issue of an alternative lifestyle is raised. God created, without mistake, biologically articulate men and women at birth and gave them natural desires of intimacy and reproduction within the boundaries of marriage to members of the opposite sex. Any derivative of God's desires for intimacy, gender, or marriage is an abomination of his created order.

## MARRIAGE

The Bridge Church of the Carolinas is not to lease, lend, or allow its facilities, nor may its Pastoral, Trustee, Deaconship, Leaders or Staff officiate a marriage unless the "would be" marital party consists of one (1) biological male and one (1) biological female. The matrimony of LBGTQ+ congregants or visitors is prohibited on any part of the Bridge Church of the Carolinas campus. Any qualifying party that would be married by Pastoral, Trustee, Deaconship, Leaders or Staff must attend at least one (1) marital counseling class by a Pastoral staff member from the Bridge Church of the Carolinas **before** they may officiate within the facilities of the Bridge Church of the Carolinas. Any parties to be united in matrimony at The Bridge Church of the Carolinas must adhere to the Use of Facilities policy (**SECTION 2**), as well as complete the Use of Facilities— Marriage form (**APPENDIX D**).

## ABORTION

The Bridge Church of the Carolinas believes that all people are created in the image of God. We refer to this as *Imago Dei*, and we believe it to mean that all human life should be treated as sacred and valuable. Due to this belief, The Bridge Church of the Carolinas believes abortion to be an unimaginably evil act that results in the death of an innocent child created in the image of God. The church believes that abortion should be made illegal and should never be considered as a viable option of family planning. In saying this, the church believes that there is

forgiveness for those who have committed this act and have to come to an understanding of their actions.

## APPENDIX C - UNDERSTANDING ABUSE

Abuse to children or vulnerable young people is described under the following headings:

**Neglect** -The persistent or severe neglect of a child or young person, whether willful or unintentional, which results in serious impairment to physical health and development. For example:

- Exposing a child to extreme weather conditions e.g. heat and cold.
- Failing to seek medical attention for injuries.
- Exposing a child to risk of injury through the use of unsafe equipment.
- Exposing a child to a hazardous environment without a proper risk assessment of the activity.
- Failing to provide adequate nutrition and water.

**Signs** which may raise concerns about physical neglect include:

- Constant hunger
- Poor personal hygiene and/or poor state of clothing
- Constant tiredness
- Frequent lateness or unexplained non-attendance (particularly at school)
- Untreated medical problems
- Low self-esteem
- Poor peer relationships
- Stealing

**Physical Injury** - Actual or attempted physical injury to a child or young person where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. For example: Deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child.

**Signs** which may raise concerns about physical abuse include:

- Refusal to discuss injuries
- Aggression towards others
- Improbable excuses are given to explain injuries

- Fear of parents being approached for an explanation
- Running away
- Untreated injuries
- Excessive physical punishment
- Avoiding activities due to injuries or the possibility of injuries being discovered
- Unexplained injuries, particularly if recurrent

**Emotional Abuse** - The adverse effect on the behavior and emotional development of a child or young person, caused by failure to provide for their basic emotional needs. For example:

- Persistent failure to show any respect to a child (e.g. continually ignoring a child)
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child, making them feel frightened.
- Acting in a way which is detrimental to the child's self-esteem (e.g. name-calling, sarcasm, constant criticism)

**Signs** which may raise concerns about emotional abuse include:

- Low self-esteem
- A significant decline in concentration
- Running away
- Indiscriminate friendliness and neediness
- Extremes of passivity or aggression
- Self-harm or mutilation

**Sexual Abuse** - Any child or young person below the age of 18 may be deemed to have been sexually abused when any person, by design or neglect, exploits the child or young person directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person including organized networks. This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or to encourage them to behave in sexually inappropriate ways. For example:

- Exposure to sexually explicit inappropriate language or jokes.
- Showing a child pornographic material or using a child to produce such material.
- Inappropriate touching.

**Signs** that may raise concerns about sexual abuse:

- Lack of trust in adults or over-familiarity with adults, fear of a particular adult
- Social isolation - being withdrawn or introverted, poor peer relationship
- Sleep disturbance (nightmares, bedwetting, fear of sleeping alone)
- Running away from home
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond the child's age

**Other abusive behaviors towards children and young people** - Staff, volunteers, and committee members should also be aware of other, perhaps less obvious, forms of abuse. These may be dismissed by perpetrators as 'just fun' or 'having a laugh' with young people but can have a serious impact and cannot be allowed or go unchallenged:

- Bullying of any form, including name-calling or constant criticism
- Picking on a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism of any form
- Favoritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures

## **APPENDIX D - USE OF FACILITY AGREEMENTS**

To follow below

## Vendor Agreement Form

Full Name of Vendor Company or Sole Proprietor: \_\_\_\_\_

Vendor Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Type of Business or Service: \_\_\_\_\_

License or Permit (If Any) \_\_\_\_\_

### The Bridge Church of the Carolinas Vendor Agreement

1. Vendor agrees to pay The Bridge Church of the Carolinas \_\_\_\_% of total gross sales and/or \_\_\_\_\_ as a flat fee in cash or by check/money order payable to The Bridge Church of the Carolinas at the conclusion of the event.
2. Vendors must present this contract, completed and signed, a valid driver's license or state-issued identification card for each vendor to participate.
3. Vendors will conduct business in a professional, courteous and ethical way without regard to race, national origin, gender, age, disability, veteran status, or political affiliation.
4. Vendors are **not permitted** to sell or distribute any items or services contrary to The Bridge Church of the Carolinas Core Beliefs which are to be included as preceding pages of this agreement, or those deemed to be contrary to the Christian faith. This includes, but is not limited to, products that contain religious icons or symbols from non-Christian beliefs, products, books, or services that obscure The Bridge Church of the Carolinas core beliefs, obscene or vulgar products, or overtly sexual items, materials, and services.
5. The product or service offered must be rendered at the time of payment. If the vendor cannot render the product or service at the time of purchase, the vendor must provide the customer with written instructions as to the pickup or dropoff date and time, or the date and time of the service offered. Any vendor offering a product or service that is not immediately rendered at the time of payment must provide the customer a receipt with that vendor's contact information. **The Bridge Church of the Carolinas is not responsible for any vendor's unfulfilled products and/or services.**
6. The vendor is responsible for their own property and products during the event. The Bridge Church of the Carolinas is not responsible for any damage to products or property owned by the vendor during the event.
7. Violation of state and local ordinances and/or policies & procedures of The Bridge Church of the Carolinas will result in immediate expulsion from the event and campus.
8. The Bridge Church of the Carolinas maintains the right to deny or remove a vendor for any reason it deems necessary.

By signing your name to the line below, you agree to the terms and conditions mentioned on this page by The Bridge Church of the Carolinas.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature

## The Bridge Church of the Carolinas

### General Facility Use Agreement

This agreement outlines the terms and conditions for using the facilities of **The Bridge Church of the Carolinas**. By signing this document, the responsible party agrees to follow the guidelines below to ensure the facility is used respectfully and maintained properly.

### Contact Information

Primary Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Used between \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM

Purpose of Use:

\_\_\_\_\_

### General Facility Guidelines

- The facility should be used in a manner that aligns with the mission and values of **The Bridge Church of the Carolinas**.
- **No alcohol, tobacco, or illegal substances** are permitted on the premises.
- All decorations must be **temporary** and cannot damage walls, floors, or furniture.
- Sound levels should be kept at a reasonable volume, especially for evening events.
- Children must be supervised at all times.

### Cleaning & Resetting the Facility

By signing this agreement, the responsible party commits to **leaving the facility in the same or better condition** than it was found. The following cleaning tasks must be completed after use:

#### General Cleaning:

- Remove all personal belongings, decorations, and trash.
- Wipe down tables, chairs, and countertops.
- Sweep/vacuum floors as needed.

#### Kitchen Use (if applicable):

- Wash, dry, and put away any used dishes or utensils.
- Wipe down all surfaces, including appliances.
- Take out the trash and replace liners.

**Restrooms:**

- Ensure no trash or personal items are left behind.
- Report any issues (clogged toilets, empty soap dispensers, etc.) to **Brandon Moore**.

**Final Reset:**

- Return all tables, chairs, and equipment to their original setup.
- Turn off all lights and ensure doors are locked before leaving.

Failure to comply with these **cleaning expectations** may result in restrictions on future facility use.

## **Liability & Responsibility**

- The responsible party assumes **full responsibility** for any damages that occur during facility use.
- The Bridge Church of the Carolinas is not liable for personal injury, lost/stolen items, or any other incidents occurring during facility use.
- Any damages or maintenance issues should be reported immediately to **Pastor Buddy Robbins**.

## **Agreement & Signature**

I have read and agree to abide by the terms outlined in this **Church Facility Use Agreement**. I understand that failure to comply may result in restrictions on future use of the facility.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Church Representative Signature:** \_\_\_\_\_

# Update and Revision History

9/6/2024

- Added Marriage section to Appendix B
- Added Use of Facilities- Marriage to Appendix D

9/10/24

- Added Vendor Agreement

10/3/25

- Added Bridgekids section
- Added Use of facilities agreement
- Created section outlines for navigation when using Word or Google Drive