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HISTORY

In 1982, 41 people separated from the Cromwell United Methodist Church in order to pursue a vision God had placed in the hearts and minds of this group of believers. After much prayer, all were in agreement and decided to start a new congregation of believers, which eventually became Stone's Hill Community Church. Their goal was a lofty one: to evangelize the entire West Noble area by providing a place for people of all backgrounds to come together as one body of believers to worship and grow together in Christ.

On March 7, 1982, the new congregation began meeting in the basement of the American State Bank. Some time later, a local businessman and entrepreneur, Merrill Frick, donated the land for the church building. After many trials and troubles during the construction process were overcome, the first service was held on September 5, 1982, in a new building built by Monroe Yoder on the current SHCC campus.

The congregation was striving to put God first and during this time the Statement of Faith, Purpose of the Church, and Bylaws were adopted. The congregation grew in faith and numbers. Several very meaningful baptism services were held at Saggars Campground.

In 1983 the second part of the building was finished, which added new classroom and office space. In the next few years, the congregation experienced more growth; adding missionaries, ministries, and many new attendees. God was changing people's lives and there were many special events, including a concert by The Cathedrals.

In 1992 the people of SHCC worked together to build the north addition. The pole barn was added and the prayer garden was started, along with the gazebo and donated playground equipment.

Several years of learning and refining of the congregation at Stone's Hill Community Church has led to the current explosion of growth at SHCC. In 2001, discussion about a new aggressive phase of building at SHCC began. On June 9, 2002, the first service was held in a new 650-seat multi-media sanctuary. In conjunction with the new building project was a renovation to the existing facilities for youth and children's ministries.

On September 22, 2002, SHCC formally celebrated 20 years of ministry and service. Former pastors Steve Leinbach and Eric Hall were on hand to help with the celebration! The highlight of the 20-year celebration was the presence of national recording artist Ray Boltz, who helped make the 20-year festivities memorable. Present for the concert were over 800 people from the West Noble and surrounding area.

Stone's Hill Community Church has had the opportunity to see dozens of people saved and baptized into the faith in recent years. Marriages and families being restored, stories of miraculous healing and restoration, and freedom from addictions and sin are all things we have come to expect at SHCC!

The history of SHCC is filled with stories of people praying and trusting God to do great things. Along the journey there have been stumbling blocks and mountains to climb, but

God has been faithful to the vision given to the Stone's Hill founders. Many great victories have also been claimed! We are praying for many more victories in the years ahead!

STATEMENT OF FAITH

BIBLE: We believe the Holy Scriptures, contained in both the Old and New Testaments, were written by men divinely inspired by God through the Holy Spirit, to be without error and to be the final authority in faith and life. **Isaiah 40:8; II Peter 1:21; II Timothy 3: 16-17**

GODHEAD: We believe that God is eternally existent, co-equal in three persons (forms): The Father, The Son, and The Holy Spirit. **Matthew 28:19; Luke 3:22; John: 1:1**

JESUS CHRIST: We believe in Jesus Christ, the only begotten Son of God, in His virgin birth, sinless life, He is true God and true man, and that He died as a redeeming substitute for our sins, was buried and bodily resurrected to the right hand of the Father, and in His personal return in power and glory. **Isaiah 7:14, 53:5; Matthew 1:23; John 1:14; Acts 1:9-11; Galatians 3:13; Hebrews 4:15**

HOLY SPIRIT: We believe in the Holy Spirit as the third person of the Trinity, whose present ministry is convicting us of our sins, and who indwells the Christian thereby comforting, teaching, and empowering them to lead a Godly life by means of the fruits and gifts of the Spirit. The fruits and gifts of the Spirit identified by God's Word are given to believers as outlined in the Holy Scriptures and are vehicles through which God has chosen to build up believers and reach non-believers. No fruit or gift of the Spirit is more important than another, but all are given to work together in the body of Christ for God's glory. All fruits and gifts are to be exercised in a careful, loving manner in accordance with Scripture and in submission to the authority of the church. **Ezekiel 36:27; Matthew 3:11; John 14:16-17, 16:8; Acts 1:8; Romans 12:3-8; 1 Corinthians 12-14; 1 Peter 4:10-11**

MAN: We believe that man was created in the image of God. Man is sinful by nature and by choice. **Genesis 1:27; Romans 5:12, 3:23**

SALVATION: We believe that salvation is only by grace through faith, not of works, and is received by faith in the shed blood of Jesus Christ, thereby we become adopted children of God. **Ephesians 2:8-9; John 3:16; Romans 10:9-10, 13**

RESURRECTION: We believe in the resurrection of the dead: the believer to life everlasting in Heaven, and the unbeliever to the judgment of everlasting punishment in Hell. **Revelation 20:10; Matthew 6:20**

SATAN: We believe that Satan is the author of sin, the cause of the fall of man, the enemy of God and man, and that he and his followers shall be eternally punished in the Lake of Fire. **Job 1:6; Revelation 20:10; Matthew 4:1-11 Genesis 3:4-5; Luke 22:31; Ephesians 6: 11-12**

CHURCH: We believe in the Church as the collected body of believers instituted by God, of which Christ is the head, that it is established for worship, discipleship, fellowship, and to reach the lost. **Ephesians 2:20-22; Psalms 118:22; I Corinthians 3:11; 12:12-13; Hebrews 10:25; Colossians 1:18; Acts 2:42, 47; Matthew 28:16-20**

This statement of faith is to be considered a strong evangelical statement of faith. In a community church we allow for differences in minor doctrines. Persons feeling a strong commitment to minor doctrines or issues would probably not feel comfortable within this congregation's fellowship.

VISION / MISSION STATEMENT

Vision: To lead people to God's forgiveness and see them restored to all God created them to be.



This mission is accomplished by Stone's Hill ministry teams.

(See Appendix A)

MINISTRY AT SHCC

There are fundamental philosophical principles every church maintains in relation to mission and ministry. The following statements reflect the personality of SHCC and are meant to convey to you our primary passions and the more specific direction of our mission.

SCRIPTURAL INTEGRITY/ LEADERSHIP TRAINING - We are adamant about building up Christian leaders through focused training. We offer strong, passionate, biblical teaching from the pulpit on Sunday mornings and several quality biblically based discipleship opportunities. We are serious about the Word of God and believe in its ability to transform people's lives.

NON-DENOMINATIONAL - We are independent and non-denominational. We have great freedom, but with great freedom comes great responsibility to care for and protect the congregation. There are people from many religious and non-religious backgrounds attending SHCC.

COMMUNITY CHURCH - We desire to make a transformational impact in our community through prayer, outreach events, random acts of kindness, team work with other area churches, and our support of local programs and benevolent organizations. Our goal is to build a better community through uniting the community, rather than dividing.

CONTEMPORARY CHURCH - We try very hard to be relevant to today's culture, while holding true to essential scriptural principles and beliefs. We will try new, innovative, and creative ideas, alongside current technology and resources to communicate the Gospel. We also incorporate a high energy contemporary worship style. If a ministry is unique, dynamic and Christ-centered, then we will probably give it a try!

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CARING CHURCH - We care about you and your family. Our greatest desire is that you are able to experience the love of Christ through your involvement at SHCC! We desire to minister and equip families to thrive spiritually through strong children, youth, family and small group ministries.

HIGH EXPECTATIONS - We expect regular attendees to be involved in four distinct ways: Attendance, Small Group, Equipping Classes, and Stewardship.

GOVERNMENT

A Board of Elders consisting of three to nine persons, will conduct the business of the church. Each elder is elected for a three-year term, with one third of the terms expiring each year. An elder cannot be re-elected until the elder has been off the board for a minimum of one year.

Congregational updates are given by the Board of Elders when needed on Sunday mornings. These updates share information about pending decisions and concerns. Minutes of the Elder Board meetings are posted on the church bulletin boards each month. (See Appendix E under “By-Laws” for more info. about organizational structure of SHCC.)

MISSIONS

Stone’s Hill Community Church holds an annual Missions Conference. Select missionaries are invited to share and inspire us with stories of how God is moving around the world. Missions at SHCC are supported through faith promise giving throughout the year. SHCC nominates Ambassadors to each of our missionaries (an updated list of ambassadors can be obtained by contacting the church office), who stay in contact with and share information about their missionaries with the congregation at Stone’s Hill. The “Geochron” map found in the main church lobby helps to illustrate the fact that “The Sun Never Sets” on the ministry of Stone’s Hill. Somewhere in the world, our mission is extended at all times!

MISSIONARY	SENDING AGENCY	LOCATION
Ambrose	Amer./Indian/Crusade	South Dakota, USA
Forbes	HCJB World Radio	Indiana, USA
Layman	Mission to Unreached People	Washington, USA
Patrick	World Gospel Mission	Indiana, USA
Saggars-Boyd	SIMS	North Carolina USA
Guys Hill School	Christ Comm. Churches	Jamaica

[Add Local Missions/agencies/location ...CR, NCI, Babe Store, International Missions, Common Grace, New Beginnings.](#)

POLICIES AND GUIDELINES:

Baptism

Baptism is an outward sign of an inward grace, which Christ has poured into a believer's life. We accept and affirm Christian baptism from other denominations. We believe the focus of Christian Baptism should not be placed legalistically upon how the baptism was performed, but upon what has taken place in the heart of a believer. Baptism services are done as needed at SHCC. Baptism by immersion, sprinkling, or pouring are all recognized at Stone's Hill Community Church. Unless another method is requested, we will generally baptize by immersion.

Board of Trustees

Election

The Elder Board shall appoint from among the Stone's Hill members a board of Trustees, three to seven in number, one or more being appointed annually for a term of three years, so that the terms of all shall not expire at the same time, or they may be elected to serve until their successors are elected. At least one of the trustees shall be a member of the Elder Board and shall serve as chair of the trustees. September 1st of each year will be election of new board members and the members completing their term will be relieved of their membership.

Duties and Powers

The board of trustees shall carry out their duties and shall be responsible to:

1. Carry out the instructions of the Elder Board in supervising, controlling, maintaining and improving all church property.
2. Supervise such expenditures as have been approved by the Elder Board for repairs, improvements, and alterations.
3. Attend to all legal matters regarding the acquisition, purchase, sale mortgage, transfer or other disposition of property as properly authorized, to see that titles are correct, contain the proper trust clause, and are recorded, and to see that property and legal records are properly stored.
4. Recommend to the Elder Board and supervise all custodians.
5. Serve, unless the Elder Board shall order a larger or separate committee, as a building committee for the planning and erection of new sanctuary, educational unity or parsonage or a major remodeling program and to assist the pastor in preparing and submitting all building plans to the Elder Board or Stone's Hill church body.
6. Make recommendations to the Elder Board concerning sufficient property and liability insurance on the property and for any vehicles owned and operated by Stone's Hill Church, and to carry out the instructions of the Elder Board or Stone's Hill Church body.
7. **Repairs will be handled with a (3) part form. Don't use these forms. ??**
8. Make such reports as requested by the Elder Board.
9. Provide to the Elder Board, on a monthly basis, minutes of each trustee meeting.

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Caring Team

The **Caring Team** provides "hands on" love and care to the members of Stone's Hill Community Church in the following ways:

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MEALS

Hospitalization: When someone in the Stone's Hill church family has been hospitalized, a staff member or the [Caring Team Coordinator SHCC office Administrator](#) should be notified. It is our policy that we provide [three meals for someone who is hospitalized](#). The [Caring Team Coordinator SHCC office Administrator](#) will either contact the person's small group to notify them of the need or in the event they are not involved in a small group coordinate a group of care volunteers to arrange for meals. Day surgeries are generally not included, but in some cases may be appropriate. Meals are also provided in a similar manner for the birth of babies. The [Caring Team Coordinator SHCC office administrator](#) is providing a ministry in organizing the meals and therefore should not be placed with the burden of preparing meals.

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Funerals: A meal will also be provided for Stone's Hill church families who have lost a loved one. In the event you become aware of a need, please contact a staff member or the [Caring Team Coordinator SHCC office administrator](#). The church will cover the costs associated with the meal.

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FLOWERS

Hospitalization: Flowers are sent when someone from the SHCC family is hospitalized. Flowers are typically not sent for "Day Surgery." In the event that a child or youth is hospitalized, candy or balloons may be sent. (Price range: \$25-\$35)

Funeral: Flowers (plant or silk arrangement) are sent to the funerals of Stone's Hill church family and their immediate family members (Price range: \$35-\$45)

BABIES

A Baby Bible is given to each baby born.

SHOWERS

A gift basket is given to couples after their first marriage and after the birth of their first child. If a family begins attending Stone's Hill and has a baby, even if it's not their first, a basket is given to the first born while attending SHCC.

PRAYER

Stone's Hill Community Church has a prayer chain of volunteers who have expressed the desire to pray for the needs of those who request prayer. Generally, we ask that prayer needs be directed first to the church. If you cannot reach anyone at the church, please move to the next set of persons on the prayer chain. (Attached is a copy of the current prayer chain and instructions)

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SMALL GROUPS

Small groups are the primary vehicles of congregational care at Stone's Hill Community Church. The small group is the best opportunity available for you to become connected to other Christians. The small group is a group that will pray and support one another. We expect each person who attends SHCC to get involved in a small group. Please contact one of the pastors or small group coordinator if you are interested.

STEPHEN MINISTRY

Stephen Ministers are trained caregivers who are available to persons who need encouragement, a listening ear, or someone to offer loving support. If you or someone you know is in need of a one-on-one connection with a mature Christian who will offer God's love and support, please contact one of the pastors or our Stephen Ministry Leaders. Celebrate Recovery is ongoing every Wednesday. CR is designed such that you can jump in at any time and benefit from the lessons, the sharing, the relationships, and seeking a "way out" from hurts, habits, or hang-ups. Contact SHCC office administrator for more information.

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Child Dedication

We will dedicate children to the Lord at the request of their parents. It is preferable that Christian parents have this done as early as possible. Child dedication is the commitment of the church and the parents to lovingly surround children with a positive Christian witness and example. We join with parents to help them teach and raise their children to live a Christian life.

Children's Ministry

We are honored to have your child/children with us in the Mountain Mover Children's Ministry. We minister to children ages 3 yrs-5th grade and the nursery ministers to infants-2yrs. We are partnering with parents to teach and train children to personally know their God, worship Him, and understand their gifts and calling so that they can reach out as Mountain Movers who reveals Christ's salvation and glory. Our policy is that all children must be registered and signed in by parents. A parent must pick up infants- 3rd grade and 4th- 5th graders will be released and asked to stay inside the church foyers. Parents are responsible for the behavior and location of their child after their dismissal from class. Please review the policies below with your child so that they will know what's expected of them.

CLASSROOM POLICY

1. Look at and listen to leaders when they are speaking.
2. Keep your hands to yourself.
3. Be kind and respectful to others.
4. Walk in the church building and use an inside voice.

DISCIPLINE POLICY

1. Redirect the child by praying for them. Thank the Lord for the child.
2. Redirect the child by asking a question, giving them a responsibility, or refocusing them on a different activity.
3. Give a verbal warning. Clearly explain what you want from them.
4. Child will sit on a chair away from classroom activities.
5. Teacher will contact Children's Pastor.
6. Children's Pastor will contact parents.
7. If a child's behavior continues to severely disrupt the classroom, they can temporarily lose the privilege of being at Mountain Movers.

Church Conference

Every two years past and current elders along with the church staff and REACH team coordinators will meet for a conference to discuss the policies and procedures of Stone's

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Hill Community Church. Following the church conference, any new policies and or changes to existing policies will be compiled and a new church handbook will be printed.

Communion

We observe an open communion table at Stone's Hill Community Church. All persons who profess faith in Christ and seek to walk with God and live in harmony with others are invited to partake of Holy Communion. The Lord's Supper is a time of confession, cleansing, and great joy. Through this sacrament we celebrate the grace of God through the sacrificial atonement provided through the death of Jesus Christ on the cross for our sins. We believe in the transforming and renewing presence of Christ at Holy Communion.

Designated and Memorial Gift

DESIGNATED GIFTS

Stone's Hill Community Church will seek to spend all designated gifts for the purpose the donor desires, as long as that purpose is in keeping with the purposes, policies, and philosophy of the church. If the gift is designated to purchase products or secure special services, the leadership reserves the right to select the vendor or the provider of the services. The designated monies and any item or service purchased with these monies is the property of Stone's Hill Community Church. *This policy can be printed on all receipts for donations and/or the quarterly contribution statements.*

MEMORIALS

The Board of Elders will annually identify tangible needs that are not in the operating budget that would be appropriate gifts. Stone's Hill Community Church does not attach memorial labels or markers on memorial gifts.

Elders

BIBLICAL QUALIFICATIONS FOR SPIRITUAL LEADERS OF THE CHURCH

I Timothy 3: 1-7; Titus 1: 5-9 Providing a list of qualifications for board membership is not easy. Biblically we look at the ideal. Few, if any, measure up completely. Imperfections should not totally disqualify one for service. Any areas of weakness should be considered areas for growth and development.

PERSONAL QUALITIES

1. Above reproach - against whom no moral criticism can be made.
2. Temperate - possessing a stable perspective on life.
3. Respectable - having a well-adjusted life according to His Word.
4. Not given to wine - not addicted to anything that is controlling one's life.
5. Not self-willed - not always having to have one's own way, capable of supporting the will of the majority when out voted.
6. Not quick-tempered - in control of one's temperament holding no resentments.
7. Gentle - mild-mannered reflecting meekness, forbearance and kindness.
8. Free from the love of money - seeking first the kingdom and His righteousness.
9. Love that which is good - desiring to associate oneself with truth, honor and integrity.
10. Devout - able to make objective decisions and be honest in relationships with people.
11. Not a new convert - one who is in the process of continual growth in disciplined Christian living.

INTERPERSONAL QUALITIES

1. Prudent - having a correct view of oneself in relationship to other Christians.
2. Hospitable - using one's home as a means to minister to other members of the body of Christ as well as to non-Christians.
3. Able to teach - (does not refer to the gift of teaching) able to communicate the Word of God to others in a non-argumentative manner.
4. Not pugnacious - never strikes out physically at others because of angry feelings.
5. Un-contentious - does not take the opposite point of view to stir up arguments and destroy the unity of the group.
6. A good reputation with those outside the church - having the respect of unbelievers even if they disagree with your point of view.
7. Just - able to make objective decisions and be honest in relationships with people.

FAMILY QUALITIES

1. Husband of one wife - a loyal husband, preserving marriage in all its purity (if unmarried: handling one's sexual urges properly).
2. One who manages his own household well - having the love and respect of one's wife and children, seeing them respond to God and his claims upon their lives.

THE GIFT OF RULING

The gift of ruling, more properly translated "leading", is essential for effective service on a board of elders. The Greek work means "one who stands in front". A leader must have the ability to lead in matters of the church organization and government. Another aspect of this gift is the ability to direct and organize the larger group of believers so that each one is released to perform his ministry without hindrance of disorganization.

COMMITMENT TO THE CHURCH

Two basic qualifications come by way of reason as well as inference from the Word:

Commitment to the church - Faithful commitment to the total church program is essential. A board member who does not faithfully attend the regular Sunday and Wednesday evening services is not in a position to make decisions concerning them.

Tithing - God's plan for church finance is the tithe. A board member should set the example as a spiritual leader of his church. A board member shall be a tithing Christian: "Where a man's treasure is, his heart will be also".

A SEPARATED LIFE

"Believing themselves to be in accordance with the teachings of scripture, SHCC board members exercise leadership by separation from worldly practices." The Elder Board accepts nominations of up to 3 persons whom attenders feel meet the legal requirements listed above. The Elder Board will review all nominations.

Facilities and Equipment

Persons who regularly attend Stone's Hill Community Church may reserve space in the church's facility for family gatherings or special celebrations such as graduation open house, weddings, receptions, bridal and baby showers, etc. upon the approval of the church staff and/or elder board. Such persons may also reserve (brown) tables and chairs for personal use away from the church's facility with approval from the church staff and/or elder board.

A request of use form shall be completed and submitted to [church staff SHCC administrative office](#) for approval to use the church's facility and/or equipment. Please note that the white plastic tables are not to be removed from the church.

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Such use of the church's facility and equipment by those who regularly attend SHCC shall require a \$200.00 deposit, refundable after inspection of the facility.

If equipment or facility is damaged, we ask that a reimbursement for our cost to replace items or repair facility be made. [Along with a \\$40.00 Charge for small events, \\$100 Non-refundable for large events/weddings.](#)

If the facility or any item used has not been properly cleaned, we will first request that proper cleaning take place. In the event we are left with the responsibility of having the facility or equipment cleaned, the charge will be the cost of cleaning or repair. If we are left with the responsibility of cleaning up after an individual or group use, it may mean the surrender of the privilege of using the church's facility in the future and the charge of a [\\$50.00-\\$75.00](#) per hour cleaning fee.

If a regular attender is requesting use of the church's audio/visual equipment for their gathering or celebration, we ask that one of the church's trained A/V technicians be used. Generally, we ask that you also offer a monetary gift to thank them for their time. Please, do not attempt to operate and/or move instruments, audio/visual equipment, etc.! Allow our musicians and A/V technician's time to do that work!

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We are requesting that no red or purple drinks be served in the church at any time! If a spill is made, please clean as quickly as possible with a water-dampened cloth. Also, we ask that you notify a member of the church's staff or a church trustee about the spill so we can arrange for a professional cleaning if needed.

Scheduling to use church facilities or equipment should be done well in advance of your event. Usage is on a first come-first serve basis. Church programming and events take priority over personal use of facility and equipment. Therefore, schedule your event before the church calendar fills up!

Outside church or civic groups may reserve space in the church's facility for special celebrations upon the approval of the church staff and/or elder board. A request of use form shall be completed and submitted to church staff for approval to use the church's facility and/or equipment.

The list of charges for usage is listed on the request of use form.

All of the above guidelines also apply to outside church or civic groups.

Fund Raising

The biblical practice of tithing (giving 10% of one's income) will be taught and encouraged at Stone's Hill Community Church. We try to budget for all the ministry needs of the church. All needs are to be addressed during the yearly budgeting process or brought to the Board of Elders. Emphasis shall be placed upon sound biblical stewardship during Stewardship Month. Due to issues of our church testimony in our community and because we want Stone's Hill Community Church to have the flexibility of informally partnering with other worthy organizations and causes, we will not impose our fund raising policy on other bodies nor will we restrict Stone's Hill Community Church attendees from participating in these efforts. Therefore, in some cases, community sponsored fund raising events that raise monetary support for missions or social causes beyond the confines of Stone's Hill Community Church will be considered for approval and support by the elder board on a case-by-case basis. Funds raised by these efforts will not be used for internal use. This policy statement on fund raising does not prohibit church members from supporting events or individuals for a ministry purpose so long as the money does not pass through the church treasury. Solicitation for personal funds, the selling of items or services at Stone's Hill Community Church, or other external fund raising efforts are not allowed unless approved by the Elder Board.

Greeters

GENERAL INFORMATION

1. The greeter should consist of one man and one woman at each door, both during equipping hour and worship service.
2. The greeters are to be at the door 15 minutes before each service.
3. Attire should be that which is appropriate for worship.
4. Length of service for greeters— one month.
5. If for any reason the greeters cannot be present for a Sunday, please contact coordinators so that they may find a replacement.

RESPONSIBILITIES

1. Greet attendee to make him feel welcome, comfortable, and at home.
2. Introduce yourself to all new families.
3. Introduce visitors to the hostess so she can get their names and addresses.
4. Call on a nearby Church member to take members of a new family to their proper classrooms.

Grievance Procedure

Regardless of who or what has grieved you, our first recommendation is that you read the following passages of Scripture: Matthew 18:15-19; Luke 17:3-4; Galatians 6:1-5; James 5:7-11.

Once you have searched God's Word and spent time in prayer about the situation, we encourage you to follow these guidelines:

1. If your grievance is against another church attendee:
 - a) Go directly to that person and speak lovingly with them about the issue.
 - b) If that doesn't work, ask an elder or pastor to sit down with you and the other party to discuss the issue.
 - c) If no progress is made, then contact a pastor or elder and the issue will be addressed by the elder board and church staff.

2. If your grievance is against a staff member:
 - a) Go directly to that person and speak lovingly with them about the issue.
 - b) If that doesn't work, contact the senior pastor to sit down with you and the other party to discuss the issue.
 - c) If your grievance is against the senior pastor, contact the chair of the elder board to sit down with you and the other party to discuss the issue.
 - d) If no progress is made, contact the chair of the elder board and the issue will be addressed by the elder board.

3. If your grievance is against an elder or the elder board:
 - a) Go directly to that person and speak lovingly with them about the issue.
 - b) If that doesn't work, ask the senior pastor to sit down with you and the other party to discuss the issue.
 - c) If no progress is made, then contact the senior pastor or chair of the elder board, and the issue will be addressed by the elder board.

Grievances that are aired publicly without following the proper procedures are more damaging than helpful to the church. When a Biblical model is not used for handling concerns in the church, the church succumbs to gossip and increased tension within the church family. Please, think and pray and do not speak ill of others in the church family.

It is the responsibility of the senior pastor in cooperation with the elder board to confront those who air grievances publicly without following the proper procedure.

If the church staff or elder board have grievances against a leader or church attendee it is their responsibility to cooperate in addressing the issue with the same loving spirit and procedures outlined above.

Membership

Stone's Hill Community Church does not keep a membership roll book. We do track attendance and involvement via church software and computer. We refer to those who are involved at SHCC with three different classifications: *regular attendee*, *occasional attendee*, or *new attendee*. These categories are meant to reflect a person's level of involvement and commitment to the church.

1. When a person first begins attending SHCC, he/she will be classified as a **new attendee**.
2. When a person completes the new attendee class and indicates the desire to become involved in the ministry of the church, he/she will be classified as a **regular attendee**.
3. A person who attends SHCC from time to time with no involvement in the church's ministry will be classified as an **occasional attendee**.

All attendees are encouraged to continually be involved and support the church in the following ways:

1. By praying for the church's families and ministries.
2. By regular attendance at worship and equipping classes.
3. By grow as a disciple of Christ through involvement in small groups.
4. By using gifts to serve God and others.
5. By tithing.

Nursery

We prefer that all children infants-2yrs. be left in the church nursery. We do, however, respect the rights of parents to have their child with them. If you keep your child with you during the service please respect the rights of others who desire to have a meaningful worship experience free from undue noise and disruptions. If you choose to have your child in the nursery, the following guidelines apply:

1. Nursery care is for infants-2yrs. We have an infant and toddler nursery and both open for care 15 minutes before a church service. Parents must fill out registration paperwork for each child.
2. Please leave your child at the nursery door. Sign their name and write any instructions you have for the workers. You will be assigned a pager to keep with you during the service.
3. Have all of your child's possessions labeled before coming to church. Have a change of diapers and clothing in a diaper bag.
4. Only nursery workers and nursing mothers will be allowed in the nursery.
5. Children who are sick will not be allowed in the nursery. No fever, rashes, or mucus from noses.
6. You will be contacted by the pager if your child cries for an extended period of time or if they have a special need.
7. Please do not disrupt the nursery during the service unless you have an emergency.

NURSERY DISCIPLINE

It is the policy of Stone's Hill Community Church that physical discipline such as spanking will NEVER be used by our nursery volunteers. If there is a disciplinary situation that is severe or reoccurring, the situation will be discussed between the Nursery Director, the Children's Pastor and the parents. For non-severe disciplinary actions, such as jumping off of toys, pinching, hitting, and disrespecting the caregiver we would like the permission of parents to use time-outs. There will be a designated area for time-outs. The following timeout system will be used:

Time-Out Chart

Newborn to 12 months	(None)
12 months to 18 months	One minute
19 months to 24 months	Two minutes
24 months to 36 months	Three minutes

(If a child has to be placed in timeout more than twice during any one period of care, we will send word to the parent/guardian to come and remove child from nursery so that we can provide quality care for all children.)

Offering Procedure

WORSHIP SERVICE

1. Offering collected by the ushers.
2. Placed in bank bag by two ushers and immediately placed in a file drawer in the Administrative Assistant's office. The file drawer is immediately locked.

AFTER WORSHIP

1. The file drawer is unlocked and two members appointed by the Elder board will count the money in the Administration Office.

2. Two tally slips are completed:
 - a) One tally slip is put in the Administrative Assistant's desk.
 - b) One tally slip is place in the bank bag with the money.
3. The bag is locked in the file cabinet.
4. Total offering figures are entered in attendance/offering binder.

MONDAY

1. Administrative Asst. counts the money again.
2. Enters it into church computer file.
3. Notes any discrepancies. Informs a Pastor and/or Elder.
4. Addresses any discrepancies to the counters.

WHEN THE ADMINISTRATIVE ASST. IS NOT AVAILABLE. (SUCH AS VACATION)

Another designated person counts the money and deposits the money into the bank. Copies are made of checks and special entries. The Administrative Asst. will enter it into the computer as soon as he or she returns.

Ordination of Ministers

THE MEANING OF MINISTRY

Ministry in the Christian context means service. While God, through the ministry of the Holy Spirit, calls each believer to general or corporate ministry in the church body, He also calls some to specialized types of ministry. Christ chose, called, and ordained the twelve disciples, "that they should be with Him, and that He might send them forth to preach" (Mark 3:14). He still calls and sends forth His messengers to be servants of the church: "It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up." It is the responsibility of the church both to recognize and affirm God's call, encourage and assist in the training of those called, and to respect the office of the specialized ministry.

DEFINITION OF ORDINATION

1. Webster's dictionary- "to invest officially with ministerial or priestly authority."
2. Dr. Hodge- "the solemn expression of the judgment of the Church, by those appointed to deliver such judgment, that the candidate is truly called of God to take part in the ministry, thereby authenticating to the people the divine call."
3. Berhof- "a published acknowledgement or confirmation of the candidate's calling to this office."

REQUIREMENTS OF ORDINATION.

1. Call of God to ministry (Hebrews 5:4)
2. Internal Call- An abiding sense of a divine call
3. External Call- (Acts 13:3) Confirmation of the call by the Church
4. Evidence of the gifts to minister (Timothy 4:14)
5. Moral purity (I Timothy 5:22)
6. Known (by the church community) to be full of the Holy Spirit and wisdom (Acts 6:6)
7. Four years of Bible College or equivalent is preferred. However, exceptions can be made under the discretion of the Elder Board.

- a. Educational Requirements: The following courses are recommended as the minimal prerequisites:
 - i. General Education: Sociology, Psychology, Philosophy
 - ii. Bible: Old Testament / New Testament Survey
 - iii. History: History of Western Civilization, Church History, Missions
 - iv. Theology: Systematic Theology I and II
 - v. Practical Ministry: Christian Education, Evangelism, Homiletics, Pastoral Work, Expository Preaching, Counseling, and Church Leadership/Administration.
 - vi. Field Education: practical place of service/experience.
- b. Academic Institution Requirement: The program of ministerial study must take place at an Elder and/or Senior Pastor approved educational institution.

MINISTERIAL LICENSE

The Elder Board realizes that some individuals may already be engaged in a ministry vocation or may be pursuing the educational prerequisites that lead to ordination. For those persons, the Elder Board may grant a Ministers License which entitles the minister to lead and conduct worship services, preside over communion, and perform marriage or funeral ceremonies. This license is renewable each year, and entitles the bearer to perform the function and duties of a pastor. A recipient of this license is subject to the same processes and requirements as that of an **ordinand** at Stone's Hill Community Church.

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THE ORDAINING/LICENSING BODY

The Board of Elders (I Timothy 4:14)

THE ORDINATION/LICENSING PROCESS

1. Internal call by the person to ministry and a desire to prepare for ordination.
2. Candidate submits a written application to the Board of Elders requesting permission to begin the ordination/licensing process.
3. Examination of the candidate by the Board of Elders for sound doctrine, knowledge of the Scripture, call to ministry and a holy life.
4. External recognition of the call by the B.O.E. by presentation to the congregation in order that they may be held above reproach.
5. Unanimous vote by the B.O.E. to ordain/license the person
6. Public service of ordination where the elders lay hands upon and pray for the person and present the certificate of ordination (a ministerial license does not require a public service of licensure).
7. The B.O.E. will issue a certificate or card of ordination/license to certify that the person is an ordained/licensed minister in good standing with Stone's Hill Community Church. (Certificate has expiration date: See Review of Ordination).

Sample wording for the front of the certificate or card:

According to the laws of the State of Indiana,
 And by the Authority Vested in those to Minister by the Elders
 At Stone's Hill Community Church, Ligonier, Indiana

Individual's Name

Has been set apart and granted this License and/or Ordination
To administer the sacraments and ordinances, and to conduct worship
Services, and to proclaim the Gospel.

Sample wording for the back of the certificate or card:

I understand that ordination/licensing by Stone's Hill Community Church is a privilege granted me, not a right that I claim. I hereby acknowledge the authority of the Church in granting ordination/licensing to those who, after thorough examination, are believed to have the gifts, graces, fruit and call of God. Further, I understand that though I may complete all of the academic requirements for ordination/licensing, it does not guarantee my ordination/licensure.

Date: _____ Pastor Signature: _____

Date: _____ Elder Chairman Signature: _____

Expiration Date: _____

RIGHTS AND PRIVILEGES OF AN ORDAINED/LICENSED MINISTER

1. Preach and teach the Gospel.
2. Administer the sacraments of baptism and communion.
3. Perform all parts of divine worship.
4. Solemnize the right of matrimony wherever local laws permit.
5. Equip others to do the work of ministry.
6. Do the work of ministry.

RESPONSIBILITIES OF AN ORDAINED/LICENSED MINISTER

Life and conduct should continue to meet the standards found in I Timothy 3. Must remain active in ministry and submit an annual report to the Board of Elders.

REVIEW OF AN ORDAINED/LICENSED MINISTER

No less than three current members of the Board of Elders shall review each ordained minister of Stone's Hill Community Church annually. This review is to insure that the minister still meets the requirements of ordination/licensing as listed above. Should the ordained/licensed minister fail to still meet the requirements, ordination/licensing shall be revoked as detailed below.

CAUSES FOR REVOCATION OF ORDINATION/LICENSING

1. No longer in the work of ministry.
2. No longer in harmony with SHCC statement of faith.
3. Violation of standards found in I Timothy 3
4. Failure to submit an annual report for two consecutive years (for those ordained) and every year (for those licensed).
5. No annual report is required from a licensed or ordained minister who is currently employed at Stone's Hill Community Church.

Political Activity

We believe that it is important for Christians to pray for those in authority (1 Tim. 2:2), register and cast an informed vote and be involved in establishing public policy that is in

keeping with the Scriptures and their own convictions. Because political issues can be confusing and divisive and our primary purpose is to transform our society by making disciples, it shall be the policy of Stone's Hill Community Church to endorse no political candidates or parties, and no solicitation or distribution of literature will be permitted on church property.

Resource Office

The resource office is provided for teachers, small group leaders, and other church leaders. Teaching and training materials are available for group study and teacher/leader preparation. A copier is made available to assist our church teachers/leaders. Please take advantage of the resource office. We ask that you check out all materials and bring them back on time, so that others may benefit!

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Small Group Leaders

1. All small group leaders at Stone's Hill Community Church will have a vital relationship with Jesus Christ and will have been in attendance at SHCC for at least one year, or in certain cases be assigned a mentor.
2. All small group leaders at SHCC will be familiar with and operate in agreement with the Statement of Faith of the church.
3. All small group leaders will be in harmony with the church staff and Board of Elders.
4. Small group leaders will go through extensive training with the small group coordinator.
5. Small groups work best when held in a more intimate setting, such as a home (perhaps the small group leaders or another member of the small group). The church may be available when a small group doesn't have a home to meet in.
6. Small groups with couples or individuals who have children should discuss child-care arrangements for the children (perhaps those with children can contribute toward child care costs.)
7. Small groups are caring groups, so the small group is responsible for establishing a caring environment for its members.
8. Small group leaders will report changes and updates directly to the small group coordinator.
9. Small group leaders will be responsible for attending ongoing training opportunities as directed by the small group coordinator.
10. Small group leaders are also responsible for mentoring those in their groups who would become future small group leaders.

Teacher Guidelines

1. Teachers at Stone's Hill Community Church will have a vital relationship with Jesus Christ and have attended SHCC at least one year or class must be supervised by a church elder.
2. Teachers at SHCC will teach and live in accord with the Statement of Faith and be in harmony with the Elders and Church Leadership.
3. Teachers at SHCC will be regular attendees at all the principal church services.
4. Teachers at SHCC should be tithing or working toward tithing.
5. Teachers should prayerfully prepare their lessons ahead of time for the coming Sunday or Wednesday evening lessons.
6. Teachers should be in their classrooms at least 15 minutes prior to class to greet their students or should assign someone in their class for this task.
7. Teachers of small children *must* remain in the classroom until students are picked up.

8. Teachers of small children or youth should not dismiss their classes early or allow children or youth to roam the church unattended.
9. Teachers will be responsible for attending leadership training as required by staff leaders and the equipping team.
10. Teachers should be leading and loving their families toward Christlikeness.
11. Teachers who serve in the nursery, children's ministries, and youth ministries will be subject to a background check. Teachers who serve in adult ministries may also be subject to a background check.

Ushers

GENERAL INFORMATION

1. There shall be a head usher for each principal worship service.
2. There should be four ushers on duty for each principal worship service.
3. All ushers are to be at the door of the sanctuary at least 15 minutes before each service.
4. Length of service for ushers shall be one month (other than the usher coordinator).
5. Attire should be that which is appropriate for worship.
6. If for any reason ushers cannot be present for Sunday, please contact the usher coordinator so he may find a replacement.

RESPONSIBILITIES

1. Greet each attendee and make them feel welcome, comfortable, and at home.
2. Hand out bulletins to each family.
3. Seat attendees, especially visitors (those you don't recognize) and late arrivals.
4. Assist in the receiving of the morning offering.
5. Assist in the ushering of people or passing of elements during communion services.
6. Be ready to follow the instructions of the head usher at all times.
7. Ushers (excluding head usher) will be free to sit with their family or friends immediately after the offering.
8. The head usher shall oversee the supervision of and give instructions to other ushers on duty.
9. The head usher shall remain on duty at the back of the sanctuary for the entire service.
10. The head usher and one additional usher is responsible for taking care of the offering after it has been received.
11. The head usher should be sensitive to the temperature within the sanctuary and make adjustments as needed (heat or air conditioning adjusted).

Weddings

THEOLOGICAL UNDERSTANDINGS

1. The covenant of marriage was established by God, who created us male and female for each other. Therefore, marriage is a sacred union between a man and a woman. (Genesis 2:21-24)
2. With His presence and power, Jesus graced a wedding at Cana of Galilee. This signifies to the church the importance of marriages to our church's overall ministry. (John 2:1-12)
3. In His sacrificial love, Jesus gave us the example for the love of husband and wife. (Ephesians 5:21-33)

4. The covenant of marriage is not an experiment, but a lifelong decision is not to be entered into lightly. (I Corinthians 7:10-16)

EXPECTATIONS

1. Marriages between two people who love God and are actively involved in a Christian church help promote a healthy Christian home. It is obvious by your desire to seek a “church” wedding that you care about God’s blessing upon your marriage. If you are not actively involved in church, Stone’s Hill Community Church would love to invite you to become a part of the ongoing ministry of Stone’s Hill through worship, study, and other ministries of the church.
2. At least six months notice should be given to the Stone’s Hill Community Church in order to allow for enough time to complete mandatory pre-marital classes and counseling. The couple will be asked to conform to the officiating pastors’ personal marriage guidelines or policies.
3. Couples who are living together and/or engaged in pre-marital sexual relations are living outside the will and design of God for man and a woman. A commitment to sexual purity from the time that premarital counseling begins is expected.
4. Completion of pre-marital classes and counseling is not a guarantee that the pastor will perform the wedding. At the pastor’s discretion, additional work may be required.
5. Stone’s Hill Community Church will consider re-marriage of persons who have been divorced. The situation surrounding previous divorce will be discussed thoroughly. Additional time and counseling may be needed.

GENERAL INFORMATION

We are delighted when people want to have a church wedding, because it symbolizes coming to God and the realization that it takes His help to make a marriage work. We simply ask that our facilities be left like they are found and that people effected by the wedding (minister, musicians, and custodians) be compensated for their efforts. [A “request to use facility” form will need to be filled out and a \\$200.00 deposit will need to be paid to hold the date.](#) [The facilities are free for members and their families.](#) [Additional](#) -Fees for [members](#), non-members are listed on the reservation agreement form, which can be obtained in the church office. Weddings at Stone’s Hill should be conducted by one of our pastors or another minister if you prefer, with our Senior Pastor’s permission. If you are planning a small, informal wedding at another location, or if money is a problem in having a church wedding, we encourage you to talk with the pastor to see what adjustments to this policy can be made. Smoking and the use of alcoholic beverages are not permitted in the church building or on the church grounds. It is the responsibility of the bride and groom and their families to communicate this information to all their guests. Please provide birdseed for your guests to throw after the ceremony. It is much easier to clean up and safer than rice.

PRE-MARITAL COUNSELING

Our pastor requires everyone he marries to participate in pre-marital counseling sessions, which may include: expectation couples have coming into marriage, commitment, communication skills, and the elements of the wedding ceremony.

THE MARRIAGE LICENSE

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To obtain the marriage license, the bride and groom must go to the clerk's office at the County Courthouse with one witness who is 18 years old or older. The witness must know both the bride and groom. It takes three days (not including the application day) to process the marriage license.

THE REHEARSAL

The rehearsal is necessary for all but the smallest and most informal wedding. After counseling with the officiating pastor and the church office, the bride and groom then advise all members of the wedding party of the rehearsal time and emphasize that it is essential for all the participants to be present. All fees and honorariums should be distributed at the rehearsal so the wedding party is free of these responsibilities on the big day. PLEASE NOTE: THE MARRIAGE LICENSE MUST BE GIVEN TO THE PASTOR AT OR BEFORE REHEARSAL.

DECORATIONS

Candelabras, floral arrangements, and candles should rest upon protective surfaces to assure safety and protection to church property. If you wish to use chair bows, please see that they have appropriate fasteners (double sided tape works fine). If the sanctuary is decorated for a church season, such as Christmas or Easter, please plan your decorations to include those already in place, as they will not be removed. Please remember to clear the time of delivery of your flowers with the church office to insure the doors will be unlocked. **All persons seeking to get married at SHCC must fill out a "Request to Use Facility" agreement.**

Worship Team

PURPOSE AND VISION

It is our belief at Stone's Hill Community Church that the music team is a vital part of the ministry of this body of believers. Consequently, members should view their function as ministers of the gospel through music and song - actually as a part of the Leviticus priesthood of Christ's church. Therefore, members should be responding to a call from God, our Father, to render this service as unto Him in a manner worthy of His calling. Membership on the music team (in any way) is a position of Christian Leadership. The primary function then, is to lead, under the guidance of the Holy Spirit, the congregation at hand in true worship "God is Spirit, and those who worship Him must worship Him in spirit and in truth." (John 4:24) We emphasize that our purpose and calling is that of leading others into the very presence of the Living God. One cannot lead worship unless they are worshipping themselves. There is no calling issued for "performances" and "showmanship" only true praise and worship. Therefore, members must strive continually through prayer and example to be pure of heart before God and others.

1. A person must have accepted Jesus Christ as their personal savior and have a walk with Him that is evidenced in their attitude and lifestyle.
2. They should be familiar with and accept the church's statement of faith, be in harmony with direction of the church, and submit to the leadership of the church. If you are at odds with the worship leader, pastor or church leadership, you should not participate with the worship team.
3. Regular Sunday attendance is required-not just when you are singing.

4. Members must NOT be involved with a lifestyle sin, such as (but not limited to) use of illegal drugs, underage drinking or alcohol abuse, pornography, or sex outside of marriage.
5. Members are expected to attend both midweek and Sunday morning practices. We understand that some people may be in college and not be able to be here for the midweek practice, but Sunday morning practice is **mandatory**. We are a team, and promptness will be expected of everyone. Tardiness of ten minutes or more will result in a warning. Continued tardiness will not be allowed, and it will be at the discretion of the worship leader whether or not you participate. Poor attendance and punctuality reflect a lack of discipline and respect for the Lord's ministry.
6. As leaders, members must dress properly. Realizing that God does not judge outward appearance, we affirm that others may be offended by improper attire. Romans 14:21 "It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall." Consequently, members are encouraged to be neat, clean, and appropriately dressed for all services (old jeans, sweats, short skirts, low cut necklines, spaghetti straps, tank tops, shorts, etc. are not considered appropriate for worship services.) Let's go into the Lord's presence with respect.
7. New team members will be admitted at the discretion of the worship team leader. Under most circumstances, new applicants to the music team, will be required several practices and rehearsals before "taking the platform".
8. Members should have open hearts to receive advice, correction, training, and should be committed to becoming proficiently skilled at their ministry. One does not need to be a professional musician to worship the Lord, but God honors the discipline of additional practice and preparation. "Failing to prepare is preparing for failure." 1 Chronicles 15:22 "Kenaniah the head Levite was in charge of the singing; that was his responsibility because he was skillful at it."
9. Sound Engineers and visual equipment operators are important members of the music ministry. Visual equipment operators are asked to arrive early, so that slides can be selected and pre-tested and so that they can set levels, cue sound tracks and assist the music team.

List of Contacts

Need/Interest:	Contact Person:	Phone:
Counseling:	Pastor Joey	(260) 894-7528
Baptism/Child-Dedication:	Pastor Joey	(260) 894-7528
RockSolid Youth Ministry:	Pastor Dave	(260) 894-7528
Worship Team:	Pastor Nate	(260) 894-7528
To Make an Announcement:	Pastor Debbie	(260) 894-7528
Small Groups:	Beth Lewis Tony?	(260) 894-7528
Children's Ministry:	Pastor Debbie	(260) 894-7528
Nursery Ministry:	Juli Romine	(260) 894-9171
Caring Closet:	Juli Romine	(260) 894-9171
Sunday Bulletin:	Barb Donley	(260) 894-7528
Prayer Concerns/Praises:	Barb Donley	(260) 894-7528
Financial Information:	Barb Donley	(260) 894-7528
Prayer Ministry:	Kim Martin	(260) 856-2569
Timothy Men:	Tony Kreager or Alan Beers	(260) 856-2675 (260) 894-7528
Timothy Women:	Dixie Kreager	(260) 856-2675
Equipping Classes:	Pastor Joey	(260) 894-7528
Financial Peace University:	Bill Noelle	(260) 856-4443
Wedding Coordinator:	Amy Stoner Barb Donley	(260) 894-4745 (260) 894-4990
MOPS:	Anne Lowe Eberly	(260) 894-9904 761-3209
Stephen Ministry:	Mary Schieber	(574) 761-2400 CR Linda Kerlin #
Elders:	Wayne Lewis	(260) 894-7528
Trustees:	Tony Kreager	(260) 856-2675
Global Missions:	Wayne Lewis	(260) 642-3864 DeWayne Patrick #
Local Missions:	Church Office/DeWayne	(260) 894-7528
Church Dinners:	Marcia Leitch SHCC Administrative office	(260) 635-2010
Wednesday Meals:	Phil & Sandy Hunter #	
Maintenance Supervisor:	Alan Beers	(260) 894-7528

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Stewardship

Our belief is that “Stewardship is Lordship”. Stewardship is a biblical term that means, “to manage”, and is used in reference to the physical and material blessings God has given each person and the obedience or disobedience of a Christian believer in “managing” those blessings in a way that pleases God. The church often refers to this as stewardship of time, talent, and treasures!

First, God desires for us to be in ministry, using our God-given abilities and talents for His service. The gifts or abilities God has given us to serve Him, should be used to expand the kingdom of God and be a blessing to God and others. **Each January at SHCC and other times throughout the year, we give the people at Stone’s Hill the opportunity to sign-up for ministry. Our annual “Every Person in Ministry” campaign is designed to teach about and offer opportunities to serve using giftedness and abilities. (See Appendix C).**

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Secondly, we teach what the Bible says about giving—that it is a good indicator of the intensity of a believer’s commitment to the ministry of Jesus Christ in the world. The Bible commands each believer to give the tithe (10% of income) to the local church. Offerings are generally considered in Scripture as above tithe giving. A weekly financial report is found in the church’s bulletin. We encourage and expect that believers practice tithing. This practice is not just so the church can perform its ministry, but it is a spiritual issue of obedience for each believer. **During Stewardship Month (January), people are given the opportunity to make a financial commitment to the ministry of Jesus Christ through Stone’s Hill Community Church. (See Appendix D). The money amount pledged is used to make a general budget.**

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MONEY-BACK GUARANTEE on giving! We believe so strongly in the blessing of giving, that if you give money to the ministry of Christ at SHCC and run into a financial need, we will give all of your money back! Our only requirement is that contributions be marked in your name via check or name on offering envelopes.

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Appendices: F

- F: Policy manual revision 2/15/07
- Policy manual revision 3/15/07
- Policy manual revision 9/19/08
- [Policy manual revision 04/09/13](#)