

# Table of Contents for Policies and Key Documents of First Christian Church of Corvallis

From 1981 until present

## 100 Building and Grounds

110 Internal Historical Review of External Construction Projects Policy—  
10/18/16

120 Parking Policy –9/11/05

126 Key Policy---10/23/97

### Security and safety

140 Building Safety Policy--4/19/10  
Building and Ground Rules

145 Landscape Trimming Policy—8-8-96

### Usage

160 Facility/Kitchen Use Policy updated 9/13/99, revised 6/18/06

162 Community Groups Room Use Suggested Fees Document, May 2010

164 Musical Recital Fees for OSU Students and Faculty, September 2010

## 200 Children and Youth

210 Youth Camps Policy—May 1989 and May 1999

220 Child Safety Policy—11/15/04

230 Nursery Policy—11/01/10

## 300 Constitution, Bylaws, Vision, Mission and Structure

### Legal and Organizational Documents

301 Articles of Incorporation—Restated and adopted Jan 2009

310 Constitution and Bylaws—Constitution revised 1/30/11, 1/23/22, and  
4/30/23; Bylaws revised 4/3/23.

320 Vision Statement

323 Mission Statement—12/11/86

### Board, Cabinet and Officers

341 Conflict of Interest Policy---1/24/11

343 Board Agenda Policy—amended 3/2/09

Policy on Policies

350 Policy on Policy Development, Approval, and Tracking—April 2011

**400 Financial**

401 Budget Management Policy – amended 8/17/21

403 Business Charge and Deposit Accounts Policy--- amended April 2009

405 Archiving---to be developed

Checks and Treasurer items

410 Banking and Church Extension Asset Management Policy---Amended April 2023

413 Check/Reimbursement Requests for Church Related Expenses Policy--- amended 10/30/2023

415 Health Reimbursement Policy---revised 6/1/15

417 Vendor Approval Policy—revised 4/3/23.

Credit Cards

420 Credit Card Policy— revised 4/3/23.

Fund Raising

430 Fund Raising Policy—amended 6/1/09

Investments and Permanent Funds

440 Investment and Stock Account Signers Policy--- revised 4/3/23

443 Permanent Fund Policy---Revisions adopted by Congregation 1/31/16

444 Mission and Ministry Endowment Fund Policy—adopted by Congregation 1/23/22

446 Linnie Evans Fund for Children and Youth Policy---8/14/18

447 Swick Fund Use Policy—4/19/10

Contributions

450 Cash and Money Handling Policy---revised 4/3/23

Memorial Funds

460 Memorial Fund Policy and Procedures--- revised 8/17/21

Photocopies  
480 Photocopies Policy—amended 6/1/09

## **500 Personnel and Payroll**

### Benefits for staff & ministers

503 Family Leave Policy 1/23/05

505 Paid Holidays and Church Office Closure Days Policy – revised 10/30/23

507 Pension fund Participation Policy-- December 2008

509 Paid Time Off Policy (Sick Leave included) --adopted 9/28/2015

### Ethics

520 Ethical Affirmation of My Ministry—about 1996

525 Policy on Sexual Misconduct of Ministers—adopted Region’s most current policy to always be ours 6/7/10.

### Hiring and Payroll

540 Selection and Payment of Employees Policy--Amended 8/24/21

550 Payroll Approval and Processing Policy and Procedures—Amended 6/1/15

555 FCC Personnel Handbook—adopted 6/15/23

### Unemployment Savings Account

570 Policy Establishing an Unemployment Savings Account in lieu of Paying Unemployment Insurance—Amended 1/19/21

## **600 Programs and Missions**

### Craft Fair

610 Craft Fair Policy--Amended 3/2/09

### Disciples House

620 Disciples House Policy Statement---Board approved 4/18/2021

621 FCC-Jackson Street MOU—Congregation approved 6/28/20; board revised Fall 2021

621a FCC-Jackson Street Lease Agreement—Dec 2021; revised Feb 2022

622 Disciples House Rent Policies--- Revised 4/4/2022

Marriage and Weddings

640 Marriage Preparation Policy—Minister’s Policy—2/14/97

645 Wedding Church Usage Policy---to be developed.

MOUs for the Use of the Church Building

662 MOU Development Policy and Procedures-to be developed

Stone Soup

667 Stone Soup Corvallis MOU—Revised June 15, 2023

AYSO Room Use

668 AYSO MOU—10/28/19

10 Rivers Food Web, Dry Farming Institute and Post Carbon Institute

670 10 Rivers Food Web, Dry Farming Institute, and Post Carbon Institute MOU---2/14/23

Ancient Ways

672 Ancient Ways MOU—June 15, 2023

We Care

674 We Care MOU—June 15, 2023

Benton County

676 Harm Reduction MOU—Oct. 30, 2023