

# Lakepoint Church Policy & Procedure Leadership Development & Ministry Related Topics

## **Table of Contents**

[Statement of the Obvious](#)

[Leadership Development](#)

[Defining Leadership @ Lakepoint](#)

[Job Descriptions](#)

[Leadership Titles and Gospel Identity](#)

[Leadership Pipeline](#)

[Leadership Development Conversations](#)

[Other Ministry Related](#)

[Giving Philosophy](#)

[Wedding Policy](#)

[Funeral Policy](#)

[Baptism](#)

[High-Risk Serving Positions](#)

[Driver Policy](#)

[Team Member Dress Code](#)

[Sex Offender Policy](#)

# Statement of the Obvious

This document, stating the Lakepoint Policies and Procedures, will always remain a work in process. We will add new policies as new questions and concerns arise. We will revise existing policies wherever greater efficiency or consistency toward Lakepoint values is possible.

There is a staff handbook, and individual ministry policies kept in side documents, often notated here.

As a church that works together, all staff is encouraged to submit or request new policies to be shared for central reference and use.

# Leadership Development

## Defining Leadership @ Lakepoint

### **1 Timothy 3:2-7**

2 Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. 5 (If anyone does not know how to manage his own family, how can he take care of God's church?) 6 He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. 7 He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

### Commitment to Jesus

As leaders of Lakepoint we are committed to Jesus. We have put our faith in Jesus alone for the forgiveness of our sins and have evidenced this by immersion baptism.

### Commitment to Discipleship

As leaders of Lakepoint we are committed to our own personal discipleship growth. We understand that it is out of the overflow of what we have with God that we have something to offer others.

As leaders of Lakepoint we are committed to making disciples of Jesus (Matthew 28:18-20). While we understand that only the Holy Spirit can cause spiritual growth, we also believe he is at work through us to foster environments and activities that help people encounter and become like Jesus.

### Commitment to Character

As leaders of Lakepoint we commit to living a life that is above reproach. As Paul encouraged Timothy, we must also "set an example for the believers in speech, in life, in love, in faith and in purity" (4:12). We will confess, repent, and commit ourselves into a life of integrity in areas such as our family relationships, sexual purity, finances, employment, and social life.

### Commitment to Lakepoint Church

As leaders of Lakepoint we are committed to the mission, vision and values of Lakepoint. We understand that no person or team stands independent of the rest of the church. We actively participate in life of this church.

### Commitment to Serving

As leaders of Lakepoint we understand that *leadership* is really *serving*. Just as Jesus “did not come to be served, but to serve, and to give his life as a ransom for many” (Mark 10:45), we as leaders commit to loving and leading those under our care by giving of ourselves to them.

#### Commitment to Balance

As leaders of Lakepoint we are committed to maintaining balance in our lives. We commit to setting boundaries that will preserve physical, emotional, and spiritual health over a lifetime of service.

## Job Descriptions

*Every team will need a specific job description which will include:*

### **Overall “Win” of this Team:**

### **Skills/Passions Needed:**

### **Gospel Roles & Tasks:**

#### **Point Leaders:**

#### **Leaders:**

**Apprentice Leaders:** Same as the job description for the leaders, with a little less frequency and/or responsibility.

#### **Members:**

#### **Time Commitment:**

## Leadership Titles and Gospel Identity

*Merging Gospel Discipleship with our Leader Development*

| Leadership Title    | Gospel Leadership | Gospel Identity     | Gospel Task                 |
|---------------------|-------------------|---------------------|-----------------------------|
| <i>Staff/Intern</i> | Lead Ministry     | Multiplier/Equipper | Creates Development Culture |
| <i>Point Leader</i> | Lead Leaders      | Equipper            | Develops Gifting in Others  |
| <i>Leader</i>       | Lead Others       | Initiator           | Utilizes Gifting of Others  |
| <i>Team Member</i>  | Lead Tasks        | Participant         | Uses Spiritual Gift         |
| <i>Attendee</i>     | Lead Self         | Observer            | Tests Spiritual Gift        |

## Leadership Pipeline

Here's our [Framework for doing Discipleship](#).

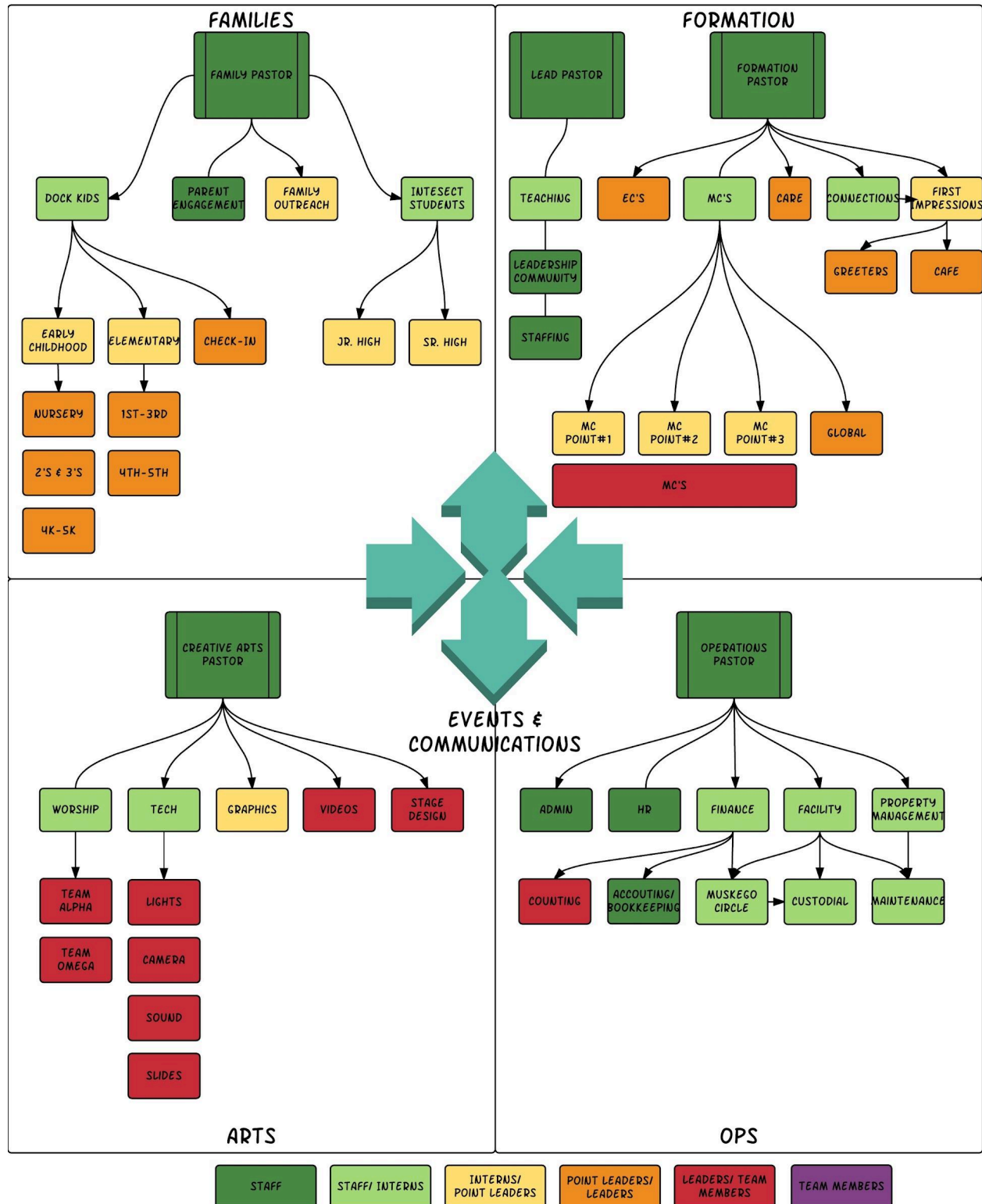
Here's [How it all Fits Together](#).

## Leadership Development Conversations

*Individually or in Group Huddles, Lakepoint Leadership is developed with this coaching conversation content*

1. **Gospel Identity** - How are You? *Who is God* to you right now, and *who are you* in Him?
2. **Gospel Update** - What *Wins/Challenges* have you experienced?
3. **Gospel Tasks** - What *Plans/Prayers* are you in right now?

## LAKEPOINT LEADERSHIP DIAGRAM



# Other Ministry Related

## Giving Philosophy

There are some neat things we can do as a church when we pool our resources collectively. Acquiring a permanent facility, church planting, and global outreach are some of the goals that top our desires if the resources are available. Our Sunday worship, kids & student programming, and operations are pretty worthy causes too.

That said, it's important for you to understand we don't want to hoard your generosity either. We value you being the church in your Everyday Circles, and want you to use your resources in uncommonly generous ways there.

Whether it's to your church, your Everyday Circle, or something else, we advocate a generosity "personal expense" account for everyone.

Here's a framework for your uncommonly generous journey.





### **American Giver**

The average Christian American gives 2-3% of their income to charitable causes. If you don't know where to start, try there. You'll probably start to feel your commitment to God at that point. Any less, and perhaps it'll feel like you're just giving God a tip.

### **Old Testament Giver**

Specific instructions, from God, before Jesus, was to set aside the first 10% of your income to be given back to him. It's enough to affect your lifestyle, and therefore a great stride forward in discipleship.

### **New Testament Givers**

More than a set percentage, those who followed in the wake of Jesus were known for liquidating their generosity to meet the needs presented to them. The big goal is to get to the point of saying, "God, everything I have is yours. Tell me what you need from me at this time."

### **Lakepoint's Fiscal Responsibility**

Although we don't bring the church budget to a congregational vote, any Lakepoint participant is able to inquire about the budget.

We are attempting to run the church by the 10-10-80 principle we advocate for personal and family finances (10% funds our future, 10%+ funds outreach efforts, and we learn to live on the other 80%).

Lakepoint is committed to fiscal responsibility, and spending within our means.

## Wedding Policy

Our desire at Lakepoint Church is to foster healthy, Christ-centered marriages. All weddings hosted at the Lakepoint Church facility must involve a Lakepoint ordained minister, and are subject to their final approval of ceremony contents, statements of marriage, and officiant.

Lakepoint holds to the belief and conviction that marriage is intended between one man and one woman, before Jesus Christ (Genesis 1:24, Romans 1:26-27, Jude 1:5-8, Mark 10:6-8). We therefore are unable to conduct same sex marriages, or marriages that do so under the name of any other god but Jesus Christ.

Each couple interested in getting married at Lakepoint will need meet with a pastor to talk about how their relationship to God and their relationship with each other. The pastor will then prayerfully decide his or her role in officiating the wedding.

*A Lakepoint Church Wedding Application Form exists if needed to help manage the intake process.*

### **Facilities Usage**

Please see Lakepoint Facility Reservation guidelines and process online for current information on using our facility.

### **Dates**

Weddings or other events requested for the same day will be handled on a first come, first served basis, with dialog and flexibility extended where possible.

### **Schedules**

All full-time pastors at Lakepoint Church are assigned wedding duties based on a rotating schedule, but personal requests for a particular pastor will be considered.

Rehearsal times should be scheduled in consultation with the officiating pastor, in most cases the evening before the wedding. The church and pastor will reserve the option to set the rehearsal time, in accordance with the pastor's schedule for other commitments.

The pastor will be available for the rehearsal, the wedding ceremony, and, if desired, either the rehearsal dinner or the wedding reception.

### **Pre-Marital Experience**

We ask that all couples to be married at Lakepoint Church complete a Prepare/Enrich Assessment, and walk through five sessions of mentoring. This mentoring may be conducted by your officiating pastor, but more often than not a Lakepoint Marriage Mentor. Subsequent sessions with the Marriage Mentor may be scheduled for after the wedding, including a one-year check-up.

The couple will meet with the officiating pastor at least once prior to the wedding to plan the ceremony.

### **Costs**

Because of the time, materials, and scheduling necessary for weddings, the following schedule of costs are required for any wedding through Lakepoint Church:

1. \$35 Prepare/Enrich Assessment: The Prepare/Enrich Assessment is an online tool that the Marriage Mentor will use with throughout the premarital session. This fee will be paid by you online once the pastor registers you.
2. \$250 suggested minimum fee for the officiating pastor. This cost should go directly to the officiating pastor on the day of the wedding. This is a suggested fee and should not be prohibitive of getting married at Lakepoint Church.
3. Facility usage fees: These costs vary depending upon the facility or location which you reserve and are entirely your responsibility.

## **Funeral Policy**

Funeral Policies are similar to that of the Wedding Policy, with exceptions made as necessary for the grieving family.

### **Facilities Usage**

Please see Lakepoint Facility Reservation guidelines and process online for current information on using our facility. Fees will be waived if prohibitive if the grieving family is a member or regular attendee of Lakepoint.

### **Dates**

Events requested for the same day will be handled on a first come, first served basis, but dialog and flexibility will be extended where possible.

### **Schedules**

All full-time pastors at Lakepoint Church are assigned funeral duties based on a rotating schedule for equal sharing of responsibilities. Any request for a specific pastor will be considered but not guaranteed. These arrangements are in no way intended to detract from any personal dimension a given pastor may bring to any funeral, but to assure the availability of a pastor for the increasing number of funerals being performed through Lakepoint Church.

To inquire about scheduling a musician or vocalist the family or funeral director should contact Worship Pastor.

### **Costs**

Donations for pastoral services are accepted but not requested. The donation should be made directly to the pastor.

## **Baptism**

Lakepoint practices believer's baptism by immersion.

Before you baptize them:

**Is Jesus Christ the leader and Savior of your life? (Yes.)**

**I baptize you in the name of the Father, Son and Holy Spirit.**

As you baptize them:

**"Dead to sin, Alive in Christ."**

## **High-Risk Serving Positions**

Volunteers in Wisconsin are not eligible for worker's compensation benefits so it is important that anyone serving in physical labor role have their own medical insurance.

Maintenance and repair projects that would call for expertise or specific equipment knowledge will be limited to individuals with that expertise and equipment knowledge. We want to avoid putting someone at risk due to a lack of expertise or experience with the equipment.

Our general liability section of the policy provides coverage for volunteers as additional insured's should there be an incident where the volunteer causes bodily injury or property damage to a third party. The policy would defend both the church and the volunteer.

In any event of accident or injury, an incident report must be filled out immediately.

## **Driver Policy**

Drivers of church owned vehicles are covered by church insurance for church functions, but must submit a copy of their driver's license to the Lakepoint Office to formalize this.

Drivers of any vehicle not owned by Lakepoint are not covered by Lakepoint's insurance, even if it is for a Lakepoint event. Proof of insurance on all vehicles involved in a church event is therefore required. Keep in mind that the insurance on the driver's policy would cover the driver. Our policy does not cover the driver. The Lakepoint auto coverage would respond for Lakepoint if there is an accident and the church is brought into the matter.

## **Team Member Dress Code**

Personal pride should be major factors in determining proper dress. Grooming is often closely associated with one's productive performance and positive behavior. Dress should always be honoring to God and should reflect concern for the health and for the safety of individuals in the buildings, should reflect respect for other individuals and church property, and should not create disruption.

Team members (whether paid staff or volunteer) must wear clothing, jewelry, and shoes that do not interfere with the health or safety of the team member or any child.

Team Members must wear clothing that:

- Fully covers undergarments (no boxers or bra straps showing)
- Cover front, back and sides of body (no cleavage)
- Meet the top of shorts, skirts or pants (no midriff)
- Meet the following requirements for length:
  - Skirts/dresses must be knee length or longer (skirts/dresses must be appropriate for sitting on the floor with children.
  - Shorts: Must reach to the tip of your middle finger with your hands at your side, and they can't be tight.
- A shirt must be worn over tight, low cut, or string tank tops or shirts.
- Shoes: when working outside with children, shoes should have a secure back.
- Shoes: may be taken off in the nursery, but socks must be worn (no bare feet).

Clothing that is determined due to its size or style to be either distracting or disruptive to the church environment is not to be worn. In all instances, if the wearing of specific clothing causes a disruption or interference with the educational process, the clothing will not be allowed.

## Sex Offender Policy

Any known sex offenders attending Lakepoint Church more than once will be screened with an available criminal records check, regardless of their conduct and proposed involvement with us.

If a known sex offender is under active parole or probation, the officer assigned to them will be contacted by the church office for details on the offender's restrictions.

A staff representative from Lakepoint church will review the criminal records reports and probationary information for each sex offender to conclude their future involvement with church functions, according to the following headings.

### Restrictions in All Cases

If a victim of a sex offender is known to attend Lakepoint Church, now or in the future, the offender will be asked to leave.

No sex offenders will be allowed to serve in ministries that bring them into direct or regular contact with minors. They will not be permitted to transport minors either, other than own children (unless the

nature of their offense excludes them from contact to their own children). Special exceptions will not be made for time elapsed since the offence, nor if the offense was documented only as “superficial contact.”

### **Sex Offender Involvement Level 1**

For offenses deemed to be lesser in nature (fourth degrees, misdemeanors, etc...), or when the probationary period has been fulfilled, an individual may be *considered* for (not necessarily granted) our *Involvement Level 1 Policy*.

*Sex Offender Involvement Level 1* permits the offender to worship at Lakepoint Church, and participate in most regular functions. These offenders will not be given unlimited access to the church building, such as keys to the premise or free reign to wander hallways where minors may be present. The offenders will be confronted immediately if their conduct is questionable; or is deemed to be a sexual advance unwelcomed by an adult recipient; or any sexual advance toward minors whatsoever.

Those classified by Lakepoint for *Sex Offender Involvement Level 1* will not have a formal chaperone assigned to them. Key leaders (*see precautionary measures below*) in the church will be asked to serve as a “watching eye,” reporting any observed lingering around minors, unwelcomed sexual advances toward adults, and any other behavior deemed questionable. If such situations are observed, a formal chaperone agreement (similar to the Level 2 agreement) will document the terms and conditions of their ongoing involvement with Lakepoint. This document will be signed by the offender, chaperone, and pastor/elder representative. A single violation of the terms will result in termination of the offender’s privileges to attend regular functions at Lakepoint.

### **Sex Offender Involvement Level 2**

For offenses deemed to be greater in nature (first & second degrees, felonies, etc...), or when the probationary period has not yet been fulfilled, an individual will fall under our *Involvement Level 2 Policy*.

*Sex Offender Involvement Level 2* requires that the offender spend a period of time outside the regular Lakepoint functions (Sunday services, ministry teams, missional communities, etc...) to solidify their journey toward Jesus. They will have the opportunity to be the recipient of a personal discipleship setting or a same-sex support group. Personal discipleship and support groups for such offenders will meet off-campus unless meeting during vacant church hours, and will not provide any exposure whatsoever to minors, or other participants that are deemed to be compromised by the offender’s

presence. The period of time will be related to the nature of the offense and the church's established relationship with the offender, with 12 sessions as an approximate norm.

After the proscribed time in personal discipleship or support groups, with genuine spiritual interests displayed, an individual classified as *Sex Offender Involvement Level 2* will be permitted to attend worship services at Lakepoint, with the presence and signed agreement of a chaperon. Guidelines to the agreement will typically state that offender must 1) be in the presence of the chaperone at all times while on the Lakepoint campus, 2) not venture into the children's or student wing, and 3) politely excuse themselves and leave the setting if coming into direct contact with minors. This document will be signed by the offender, chaperone, and pastor or elder representative. A single violation of the terms will result in termination of the offender's privileges to attend services and other regular functions at Lakepoint.

### **Non Compliance by Sex Offenders**

If a sex offender does not comply with stated standards of involvement, they will be asked to leave worship services and other regular functions at Lakepoint. If they do not comply, authorities will be notified. Lakepoint Staff and Elders will be notified of the situation of all such offenders. Staff, Elders, and Sunday morning Team Leaders will receive a description and notice to report the presence of such non-compliant offenders.

### **Precautionary Measures**

Included in the ministry job description for Team Leaders working with minors, the parking lot, or connections ministries, will be a statement of what questionable behavior to be aware of and report:

Please notify a pastor immediately if you observe any of the following questionable behavior or symptoms in the course of your ministry involvement: unexplained or unnecessary lingering around minors, physical touch that lingers or moves toward personal spaces, flirtatious advances that are unwelcomed and repeated, physical force that may cause harm.

Staff, Elders, and those with highest volunteer team title (Coaches) of Sunday morning Children's Students, Ushering and Parking Lot will be given a photo identification and description of known sex offenders attending Lakepoint under the conditions above. They will be asked to extend grace, love, and a watchful eye to these individuals in particular.



Lakepoint Church will cross-check the sex offender registry with the church database annually to potentially identify the presence of sex offenders. The crosscheck will involve no less than a five mile radius from the church's physical location.