

16 Supplementary Ministry Administration Policies

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Records retention and control

Designate a custodian for executed instruments, notices, minutes, Circle and assembly membership, credentials, affiliations, any funds or property, and official teaching. Limit access by responsibility and provide approved public copies without sensitive attachments. Back up electronic records, test recovery, and protect signed originals.

Keep adopted governing instruments and amendments, significant decisions and minutes, final credential and disciplinary determinations, succession, affiliations, property title, and dissolution records permanently. Preserve superseded versions with effective dates.

Retain routine financial and compensation support for at least seven years after the relevant year closes and routine correspondence for three years as internal minimums. A longer applicable legal, insurer, contractual, tax, or safeguarding requirement controls. Keep safeguarding and minor-related records under a specifically reviewed retention arrangement; do not apply routine disposal periods blindly.

Immediately place a hold on records relevant to an actual or reasonably anticipated claim, investigation, audit, or dispute. No destruction occurs until the authorized custodian releases the hold after appropriate advice. Record permissible destruction by class, dates, authority, method, and responsible person.

Membership and fellowship administration

Local membership is voluntary and does not create salvation or membership in the spiritual Body of Christ. Receive a profession of faith in the Gospel, discuss the Statement of Faith, record acceptance, and maintain useful contact and care information. Neither giving nor water baptism is a membership condition.

Record transfers and withdrawals truthfully, with minimal private information. For minors, obtain appropriate guardian involvement. Assembly membership never automatically creates Circle membership; only qualified bishops and elders expressly admitted enter PRAECEPTORIUS. A deacon's service record is separate from the Circle roster.

Benevolence administration

Use assistance only for genuine needs consistent with mission and available resources. Record the request, urgency, amount, purpose, decision, restrictions, payee, and any relationship to a reviewer. Follow independent review for material conflicts and keep private details restricted.

Assistance is discretionary and is not exchanged for attendance, donations, membership, silence, or service. Where useful, pay a provider directly. Do not promise deductibility of a donor payment earmarked to a private individual or publish a recipient's circumstances without separate consent.

Child and vulnerable person safeguarding

Designate a safeguarding contact and an alternative contact. Before assigning access to children or vulnerable persons, screen workers according to the actual role, check relevant references, provide training, and obtain appropriate consent for any separate background check. No office or title exempts a person from safeguarding rules.

Use observable settings and two screened adults where feasible. Avoid isolated contact, secret communications, sexualized conduct, corporal punishment, unauthorized photography, or transport without permission. Maintain

appropriate activity consent, emergency contacts, attendance, and authorized pickup arrangements. If adequate supervision cannot be provided, change or postpone the activity.

Receive a disclosure calmly and record the person's words without conducting an amateur investigation. In immediate danger, contact emergency services. Make applicable civil reports directly and promptly; internal reporting does not replace a person's legal duty. Do not delay for a Circle vote or insist on internal evidentiary thresholds before reporting suspected abuse.

Protect persons and evidence, limit access where needed, and avoid retaliation. Restoration to fellowship does not automatically restore access to vulnerable persons. Record an appropriate independent review before changing safeguarding restrictions. Applicable civil orders and reporting obligations remain controlling.

Privacy prayer communications and media

Collect only information needed for legitimate ministry. Secure paper and electronic files and share sensitive care, medical, family, disciplinary, and financial details only with legitimate responsibility and applicable lawful authority.

Ask whether a prayer request is private, for designated care leaders, or for public sharing. Do not publish a minor's identifying details or sensitive allegations as ordinary announcements. Obtain separate optional consent for images, recordings, testimony, channels, and attribution; declining publicity does not prevent fellowship.

Honor withdrawal of consent prospectively and remove controlled online material where practical. Explain that distributed print copies and third-party copies may be unrecoverable. An official TGBC statement requires express authority. State adoption, credentials, affiliation, and tax status only when the actual records support them.

Facilities property and volunteers

Obtain the actual owner's permission before using a location. Address relevant occupancy, access, safety, transport, lease, and local requirements before committing to a facility. A mailing address is not proof that a location is a meeting facility or owned property.

Inventory any actual organizational property and distinguish ownership from loans or donated use. Record volunteer duties, supervisor, access, training, limits, and policy acceptance. A volunteer assignment does not establish employment, ordination, or Circle membership; any paid arrangement requires separate authorization and classification review.

Continuity and implementation

Keep responsible contacts, lawful recovery arrangements, authorized delegations, and the current roster accessible to those with a legitimate need. An administrative custodian or deacon may preserve records under an assigned mandate without becoming an elder or successor.

Review active policies annually and when actual activities change. Apply conditional policies only to the relevant activity; their presence does not require TGBC to begin banking, collecting donations, acquiring property, or hiring workers.

Policy adoption schedule

Policies adopted by this action _____

Approving authority _____ Signature _____ Date _____

Effective date _____ Custodian _____ Record reference _____