GRAND HAVEN SEVENTH-DAY ADVENTIST CHURCH

MINUTES of the CHURCH BOARD

Held: January 14, 2018, 5:20 PM, At our Church

Members Present: Lewis Andersons Joni Baker, Clifton Brooks, Dan Brooks, Darlene Brooks, Gary Cole, Heather Cole, Faith Florea, Amy Frain, Nancy Gooden, Amanda Walter, Pastor Walter

Members Absent: James Earl, Matt Frain, Mary Garrow, Dale Gooden,Wanda Hanson, Matt Nevins

Devotional and Prayer: Pastor Walter

Meeting Chairperson: Pastor Walter

 The ADRA Committee met and chose these items to use the collected 2017 Christmas tree funds as: $800 for goats with our children choosing I goat for their say in the decision; $700 for chicken (farming) supplies; $100 per child, for five orphan children; $500 for a water tank; and $150 for a village Iatreen. Total of the offerings was: $2,650.

Motion 1-18—01-14: To accept the Clerk's Report December, 20171. Accepted

Motion 2--18—01-14: To recommend that we send for Azure and Todd Price's church membership [from the Muskegon, MI Seventh-day Adventist Church].

Accepted

Motion 3-18-01-14: To accept the financial report [Dec. 2017].

Accepted

Motion 4-18—01-14: To ask Pat Race to be bulletin secretary.

 Not Accepted

Motion 5-18-01-14: To let "Communications" [Dept.] handle the mailbox crisis. [The church members' mailslots in the foyer].

 Accepted

Motion 6-18-01-14: That we authorize Amanda Walter to update our church directory.

Accepted

Motion 7-18—01-14: To have a snow removal policy of: At the amount of 2 inches of snowfall there should be plowing done.

 Accepted

Motion 8-18—01-14: To allow the Building Committee $1,000 more for pre-construction services. [Coming from the Building Funds.]

Accepted

Motion 9-18—01-14: That we adjourn Accepted

 Closing Prayer: Pastor Walter 6:50 P.M.

Signed:  Church clerk

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| **Church Wedding Policy** |
| **Policy:**  | **Effective Date: 1978** |
| **Approved:** | **Revised: 3/13/17**  |

1. Purpose:
2. Moving of Furniture
	1. Before the moving of any furniture in the church, check with the head deacon any furniture in the church, check with the
3. Reimbursement for Cost of the Facilities
	1. No charge to members of this congregation.
	2. For non-members
		1. $50 for the use of the sanctuary
		2. $100 for use of the North Wing
4. Dignity of Music
	1. The Wedding Service can be elevated or degraded by the selections of music chosen. Love songs sung to the bride and groom may be acceptable at the reception, but unappropriated in the church or for a wedding service. All songs should be sung to the glory of God, not man, in the church. Many popular selections are not representative "before God in His sanctuary and these witnesses”.
	2. We therefore request that all musical numbers be submitted for approval.
5. Facilities
	1. No facilities available for reception.
6. Revisions

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| **Date:** | **Location:** | **Revisions:** |
| 3/13/17 | 3.b | $35 rental fee increased to $50 for sanctuary and $100 for North Wing |
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\*Please note: Church is not available on Sabbath Hours — Sunset Friday to Sunset Saturday\*

CHURCH WEDDING APPLICATION BLANK

To be filled out and returned with fee to Pastor at least 15 days prior to date of wedding.

Any arrangements for use of the church must be considered tentative only until this application is returned and approved by the Grand Haven Church Board.

Proposed date of wedding\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, phone and address of following persons:

Groom\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride's parents\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officiating Minister\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pianist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Having read a copy of the Church Wedding Guide adopted by the Grand Haven Church Board, we agree to abide by the same. We submit the following with this application:

Submitted for approval:

Specials: Instrument or Voice

Songs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Composer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organist or Pianist

Songs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Composer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Songs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Composer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Songs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Composer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We agree to arrange for someone to restore articles of pulpit furniture to their places following the wedding.

Enclosed gratuity $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Church Key Policy** |
| **Policy:**  | **Effective Date: 8/15/2011** |
| **Approved:** | **Revised:**  |

1. Purpose
2. Process
	1. Church keys are issued to church officers who are department heads for each fiscal year. and other designated persons as the Church Board deems necessary, At the end of the term of office each individual is to return the key(s) in their possession to the Head Deacon.
	2. A $10.00 deposit is required for each key distributed. The deposit will be refunded at the time the key is returned

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| **Date:** | **Location:** | **Revisions:** |
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1. Revisions

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| **Church Benevolent Program** |
| **Policy:**  | **Effective Date: 2019** |
| **Approved:** | **Revised:**  |

1. **Aim:** To Give Temporary Aid to a Church Member Who is in Need.
2. **Purpose:** To Assess, Review and Determine How to Help Members in our Congregation in
3. **Process:**
4. What would make a family eligible to receive assistance from the church
5. Loss of employment, home, transportation
6. Lack of money for medical care
7. An emergency hardship
8. How does the church respond to a need
9. The Benevolent Committee would review the situation and address the need
10. By nurturing and training
11. Assisting to help find employment
12. Temporary housing in other members' homes
13. Paying for a motel room (chosen by committee)
14. Assisting if needed with rent or security deposit to secure housing
15. Inform of low cost medical services and/or help to pay for necessary medical, dental or eye care Providing food, clothing, household items
16. Length of time of church assistance
	1. Housing
		1. 1-2 nights at a motel
		2. 1 week at another member's home
		3. 1 month rent or security deposit
	2. Storage of household items in local storage warehouse (chosen by committee)
	3. Maximum of 3 months
17. Process of application for assistance
	1. Individual makes request known to pastor, elder, head deacon, head deaconess, or any other member of the committee
	2. Committee works in strict confidence to help their fellow member
	3. Benevolent committee meets with individual in need
	4. Individual fills out benevolence application forms
18. Possible Long Range Assistance
	1. Benevolent Committee assists individual to apply for assistance from but not limited to:
		1. SDA Community Service Center
			1. Temporary Food
			2. Clothing
			3. Household items
	2. Ottawa County Department of Social Services
		1. Food stamps/ Bridge Card/Cash Assistance
		2. Rent
		3. Medial Insurance
		4. Love, Inc
		5. Agency Referral
		6. Furniture
	3. Community Action Agency
		1. Financial Counseling
		2. Personal Budget Program
		3. Ottawa County Health Department
		4. Nurse on duty
		5. Immunizations
		6. Physicals
19. Ways for person in need to "pay back"
	1. Help house or feed next family in need
	2. Help move household items for a church family when there is a need
	3. Pay the cash assistance back to the church when able
20. Minutes are to be taken at all sessions of the benevolent committee
21. There are to be at least two members of the benevolent committee present (may include the pastor), whenever a member in need is being interviewed or counseled.

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| Date | Location | Revision |
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4. **Revisions**

Grand Haven Seventh-day Adventist Church Benevolent Program

Grand Haven Seventh-day Adventist Church

15051177th Ave, Grand Haven, Ml 49417

Phone: 616-846-1170

# Web: wwwagrandhavensda.org

Church Benevolence Application Form

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security # I advise we do not ask this\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status (Single)\_\_\_\_ (Married)\_\_\_\_(Divorced)\_\_\_\_(Separated)\_\_\_\_ (Widowed)\_\_\_\_

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| --- | --- |
| INCOME | EXPENSES |
| Salary IncomeWelfare (ADC)Social SecurityFood StampsOther | Housing (Rent/Mortgage)UtilitiesMedicalInsurance TransportationGroceriesGiving/DonationsCredit CardsOther |

 All other individuals in home:

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| --- | --- | --- |
| Name | Date of Birth  | Relationship |
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Nature of Problem/Duration of Emergency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of assistance requested (Food, Clothing, Medical, etc)

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I agree that the above information is true to the best of my knowledge. The church has my permission to check any of the above information and tot use it to determine assistance.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Grand Haven Seventh-day Adventist Church Job Description

**Position Title:** Church Janitor

**Location:** 15051 177th Street (Main Campus)

**Immediate Supervisor:**  Head Deacon

**Status:** Part-Time

**Wage Scale:** Hourly

## **In Purpose of Position**

1. To clean the church facility, ensuring that it is ready for use for the next service or function.
2. **Performance Factors**
3. Employee can be depended on to complete work in a timely, accurate, and thorough manner, and is conscientious about assignments.
4. Employee can communicate effectively both verbally and in writing with supervisor, and Church Board.
5. Employee can exhibit a professional manner in dealing with others and works to maintain constructive working relationships.

**Qualifications/Requirements**

* 1. The employee will:
		1. Carefully keep track of the hours worked and return their workers report promptly to the Church Treasurer
1. **Education/Experience**
2. Have the ability to recognize when area or item needs cleaning
3. Be able to receive and implement any recommendations or suggestions for change or improvement.

# **Skills**

1. Knowledge of standard methods, practices, tools, and equipment of the janitorial service
2. Knowledge of occupational hazards and safety rules.
3. Ability to follow instructions.
4. Knowledge of proper use of chemicals, etc.
5. Ability to operate and use janitorial tools, equipment, and supplies such as vacuum cleaners, and cleaning solutions.
6. Ability to plan and organize
7. Possess good time management skills
8. **Typical Physical Demands**
9. While performing the duties of this job, the employee must be able to stand and/or walk for several hours at a time. Employee must be able to bend, kneel, and reach over head. Occasionally, the employee will need to lift heavy objects.
10. **Duties and Responsibilities:**
11. Main Church Building (to include Foyer, Balcony, Basement, and Sanctuary)
12. Lower Foyer/Entrance Way:
13. Empty wastebaskets (2)
14. Wash windows and glass in doors
15. Wipe and disinfect railings
16. Vacuum
17. Upper Foyer:
18. Wash windows in door
19. Vacuum

Sanctuary:

1. Dust wood furniture
2. Wipe down windowsills and registers
3. Dust piano with damp cloth - dry with a clean cloth
4. Pick up any papers left, put hymnals and Bibles in their place
5. Sweep or vacuum tile floors weekly; Mop once a month
6. Vacuum pews once a month, or as needed
7. Vacuum carpet

Balcony:

1. Empty wastebasket
2. Vacuum twice a month, or as needed

Basement:

1. Vacuum
2. Main large hall
3. Sabbath School classrooms
4. landing by drinking fountains and bathrooms
5. Empty wastebaskets
6. Wipe down drinking fountain(s)
7. Generally tidy the pews in the large hall, disposing of bulletins, papers, etc.

Bathrooms:

1. Empty wastebaskets
2. Clean mirrors, sinks, toilets, and urinal
3. Sweep and mop floors weekly
4. Check and refill paper towel dispenser and toilet paper rolls (place extra toilet paper rolls on back of toilet)
5. Refill hand soap dispensers
6. Wipe windowsills and registers

North Wing (including basement, and handicap restroom)

1. Vacuum dining area and basement carpet
2. Empty wastebaskets into large garbage receptacle (located in hallway by Pastor's study)
3. Clean bathrooms (handicap, small bathroom by Pastor's study, and basement)
4. Sweep and mop kitchen floor and empty wastebasket as necessary

The Janitor will purchase needed supplies using the Business account set up at Sam's Club or Menards.

* 1. Supplies include:
	2. Paper towels
	3. Dispenser towels
	4. Toilet paper
	5. Floor wash and wax
	6. Lysol spray
	7. Window cleaner
	8. Hand soap
	9. Clorox wipes
	10. Toiler bowl cleaner
	11. Garbage bags (small and large)
	12. Large, annual clean-up tasks are scheduled and directed by the Deacons.

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| **Education Policy** |
| **Policy:**  | **Effective Date: Initial compiling Fall ’13, 2/16/14**  |
| **Approved: *Grand Haven SDA Board*** | **Revised: 9/13/14** |

1. Purpose: To assist with the education of GHSDA member's children
2. Policy:
3. Children of Grand Haven SDA members attending Grand Rapids Elementary are eligible to receive assistance equal to the difference between constituent and non-constituent rates, per student, upon request and Board approval.
4. Assistance to study at other Adventist educational institutions will follow the base percentage of GRAA's constituent/non-constituent rates, equaling 25.63% of total tuition, not including books and fees, upon request and Board approval. This policy includesstudents attending educational institutions outside the state of Michigan.
5. Process:
	1. Assistance toward study an Adventist Academy shall follow guidelines for Michigan Conference's Project Assist program. A sum of $1500 shall be paid by the Church for each enrolled student. Members not meeting these requirements may also apply for the same level of assistance. Additional assistance may be granted upon written application and Board approval.
	2. Educational subsidy/assistance shall be paid directly to the institution to which the student is enrolled. Financial assistance paid directly to the family, or assistance paid in advance of the student's application or acceptance requires special approval by the Board.
	3. Above policy applies to the student children of Grand Haven SDA members irrespective of the membership of the child(ren). Assistance may be granted to non-member families with Board approval.
	4. Children of Grand Haven SDA members attending the Holland Adventist Elementary School are eligible to receive assistance of $120/month per enrolled student for the duration of the school year, consisting of 10 calendar months, upon request and Board approval.
	5. Children of Grand Haven SDA members attending Grand Rapids Adventist Academy are eligible to receive assistance equal to the difference between constituent and non-constituent rates, per student, upon request and Board approval.

**Articles:**

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| Date | Location | Revision |
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4. **Revisions**

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| **Snowplow Policy** |
| **Policy:**  | **Effective Date: 1/14/18** |
| **Approved: *Grand Haven SDA Board*** | **Revised:**  |

1. **Policy:**

Snow will be removed from the church property when it exceeds 2 inches.

How will the snow provider be procured? Bid process?

Sabbath snow removal?

Who manages the snow removal provider?

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| **Board Spending Authorization**  |
| **Policy:**  | **Effective Date: 6.6.2021** |
| **Approved: 6.6.2021 Church in Business Session**  | **Revised:**  |

1. Purpose: To establish an authorized amount of church fund the board can expend without business session approval.
2. Policy: The church board is authorized to spend up to $10,000 without approval at a church in business session.